

USIM'S
Handbook On
Academic Writing



UNIVERSITI SAINS ISLAM MALAYSIA
USIM
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

**USIM'S HANDBOOK ON
ACADEMIC WRITING**

USIM'S HANDBOOK ON
ACADEMIC WRITING

(for Essays, Theses, Assignments, Project Reports)

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(For Theses, Dissertations, Academic Project Reports)

USIM's Publisher
Islamic Sciences University of Malaysia
71800 Bandar Baru Nilai
Negeri Sembilan
2010

First printing 2003
Second printing 2005
Third Printing 2009
Forth Printing 2010

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PUBLISHED IN Malaysia by:

USIM's Publisher
Islamic Sciences University of Malaysia
71800 Bandar Baru Nilai
Negeri Sembilan
Tel: 06-798 8226, Fax : 06-798 6083

Design By:

SMART Print & Stationer Sdn. Bhd.
No 64, Jalan SBC 8,
Taman Sri Batu Caves,
68100 Batu Caves, Selangor
Tel: 03-6186 1192, Fax: 03-6186 1152

National Library Of Malaysia

Cataloguing-In-Publication Data

USIM's Handbook on academic writing

ISBN 983-41007-8-7

1. Dissertations, Academic-Handbook, Manual, Etc.
2. Kolej Universiti Islam Malaysia 808.02

CONTENTS

	Page
Foreword by Vice Chancellor	i
Preparatory Committee	iii
Introduction	iv
Acknowledgements	v

SECTION I

REFERENCES CITED FROM TEXTS

A) AUTHOR-DATE SYSTEM

How To Write Author-date	1
1. Books with one author	3
2. Books with two or more authors	3
3. Books with no author (n.a.) stated	4
4. Authors with same name	4
5. Multiple References	4
6. An Author with Multiple Works in a Year	5
7. Private Interviews	5
8. Internet	5

B) FOOTNOTE SYSTEM

Why Must You Write Footnotes	6
------------------------------	---

How To Write Footnotes	6
1. Books	7
2. Articles in Journals	10
3. Articles in Proceedings	11
4. Articles in Magazines	11
5. Articles in Newspapers	11
6. General News in Newspapers/ Newspaper Reports	11
7. Letters to Editor	12
8. Unpublished References	12
9. Electronic References	14
10. Rhythmic Compositions	15
11. Maps or Charts	16
12. Public Documents	17
13. Cases of Law	19
C. ENDNOTE SYSTEM	19

SECTION II

BIBLIOGRAPHY

Introduction - What is a Bibliography	21
Why Must You Do a Bibliography	21
How To Write a Bibliography	21
1. Books	22

2.	Published Public Documents	25
3.	Unpublished Public Documents	27
4.	Documents of International Organizations	27
5.	Articles in Encyclopedia	28
6.	Articles in Journals	29
7.	Articles in Magazines	30
8.	General News/Articles in Newspapers	30
9.	Book Reviews	31
10.	Cassette Tape Recordings	31
11.	Radio	32
12.	Television	32
13.	Videocassettes/video CDs	32
14.	Internet	33
15.	CD-Roms	35
16.	Computer Software	36
17.	Interviews	36
18.	Letters	37
19.	Maps or Charts	38
20.	Films and Movies	38
21.	Performances	39
22.	Advertisements	40
23.	Definitions From the Dictionary/Encyclopedia	40
24.	Slides	41
25.	Unpublished References	41
26.	Rhythmic Compositions	43

SECTION III

REFERENCES CITED FROM QURAN AND HADITH

1.	Al-Quran	45
2.	Hadith	47

SECTION IV

ORDER OF CONTENTS OF THESIS, DISSERTATION & ACADEMIC PROJECT REPORT

1.	Title page	53
2.	Author Declarations	58
3.	Biodata of Author	59
4.	Acknowledgements	59
5.	Abstract	61
6.	Content page	65
7.	List of Tables	66
8.	List of Figures	67
9.	List of Cases	68
10.	List of Statutes	70
11.	List of Appendices	71
12.	Glossary	71
13.	Transliteration	71
14.	Abbreviation	72
15.	Text (Main body of Thesis, Dissertation or Academic project)	72
16.	Endnotes	72
17.	Bibliography	72

18. Appendices	73
----------------	----

SECTION V

GENERAL FORMAT

1. Paper	75
2. Cover	75
3. Total Number Of Words	78
4. Typing	78
5. Printing	80
6. Binding	80
7. Page Number	81
8. Colour	82

SECTION VI

APPENDICES

1. Appendix A	83
2. Appendix B	86
3. Appendix C	87

FOREWORD

VICE CHANCELLOR OF USIM

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

In the name of Allah, the Most Gracious and Most Merciful.

