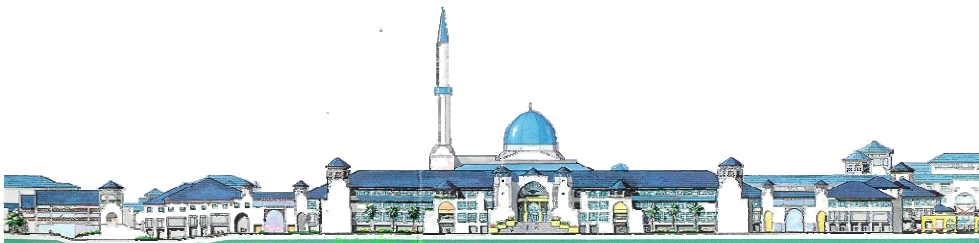


THE IUM THESIS/DISSERTATION MANUAL

**CENTRE
FOR
POSTGRADUATE STUDIES**

2009
(For Internal Circulation Only)



بسم الله الرحمن الرحيم

This manual is compiled with one main purpose: to guide postgraduate students of the International Islamic University Malaysia (IIUM) in their thesis/dissertation writing. It also sets a standard by which the quality of thesis/dissertation output in IIUM can be maintained. Therefore, students and supervisors are recommended to become thoroughly familiar with the contents of this manual before embarking on the thesis/dissertation. As it contained guidelines that have been approved by all the Kulliyahs, at various stages of its preparation, it should precede all other manuals. We are pleased you are contributing towards the realization of the IIUM's academic identity.

The manual contains seven parts. Part 1 provides a description of the general requirements of a thesis/dissertation produced in the IIUM, which should be useful to the postgraduate student. Part 2 is on formatting of the thesis/dissertation which the student will find necessary at the end of the thesis/dissertation writing prior to submission. Part 3 is a guide on how to enter Arab, Malaysian and Indonesian names in the bibliography list. Part 4 provides an Arabic transliteration scheme, particularly useful for the Islamic Revealed Knowledge (IRK) students who wish to write their thesis/dissertation in English. Part 5 and 6 provide a detailed explanation on how to deal with in-text citations and Part 7 shows how bibliography entries should be presented. Appendices are presented as much as possible, in each step of the thesis/dissertation preparation, to provide examples which the students may follow.

Unlike other sources of publication manuals (e.g., APA and MLA), the IIUM Thesis/dissertation Manual has specific and detailed information about the style and format regulations of thesis/dissertation writing. It is useful and unique to IIUM as it also includes details on how to cite languages other than English, particularly Arabic and Malay. However, many points have been incorporated from other publication manuals for consistency in publication. Other sources were also consulted including suggestions from various lecturers. Questionnaires were also distributed to postgraduate students to get their opinions on the presentation of the manual to ensure as much as possible that it is reader-friendly.

Please note that the manual is not a thesis/dissertation and hence does not always follow the convention of thesis/dissertation writing as proposed in these pages. Students are therefore advised to read the contents of the manual carefully instead of following the format in which the manual presents itself. However, no manual can possibly encompass all questions or issues pertaining to a thesis/dissertation preparation. Thus, students are advised to consult with their supervisor or the Kulliyah office of Postgraduate Studies for clarifications on issues that are not addressed in this manual. The manual has also not included a section on grammar; therefore, the student is advised to consult grammar books for further information. Alternatively, they can hire a good editor to proofread the final draft of their thesis/dissertation.

Students, in consultation with their respective supervisors, will be held responsible for understanding and meeting the standards of a thesis/dissertation stated in this manual. A thesis/dissertation is the written product and culmination of a student's entire graduate education. It is a reflection of communicative and intellectual skills at their very best as a result of the shared goals of students, supervisors and administrators; the Manual merely presents the guidelines to assure the quality of thesis/dissertation in both content and style.

The production of the manual entails the production of a book, and this is not an easy task. Hence, there may be shortcomings which we had overlooked but we pray that these should not hinder the process of producing a quality thesis/dissertation.

Nevertheless, we welcome all suggestions and criticism, which could be later, included in future editions.

Students are required to adhere to the guidelines presented in this Manual as it was endorsed beginning from Semester 2, 2004/2005.

Finally, this manual was not meant to “reinvent the wheel” rather the committees had a deep look into manuals produced in Malaysia such as UKM, UM, and UiTM Manuals; and certainly Chicago Manual and others.

Centre for Postgraduate Studies
International Islamic University Malaysia
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PREFACE

Assalāmu ‘alaikum Warahmatullāhi Wabarakātuh,

The Centre for Postgraduate Studies is pleased to present to postgraduate students the IIUM Thesis/Dissertation Manual. This manual will help students to write their academic papers. I would like to congratulate Prof. Dr. Ibrahim M. Zein, former Deputy Dean (Academic Affairs), Centre for Postgraduate Studies and his committee who has worked so hard in coming out with this new edition.

The Centre for Postgraduate Studies has started its effort in preparing the manual since 2003 i.e. during its workshop ‘Towards High Quality Postgraduate Teaching and Supervision’ on 3rd – 5th October, 2003 at Holiday Inn, Penang. Several meetings then have been held inviting views and comments by many experts from the IIUM staff comprising both academic and non-academic members. We appreciate the good effort and contribution given by the Kulliyyahs and everyone involved.

Now that we have the manual and we would like to emphasize that it is mandatory for all postgraduate students to adhere to the IIUM style. Students should be proud to use our very own thesis/dissertation manual. Hopefully, this manual would also be used by IIUM academic staff and undergraduates in writing their academic papers.

Wassalām

PROF. DR. NIK AHMAD KAMAL NIK MAHMOD

Dean

Centre for Postgraduate Studies

April, 2009

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- i. Prof. Dr. Hassan Ahmed Ibrahim, KIRKHS
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- vii. Dr. Normala Othman, KIRKHS

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PART I

GENERAL REQUIREMENTS

INTRODUCTION

This part of the guide deals with the basic technical requirements of a thesis/dissertation which include language, the type of paper to be used, font style, paragraphing, pagination, layout for tables and figures, and the number of bound copies that a student should make and submit to the Kulliyyah, Centre for Postgraduate Studies and IUM library.

LANGUAGE

A thesis/dissertation written in English should follow the standard British English and that written in Arabic should follow standard Arabic. In English theses/dissertations, when using foreign terms (in language other than English), follow this rule of thumb: italicise the foreign expression and provide an English translation in round brackets following it; foreign words need not be transliterated, italicised, and provided translations if they are listed in the major English dictionaries (such as the Oxford English Dictionary and Merriam-Webster's Collegiate Dictionary). For proper Arabic transliteration, see **Part IV: Arabic Transliteration Scheme**, page 22.

PAPER

Paper used should conform to the following specifications:

Size	A4 (21.0 cm x 29.7 cm)
Quality	Acid-free paper of at least 80 gm weight
Colour	White

SOFTWARE AND PRINTING MACHINE

Students may use any word processor (such as MSWord) they are familiar with to write their thesis/dissertation. A laser printer is to be used to print the final version of the thesis/dissertation.

FONT SIZE

For the basic text, the 12-point font size is to be used. However, the 10-point font size may be used for items like captions, figures, and tables.

FONT STYLE

Use only "Times New Roman" font style. In the case of transliteration, "AHT Times New Roman" font style is acceptable.

PARAGRAPHING AND LINE SPACING

The line spacing of the basic text should be set at 2.0 (double spacing). This includes line-to-line, paragraph-to-paragraph, text-to-numbered/bulleted list (such as in the immediate list below), sentences within numbered lists, and subheading to text. However, between the last paragraph of a section and a Level Two subsequent subheading, there should be three spaces (3.0) (↵ see APPENDICES A and B, pages 59-61). The first paragraph of a section need not be indented. However, the first sentence of all proceeding paragraphs should be indented 1.2cms. Use the tab key for consistency. A heading that appears as a last line on a page will not be accepted.

There should be a minimum of two lines of a paragraph at the bottom of the page under the heading. In such cases, the bottom margin will be wider than the required specification.

Single spacing should be used for the following cases:

- a. Acknowledgements
- b. Table of Contents (double space between entries of consecutive chapters and other major sections such as the Bibliography and Appendices)
- c. List of Tables, Figures, Cases, etc.
- d. Abstract and translation of Abstract
- e. Quotations of more than 40 words (set off from the text and indented 1.2cm from the left and right margins)
- f. Captions for Figures and Tables
- g. Bibliography (note: double-spacing between entries)
- h. Glossary (note: double-spacing between entries)
- i. Index
- j. Appendix

TEXT SPACING

Press the space bar twice for periods at the end of the sentence. For periods elsewhere and other punctuation marks (comma, colon, etc.), press the space bar once only.

For hyphens, dashes and minus signs use the following guideline:

- a. hyphen:
 - i. no space before or after (e.g., hit-and-run accident)
 - ii. With space before negative value but not after (e.g., -0.05).
- B. EM Dash & EN Dash: two hyphens with no space before or after (e.g., students—graduate and undergraduate—are...)
- c. minus: a hyphen with space on both sides (e.g., $2 - 1 = 1$)

For periods and commas, when a period or comma occurs with quotation marks, place the period or comma inside the quotation marks. Other punctuation marks are placed outside the quotation marks unless they are part of the quoted material.

She said, "I'm going."
She said, "I'm going," and left.
She asked, "Are you going?"

However, for a question that has a question, the question mark is placed outside the quotation marks.

Did she say "I'm going"?
Did she ask, "Are you going"?

If there are brackets after the quotation mark, the comma or period is after the brackets, such as in the following example:

Universal grammar is a "property inherent in man" (Chomsky, 1981, 32).

HEADINGS

Headings are of four types, ranging from the Level 1 (the main heading) to Level 4 (the third subheading). Chapter headings (level one) are to be centred and written in bold capital letters. The font size for chapter headings is 14 point. Subheadings are up to three levels: levels two to four. These levels should follow the requirements stated below.

Level 1: 14-point, **bold**, centred, UPPER CASE (Chapter Heading)

Level 2: 12-point, **bold**, left aligned, UPPER CASE (Text Heading)

Level 3: 12-point, **bold**, left aligned, **Title Case** (Text Subheading)

Level 4: 12-point, **bold**, *italics*, left aligned, **Title Case** (Text Sub-subheading)

Level 5: 12-point, *italics*, left aligned, **Title Cases**, underlined (Text Sub-sub-subheading)



See APPENDICES A(i), (ii), B, pages 59-61

The choice of using numbers together with the level headings is left to the student and the supervisor.

Note: Long headings may occupy multiple lines. However, the space between lines of such headings should be single. Such long headings may be shortened in the table of contents to fit the requirements of the margins.

BULLETED OR NUMBERED TEXTS

For bulleted materials, students should place the bullets/numbers indented 12 mm from the left margin. The space between the bullet/number should also be adjusted to 8 mm. This standard should be kept throughout the thesis/dissertation and in sub-bullets/sub-numbers and the proceeding texts. A double space is still maintained between lines and text-to-numbered/bulleted list. For consistency adjust ***Bullets and Numbering*** under ***Format*** pull out in Microsoft Word.



See APPENDIX C, page 62

MARGINS

The following margins should be observed:

LEFT	3.8 cm (wider for binding requirements)
TOP	2.5 cm
RIGHT	2.5 cm
BOTTOM	3.0 cm

Aside from page numbers, all other material must fit within these margin requirements (including tables, figures, graphs etc.). When oversize pages are used, the same margin must be maintained.

PAGE NUMBERING

Every sheet of paper in the thesis/dissertation must be numbered except for the Quote Page. Small Roman numerals (i, ii, iii ...) are used for the preliminary pages (all pages before the introductory chapter). The Title Page is counted but not numbered. Therefore, the numeral 'ii' is the first number that will be printed and will appear on the Abstract Page. Arabic numerals (1, 2, 3 ...) are used for all pages following the last

preliminary page. If any printing appears on paper, that piece of paper is a page and must be counted and numbered. The page number must be centred to the text, not the page, and must be placed at the bottom of the page. Since the bottom margin is 3.0 cm, the page number should appear 1.3 cm from the bottom of the page. If you are using MSWord, the following steps can be followed to set the correct margins:

- a. Change "inches" to "centimetres": Go to **Tools** and click on **Options**. Click on **General**. At the **Measurement Unit** box, indicate "centimetres." Click **OK**.
- b. Go to **File** and click on **Page Setup**. Click on **Margins** and enter the parameters as suggested in the above section (Top, Bottom, Left, Right margins). Next, click on **Layout** and in **Paper Size**, choose **A4 (210mm x 297 mm)**, and set **Footer** at 1.3 cm and **Header** at 0 cms. To leave Click **OK**.
- c. Before printing, go to **File** and click on **Print**. Next, click on **Properties**, click on **Paper** and choose **A4 (210mm x 297 mm)**. Then, click on **OK** and again on **OK**.
- d. Before printing, make sure that the paper is placed correctly on the Printer's tray.

No dashes, periods, underlining or other marks should appear before, after or under the page number.

JUSTIFICATION

The body of the text must be fully justified (i.e., have even left and right margins) throughout the thesis/dissertation except for the first line of paragraphs, but not the first paragraph of a section (refer to the explanation under the heading of **Paragraphing and Line spacing** on page 1). Students are responsible to adjust extra spacing between words that may result from the justification of text.

TABLES

Tables must be accurate and easy to read, and care is required in spacing, ruling, arrangement of headings, and placement with respect to the text. They are used to supplement the text, and therefore should be within the text or continue on the following page.

➤ See APPENDICES E (i) and (ii), pages 64-65

Numbering

Tables should be numbered with an Arabic numeral and given titles, even though there may be very few tables in the thesis/dissertation. The chapter and order in which the tables are mentioned in the text determine the numbering. For instance, if Chapter 5 has four tables, the tables should be labelled as Table 5.1, Table 5.2 and so on. All references to a table in the text should be by number.

➤ See APPENDIX D, page 63

Position

Ideally, each table should come immediately after the first reference to it. However, it is best to finish the paragraph of the text in which the reference occurs before inserting the table. If a table cannot be accommodated in the space remaining on a given page, continue the text to make a full page and place the table at the top of the next page if it is still within the same subtopic.

If a table appears in the middle of a text page, three line spacing (3.0) should be left above table number and below table/notes (i.e., the table number is typed on the

fourth line following the text, and the text is continued on the fourth line below the bottom rule or the table's notes).

Size and Shape

In most tables, the columns run the long way on the page. A table may occupy the full width of the page or less than the full width. In either case, each table must be centred horizontally on the page, and within the four margins.

Width

If a table is too wide for the page, it should be turned length-wise (i.e., use the landscape format), and placed horizontally in centre of page, however, within the prescribed margins. No text should be placed on a page containing a broadside table. The page number appears in its usual place, at the bottom of the page, not the table.

Font Size

Ideally the 12-point font size is to be used. However, the 10-point font size may be used for content inside the tables if necessary. For any texts outside the table like table number, caption, title and notes, the 12-point font size should be used.

Continued Tables

Long tables may be continued from page to page. The table number and title are to be placed at the beginning of the table; only the table number is given in the succeeding pages, for example, "Table 2 - *Continued*." Ordinarily, the column headings are repeated on every page including in a broadside table.

Title

Each table must have a title. Place the table number above the table, and centre both; place the title below the table number, centred and single-spaced, spanning the width of the table. Leave one single line space between the title and the table, and between table and notes.