First and foremost, I wish to express my utmost gratitude to Allah SWT for bestowing upon us His grace and guidance to enable us to accomplish the forth printing publication of USIM's Handbook on Academic Writing.

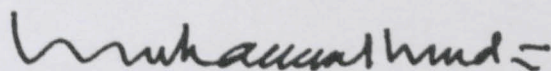
High quality academic writings are effective mechanisms to disseminate knowledge and new ideas. Hence, it is befitting for USIM to put their diligent effort to produce an academic writing Handbook. I would like to congratulate the Preparatory Committee Members who had contributed their notable effort in preparing and producing this Handbook. It is hoped that this Handbook would serve as a standardizing guide for all academic writings at USIM.

As a leading institution of higher learning, it is natural duty of USIM to share with the members of the public relevant and pertinent issues through writings. Intellectuals could study numerous issues of interest so that concrete and sound analysis and recommendation could be made for the benefit of the society. With the publication of this Handbook, it is hoped that academicians and researchers will be able to produce excellent and outstanding academic works using USIM's style. May Allah bless you all for your commendable contributions.

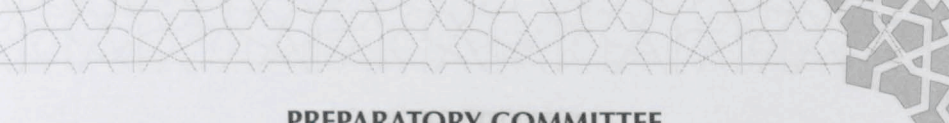
Thank You, Wassalam.

"KNOWLEDGEABLE. DISCIPLINED. DEVOUT"

Yours Sincerely,



PROFESSOR DATO' DR. MUHAMAD MUDA
Vice Chancellor



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INTRODUCTION

Academic writing is one of the most important activities for academicians as well as students of institutions of higher learning. In order to initiate standard and orderly academic writings, a particular guide for academic writing should be established.

The objectives of this handbook are as follows:

- To guide students and academicians in producing acceptable standard academic writings.
- To assist students in acquiring a standard writing style.
- To standardize the format and techniques for academic writings at USIM.
- To facilitate students, academicians and readers in making further reference on a particular idea found in the writings.
- To uphold USIM as an institution of higher learning that produces high quality academic writings.

Apart from that, this handbook also serves as a guide for students and academicians of USIM in completing their theses, dissertations, academic project reports and other academic writings.



ACKNOWLEDGEMENTS

Utmost gratitude and appreciation to those who have been directly or indirectly involved in the preparation of this handbook. In particular the publisher would like to extend special thanks to:

- Vice Chancellor of USIM
- Deputy Vice Chancellor (Academic & International)
- Deans and Coordinators
- Bursar Department
- Registrar Department
- Faculty Administration Division
- Preparatory Committee
- Publication Committee USIM
- Information Technology Unit
- General Administration Unit

ABBREVIATIONS

AS	ʿalayh al-salām
comp.	compiler/compiled by
Def.	definition
ed.	editor/edition/edited by
H	hijriyyah
M	mīlādiyyah
n.a.	no author/no artist
narr.	narrated by
n.d.	no date/no year
n.pl.	no place
n.pb.	no publisher
p.	page
pp.	pages
perf.	performers
trans.	translator/translated by
RA	radiya Allāh ʿanhu / ʿanhā / ʿanhum
rev.	review/revision of
SAW	salla Allāh ʿalayh wa sallam
SWT	subhānahu wa tāʿalā
vers.	version
vol.	volume
writ.	written by

LIST OF SYMBOLS

Hadith Number

ISBN 983-41007-8-7



9 789834 100780