➤ See APPENDICES E (i) and (ii), pages 64-65.

Notes

There are three kinds of notes that are placed below the table:

- i. A general note which qualifies, explains or provides information relating to the table as a whole and ends with an explanation of abbreviations, symbols and the like, designated by the word *Note*, italicized and followed by a period, for example:

Note. All significant three-way interactions were omitted. M=match process; N= non-match process.

- ii. A specific note which refers to a particular column, row or individual entry: specific notes are indicated by superscript lowercase letters (^a, ^b, ^c) and should begin with superscript ^a; the superscripts should be ordered from left to right across the table by rows, starting at the top left; different tables require their own specific notes (whenever needed). For example:

^an = 25

^bThis participant did not complete trials.

- iii. A probability note which indicates the results of tests of significance. Asterisks are usually used to identify probability values such as:

* $p < .05$
** $p < .05$ two-tailed

Notes to a table should use the 12-point font size and should be ordered in the following sequence: general notes, specific notes and probability notes. Each type of note should begin from the same margin with the table on a new line and possibly justified. For example:

Note. The participants' responses were:
^a $\bar{n} = 25$. ^b $\bar{n} = 42$.
* $p < .05$. ** $p < .01$.

FIGURES

Figures are illustrative materials, which include drawings, paintings, photographs, charts, graphs and maps. The numbering, position, size, shape and width of figures are similar to those specified for tables. However, the number of the figure should be placed below the figure, at the left margin, followed by a period and a legend.

A legend follows the number of the figure and may be a title or a caption. The legend should be single-spaced and span the width of the figure. Short legends are centred and long descriptions, legends or other explanatory matter that cannot be conveniently placed on the same page as the figure can be placed on a separate page immediately preceding the figure. A key or scale (if included) should be placed beside or within the figure.

OVERSIZE MATERIAL

Reducing Oversize Material to Standard Required Margins

A copy that has been reduced on a photocopying machine to fit within the required margins of the 21.0 cm x 29.7 cm (A4) page must be legible. It must be scanned into the text.

Oversize Material to be Folded

Some oversize material cannot be reduced to standard-page margin requirements, and may be submitted on a larger-than-standard page. Paper measuring 29.7 cm x 42.0 cm (A3) may be included in the manuscript by converting the page to manuscript size with pleat-like folds. With these pages, the left edge (29.7 cm) will have a 3.8 cm margin, the right edge (29.7 cm) will have a 2.5 cm margin, and the bottom edge will have a 3.0 cm margin. The page number is placed 2.3 cm from the bottom edge of the page, and about 6.8 cm from the right edge. The folds of the 42.0 cm wide paper must be at least 3.0 cm from the edges of the page to ensure that the illustration is not cut when the edge of the page is trimmed in the binding process. When the oversize page is properly folded, the page number will appear in the position where it appears on the standard-size page. When submitted, the oversize page must be one continuous sheet, with nothing glued or taped.

Large Oversize Material

Oversize material larger than 29.7 cm x 42.0 cm is either bound at the end of the manuscript or folded by the bindery for insertion into a special pocket that will be supplied when the manuscript is bound. Alternatively, very large oversize material may be bound (and folded) into a separate volume. The student's name should be typed or neatly block-lettered within the text area (not outside the margins) in the lower right-hand portion of the oversize page. All such material is to be referred to in the text and noted in the Table of Contents, List of Figures or Tables (e.g., "Plates 1 and 2 in pocket").

PICTURES

Photographs / Newspaper Cuttings

Photographs, newspaper cuttings and the like must be scanned or digitally embedded in the text.

Maps / Aerial Photographs

If these are to be included in the thesis/dissertation, approval from the *Ketua Pengarah Pemetaan Negara* is needed. Form PPN 14 can be obtained from *Jabatan Pemetaan Negara Malaysia* for this purpose. All other maps included in the thesis/dissertation should be well documented and the sources quoted.

USE OF COLOURS

Colours may be used only for graphs, charts, pictures and photographs. For all other purposes, colour may be used only with the written approval of the Kulliyyah. If colour is used in the thesis/dissertation, all copies of thesis/dissertation for submission must be identical.

SLIDES, DISKETTES, CDs, VIDEO OR AUDIO-CASSETTES

Students must submit a softcopy of their thesis/dissertation (diskettes/CDs) along with the hardcopy to the Centre for Postgraduate Studies (CPS). However, students may also submit with the thesis/dissertation, any of the other above items, if necessary. Slides, videos, and CDs must be clear and sharp, and audiocassettes must be audible. The contents must be organised, and free of errors, and diskettes should be virus free. All items must be appropriately labelled and bear the:

- i. name of the author
- ii. title of the thesis/dissertation
- iii. matriculation number
- iv. name of the degree
- v. year of study
- vi. content of the item
- vii. name and version of the software used

The inclusion of any of the above items must be indicated in the thesis/dissertation, in the section where lists of all tables, figures etc., are given.

PRINTING

Printing should be single sided (right hand side of an open manuscript). Illustrations used in the thesis/dissertation may be drawn or computer generated. The use of microfilming and photocopying methods must be done with great care. This is because these methods reproduce colour as black, white and shades of grey; illustrations and photographs should not depend on colour alone for interpretation. Labels or symbols rather than only colours should also identify lines on a graph. Shaded areas such as countries on a map should be represented by cross-hatching or in colour. However, tables should not be in colour.

PHOTOCOPYING

All photocopied materials should be clear and sharp. Photocopied materials on any pages should be numbered as part of the thesis/dissertation, and should be within the margins stipulated in the manual.

CORRECTIONS AFTER EXAMINATION

Students should make all the necessary corrections, amendments and revisions before submitting the final version to the Kulliyyah. The appearance of the finished work should be neat. Use of correction pen or tape is not allowed.

BINDING

Three hardcover copies of the thesis/dissertation (all signed with black inked pen only) are to be submitted to CPS, together with a soft copy. Students must ensure that the format of the thesis/dissertation adheres to the format and style as in this manual. The colour of the cover must be as follows:

PhD	Dark Blue
Master's	Black

PART II

FORMAT

INTRODUCTION

This part of the manual describes the organisation and details of the different parts of the thesis/dissertation from the cover page to the index.

ORGANISATION

The thesis/dissertation should be organised in the following order:

- a. COVER and SPINE
- b. QUOTE PAGE (optional)
- c. TITLE PAGE
- d. ABSTRACT (in English, Arabic and optionally in Malay)
- e. APPROVAL PAGE
- f. DECLARATION PAGE
- g. COPYRIGHT PAGE
- h. DEDICATION PAGE (optional)
- i. ACKNOWLEDGEMENTS
- j. TABLE OF CONTENTS
- k. LIST OF TABLES/ FIGURES/ CASES/STATUTES etc. (if any)
- l. LIST OF ABBREVIATIONS/ SYMBOLS (if any)
- m. BODY OF THE TEXT
- n. REFERENCE NOTES, i.e., endnotes (if any)
- o. BIBLIOGRAPHY
- p. APPENDICES (if any)
- q. GLOSSARY (optional)
- r. INDEX (optional)

COVER AND SPINE

Cover

The information printed on the cover must be in gold-coloured capital letters of between 18 and 24 point font size, and must be in the following order: title, name of student, name of the university and year of submission. Make use of one standard font size for all these.

- a. The TITLE of the thesis/dissertation appears at the top in full.
- b. Volume number (if any), written in Arabic numerals
- c. The NAME of the student comes under the title. The name must be that under which the student is registered at IIUM and that appears on the Approval Page and Declaration Page.
- d. The name of the university i.e., INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA in single space.
- e. The YEAR of final submission of the thesis/dissertation at the bottom of the page.

➤ See APPENDICES F (i) & (ii), pages 66-67

The top and bottom margins for the cover page must be 6.0 cm. All information printed on the cover must be centred. If a thesis/dissertation exceeds 6.0 cm in thickness, then the binding should be done in two different volumes. In this case, the word *volume* should be abbreviated as "VOL." and the volume number printed in

Arabic numerals. The phrase should come under the title of the thesis/dissertation, for example:

VOL. 1 or VOL. 2

Spine

Information printed on the spine must be in gold-coloured capital letters of between 18 and 24 point font size, and must be in the following order:

➤ See APPENDIX G, page 68

- a. Name of author
- b. Volume number (if any), written in Arabic numerals
- c. Acronym of the name of the degree (➤ see APPENDIX I, page 73)
- d. Year of final submission of thesis/dissertation to CPS
- e. Acronym of the name of the University i.e., IIUM

The right and left margins for the spine should be 2.5 cm. Long names may be abbreviated according to the initials, e.g., M.A. Ibrahim, if and only if it cannot fit the length of the spine.

Students may ignore this section completely if the spine of their thesis/dissertation is not broad enough to allow any printing.

➤ See APPENDIX G, page 68

QUOTE PAGE

This page is optional and is neither counted nor numbered. This page may contain any appropriate quotations, Qur'anic verses, or phrases that is appropriate to the subject matter of the thesis/dissertation. The chosen phrase or sentence should neither exceed half a page nor have a heading. The contents should be centred horizontally and vertically within the margin.

TITLE PAGE

Information printed on the title page should be between 18 and 24-point font size, and should be in the following order: title, name of student, submission formula, name of the Kulliyah, name of the university and month and the year of final submission of the thesis/dissertation for the Senate endorsement. Make use of one standard font size throughout this page.

➤ See APPENDICES H (i)-(iv), pages 69-72

- a. The TITLE of the thesis/dissertation at the top in full.
- b. Volume number (if any), written in Arabic numerals
- c. The NAME of the student as registered at IIUM.
- d. The submission formulae, as follows:
 - i. For programmes with coursework and research, the phrase “dissertation submitted in partial fulfilment...”
 - ii. For programmes with research only, the phrase “thesis submitted in fulfilment...”
- e. The name of the KULLIYAH in full in single space.
- f. The name of the UNIVERSITY in single spacing after (d).

- g. MONTH and YEAR of final submission of the thesis/dissertation for the Senate approval.

The title page is counted but not numbered. The contents of this page are centred, and the top and bottom margins of 6.0 cm are maintained.

➤ See APPENDICES H (i) & (ii), pages 69-72 and APPENDIX I, page 73

ABSTRACT

The heading ABSTRACT is centred and in capital letters in 14-font size. The abstract should include the following:

- a. A brief statement of the problem
- b. A brief explanation of the methods or procedures used
- c. A summary of the findings of the study.

The abstract should be between 200 and 300 words. It should be single-spaced, not exceeding one page. A thesis/dissertation, regardless of the language in which it has been written, must be preceded by an abstract in English and in Arabic. Optionally, an abstract in Malay can be included. Each version must be on a separate page and have the heading ABSTRACT for English, **ملخص البحث** for Arabic and ABSTRAK for Malay. Each page is counted and must be numbered.

➤ See APPENDICES J (i) & (ii), pages 74-75

The heading, **ملخص البحث**, for Arabic should be in 16-point font size, while the Arabic abstract should be in 14-point font size in 1.5 line spacing and justified.

APPROVAL PAGE

The Approval Page lists the names of the members of the thesis/dissertation committee. The student's name on the Approval Page, as mentioned earlier, should be the same as that on the Title Page, Copyright Page and Declaration Page. The signatures must be original: a photocopy of the approval page is not acceptable. The name of each committee member should be typed under the appropriate signature. No titles, degrees or designations (e.g., Dr., Prof., PhD, *and Datuk* etc.) should be used on the approval page. ➤ See APPENDICES K (i), (ii), (iii) and (iv), pages 76-81, for the formats of Master's and PhD theses/dissertations with one and two supervisors. Please note that if two supervisors are listed, the first one naturally refers to the main supervisor. If external examiners are from abroad, students need not to obtain their signature or approval. A letter of assessment/evaluation may be appended, instead, if available. Note also that this approval page in the thesis/dissertation must be numbered. Small Roman numerals (i, ii, iii ...) are used for the preliminary pages (all pages before the introductory chapter).

DECLARATION PAGE

Use the prescribed text in the appendix for declaration page and take note that this page should be numbered, text is justified and type in double space. The heading DECLARATION is centred and in capital letters in 14-font size.

➤ See APPENDIX L (i), L(ii) pages 82-83

COPYRIGHT PAGE

Students must include a complete copyright page. This page is counted and must be numbered. Follow the prescribed text and specification as in APPENDIX M, page 84 ➤.

DEDICATION (OPTIONAL)

The dedication page, if it is included, should be typed in double-spaced in the middle of the page and without a heading. This page is counted and numbered and must be proofread. The length of the dedication should be within 20 words.

ACKNOWLEDGEMENTS

Acknowledgements should be typed, single-spaced, under the heading ACKNOWLEDGEMENTS, in centred capital letters in 14-font size. This section may include appreciation of all those who have assisted the author in the preparation of his or her thesis/dissertation and must be proofread. This page is counted and must be numbered as usual.

TABLE OF CONTENTS

The table of contents must include a listing of all items in the thesis/dissertation and their respective pagination except for the Quote Page, Title Page and page where the Table of Contents appears. Headings and sub-headings must be consistent with those in the body of the text and should be typed in 12-point font size in Sentence Case except the Chapter heading which is typed in UPPER CASE bold letters, not in Sentence Case. Headings may be shortened in the table of contents to fit the requirements of the margins, and the wordings must be consistent enough so that the reader may conveniently and accurately locate any headings. Lines must be single spaced within headings and double spaced between chapters. Each page is counted and numbered as usual. The heading TABLE OF CONTENTS, should be in centred capital letters in 14-font size. Headings and subheadings are intended from the margin according to the following measurements:

LEVEL 1 CHAPTER HEADINGS: On the left margin, bold UPPER LETTERS, 12points	
Level 2 Headings	: 12 mm, Title Case, 12 points font size
Level 3 Subheading	: 20 mm, Title Case, 12 points font size
Level 4 Subheading	: 28 mm, Title Case, 12 points font size
Level 5 Subheading	: 36 mm, Title Case, 12 points font size

For consistency, set the *tab* positions accordingly before adjusting the margins (➤ See APPENDIX N, page 85). When numbers are used together with the level headings, the space between the number and the text should also be adjusted to 0.8cm.

LIST OF TABLES / FIGURES / CASES / STATUTES, ETC.

A list is required if there are more than two tables or more than two figures in the paper. Titles and/or captions should be listed exactly as worded in the text. A single listing does not require a separate page and may be listed at the end of the table of contents or at the end of another list. Lists should be under the heading of LIST OF ... and should follow the prescribed format shown in APPENDICES O-R, pages, 86-89 ➤.

LIST OF ABBREVIATIONS/SYMBOLS ETC.

Each list should be placed under a separate heading and if necessary on a separate page. A photocopy of a list from another book is not acceptable unless the copy is clear, clean, of sufficient size, consistent with the rest of the thesis/dissertation and printed according to the margins given in these guidelines. These pages are also placed under the heading of LIST OF ...

➤ See APPENDICES S (i) & (ii), pages, 90-91 and APPENDIX T, page 92

BODY OF THE TEXT

In the preparation of the body of the text, rules pertaining to margins, type face, type size, line spacing, justification, pagination etc., must be observed at all times without exception. ➤ Please see APPENDICES A, B and C, pages 59-62, for examples.

APPENDICES

If photocopying material from other sources, students should take care of the clarity and size of the copy. Page numbers other than those of the thesis/dissertation should be erased. Only relevant material should be attached as appendices. The supervisor may be consulted on this.

REFERENCE NOTES

Please see separate sections **V & VI: IN-TEXT CITATIONS**, pages 33-39, 40-48.

BIBLIOGRAPHY

The heading of this section is "BIBLIOGRAPHY", typed in CAPITAL in 14-point bold letters. Please see **PART VII: BIBLIOGRAPHY**, page 49 for more details.

➤ See APPENDIX X, page 96

GLOSSARY (OPTIONAL)

If a student uses many foreign words, technical terms or phrases likely to be unfamiliar to the reader, it is advisable to include a list of these words, followed by their translations or definitions on a separate page under the heading "GLOSSARY". If a definition extends to more than one line, the succeeding lines should be indented 12mm from the left margin. There should be double spacing between items and single spacing within items. If the list runs more than one page, it should continue on the following page(s)

➤ See APPENDIX U, page 93

INDEX

An index is an efficient finding tool designed to assist readers who wish to search for specific topics or words in the text. Students may include an index comprising keywords, terms, phrases, names, places, etc., at the end of the thesis/dissertation. For instructions on the creation of an index refer to the *help* section of Microsoft Word and ask for "create an index." An index can be created while you prepare your document or later when you review the document

➤ See APPENDIX V, page 94

PART III

ENTRY OF ARAB, MALAYSIAN AND INDONESIAN NAMES IN BIBLIOGRAPHY

INTRODUCTION

The standard practice to cite names has been to cite last name first followed by the first initial. However, names of Arab, Malaysian and Indonesian origins present a different case. Based on the collective experience and practice of scholars, bibliographers and librarians, some guidelines to cite names of these origins can be drawn to maintain consistency and uniformity. Although names of these origins vary across nations and even within nations, this thesis/dissertation manual suggests a guideline on how to cite them.

ARAB NAMES

Scope

Apply the following rule only to names that are originally written in the Arabic alphabet (regardless of their origin), provided that they do not contain a surname or a name performing the function of a surname. In case of doubt, assume that the name of a person who lived in the twentieth century onwards includes a surname. Names belonging to an earlier period may be assumed not to include one.

Entry Element

Enter a name that is made up of a number of elements according to the element by which the person is best known. Determine this from reference sources available. For example:

Entry for: ‘Amr ibn Baḥr al-Jāḥiẓ
 al-Jāḥiẓ, ‘Amr ibn Baḥr

When sufficient evidence is not available, use the first element. For example:

Entry for: Rashīd al-Dīn Ṭabīb
 Rashīd al-Dīn, Ṭabīb

Essential Elements

If a person is better known by a nickname than by his given name (*ism*) or by his patronymic (*kunyah*), use his nickname for the entry. Include any terms of honour in identifying the individual. For example:

Entry for: Imām al-Ḥaramayn al-Juwaynī, ‘Abd al-Malik ibn ‘Abd Allah
 Imām al-Ḥaramayn

In general, omit other elements of the name, particularly patronymics derived from anyone other than the father.

Order of Elements

Elements of a name

The following are typical elements found in Arab names: *khiṭāb*, *kunyah*, *ism*, *nasab*, *laqab*, *nisbah*, *takhalluṣ*.

- a. *Khitāb* (honorific compound of which the last part is typically *al-Dīn*)

Şadr al-Dīn in Şadr al-Dīn Muḥammad ibn Ishāq al-Qunawī

- b. *Kunyah* (typically a compound with *Abū* or *Umm* as the first word)

Abū al-Barakāt in Abū al-Barakāt Hibat Allāh ibn ʿAlī
Umm Hānīʾ in Fāṭimah bint Aḥmad

- c. *Ism* (given name)

ʿAlī in ʿAlī ibn Abī Ṭālib
Mālik in Mālik ibn Anas
ʿĀʾishah in ʿĀʾishah bint ʿAbd al-Raḥmān Bint al-Shāṭiʾ

- d. *Nasab* (typically a compound with *Ibn* or *Bint* as the first word)

Ibn Ḥazm in ʿAlī ibn Aḥmad Ibn Ḥazm
Bint al-Shāṭiʾ in ʿĀʾishah bint ʿAbd al-Raḥmān Bint al-Shāṭiʾ

- e. *Laqab* (descriptive epithet / nickname)

Al-Jāḥiẓ in ʿAmr ibn Baḥr al-Jāḥiẓ
Al-Kātib al-Iṣfahānī in ʿImād al-Dīn Muḥammad ibn Muḥammad
al-Kātib al-Iṣfahānī

- f. *Nisbah* (proper adjective ending in “i” indicating origin, residence or other circumstances)

Al-Bukhārī in Muḥammad ibn Ismāʿīl al-Bukhārī
Mazandarānī in ʿAbd Allāh ibn Muḥammad Mazandarānī

- g. *Takhalluṣ* (pen name)

Qaʿanī in Ḥābīb Allāh Shirāzī Qaʿanī

Order of elements in a name

When the elements of a name have been determined, place the best known element or combination of elements (as mentioned above) first. Give the other elements in the following order: *khitāb*, *kunyah*, *ism*, *nasab*, *laqab*, *nisbah*, *takhalluṣ*. Do not repeat any element within the name. Insert a comma after the entry element.

- a. Example of a name with *khitāb* as the entry element

Şadr al-Dīn, Muḥammad ibn Ishāq al-Qunawī
Not: al-Qunawī, Şadr al-Dīn Muḥammad ibn Ishāq
Not: Muḥammad ibn Ishāq, al-Qunawī Şadr al-Dīn

- b. Examples of names with *kunya* as the entry element

Abū al-Barakāt, Hibat Allāh ibn ʿAlī

Not: Hibat Allāh, Abū al-Barakāt ibn ʿAlī

Umm Hānīʾ, Fāṭimah bint Aḥmad

Not: Fāṭimah bint Aḥmad, Umm Hānīʾ

- c. Examples of names with *ism* as the entry element

Jaʿfar, ibn Abī Ṭālib

Not: Abī Ṭālib, Jaʿfar

Ḥafṣah, bint ʿAbd al-Raḥmān

Not: ʿAbd al-Raḥmān, Ḥafṣah

- d. Examples of names with *nasab* as the entry element

Ibn Ḥazm, ʿAlī ibn Aḥmad

Not: Aḥmad, ʿAlī Ibn Ḥazm

Bint al-Shāṭiʾ, ʿĀʾishah bint ʿAbd al-Raḥmān

Not: ʿAbd al-Raḥmān, ʿĀʾishah Bint al-Shāṭiʾ

- e. Examples of names with *laqab* as the entry element

Al-Jāḥiẓ, ʿAmr ibn Baḥr

Not: Baḥr, ʿAmr al-Jāḥiẓ

Al-Kātib al-Iṣfahānī, ʿImād al-Dīn Muḥammad ibn Muḥammad

Not: ʿImād al-Dīn, Muḥammad ibn Muḥammad al-Kātib al-Iṣfahānī,

Not: Al-Iṣfahānī, ʿImād al-Dīn Muḥammad ibn Muḥammad
al-Kātib

- f. Examples of names with *nisbah* as the entry element

Al-Bukhārī, Muḥammad ibn Ismāʿīl

Not: Muḥammad ibn Ismāʿīl al-Bukhārī

Mazandarānī, ʿAbd Allāh ibn Muḥammad

Not: ʿAbd Allāh ibn Muḥammad Mazandarānī

- g. Examples of names with *takhalluṣ* as the entry element

Qaʿanī, Ḥābīb Allāh Shirāzī

Not: Shirāzī, Ḥābīb Allāh Qaʿanī

Arab Names Popularly Known and Written in the Roman Script, English, etc

Persons under surname

- a. When a surname is written in a non-Roman script, romanize the name according to the transliteration scheme given in Part IV, for example:

Aḥmad Ḥasan al-Saqqāf

However, if a name already has a familiar anglicised form, changes are not needed, for example:

Abdel Nasser, Gamal

Not: ʿAbd al-Nāṣir, Jamāl

Sadat, Anwar

Not: al- Sādāt, Anwar

If the name of a person is found only in a romanized form in his or her works, use it as found, for example:

Bennabi, Malek

Not: Mālīk ibn Nabī

Ghaoutsi, Bouali

Not: Ghawthī, Abū ʿAlī

- b. If a person's name is found in more than one romanized form, choose the form that occurs most frequently.
- c. If a name is written in more than one non-Roman script (for example, Urdu, Persian, Turkish, etc.), romanize it following the patterns of transliteration recommended in this manual.

Farāhī Ḥamīd ad-Dīn (from Urdu and Persian)

Not: Farāhī Ḥamīd al-Dīn

MALAYSIAN NAMES

General Rules for Malays and Indigenous Groups

Apply the following rules to Malay names, including names of Arabic origin beginning with the element *al-* borne by persons living in Malaysia, Singapore or Brunei. Apply this rule also to names from other ethnic groups native to Malaysia such as Ibans or Kadazans.

- a. Enter the full name beginning with the first name.

Samad Said

Not: Said, A. Samad

Shahnon Ahmad

Not: Ahmad, Shahnon

Luat anak Jabu

Not: Jabu, Luat anak

William Duncan anak Ngadan

Not: Ngadan, William Duncan anak

However, if it is known that the bearer of the name treats an element of the name as a surname, enter that element first, for example:

Merican, Faridah

Not: Faridah Merican

(Surname: Merican)

Note. Omit words or abbreviations denoting filial relationship such as *bin* and *binti*.

- b. If a given name consists of two or more elements, the elements must appear in the bibliography.

Mohd. Kamal Hassan

Given name: Mohd. Kamal

Badri Najib Zubir

Given name: Badri Najib

Tunku Mohar Tunku Mokhtar

Given name: Tunku Mohar

Syed Salim Agha Syed Azmatullah

Given name: Syed Salim Agha

Tuan Pah Latiffah Syed Hamid

Given name: Tuan Pah Latiffah

- c. Do not include titles of honour, rank or position that are associated with the person.

Abdul Majid Zainuddin

Not: Haji Abdul Majid Zainuddin

Tan Sri Abdul Majid Zainuddin

Datuk Abdul Majid Zainuddin

Prof. Abdul Majid Zainuddin

Ir. Abdul Majid Zainuddin

Mr. Abdul Majid Zainuddin

CHINESE AND INDIAN NAMES

For other Malaysian groups such as Chinese and Indians, the following guidelines should be used.

Names of Chinese Origin

Enter a name of Chinese origin that follows the normal Chinese order: family name first followed by comma and given name.

Lim, Yew Ting or **Lim, Y. T.**
(Name appears as: Lim Yew Ting)
Not: Ting, Lim Yew

Wong, Kah Choon or **Wong, K. C.**
(Name appears as: Wong Kah Choon)
Not: Choon, Wong Kah

If a Chinese name is preceded by a Christian name, use the following convention:

Ong, Robert
(Name appears as: Robert Ong)
Not: Robert, Ong

Names of Indian Origin

For a bibliography entry, begin with the last name followed by the given name.

Govindasamy, Subramaniam
(Name appears as: Subramaniam Govindasamy)
Not: Subramaniam, Govindasamy

Omit filial indicators such as *a/l* and *a/p*, for example:

Nambiar, Mohana Kumari or **Nambiar, M. K.**
(Name appears as: Mohana Kumari a/p Nambiar)
Not: Mohana, Kumari Nambiar
Not: Mohana Kumari, Nambiar

Gunaratnam, Robert or **Gunaratnam, R.**
(Name appears as: Robert Gunaratnam)
Not: Robert, Gunaratnam

INDONESIAN NAMES

Apply the rules below to names of the people of the following descents: Arab, Dutch, Javanese, Malay, Bugis, Minang or other origins.

Entry Elements: Last Name First

When an Indonesian name consists of more than one element, enter the last element of the name first for names of the following categories:

- a. Compound given name

Hatta, Mohammad
Not: Mohammad Hatta

- b. Given name plus surname

Djajadiningrat, Idrus Nasir
Not: Idrus Nasir Djajadiningrat

- c. Given name plus father's name

Nasution, Amir Hamzah
Not: Amir Hamzah Nasution

- d. Given name plus clan name

Purbatjaraka, Purnadi
Not: Purnadi Purbatjaraka

- e. Christian name plus surname

Hakim, Christine
Not: Christine Hakim

- f. Balinese name

Djelantik, I Gusti Ketut
Not: I Gusti Ketut Djelantik
Not: Gusti Ketut Djelantik, I
Not: Ketut Djelantik, I Gusti

- g. Married woman's name when the last element is the husband's or father's name

Sani, Siti Nuraini
Not: Siti Nuraini Sani

Entry Elements: First Name First

For the following categories of names, enter the first element of the name first.

- a. A name consisting of a given name followed by an element denoting filial relationship (e.g. *bin*, *binti*, *ibni*) plus the father's name. Do not include filial indicators.

Abdullah Nuh
(Name appears as: Abdullah bin Nuh)
Not: Nuh, Abdullah

However, if the first element is an initial, enter the initial and the next element first.

S. Nur Umar
(Name appears as: S. Nur bin Umar)
Not: Umar, S. Nur

If the initials occur as the last element, enter the first name first.

Djakaria N.E.
(Name appears as: Djakaria N.E.)
Not: E., Djakaria N

- b. Some names sometimes occur as one word and sometimes as two. They usually begin with one of the following elements: Adi, Budi (Boedi), Joko (Djoko), Karta, Kusuma (Koesoema), Mangku (Mangkoe), Noto, Prawira, Pura

(Poera), Sastra, Sri, Surya (Soerya, Surja, Suria), and Tri. If this is so, use the one-word form.

Adisenjaja

(Name appears as: Adisenjaja or Adi Senjaja)

Not: Adi Senjaja

Not: Senjaja, Adi

Srimuljono

(Name appears as: Srimuljono or Sri Muljono)

Not: Muljono, Sri

Not: Sri Muljono

Names Consisting of Given Name(s) Plus *adat* (customary) Title

- a. Some names sometimes include customary titles such as *gelar* (sometimes abbreviated as *gl* or *glr*), *Daeng*, *Datuk* or *Sutan*. If this is so, enter the last name(s) after the title as the first element.

Palindih, Rustam Sutan

(Name appears as: Rustam Sutan Palindih)

Not: Rustam Sutan Palindih

Batuah, Ahmad gelar Datuk

(Name appears as: Ahmad gelar Datuk Batuah)

Not: Ahmad gelar Datuk Batuah

Not: Datuk Batuah Ahmad gelar

Radjo Endah, Sjamsuddin Sutan

(Name appears as: Sjamsuddin Sutan Radjo Endah)

Not: Sjamsuddin Sutan Radjo Endah

Not: Endah, Sjamsuddin Sutan Radjo

Names Containing Place Names

When a name includes a place name, enter the element preceding the place name.

Abdullah Udjong Buloh

(Place name: Udjong Buloh)

Abdul Rauf Singkel

(Place name: Singkel)

Titles

When a name includes titles and honorific, enter the last name first retaining the titles in the bibliography entry.

Purbatjaraka, Raden Mas Ngabei

(Name appears as: Raden Mas Ngabei Purbatjaraka,

Title: Raden Mas)

Not: Raden Mas Ngabei Purbatjaraka

Refer from the direct form of title plus name even when the title is not used in the heading.

PART IV

ARABIC TRANSLITERATION SCHEME

INTRODUCTION

Transliteration refers to the representation of Arabic writing by using the Roman alphabet. Some Arabic letters have no direct equivalents in the normal Roman alphabet. Therefore, a number of special characters have been created for the purposes of transliterating Arabic words, such as ‘ṭ’ for the Arabic letter ‘ط’. To date, there are a number of transliteration schemes used by scholars and one of the most widely used is that of the American Library Association-Library of Congress (ALA-LC). For this reason, IUUM has adopted the ALA-LC scheme, albeit with slight modifications such as the use of ‘h’ for the ‘هـ’ that indicates the feminine gender in Arabic nouns.

Apart from that, the presentation of the rules, in terms of wording and sequence, has been revised to make it more user-friendly and to be consistent with the rest of the thesis/dissertation manual. Thus, the rules are laid down in six sections: A, B, C, D, E and F. Section A gives the Roman equivalent characters for the Arabic consonants and vowels. Section B specifies the general rules of transliteration. Sections C, D and E delineate the rules for transliterating single words, phrases and sentences respectively. Finally, section F explains the rules for using capital letters in transliterated words.

SECTION A: TRANSLITERATION TABLE

Works that include transliteration of Arabic terms must adhere to the equivalents provided in Table 1 and 2.

ء	’	خ	kh	ش	Sh	غ	Gh	ن	N
ب	B	د	D	ص	ṣ	ف	F	هـ	H
ت	T	ذ	dh	ض	ḍ	ق	Q	و	W
ث	Th	ر	r	ط	ṭ	ك	K	ي	Y
ج	J	ز	z	ظ	ẓ	ل	L		
ح	h	س	s	ع	‘	م	M		

Short Vowels	
ـَ	a
ـِ	i
ـُ	u

Long Vowels	
ا + ـَ	ā
ي + ـِ	ī
و + ـُ	ū

SECTION B: GENERAL RULES OF TRANSLITERATION

1. Arabic consonants are represented in transliteration by the equivalent characters shown in Table 4.1. The Arabic vowels, which are indicated in

Arabic writing by the vocalisation signs (*ḥarakāt*), are represented by the characters shown in Table 4.2.

Examples

كَتَبَ	شَجَرَ	قُبْحَ	تَنْزَلَ	تَرَكَنُ
<i>kataba</i>	<i>shajara</i>	<i>qabuḥa</i>	<i>tanzilu</i>	<i>tarkanu</i>

- For words containing ة (shaddah), the *shaddah* is represented by doubling the equivalent character except when it is over ي in the final position of a proper noun. (See Rule 11 (d) for representing the *shaddah* over a final ي in a proper noun).

Examples

Arabic	Romanized Version	Remarks
كَثَّرَ	<i>kaththara</i>	
طَوَّرَ	<i>tawwara</i>	
غَيَّرَ	<i>ghayyara</i>	ي is not in the final position

- When romanized from Arabic, verbs and particles must be written in italics. All types of nouns except proper nouns must also be written in italics. Proper nouns, on the other hand, must not be italicised unless when they appear in titles of books, articles or other documents. (See Rule 21 for transliterating titles).

Examples

Arabic	Romanized Version	Remarks
ذَهَبٌ	<i>dhahab</i>	<i>Dhahab</i> (gold) is a common noun, hence italics is used.
فَرِحَ	<i>fariḥa</i>	<i>Fariḥa</i> (rejoiced) is a verb, hence italics is used.
إِلَى	<i>ilā</i>	<i>Ilā</i> is a particle, hence italics is used.
أَحْمَدُ	Aḥmad	Aḥmad is a person's name, hence no italics.
مَكَّة	Makkah	Makkah is a name of a place, hence no italics.
دِيْوَانُ الْبُحْتُرِيِّ	<i>Dīwān al-Buḥturī</i>	<i>Dīwān al-Buḥturī</i> is a book title, hence italics.

4. When Arabic sources are used for reference, names of Arab towns, cities or other places, must appear in the bibliography in the transliterated form, even when their English versions are available.

Examples

Arabic	Romanized Version	Remarks
القاهرة	Al-Qéhirah	The English version, i.e., Cairo, is not used in the bibliography.
مكة	Makkah	The English version, i.e., Mecca, is not used in the bibliography.
بَیْرُوت	Bayrūt	The English version, i.e., Beirut, is not used in the bibliography.
دِمَشق	Dimashq	The English version, i.e., Damascus, is not used in the bibliography.

Note: In the text, reference to this category of places should adopt the English version. However, if it is felt that mentioning the original Arabic name would make identification easier, the transliterated version of the original Arabic name can be provided in brackets.

Examples

- a. The first Muslim settlement in Egypt was in an area that is now within the vicinity of Cairo.

not:

The first Muslim settlement in Miṣr was in an area that is now within the vicinity of al-Qāhirah.

- b. According to the reports, al-Zamakhsharī also visited Aleppo (Ḥalab) on his way to Mecca.

SECTION C: RULES FOR TRANSLITERATING SINGLE WORDS

Definition: **Single word** - a word that is not in combination with other words.

5. Notwithstanding Rule 1, the vocalisation sign of the end letter of a common noun or a proper noun is not represented except when the end letter is vocalised as َ (kasrah ma^ca al-tanwīn) in an indefinite noun which is derived from defective roots. Other types of nouns are treated like verbs and particles in that the vocalisation of the end letter of the word is represented.

Examples

Arabic	Romanized Version	Remarks
أَحْمَدَ	Aḥmad	ـَ over د is not represented.
ذَهَبٌ	Dhahab	ـُ over ب is not represented.
طَالِبَانِ	tālibān	ـِ under ن is not represented.
مُؤْمِنُونَ	Mu'minūn	ـَ over ن is not represented.
فَرَحٌ	farah	ـِ under ح is not represented because the noun is not derived from defective roots.
قَاضٍ	qāḍīn	ـِ under ض is represented because the noun is derived from defective roots.
هُنَّ	hunna	The vocalisation of the end letter is represented for هُنَّ is a pronoun.
تِلْكَ	tilka	The vocalisation of the end letter is represented for تِلْكَ is a demonstrative noun.

6. Transliterating words containing the prefix ال.

- a. The prefix ال is romanized *al* regardless of whether it is of the *shamsiyyah* type or the *qamariyyah* type and a hyphen is used after *al* to indicate that it is a prefix.

Examples

Arabic	Romanized Version	Remarks
الدَّلِيلُ	al-dalīl	ال here is of the <i>shamsiyyah</i> type.
الشرح	al-sharḥ	
اليوم	al-yawm	ال here is of the <i>qamariyyah</i> type.
الخير	al-khayr	

- c. Notwithstanding Rule 6 (a), the word الله is rendered *Allāh*.

7. Transliterating words ending with ة (*tā' marbūṭah*).

- ة at the end of nouns is romanized *h*.

Examples

دَوْلَةٌ	صَلَاةٌ	إِفَادَةٌ
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<i>Dawlah</i>	<i>ṣalāh</i>	<i>ifādah</i>
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8. Transliterating words containing ء (*hamzah*).

Notwithstanding Rule 1, ء in the initial position, whether it is preceded by the prefix ال or not, is not represented in transliteration but its vocalisation is indicated.

Examples

Arabic	Romanized Version	Remarks
الإنسان	<i>al-insān</i>	Noun with <i>al</i>
الأجر	<i>al-ajr</i>	Noun with <i>al</i>
الأستاذ	<i>al-ustādh</i>	Noun with <i>al</i>
إدراك	<i>idrāk</i>	Noun without <i>al</i>
أركان	<i>arkān</i>	Noun without <i>al</i>
أذن	<i>Udhun</i>	Noun without <i>al</i>
أخذ	<i>Akhadha</i>	Verb
أقرأ	<i>aqra 'u</i>	Verb
أملِي	<i>Umliya</i>	Verb

9. Transliterating words containing ا (*aliḥ*).

- a. The combination of ا and a prior *fatlah* is romanized *ā*.

Examples

إدراك	دُنْيَا	دَعَا	جَرَيَا
<i>idrāk</i>	<i>dunyā</i>	<i>da^cā</i>	<i>jarayā</i>

- b. ا when functioning as *hamzat al-waṣl* is represented according to how it is vocalised.

Examples

اسم	الابن	اطلب	انكسر
<i>ism</i>	<i>al-ibn</i>	<i>uṭlub</i>	<i>inkasara</i>

- c. ا when written without phonetic significance is not represented in transliteration.

Examples

أنا	مائة	ذهبوا
<i>ana</i>	<i>mi'ah</i>	<i>dhahabū</i>

- d. ā which is used in Arabic to indicate a combination of *hamzah* and a long vowel is romanized 'ā except when it occurs in the initial position, in which case the apostrophe is dropped.

Examples

مَآثِرُ	تَأْلِيفُ	الْأَجْرُ	آخِرَةٌ
<i>ma'āthir</i>	<i>ta'ālīf</i>	<i>al-ājurr</i>	<i>āakhirah</i>

10. Transliterating words containing **آ** which is phonetically **ا**. By virtue of **آ** being used in combination with *fathah* to indicate long vowel, the combination is romanized *ā*.

Examples

مَعْنَى	مُثْلَى	مَنْجَى	مَرْعَى	سُوْأَى
<i>ma'nā</i>	<i>muthlā</i>	<i>manjā</i>	<i>mar'ā</i>	<i>sū'ā</i>

11. Transliterating words containing **و** (*wāw*).

- a. The combination of **و** and a prior *ḍammah* is romanized *ū*.

Examples

رُكُوعٌ	تَقُولُ	تُعُولُ	يَسُوعُوا	شُدُوذٌ
<i>rukū'c</i>	<i>taqūlu</i>	<i>ta'ūlu</i>	<i>yasū'ū</i>	<i>shudhūdh</i>

- b. **و** is romanized *w* when the former functions as a consonant or constitutes a diphthong.

Examples of **و** as consonant

وَعَدَ	قَوَسَ	وُلِدَ	وَلَدَ	وَلَادَةٌ	وَقَبَ
<i>wa'ada</i>	<i>qawisa</i>	<i>wulida</i>	<i>walad</i>	<i>wilādah</i>	<i>Waqaba</i>

Examples of **و** as part of a diphthong

أَوْعَدَ	دَعَا	رَأَا	مَوْعِدَ	تَوْرَاةٌ
<i>aw'ada</i>	<i>da'aw</i>	<i>ra'aw</i>	<i>maw'id</i>	<i>Tawrāh</i>

- c. **و** (*wāw* with *shaddah*) when occurring at the end of a word is romanized *ww* regardless of whether the preceding letter is assigned *fathah* or *ḍammah*.

Examples

جَوَّ	عَدَوَّ	مَثَلَوَّ	مَرَجَوَّ	مَدَعَوَّ
<i>Jaww</i>	<i>'aduww</i>	<i>mathuww</i>	<i>marjuww</i>	<i>mad'uw</i> <i>w</i>

- d. **و** which has no phonetic significance is not represented in transliteration.

Examples

أُولَئِكَ	أُولَاتٍ
<i>ulā'ika</i>	<i>Ulāt</i>

12. Transliterating verbs containing ي (yā').

- a. The combination of ي and a prior *kasrah* is romanized *ī*.

Examples

قِيلَ	تَفِيضُ	أَخْتِيرَ	إِيمَانُ	مَبِيعٌ
<i>Qīla</i>	<i>tafīḍu</i>	<i>ukhtīra</i>	<i>īmān</i>	<i>mabī^c</i>

- b. ي is romanized *y* when the former functions as a consonant or constitutes a diphthong.

Examples of ي as consonant

يَئِسَ	بَايَعَ	يُعْتَبَرُ	بَايَعُ
<i>Ya'isa</i>	<i>bāya^ca</i>	<i>yu^ctabaru</i>	<i>bāyi^c</i>

Examples of ي as part of a diphthong

أَيَقَنَ	يَيَاسُ
<i>ayqana</i>	<i>yay'asu</i>

- c. ي (yā' with *shaddah*) when occurring at the end of a **common noun** is romanized *yy* regardless of whether the preceding letter is assigned *fathah* or *kasrah*.

Examples

طَيَّ	نَبِيَّ	كُلِّيَّ	جُزِّيَّ
<i>tayy</i>	<i>nabiyy</i>	<i>kulliyy</i>	<i>juz'iy</i>

- d. ي (yā' with *shaddah*) when occurring at the end of a **proper noun** with a preceding *kasrah* is romanized *ī*.

الشَّافِعِيَّ	الْجُرْجَانِيَّ	الْعَسْقَلَانِيَّ	الْأَمْدِيَّ	الرَّضِيَّ
<i>al-Shāfi^cī</i>	<i>al-Jurjānī</i>	<i>al-Asqalānī</i>	<i>al-Āmidī</i>	<i>al-Raḍī</i>

13. Long vowels which are not orthographically indicated by *alif* in Arabic.

This *alif*, though not represented in Arabic, must be represented in transliteration.

Examples

هَذِهِ	ذَلِكَ	لَكِنَّ	الرَّحْمَنُ	سَمَوَاتٌ
<i>hādhihi</i>	<i>dhālika</i>	<i>lākinna</i>	<i>al-Raḥmān</i>	<i>Samāwāt</i>

SECTION D: RULES FOR TRANSLITERATING PHRASES

Definition: **Phrase** - words when they appear in a combination but not as a sentence.

14. All the rules under the previous sections are applicable unless otherwise specified by the rules under this section.
15. Transliterating particles when combined with verbs and nouns.
- a. When a particle is combined with a pronoun, the combination is treated as a single word, in which case the rules for transliterating single words apply.

Examples

بِهِ	لَكَ	إِلَيْهِمْ	عَلَيْنَا
<i>Bihi</i>	<i>laka</i>	<i>ilayhim</i>	<i>‘alaynā</i>

- b. When a single letter particle is combined with words other than pronoun, the particle is separated from the other word by a space.

Examples

Arabic	Romanized Version	Remarks
بِجِدٍّ	<i>bi jidd</i>	Not <i>bijidd</i>
لِسَبَبٍ	<i>li sabab</i>	Not <i>lisabab</i>
كَالْأَسَدِ	<i>ka al-asad</i>	Not <i>kal-asad</i>
بِاسْتِنْكَارٍ	<i>bi istinkār</i>	Not <i>bistinkār</i>
فَأَفْهَمَ	<i>fa ifham</i>	Not <i>fafham</i>
وَاطْتُبْ	<i>wa uktub</i>	Not <i>waktub</i>
لِلْإِسْتِيفْسَارِ	<i>li al-istifsār</i>	Not <i>lil-istifsār</i>

16. Transliterating phrases containing ^ـ (*fathah ma^ca al-tanwīn*).

- a. Notwithstanding Rules 5 and 7, ^ـ when assigned to ة is represented in transliteration.

Examples

الشُّعُورُ بِالْخَوْفِ فَجْأَةً	الْوُقُوفُ بِرُحْمَةٍ مِنَ الزَّمَانِ
<i>al-shu^cūr bi al-khawf faj’atan</i>	<i>al-wuqūf burhatan min al-zamān</i>

- b. Notwithstanding Rule 5, ^ـ when assigned to the penultimate letter of a word is romanized *an* and ة in the final position is disregarded.

Examples

الْوَاسِعُ عِلْمًا	قَوْلًا وَعَمَلًا
<i>al-wāsi^c ilman</i>	<i>qawlan wa ‘amalan</i>

17. Notwithstanding Rule 7, ة is romanized *t* when it is present in the first word of a construct pair (*idāfah*).

Examples

مَجَلَّةُ الدَّعْوَةِ	وَرَشَّةُ الْعَمَلِ	سُورَةُ الْبَقَرَةِ	سُورَةُ آلِ عِمْرَانَ
<i>Majallat al-Da'wah</i>	<i>warshat al-^camal</i>	Sūrat al-Baqarah	Sūrat Āl Imrān

18. When pronouns are attached to verbs, the whole combination is treated as one single word.

Examples

دَرَسْتُمْ	فَعَلْتُمُوهُ	زَوَّجْنَاكَهَا
<i>darastum</i>	<i>fa^caltumūhu</i>	<i>Zawwajnākahā</i>

19. When pronouns are attached to nouns, the whole combination is treated as one single word and notwithstanding Rule 5, the vocalisation of the end letter of the noun is represented.

Examples

Arabic	Romanized Version	Remarks
أَمْوَالُكُمْ	<i>amwālukum</i>	Not <i>amwālkum</i>
شِعْرُهُمْ	<i>shi^crihim</i>	Not <i>shi^crhim</i>
بَعْدَهُنَّ	<i>ba^cdahunna</i>	Not <i>ba^cdhunna</i>

20. Notwithstanding Rule 12 (d), *yā'* that has a *shaddah* and occurs at the end of a proper noun must be represented as *yy* if that noun forms the first part of a construct pair.

Examples

Arabic	Romanized Version
شَافِعِي الْمَذْهَبِ	<i>Shāfi^cyy al-madhhab</i>
سُنِّيَ الْإِعْتِقَادِ	<i>Sunniyy al-i^ctiqād</i>
شِيعِي النَّشْأَةِ	<i>Shi^cyy al-nash'ah</i>

21. Transliterating titles

- a. In transliterating titles:
 - i. each word is treated as a single word,
 - ii. the first letter of the first word in the title is capitalized,

- iii. the first letters of the other words in the title are not capitalized unless if they are proper nouns,
- iv. The vocalization of the end letter of a verb when it appears as the last word of the title is not represented due to pause.

Examples

الكَشَّافُ عَنْ حَقَائِقِ التَّنْزِيلِ	شَدْرَاتُ الدَّهَبِ فِي أَخْبَارِ مَنْ ذَهَبَ
<i>al-Kashshāf ʿan ḥaqāʾiq al-Tanzīl</i>	<i>Shadharāt al-dhahab fī akhbār man dhahab</i>

Note: T in *al-Tanzīl* above is capitalized because *al-Tanzīl* is a proper noun by virtue of it being a name of the Qurʾān.

- e. All titles must be written in italics. However, titles of publications other than books, i.e., titles of articles, manuscripts, theses, dissertations and the like must be written in quotation marks when cited in the text. When listed in the bibliography, the quotation marks are removed.

Examples

- a. in-text citation

Arabic	Example
الكَشَّافُ عَنْ حَقَائِقِ التَّنْزِيلِ	Al-Zamakhsharī states in <i>al-Kashshāf ʿan ḥaqāʾiq al-Tanzīl</i> that ...
"الإِخْبَاتُ فِي الْقُرْآنِ"	In an article entitled " <i>al-Ikhhāt fī al-Qurʾān</i> ," ...

- b. bibliographical entry

Al-Zamakhsharī, Maḥmūd ibn ʿUmar. (1980). *al-Kashshāf ʿan ḥaqāʾiq al-Tanzīl*. al-Qāhirah: Dār al-Rayyān li al-Turāth.

Khalīfah, ʿAbd al-Karīm. (2000). *al-Ikhhāt fī al-Qurʾān*. *Journal of Qurʾanic studies*, 1 (2), 103-135.

- 22. Special treatment for certain combinations with the word الله .

- a. The following combinations with the word الله are treated as single words:

بِسْمِ اللَّهِ	لِلَّهِ	تَاللَّهِ	بِاللَّهِ	وَاللَّهُ
<i>bismillāh</i>	<i>lillāh</i>	<i>tallāh</i>	<i>billāh</i>	<i>Wallāh</i>

- b. For combinations other than those in 22 (a), the normal rules apply.

Examples

عَبْدُ اللَّهِ	مَرْضَاةُ اللَّهِ	وَلِيُّ اللَّهِ	عَدُوُّ اللَّهِ	كَلَامُ اللَّهِ
ʿAbd Allāh (as proper noun)	<i>marḍāt Allāh</i>	<i>waliyy Allāh</i>	<i>ʿaduww Allāh</i>	<i>kalām Allāh</i>

23. Special treatment for ابن and بن . ابن and بن are both romanized *ibn*.

Examples

ابن رشد	Ibn Rushd
ابن قتيبة	Ibn Qutaybah
عمر بن الخطاب	‘Umar ibn al-Khaṭṭāb
معاذ بن جبل	Mu‘ādh ibn Jabal

SECTION E: RULES FOR TRANSLITERATING SENTENCES

24. All the rules under the previous sections are applicable unless otherwise specified by the rules under this section.

25. In transliterating sentences, all vocalisation signs are represented including those assigned to the end letters of nouns except in pause.

Examples

مِنْ حُسْنِ إِسْلَامِ الْمَرْءِ تَرْكُهُ مَا لَا يَغْنِيهِ	<i>Min ḥusni islāmi al-mar’i tarkuhu mā lā ya‘nīh.</i>
الْعِلْمُ بِلا عَمَلٍ كَالشَّجَرِ بِلا ثَمَرٍ	<i>Al-‘Ilmu bi lā ‘amalin ka al-shajari bi lā thamar.</i>

SECTION F: CAPITALIZATION OF CHARACTERS IN TRANSLITERATION

26. In transliterating Arabic words, the rules for capitalization as followed in English writing must be adhered to. For example, **Khurāsān** is written with capital K because it is a proper noun.

27. In a proper noun with the prefix ال, *alif* in ال is represented in small letter but the first letter of the noun that follows is capitalized as in **al-Ghazālī** for الغزالي. However, if it is placed at the beginning of a phrase or sentence, this *alif* is also represented in capital letter.

Examples

- i. Al-Ghazālī was a polymath.

Note. **A** is capitalized due to its position at the beginning of the sentence.

- ii. Al-Rajabī, Jihād. (1993). *Li man naḥmilu al-ruṣāṣ?* London: Manshūrāt Filisṭīn al-Muslimah.

Note. **A** in Al-Rajabī is capitalized due to its position at the beginning of a phrase. On the other hand, **a** in al-Muslimah is not capitalized because it appears in the middle of a phrase, but **M** is capitalized because it is a proper noun.

PART V

IN-TEXT CITATIONS: AUTHOR-DATE SYSTEM

INTRODUCTION

It is important to acknowledge the original sources of reference throughout the thesis/dissertation. There are two ways of doing so: the author-date system (citation and in-text reference), which is more widely used, and the documentary-note system (footnote citation and reference). In any case, when a particular system is used, the conventions of the system should be adhered to consistently throughout the thesis/dissertation.

AUTHOR-DATE SYSTEM

This system provides brief information on the author, year of publication and page number(s) in round brackets. Further information on the source is contained in the bibliography. Due to the in-text citation of references, the use of footnotes is minimal. Footnotes are used only when there is a need to include pertinent information related to the text, for e.g., information on the author. This must be further limited to only a few lines.

The two formats are further explained in the following sections.

Author Citation

The most basic form of reference using the author-date system must include the name of the author and date of the publication of the material, for example:

Brown (1998) asserted that ...

The use of the PBL method in the classroom (Mohd. Azman, 1990)...

...found in South African snakes (Edwards, 2002).

When material is quoted verbatim, the page number must be included. The specific page(s) noted in the text must be written after the date, with a colon preceding it, for example:

Aminuddin (1985: 120) mentioned that “acquisition is best in an immersion programme.”

One assumption is that “...grammatical shifts do not occur in literary texts arbitrarily” (Johns, 2002: 23) and should “not be treated lightly” (Kazmi, 2003: 10).

If the quoted material spans more than one page, use the following format:

(Ghadessy, 2001: 120-130)

Ghadessy (2001: 120-130)...

Note. The name to be cited in the text should be the same as the first element in the bibliography entry (refer to Part VI).

Single Author

The name of the author and the date of publication should be written at the appropriate place within the text. If the name of the author is part of the sentence, then the date of publication should be given in round brackets immediately after the name.

Brown (1988) proves that ...

...as seen in the research of Wan Rafie (1990)

If the name of the author is not part of the sentence, then the name and year of publication are written in round brackets, at the end of the sentence before the period.

...for the teaching and learning of mathematics (Shahab, 1984).

In cases where both the name of the author and year of publication are part of the sentence, no brackets are needed. However, the work must be included in the bibliography.

In 1984, Shahab Ahmad conducted a research on...

The year of publication should not be repeated in subsequent references within a paragraph.

The findings of Shahab (1984) do not support this view. Shahab states that...

Co-authors

In the case of material authored by two persons, the names of both authors must be included whenever their work is referred to in the text.

Rollen and Osmond (1983) have given a detailed explanation on the crowding-out effect in their paper entitled...

In the case of material authored by more than two persons, cite all authors the first time the reference occurs. In subsequent citations, include only the name of the first author followed by "et al.," (not italicised and with a period after "al.") and the year.

First text citation:

Wudak, Howard, Rosenthal, Gertman and Lock (1994) found...

Subsequent citations:

Wudak et al., (1994) in their study...

However, if the work is cited again in the same paragraph, the year should be omitted.

Organisations as Authors

The names of organisations that serve as authors (e.g., corporations, associations, government agencies and study groups) are usually spelled out each time they appear in a text citation. The names of well-known organisations must be spelled out in the first citation and may be abbreviated thereafter.

First text citation:

(World Health Organisation [WHO], 1991)

Subsequent text citations:

(WHO, 1991)

Anonymous Articles

Anonymous articles refer to articles with author(s) not stated. They may be cited in the thesis/dissertation by referring to the title of the article and should be listed in the bibliography. For well-known anonymous articles, these may also be cited, but need not be listed in the bibliography.

Authors with the same Name or Surname

If two authors of the same name are cited, then add initials or other names to avoid confusion.

Khalid Mohamad (1990) and Khalid Yusuf (1990)...

R.D. Luce (1959) and P.A. Luce (1986) also found...

...is justified (Luce, R.D., 1989; Luce, P.A.1986)

Multi-reference

When two or more sources are referred to at the same time, they should be listed in the text in round brackets and separated by semicolons.

...(Ahmad, 1989; Fadzalah, 1990; Shahab, 1997).

...(Holmes, 2001; Jackson, 2003; Disney, 2004).

In the case of authors with more than one publication, the years of publication should be punctuated by a comma, and written as follows:

...(Zakri et al., 1991, 1992).

Zakri et al., (1991, 1992)...

...(Lee, 2001, 2002).

Lee (2001, 2002)...

If two works of an author are published in the same year, then use the lower case *a* and *b* with the year.

...(Kennedy, 2003a, 2003b).

Kennedy (2003a, 2003b)...

Sources with no Dates of Publication

When a work has no date of publication, the author's name is followed by a comma and "n.d." for "no date." There should an entry for the source in the bibliography.

...(Khalid, n.d.).

Khalid (n.d.)...

... (Williams, n.d.).

Williams (n.d.)...

When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you were using, preceded by "trans."

... (Aristotle, trans. 1931).

Aristotle (trans. 1931)...

When the work cited is an edited version of an earlier one of unknown date, cite the year of the edited version, preceded by "ed."

... (Ibn Khaldun, ed. 1931).

Ibn Khaldun (ed. 1931)...

In cases where the year of the original version is known, but a later edition is used, include both dates of publication separated by a slash.

... (James, 1890/1983).

James (1890/1983)...

Personal Communication

These may be letters, memos, emails, conversations and the like. Personal communication is not included in the bibliography list. In text, provide only the initials and the last name of the communicator, and add the date of the communication.

S. Govindasamy (personal communication, January 20, 2004)...

... (S. Govindasamy, personal communication, January 20, 2004).

Religious Sources

Citation of religious sources depends on whether they are Islamic sources or non-Islamic sources. The Islamic sources are Qur'an and *ḥadīth*.

To cite a specific part of the Qur'an, write down the source, i.e., Qur'an, the *sūrah* name and verse number in text. However, the source should be omitted if it is already mentioned in the writer's sentence.

Usury is forbidden in Islam (Qur'an, *al-Baqarah*: 275).

Not: Usury is forbidden in Islam (*al-Baqarah*: 275).

The Qur'an (*al-Baqarah*: 275) states clearly that usury is forbidden.

Not: The Qur'an (Qur'an, *al-Baqarah*: 275) states clearly that usury is forbidden.

To cite or quote a *ḥadīth* for the first time, provide the source information in full.

To cite, give the compiler's name according to how he or she is normally identified in the *ḥadīth* circles, e.g., Muslim for Muslim **ibn al-Ḥajjāj** and **al-Bukhārī** for **Muḥammad ibn Ismā'īl**. The name is followed by the title of the compilation and the edition used.

(Muslim, *Ṣaḥīḥ Muslim*, ed. 1988)

(al-Bukhārī, *al-Jāmi' al-ṣaḥīḥ*, ed. 1967)

To quote, use the following examples as a guideline.

(al-Nawawī, *Riyāḍ al-ṣāliḥīn*, ed. 1988: 124)

Note. This applies to compilations published in one volume.

(al-Bukhārī, *al-Jāmi' al-ṣaḥīḥ*, vol. 4, ed. 1967: 34)

Note. This applies to multi-volume compilations with a single pagination for each volume.

(Ibn Mājah, *Sunan Ibn Mājah*, vol. 1, part 2, ed. 1987: 33)

Note. This applies to compilations published in more than one volume but a single volume is divided into parts and each part has its own pagination.

In subsequent references, only the name of the compiler should be cited. However, when a different *ḥadīth* is cited or quoted from the same compiler, the compiler's name should be followed by the page number; the volume and page numbers; or the volume, part and page numbers (whichever is applicable).

first citation of a particular ḥadīth in the text:

(Ibn Mājah, *Sunan Ibn Mājah*, vol. 1, part 2, ed. 1987: 33)

Subsequent citations of the same ḥadīth:

(Ibn Mājah)

Subsequent citations from the same compiler of a different ḥadīth:

(Ibn Mājah, vol. 2, part 2: 35)

To cite sources of other religions, identify, in text, the source and the locus of the item in point. But if the source is mentioned in the writer's sentence, then provide only the locus. For example, to cite the Bible, mention the particular book, chapter (in Roman numerals) and verse.

... (St. John, ix: 15).

St. John (ix: 15) alludes to...

Text Citation

Text citation is necessary in a thesis/dissertation as it gives evidence that the student is keeping up with the literature. There are three ways to use material from other sources:

- a. paraphrase the idea to fit it into student's thesis/dissertation;
- b. quote up to three lines (25 – 30 words) verbatim and running them through as part of the student's own sentence;
- c. give several sentences from the source in an indented form producing a justified block paragraph. No additional quotation marks are allowed for (c).

In all three methods proper citations of original authors are required in the text as well as the bibliography list. Without proper citations, using text from other sources is plagiarism.

Paraphrasing

Paraphrasing is when material from another source is used to support student's idea. The idea is rephrased in student's own sentence.

Qadeer (2003) asserted that problem-based approach is ideal for large classes.

Direct quotation

Direct quotation is a useful technique of inserting words, phrases or sentences from original sources, done for emphatic purposes. Students must be careful in incorporating these verbatim sources into their own sentences i.e., the quoted material cannot be a sentence on its own, unless it is indented as in (c). The page number of the quoted material must appear with the reference, but not in the bibliography.

Examples of correct style of direct quotation:

Qadeer (2003: 345) asserted that “in a class with more than fifty students, the problem-based approach would be ideal as students would get an equal chance at participating in the process of learning.”

The author stated, “problem-based learning required students to be at a certain level of proficiency,” but she did not say which level (Qadeer, 2003: 345).

Example of an unacceptable stand-alone quotation:

Qadeer (2003: 345) is a strong proponent of PBL. “In a class with more than fifty students, the problem-based approach would be ideal as students get equal chance at participating in the process of learning.”

Quoting Longer Material

When quoting material (more than three lines, 25 – 30 words) that is several sentences long, it is better to place it in another block paragraph that is indented 6 spaces (12 mm approximately) left and right that would clearly show that it is not part of student’s work. Since it appears indented and in a separate paragraph and typed in single space, quotation marks / italics/reducing font size are not necessary to set it off as a quotation. This quotation should be referred to both in text and in the bibliography at the end of the thesis/dissertation. The student must also indicate page number in the text.

➤ See APPENDIX W, page 95

Note.

- Page number must be mentioned. If the page number is not available, the sentence(s) should be paraphrased.
- Omit the brackets for the year when the citation is within another set of brackets:

(as Rogers, 2003, later claimed)

Not: (as Rogers (2003) later claimed)

- For well-known direct quotations, no referencing is needed in text or in bibliography.

Caesar said, “veni, vidi, vici.”

- When quoting a classic, provide the title and any other information about the work in the text. No bibliography listing is required of these.

Shakespeare expresses this well when he says “sweet are the uses of adversity” (*As you like it*).

“Sweet are the uses of adversity” is a well-known saying in literature (Shakespeare, *As you like it*).

In the words of Abraham Lincoln: “...that this nation under God, shall have a new birth of freedom—and that government of the people, by the people, for the people, shall not perish from the earth.”

- Three dots indicate an ellipsis (something that is deleted). Four dots are required between sentences to show that the last dot is the period.
- Direct quotations must be verbatim i.e., it must be exactly the same as the original source, even if the source is incorrect. The word *sic* may be typed next to the error in square brackets [*sic*]. This means that the error is found in the source.

Johnson (2003: 22) claimed that “all the world would be undernourished should all plant [*sic*] get exposed to the ultraviolet rays in the morning.”

- Highlighting certain expressions within a quotation is allowed but should be indicated by the phrase *italics added* in square brackets [*italics added*] at the end of the quotation. If highlighting is done in bold font, use [*emphasis added*] instead.

PART VI

IN-TEXT CITATIONS: DOCUMENTARY-NOTE STYLE

Documentary-note style refers to the use of footnote citations. The practice of either citing in text or footnote differs with different Kulliyyahs (even with departments and supervisors). Therefore, it is best that the student consult with his/her supervisor first before embarking on the thesis/dissertation writing, where necessary. If the student is using the documentary-note style, the following rules should be adhered to in preparing the footnotes.

FORMAT

- When citing or quoting a source, put a superscript number at an appropriate place in the text. Normally, this number comes immediately after the period or comma, before a dash, and before a closing bracket, if the footnote refers to material within the parentheses. For example:

According to Abdel Haleem,² grammatical shifts (which has been argued by many³) do not occur arbitrarily in the Qur'an.⁴

- After the superscript, put two spaces before the start of a new sentence.
- The footnotes must be placed at the bottom of each page, separated from the text with a typed line of about 2 inches long. The text of the footnote should be single spaced. Spacing between footnotes is also single.
- The number of each footnote must correspond to the number used in the body of the text. Number is typed in the left margin, i.e., 3.8, after each number, put two spaces before start of the note. Note to justify the right and left margins of the whole note. The number itself is usually raised as a superscript. Otherwise, use a period after it (see examples below).
- Each footnote must be numbered in a correct sequence from 1 to the last number that the student uses in each chapter; so the first footnote in each chapter of the thesis/dissertation should be given number 1. A reference cited again in subsequent chapters must be done in full (i.e., *op cit.* may not be used).
- The numbers used in the text must appear in the footnote section of the same page.
- For a thesis/dissertation written in English, the font size of the notes in the footnote section should be 10-point. For thesis/dissertation in Arabic, the font size of the notes must be at least 2 points smaller than that used in the text.

CONTENTS OF FOOTNOTES

Notes in the footnote section are primarily meant for information pertaining to the works cited. Comments, clarifications and extra information by the thesis/dissertation writer should be provided in the text, except when they are too distracting. If they are so, the brevity of the notes must be ensured. Under normal circumstances, the length of the notes should not exceed ten lines, although this may vary according to disciplines. Students should note that footnote material is not counted for the purposes of thesis/dissertation word count.

Take note that the information in the footnotes should be supplied in a different order than that of the bibliography (see **PART VII**, page 49).

The author's name in the notes must follow the normal sequence from the first name to the last name. If the same author is referred to again in a later footnote, then use only the last name, except for Arab, Malaysian and Indonesian names. For these latter categories, use the first element required for the author's bibliography entry (see **Part III: Entry of Arab, Malaysian and...**, page 14).

CITING FOR THE FIRST TIME

When referring to a source for the first time, provide all the necessary details specified below:

Citing a book

Follow this order: author's name, title of the book, place of publication, publisher, year of publication, page number.

1. Rosnani Hashim, *Educational Dualism in Malaysia: Implications for Theory and Practice*, (Kuala Lumpur: The Other Press, 2004), 159.

OR

- ¹ Rosnani Hashim, *Educational Dualism in Malaysia: Implications for Theory and Practice*, (Kuala Lumpur: The Other Press, 2004), 159.

Note. As mentioned earlier, the numeral can either be a superscript or the normal script as used above. Subsequent examples of footnoting will use the normal script.

Citing an Article That Forms a Chapter of a Book

Follow this order: author's name, title of the article in quotation marks, italicised title of the book (preceded by "in"), editor of the book, and place of publication followed by colon, publisher, and year of publication, all in round brackets, page number. Close with a period.

2. Mohd. Azmi Omar, "Investment in Stock Market: Some Issues from the Islamic Perspective" in *Konsep Perniagaan dalam Islam*, edited by Abdurrahman Raden Aji Haqqi and Mohd. Sahrol Hj. Mohd. Roger (Brunei: Universiti Brunei Darussalam, 2002), 15.

Citing a Thesis or Dissertation

Follow this order: author's name, title of the thesis/dissertation in quotation marks, description of the thesis/dissertation in terms of the degree awarded, the university, and year of award, all in round brackets, page number. Close with a period.

3. Mohd. Azmi Omar, "The Sensitivity of Distress Prediction Model to Non-normality of Bounded and Unbounded Financial Ratios: An Application in Malaysia," (Ph.D. thesis, University of Wales, 1994), 52.

Citing an Article From a Scholarly Journal

Follow this order: author's name, title of the article in quotation marks, italicised title of the journal, volume number, issue number, date of publication (within round brackets), colon, page number. Close with a period.

4. Mohamad Sahari and et al, "Inculcation of Values across the School Curriculum: Development and Validation of Teachers' Orientation Scale", *Intellectual Discourse*, vol. 7, no.2 (1999): 163.

Note. For the date of publication, the year must be supplied. If a month or a season is specified in the issue cited, add it to the year, e.g., (April 2003) and (Spring 2003).

Citing an Article from an Electronic Journal Accessed Through a Database

Follow this order: author's name, title of the article in quotation marks, italicised title of the journal, volume number, issue number, date of publication (within round brackets), page number (preceded by colon), title of database (preceded by a period), title of the website (preceded by "via"), URL (within angle brackets). Close with a period.

5. Sandra Yin, "Color Bind," *American Demographics*, vol. 25, no. 7 (2003): 23. Academic Search Premier, via Galileo, <<http://www.galileo.usg.edu>>.

Citing an Article from a Magazine

Follow this order: author's name, title of the article in quotation marks, italicised title of the magazine, volume number, issue number, date of publication (month and year), and page number. Close with a period.

6. Syed Arabi Idid, "Press Freedom and Responsibility in a Developing Society," *Media Asia*, 23 (3), 146-149/154-156.

Citing an Article from a Newspaper

Follow this order: author's name, title of the article in quotation marks, italicised title of the newspaper, date of publication (day, month and year), and page number.

7. Ahamed Kameel Mydin Meera, "True Depiction of the Prophet", *The Edge Malaysia*, 27 March, 2006, 12.

Citing an Anonymous Article from Periodicals

Follow this order: title of the periodical, title of the article, date of publication (day, month and year), and page number.

8. *Chicago Tribune*, "Gun Injuries Take Financial Toll on Hospitals," 24 February, 1994, 2.

Citing a Newspaper Article from an Electronic Database

Follow this order: author's name, title of the article in quotation marks, italicised title of the newspaper, date of publication (day, month and year), description of the edition accessed, title of database (if any), title of the website (preceded by "via"), URL (within angle brackets).

9. Salley Satel, "Healing War Wounds," *USA Today*, 27 October, 2003, final edition, Lexis-Nexis, via Galileo, <<http://www.galileo.usg.edu>>

Citing an Encyclopaedia Article

Follow this order: title of the encyclopaedia in italics, the edition used encyclopaedia entry (within quotation marks).

10. *The New Encyclopaedia Britannica*, 15th edition, "Dress and Adornment."

Citing website material

Follow this order: author's name, title of the material cited, title of the website, URL (within angle brackets), date of access (preceded by "accessed") in round brackets.

11. Jack Lynch, "Points of pride," University of Georgia, <<http://www.uga.edu/profile/pride.html>> (accessed 30 October, 2003).

Citing an interview conducted by the thesis/dissertation writer

Follow this order: interviewee's name, the phrase "interview by thesis/dissertation writer," place (district first), date of interview.

12. Muzaffar Tate, Interview by Author, Gombak, Selangor, 1 December 2002.

SUBSEQUENT CITING

When a source is used a second time, its reference is given in a shorter form, i.e., by indicating the shortened form of the author's name. For example:

First citation	13. Zaleha Kamaruddin, <i>Malaysian Family Law: An Annotated Bibliography</i> (Kuala Lumpur: Research Centre, IIUM), 12.
Subsequent citation	31. Zaleha, 25.

If the use of that name alone leads to confusion, add any other name that will ensure distinction. For example:

First citation	14. Eliza Wilkins, <i>The Delphic Maxims in Literature</i> (Chicago: University of Chicago Press, 1967), 12. 22. Raymond Wilkins, <i>The Stylistics Reader</i> (Oxford: Blackwell, 1980), 34.
Subsequent citation	35. Raymond Wilkins, 15. Not: Wilkins, 15.

Citing More Than One Work of an Author

If more than one work are cited of an author, all the necessary details must be provided in the first citation of each of the works. In subsequent citations, provide the author's shortened name, an abbreviated title of the work cited (followed by three dots) and the page number. For example:

First citations	15. Israr Ahmed Khan, <i>The Theory of Abrogation: A Critical Evaluation</i> (Kuala Lumpur: The Research Centre, IIUM, 2006), 33. 20. Israr Ahmed Khan, <i>Understanding the al-Qur'an: A Reflection</i> (Kuala Lumpur: The Research Centre, IIUM, 2006), 13.
Subsequent citation	42. Israr, <i>The Theory...</i> , 15.

Citing Immediate Sources Which Are the Same

When referring to the same work as in the citation immediately preceding, use the abbreviation "Ibid." (Shortened from *ibidem*) for the second reference. If the page cited is the same, the page number need not be written. For example:

First citation	16. Ahmad F. Yousif, <i>Islam and Science: A Southeast Asian Perspective</i> (Kuala Lumpur: The Research Centre, IIUM, 2004), 47.
Next citation	17. Ibid.

Note: The word "Ibid" should not be italicized.

"Ibid." is followed by a page number if the page number for the later reference is different from that in the preceding reference. For example:

First citation	18. Syed Arabi Idid, <i>Institute of Public Relations Malaysia: A Historical perspective</i> (Kuala Lumpur: The Research Centre, IIUM, 2005), 12.
Second citation	19. Ibid., 42.

Note: A period must follow the word "Ibid." even when the page number is given afterwards.

Punctuation / Capitalization

Punctuation used in the citation samples shown above must be strictly followed by the thesis/dissertation writer. Capitalise the first letter of all words in the titles of articles except particles (e.g., *and*, *or*, *but*, *a*, *the*, etc.) which are less than five letters long. For titles of books, journals, newspapers, capitalise the first letter of all words of those which are proper names such as New Straits Times, IIUM Law Journal and Oxford English Dictionary. Otherwise, capitalise only the first letter of the first word (see examples in the above footnote examples).

Writing the Titles

The way to write the titles of works cited depends on whether they are published or unpublished. Titles of unpublished works must appear within quotation marks and without italics. A title that appears on the cover of a publication must be written in italics. These include titles of books, journal and other periodicals. Titles of materials contained in a book, proceeding, periodical and the like must be written within quotation marks.

Note. When a thesis/dissertation is written in Arabic, use the bold font wherever italics are applicable. For example:

إسحاق الرجبى، "تفسير الاستعارات القرآنية عند الزمخشري" في مجلة الدراسات القرآنية، مجلد 1، عدد 2 (2001): 34.

Sources with more than One Volume

When a work comes in more than one volume, indicate the page by providing the volume number first and then page number separated by a colon, with no spaces before or after the colon, e.g., 3:14.

Some old works in Arabic were published in more than one volume and each volume is divided into parts that have their own pagination. In this case, indicate the locus referred to in the following order: volume, part and page. For example:

vol. 1, part 1, 23.

Sources with more than One Edition

When dealing with works that have been published more than once, indicate the edition only if the one used is the second or later editions. The edition number is written before the year of publication preceded by the abbreviation "edn." For example:

¹ Al-Attas, S.M.N., *Islam and Secularism* (Kuala Lumpur: ISTAC, International Islamic University Malaysia, 2nd edn., 1993), 25.

Edited or Translated Sources

When a work cited is edited or translated, indicate the editor or the translator after the title of the work. For editor, write the phrase "edited by" before the editor's name and for translator, write the phrase "translated by" before the translator's name. Abbreviations "ed." for the former and "trans." for the latter are both acceptable. For example:

¹ Ibn Khaldūn, *Muqaddimat Ibn Khaldūn*, ed. ʿAlī ʿAbd al-Wāḥid Wāfi (Cairo: Dār al-Maʿārif, 1957), 85.

² Christian Cherfils, *Napolean and Islam: From French and Arab documents*, translated from French by James Gibb-Stuart (Kuala Lumpur: Utusan Publications, 2000), 69.

Publisher not Listed

If a publisher is not known, write "n.p." after the place of publication. If the place is also unknown, write only "n.p.".

¹ Raʿfat ʿAlī, *al-Ṣarf al-taʿlīmī* (Cairo: n.p., 1956), 17.

² ʿAbd al-Majīd Badr, *al-ʿIlal al-naḥwiyyah* (n.p., 1943), 33.

No Publication Date

If the date of publication is not known, write "n.d." in place of the year of publication.

¹ ʿAbd al-Ḥalīm Majdī, *al-Ṭibāʿah fī al-duwal al-ʿarabiyyah* (Cairo, Dār al-Maʿārif, n.d.), 37.

Footnotes for Legal Citation

In legal writing, it is customary to cite an authority or authorities to show support for a legal or factual proposition or argument. In legal theses/dissertations, it is expected that citations supporting authority appear in footnotes appended directly after the propositions in the text they support.

The format for footnoting in a legal thesis/dissertation must be in accordance with the format set out above. Other requirements must also be followed when they are **not** in conflict with the requirements explained below:

When a citation involves identification of a particular page, use the word 'at' before the page number.

Example:

²³ M.P. Jain, *Administrative Law of Malaysia and Singapore*, 3rd Edition, Malayan Law Journal, 1997 at 27.

If the reference is to several pages use the hyphen to separate the page numbers.

Example:

²⁴ Wu Min Aun, *The Malaysian Legal System*, Longman, 1997 at 55-57.

Contents of footnotes in a legal thesis/dissertation vary according to the following categories:

Cases

If the case name and the citation are mentioned fully in the text, then there is no need to cite the full case name again in the footnote.

Example:

As established by *Polygram Records v The Search* [1994] 3 MLJ 127, where undue influence is being alleged, the party seeking to set aside the transaction must establish some manifest disadvantage to the contracting party.

When a legal principle derived from a case is explained in the text, the full citation must appear immediately following the explanation.

Example:

Where undue influence is being alleged, the party seeking to set aside the transaction must establish some manifest disadvantage to the contracting party.¹

¹ See *Polygram Records v The Search* [1994] 3 MLJ 127

It is also possible for the explanation to appear with part of the name of the case. In this situation, the full name of the case must appear in the footnote immediately following the name of the case.

Example:

As established by *Polygram Records*,² where undue influence is being alleged, the party seeking to set aside the transaction must establish some manifest disadvantage to the contracting party.

² See *Polygram Records v The Search* [1994] 3 MLJ 127

Legislation

Name of the Statute/ Enactment
Year (one space)
Act Number (in brackets)

Example:

¹ National Land Code, 1965 (Act No. 65 of 1965).

Books

Name of Author/s (comma)
Title (italicized, followed by a comma)
Edition, if any (comma)
Publisher (comma)
Year of Publication (comma)
Volume (comma)
Page

Example:

¹ Ahmad Ibrahim, Ahilemah Jones, *The Malaysian Legal System*, Dewan Bahasa dan Pustaka, 1987, at 54.

Journal Articles

Journal articles should be cited as follows (wherever possible use official abbreviations, not the full name for journal titles):

Name of Author/s (comma, then one space)
Title (inverted commas)
Year (in brackets)
Volume Number (one space)
Official Abbreviation of Name of Journal (one space)
Page Number

Example:

¹ Mahmud Saedon Awang Osman, "Islamic Law and its Codification" vol. 1 No.1 (1989) IIU Law Journal 51.

Internet Citations

Cite with URL underlined in angle brackets, and the date the document was viewed.

Example:

¹ Ricketson S, *The law of intellectual property: Copyright, designs and confidential information* (Lawbook Co. subscription service) at [16.340], <<http://subscriber.lawbookco.com.au>> viewed on 11 May 2003.

When referring to any of the sources mentioned above for a second time, the following conventions must be adhered to:

- i. Cite the author, followed by the footnote number where the source was first mentioned (preceded by n. – note), and then cite the new page number(s) referred to.

Example:

¹ Sihombing, J, "National Land Code: A Commentary," Vol.1, *Malayan Law Journal*, 2000 at 77.

² Wong, David, *Tenure and Land Dealings in the Malay States*, Singapore University Press, 1974 at 40.

³ Sihombing, n. 1 at 82.

⁴ Wong, n. 2 at 55.

Latin Terms

Two of the most commonly used Latin terms are "ibid" and "id" and when used, the following guidelines should be observed:

Use of "Ibid" has already been explained above.

'Id' is used where there is some variation, generally page number, between the immediately previous and present footnote. The terms are not italicized, and are never used in reference to legislation. If there is more than one authority cited in the previous footnote, neither is used. They are never used when there is an intervening citation, for example:

⁴² Teo and Khaw, *Land Law in Malaysia: Cases and Commentary*, Butterworths Asia, Malaysia, 1995 at 315.

⁴³ Ibid.

⁴⁴ Id, 329-330.

Latin terms considered obsolete in legal writing include:

- *op.cit.* (to be substituted with 'above')
- *supra.* (to be substituted with 'above')
- *infra.* (to be substituted with 'below')

PART VII

BIBLIOGRAPHY

INTRODUCTION

The elements to include in a bibliography and the form they take depend on whether the reference is a periodical (journal articles), non-periodical (books, monographs, etc.) or part of a non-periodical (chapter in book). There are four main elements of a bibliography entry. They are:

- a. author's name
- b. year/date of publication
- c. title
- d. publication information (name of publisher and place of publication).

In general, give the name(s) of the author(s) at the head of the entry beginning with the last name except for Arab, Malaysian and Indonesian names (refer to Part III).

Next, give in round brackets the year / date of the material as follows:

- Book/Journal article: Bennetts, J. (1998).
- Monthly magazines, newsletters, newspapers: (1998, June)
- Dailies and weeklies: (1998, June 19)
- Work accepted for publication but not yet printed: (in press)
- Republished work: (1923/1961)

This is followed by the title of the book. Capitalize just the first letter of the title and subtitle (if any), and all proper nouns. Italicise the title. Close with a period.

Titles of articles or chapters in books should neither be italicised nor enclosed within quotation marks.

Include the city, state or country where the book was published. Type a colon after the location. This is followed by the publisher's name in full as stated in the book. If two or more locations are listed, give the location which is listed first. End with a period.

Note the following conventions when writing a bibliography list.

➤ See APPENDIX X, page 96

- a. Alphabetical order: The list of sources must be arranged in an alphabetical order, according to the first letter of the bibliography entry.
- b. Indentation: The second, third and consecutive lines of each source must be indented five spaces.
- c. Categories: In a thesis/dissertation written in English, bibliography entries, regardless of type, must not be listed under different categories. However, in a thesis/dissertation written in Arabic, the entries must be separated into Arabic and non-Arabic categories.
- d. Indicators: Numbers and symbols are not to be used with any entries.
- e. Spacing: Double space between two entries.

Explanations and examples of bibliography entries are given below under the different types of references.

ONE AUTHOR IN A BIBLIOGRAPHY

Begin with the first element of the author's name as required for the bibliography entry. This is followed by the initial(s) of other element(s) for English entries and other element(s) for Arabic entries.

Wan Rafaei Abdul Rahman. (1993). *Psikologi dalam konteks: satu pendekatan*. Bangi: Penerbit University Kebangsaan Malaysia.

Al-Shu'aybī, 'Abd al-Raḥmān ibn 'Abd al-Latīf. (1972). *Mashāhīr 'ulamā' Najd*. Riyadh: Dār al-Yamāmah.

MULTIPLE AUTHORS IN A BIBLIOGRAPHY

Cite all authors in a bibliography entry. The final name should be preceded by an ampersand (&), not the word *and*.

Abdullah, Ismail, & Abdul Manas, Shayuthi. (2006). *Introduction to the sciences of Ḥadīth*. Kuala Lumpur: The Research Centre, IIUM.

Roeder, K., Tan, A., Shaster, N., Van Nuys, A., Eric, L., & Williams, M. (1967). *Nerve cells and insect behavior*. Massachusetts: Harvard University Press.

Al-'Abbadī, Aḥmad Mukhtār & al-Sayyid, Sālim 'Abd al-'Azīz. (1981). *Tārīkh al-baḥriyyah al-Islāmiyyah fī Miṣr wa al-Shām*. Beirut: Dār al-Naḥḍah al-'Arabiyyah.

CORPORATE AND GOVERNMENT AUTHORSHIP IN A BIBLIOGRAPHY

When a corporation or an institution appears as the author, state the full name of the corporation or institution.

Institution of Financial Education. (1982). *Managing personal funds*. Chicago: Midwestern Publishing.

International Islamic University Malaysia. (1992). *Islamization of knowledge*. Kuala Lumpur: IIUM Press.

In cases where the author and publisher are the same, the word *Author* should be placed as publisher.

American Psychological Association. (2004). *Publication manual of the American Psychological Association*. Washington: Author.

SPECIFIC EDITION OF A BOOK

Immediately after the book's title, note the edition information in round brackets (for example, "2nd edn." or "5th edn.") unless it is part of the title and spells differently, e.g., Second Edition. Do not add a period between the title and the edition.

Brockett, O. (1967). *History of the theatre* (2nd edn.). Boston: Allyn and Bacon.

Normala Othman. (2002). *Dialek-dialek Negri Sembilan* (5th edn.). Kuala Lumpur: IIUM Press.

ITEMS IN AN ANTHOLOGY

Anthology is a collection of creative works such as poems and short stories. The entry should follow the example below:

Goh, S. T. (1995). To Colleen. In E. Thumboo (ed.) *Journeys: Words, home and nation: Anthology of Singapore poetry (1984-1995)*. Singapore: UniPress.

REPRINTED OR REPUBLISHED ARTICLES

A bibliography entry of a chapter or an article that has been reprinted from another source should follow this example:

Clark, G., & Zimmerman, E. (1988). Professional roles and activities as models for art education. In S. Dobbs (ed.), *Research readings for discipline-based art education*. Virginia: Colin Publishers. (Reprinted from *Studies in Art Education*, 1986).

After the publisher, note the original source and year of publication with the phrase "Reprinted from..." in round brackets. A comma should precede the year. End the entry with a period.

TRANSLATED WORKS

For translated works, begin with the first element of the author's name as required for the bibliography entry. This is followed by the initial(s) of other element(s) for English entries and other element(s) for Arabic entries. The date of the translation's publication comes next, in round brackets, followed by the title in italics. The translator's initials, his last name, and the abbreviation "Trans." should appear in round brackets after the title.

The original publication date must be included in the entry preceded by the phrase "Original work published."

Freud, S. (1970). *An outline of psychoanalysis*. (J. Strachey, Trans.). New York: Norton. (Original work published 1940).

In the text, cite the original author, publication date, and the date of the translation:

Freud (1940/1970)... ... (Freud, 1940/1970)

NON-ENGLISH ENTRIES

In theses/dissertations written in English, when the source is non-English, provide the translation of the title in square brackets after the original title.

Piaget, J., & Inhelder, B. (1951). *La genese de l'idea de hazard chez l'enfant* [The origins of the idea of chance in the child]. Paris: Presses Universitaires de France.

TRANSLATIONS IN EDITED MULTIVOLUME COLLECTIONS

For such works, follow the conventions set in the example below:

Freud, S. (1961). The Ego and Id. In J. Strachey (ed. and trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19). London: Hogarth Press. (Original work published 1923).

After the publisher, note the original year of publication with "Original work published" in round brackets. Close the entry with a period.

SECOND WORK BY SAME AUTHOR

When listing two or more works by the same author in the bibliography, the work published earlier should come first. Note that one-author entries precede multiple author entries beginning with the same surname.

Brown, R. (1958). *Words and things*. New York: Free Press, Macmillan.

Brown, R. (1965). *Social psychology*. New York: Free Press, Macmillan.

Brown, R., & Jenks, B. (1960). *Social dilemma*. New York: Free Press, Macmillan.

When an author publishes two works in the same year, the entries should appear alphabetically by title of work. However, lowercase letters should be written after the year.

Moustapha, Sano Koutoub. (2006a). *No compulsion over Ijtihadic issues: a methodological viewpoint*. Lebanon: Dār Ibn Hazmi.

Moustapha, Sano Koutoub. (2006b). *Public interest and its contemporary applications*. Lebanon: Dār Ibn Hazmi.

➤ See APPENDIX X, page 96

In the text, if the source is referred as:

Moustapha (2006b)...

It would refer to *Public interest and its contemporary applications* which are listed second in the bibliography.

MULTIVOLUME WORK

In listing a multivolume work, include all publication years and volumes. Follow the conventions used in the example below:

Wilson, J. G., & Fraser, F. C. (eds.). (1977-1978). *Handbook of teratology (Vols.1-4)*. New York: Plenum Press.

If a particular volume is cited, the volume number and the individual volume title, if there is one, are given before the general title, for example:

Wilson, J. G., & Fraser, F. C. (eds.). (1977). *Teratology in Bolivia*, vol. 1, *Handbook of teratology*. New York: Plenum Press.

In the text, when citing a multivolume work, use the following parenthetical citation:

Wilson & Fraser (1977 – 1978)..
(Wilson & Fraser, 1977 – 1978)

CITATION OF A WORK FROM A SECONDARY SOURCE

When a work is cited from a secondary source, include only the entry for the secondary source in the bibliography. For example, for a study by Edwards cited in Jones et al., the following is the entry format:

Jones, R., & Fraser, N. (2002). On thinking in ESP. *English language today*, 100, 10-23.

If the work of Edwards is not read, list only Jones et al., in the bibliography list. In the text, use the following citation:

Edwards' study (as cited in Jones et al.,)

ARTICLE OR CHAPTER IN AN EDITED BOOK

The bibliography entry for an article or a chapter in an edited book should follow the example below:

Ibrahim, A. H. (2003). A history of *The*. In N. Osmon, R. Moten, & P. O'Connor (eds.), *The word "the" as a word* (pp. 23 – 35). Kuala Lumpur: Pelandik Publications.

MONOGRAPHS

List the name(s) of author(s), followed by year of publication in round brackets. The title comes next and must be italicised, followed by the ownership and monograph number in round brackets. This is then followed by the place and the publisher.

Wong, H., Hazita Azman & Lee, S. C. (1990). *English language proficiency*. (Centre for Languages, Monograph 3, IIUM). Petaling Jaya: IIUM Press.

INTERVIEWS, LETTERS, CIRCULARS, PUBLIC SPEECHES

When citing interviews, letters, circulars and public speeches, which are undocumented materials, complete acknowledgement should either precede or follow the citation immediately. Alternatively, the acknowledgment can also be footnoted. Bibliography entries are not necessary (see **Part V & VI: In-Text Citations**, page 33-39, 40-48).

Perhaps, for interviews it will be more meaningful if in the bibliography the student draws up a few lines about the person he interviewed.

REFERENCES TO REPORTS

When listing sources from databases and materials procured from proceedings, follow the conventions used in the examples below:

Databases (ERIC, etc.)

Mead, J.V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED 346 082).

Proceedings of Meetings, Symposium and Conferences

Mohd. Azmi Omar. (2006, May). Islamic treasury products: An update. Paper presented at Seminar on Islamic Banking & Capital Market: Products & Instruments organized by CERT, Kuala Lumpur.

UNPUBLISHED MATERIALS

Unpublished Theses/dissertations

An entry for an unpublished thesis/dissertation available on microfilm and listed in Dissertation Abstracts International (DAI) appears as follows:

Smith, A.B. (1984). Graduate student burnouts: Some possible causes. *Dissertation Abstracts International*, 32, 9024B-9025B. (University Microfilms No. 76--41, 272).

The title of the thesis/dissertation is not to be italicized. This entry style should be used if you read the thesis/dissertation on microfilm. In such a case, provide the DAI volume and page numbers and the microfilm number.

If a thesis/dissertation is obtained from a university rather than a microfilm, use the following format:

Sabir, A.S. (1988). Manic-depressive behavior in early childhood. Unpublished doctoral dissertation, International Islamic University Malaysia, Kuala Lumpur.

Films and Videotapes

A film or videotape is listed in the bibliography as follows:

Weir, P.B. (Producer), & Harrison, B.F. (Director). (1992). *Levels of consciousness* [Videotape]. Boston, MA: Filmways.

The names of the producer(s) and director(s) of the videotape are given, with their roles identified in round brackets after their names. After the title, the medium is identified in square brackets (for example, a videotape). This is followed by the location and distributor's name.

Television and Radio Programmes

A bibliography entry for a non-print source such as a television or radio programme appears as follows:

Keillor, G. (Producer), & Smith, L. (Director). (2 Oct. 1993). *A prairie home companion* [Radio Programme]. Kuala Lumpur: NTV7.

The names of the producer, director, and other significant contributors (if necessary) are listed at the head of the entry, last names first. Each name is followed by a description in round brackets of that individual's function (in this example, Keillor and Lynn, respectively, are the producer and the director), and a period should appear after the final bracket. The date in round brackets is followed by the programme title and the medium, i.e., radio or television programme, in square brackets. Give the location and station where the programme was aired.

ELECTRONIC MATERIALS

Computer Software

A bibliography entry for computer software appears as follows:

Arend, D. N. (1993). *Choices* [Computer programme]. Champaign, IL: U.S. Army Corps or Engineers Research Laboratory. (CERL Report No. CH7-22510)

The name of the programmer is listed at the head of the entry. This is followed by the date in round brackets, title in italics, and the description of the source in square brackets. List the location and the organization that produced the programme. Add any other necessary information for identifying the programme (in this example, the report number) in round brackets at the end of the entry.

Webpage

Basically, elements of a bibliography entry from electronic sources are as follows:

Online periodicals:

Author (s), I. (year). Title of article. *Title of periodical*, xx, xxxxx. Retrieved month day, year. Web address.

For example:

Sheikh Ahmad, Ismail & Ratnawati Mohd. Asraf. (2004, April). Making sense of text: Strategies used by good and average readers. *The Reading Matrix*, Vol. 4, No. 1, Retrieved May 29, 2007. <http://www.readingmatrix.com/articles/asraf-ahmad/article.pdf>.

If the citation comes from an e-journal which is retrieved from a database, the name of the database should be stated after the retrieval date, for example:

Borman, W. C. Hanson, M. A., Opler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

Other online documents:

Author (s), I. (year). *Title of document*. Retrieved month day, year. [Web address](#).

For example, the bibliography entry for an online document will appear as follows:

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (2000). *Technology and education: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000. <http://www.ilt.columbia.edu/publications/papers/new1.html>

If there is no author for a webpage, the title becomes the first element of the entry, for example:

New child vaccine gets funding boost. (2001). Retrieved March 21, 2001. http://news.ninemsn.com.au/health/story_13178.asp

If the website material has no author and date, the bibliography entry is as follows:

Style list for references. (n.d.). Retrieved January 1, 2001. <http://www.apa.org>.

The title of a webpage document must be italicised.

Although the internet provides a large source of references, the information is not permanent and it is updated regularly. Thus the sources may not always be reliable for reference and should be used with caution.

Databases on CD-ROM

The bibliography entry for abstracts obtained from databases on CD-ROM, follow the examples below:

Meyer, A. S., & Bock, K. (1992). The tip-of-the-tongue phenomenon: Blocking or partial activation? [CD-ROM]. *Memory & Cognition*, 20, 715-726. Abstract from: SilverPlatter File: PsycLIT Item: 80 – 16351.

Bower, D.L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and non-referring supervisors [CD-ROM]. Abstract from: ProQuest File: Dissertation Abstracts Item: 9325947.

JOURNAL AND NEWSPAPER ARTICLES

The following sections show the types of journal and newspaper articles and their respective examples:

Articles in Journals with Continuous Pagination

Hassan, M. Kamal. (June 2004). The Muslim world in the 21st century: The Malay-Indonesian region. *Journal of Islam in Asia*, Issue 1, 333-349.

These thesis/dissertation guidelines consider journals with continuous pagination as a norm, so no modification of the standard listing is needed.

Articles in Journals with Non-continuous Pagination

Baba, Sidek. (2002). The study-circle (*usrah*) movement of Malaysia: A collaborative approach to Islamic learning. *Muslim Education Quarterly*, 19 (2), 6-19.

Zakariya, Hafiz. (2005). Islamic reform in Malaya: The contribution of Shaikh Tahir Jalaluddin. *Intellectual Discourse* 13 (1), 49-72.

Include the issue number in parentheses after the volume number. Note that there is a comma between the issue number and the page numbers, but no comma between the italicised volume number and the issue number.

Articles in Monthly Periodicals

Syed Arabi Idid, (1996, March). The Malaysian elections and entry polls. *WAPOR Newsletter* (1), pp. 8-9.

Because this is a newsletter that appears monthly, the month is included after the year of publication and both are enclosed in parentheses. Because this is a newsletter,

rather than a journal, no volume or issue number is listed, and the abbreviation "pp." is used to introduce the page numbers. Please note that the abbreviation "p." is used if the article is only a page and "pp." for multiple pages.

Articles in Weekly Periodicals

Kauffmann, S. (1993, October 18). On films: Class consciousness. *The New Republic*, p. 30.

Since this magazine comes out weekly, the month and day of publication follow the year in the parentheses. Again, because it is a magazine, no volume number is given and the abbreviation "p." is used to introduce the page number.

Articles in a Daily Newspaper

When a newspaper article is cited, the author's name is listed at the head of the entry, where applicable, last name first, with only the initial of the first name. If the middle initial is given, it may be placed after the first in the citation. The newspaper's date is listed next in round brackets. Only the first word of the title of the article is capitalized (unless there is a proper noun in the title). Finally, the full name of the newspaper, including the town from which it originates, is included and italicised, for example:

Faisal Othman. (1992, October 6). Jaga kepentingan umum asas pemerintahan Islam. *Utusan Malaysia*, p. 30.

Zain Ismail. (1990, February 17). Women and politics. *New Sunday Times*. pp. 1-8.

When articles listed without an author are cited, a typical bibliography entry will appear as follows:

Clinton puts "human face" on health-care plan. (1993, September 16). *The New York Times*, p.1.

Begin with the title. Only the first word should be capitalized. Date of publication should follow, in round brackets, with the year listed first followed by a comma and the month/day of publication. The title of the periodical, italicised comes next, followed by a "p." or "pp." Each portion of the entry should be separated by a period and two spaces.

Editorials or Published Letters

When an editorial or letter in a periodical or newspaper is cited, a typical bibliography entry will appear as follows:

Paddock, R. (1993, September 20). Oswald did not act alone [Letter to the editor]. *U.S. News and World Report*, p. 6.

Follow all the directions listed for newspaper citations, and include a square-bracketed statement that identifies the piece as an editorial or letter to the editor.

Reviews in a Periodical

When a review in a periodical is cited, a typical bibliography entry will appear as follows:

Kazmi, A. (2006). [Review of Islamic perspectives on management and organization]. *IIUM Journal of Economics and Management*, vol. 14, no.1, 111-116.

List the author of the review first followed by the year in parenthesis. Then place in square brackets the name of the book being reviewed. Outside the brackets, list the name of the periodical in which the review can be found. Remember to include the volume and page numbers. The page numbers should not be preceded by " p." or "pp."

DICTIONARY

Dictionaries are often not given a bibliography because they are usually well-known (the *Oxford English Dictionary*, the *American Heritage*, etc.) and referred to completely in the text. However, for specialized dictionaries, the following serves as a bibliographic format:

Sadie, S. (ed.). (1980). *The new grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

ENCYCLOPEDIA

A bibliography entry for an encyclopedia should follow this format:

Bergman, P.G. (1993). Relativity. In *The New Encyclopaedia Britannica* (Vol. 26. pp. 501-508). Chicago: Encyclopaedia Britannica.

MAPS

When referring to maps the following formats should be followed respectively (The first entry is one that has no author):

Islamic empire. 1981. Map. Kuala Lumpur. Anthonian Book Store

Gobbett, D.J. (1972). *Geological map of Malay Peninsula*. Scale 1: 1,000,000. Kuala Lumpur: Geol. Soc. Malaysia.

PATENTS

For patents, the following format should be used as a guide:

Owner's name. (Year). *Title of the patent*. (Patent number).

Lindgren, E.A. (1960). *Screen room air inlet and wave guard*. (U.S. Patent 2,925,457).

STANDARDS

For standards, the following format should be used as a guide:

Name of Distributor. (Year). *Title*. Place Published: Note.

British Standards Institution. (1987). *Tongued and grooved software flooring*. London, BS 1297

APPENDIX A (i): Chapter and sub-headings in the chapter

CHAPTER TWO

level 1, 14 points,
UPPER CASE, bold

double spaces

level 1, 14 points, upper
case, bold

FIRST LEVEL HEADING (CHAPTER HEADING)

4 single spaces

SECOND LEVEL SUBHEADING

level 2, 12 points,
UPPER CASE, bold

double space

Text should begin at the left margin, i.e., the first line of the first paragraph in a section is not indented. The body of the text must be fully justified. The line spacing of the basic text should be set at 2.0 (double spacing). This includes line-to-line, paragraph-to-paragraph, text-to-numbered list, sentences within numbered lists, and subheading to text.

The first paragraph of a section need not be indented. However, the first

1.2cm

double space

sentence of all proceeding paragraphs should be indented 12millimetres. Use the tab key for consistency. However, between the last paragraph of a section and a next level subsequent subheading, there should be three spaces (3.0).

3.8 cm

2.5 cm

3 single line
spaces

Tips: For three (3) single line
spaces, press the ENTER bar twice
and start typing on the Second

Third Level Subheading

level 3, 12 points, Title
Case, bold

double space

The first line of the first paragraph in a section is not indented. There should be a minimum of two lines of a paragraph at the bottom of the page under the heading. In cases where headings falls in the next page, the bottom margin will be wider than the required specification.

double space

double space

1.2cm

However, text of the subsequent paragraphs should be indented 12millimetres from the left margin and continue to the end of the left margin. The line spacing of paragraph-to-paragraph should be set at 2.0 (double spacing), same like the basic text. For the basic text, the 12-point font size is to be used. Use only “Times New Roman” font style. In the case of transliteration, “AHT Times New Roman” font style is

APPENDIX A (ii): Chapter and sub-headings in the chapter

acceptable. Students may use any word processor they are familiar with to write their thesis. However, the specification mentioned in the Manual should be strictly followed.

The choice of using numbers along with the level headings is left to the student and supervisor.

3 spaces

Tips: For three (3) spaces, press the ENTER bar twice and start typing on the Second Stroke

level 4, 12 points, Title Case, bold and italics

Fourth Level Subheading

The first paragraph of a section need not be indented. However, the first sentence of subsequent paragraphs should be indented 12 millimetres from the left margin.

12 mm

Headings are of five types, ranging from the Level 1 (the chapter heading) to Level 5 (the fourth level subheading). Chapter headings (level one) are to be centred and written in bold capital letters. The font size for chapter headings is 14 point.

double space

Subheadings are up to four levels: levels two to five.

double space

Tips: For three (3) spaces, press the ENTER bar twice and start typing on the Second Stroke

3 spaces

level 5, 12 points, Title Case, italics and underlined

Fifth Level Subheading

Subheadings are up to four levels: levels two to five. The font size for chapter headings is 14 point and it is considered as level 1. The font size for level 2 headings is 12 point, but in upper case bold letters. For level 3 headings: Bold, Title Case of 12 points are used. For level 4, heading is typed in bold italics Title Case of 12 points. In rare cases, when students need to use another subheading level, level 5, the format is 12 point italics Title Case underlined.

double space

double space

A heading that appears as a last line on a page will not be accepted. There should be a minimum of two lines of a paragraph at the bottom of the page under the heading.

double space

double space

In such cases, the bottom margin will be wider than the required specification.

3.8 cm

2.5 cm

APPENDIX B: Sample of a page continuation, spacing between paragraphs and line spacing

THINKING SKILLS level 2, 12 points, UPPER CASE, bold

Students must be taught to think about when, why, why not, and how else. Students must be able to make use of these abilities outside their classroom, in their daily lives.

Thus, the task of a teacher in this century is to help students make sense of their world, and to open up new worlds of knowledge and experience. In doing this the teacher needs to bridge the larger world of ideas and public knowledge with the students' private world. Information and experience offered to the students remain meaningless if they do not connect and become a part of the students' world. To do this the teacher must do more than impart information, and more than leaving students to find out for themselves. Teachers need to be concerned with the reasons behind the facts rather than just the facts themselves.

According to Fisher (1995), philosophy, in the Socratic tradition of discussion, questioning and experimenting with ideas to see which one makes sense, has much to offer. Socrates, founder of the philosophical tradition brought the notion that nothing ought to be taken for granted and has to be questioned. For him an unexamined life is not worth living for. Therefore through philosophy, students can be encouraged to think for themselves and be given the means to be critical and creative thinkers. By so doing, teaching thinking enhances the chances of individual and eventually, societal survival in this rapidly changing world.

It is also hoped that good thinking taught to students will help them to develop the capacity to be reasonable within the context of moral development. Perhaps if this is achieved juvenile delinquency and social problems might decrease if not cease to exist. understand how. Students must be taught to think about when, why, why not, and how else. Students must be able to make use of these abilities outside their classroom, in their daily lives. Thus, the task of a teacher in this century is to help students make

APPENDIX C: Bulleted or Numbered Texts

For bulleted materials, students should place the bullets/numbers indented 12 millimetres from the left margin. The space between the bullet/number and the text should also be adjusted to 8 mm. This standard should be kept throughout the thesis and in sub-bullets/numbers and the proceeding texts. A double space is still maintained between lines. For consistency adjust ***Bullets and Numbering*** under ***Format*** pullout menu in Microsoft Word., for example:

_____ i. The title of the thesis at the top in full.

1.2cm

_____ ii. The name of the students as registered in the IIUM.

2.0cm

iii. The submission formula, as follows:

_____ a. For programmes with coursework and research, the phrase “dissertation submitted in partial fulfilment”

2.0cm

b. For programmes with research only, the phrase “thesis submitted _____”

2.5 cm

_____ in partial fulfilment”

2.8cm

iv. The name of the Kulliyyah in full.

v. The name of the University in single spacing.

APPENDIX D: Numbering and reference to a table

All text references to a table of the text should be by number, for examples:

- i. The percentages in table 5.4 illustrate this margin or error.
- ii. A majority of voters were absent during election (see table 4.5)
- iii. In table 3.4, the rates increase markedly.

APPENDIX E (i): Example of table specifications

Instrumentation

The instrument is divided into two sections. The first section is a questionnaire consisting of 30 self-constructed items using seven-point Likert scale. Table 3.1 displays a breakdown of number of items and the themes they purportedly measure. Available choices range from 1(Strongly Disagree) to 7 (Strongly Agree). The researcher decided to use a seven-point Likert scale instead of five as it would allow the respondents to have more choices in their responses. In addition, this would allow for a better illustration of the differences in responses towards the items. Items for the instrument were self-constructed after taking into consideration what previous studies have investigated and the responses received in informal interviews conducted by the researcher with some members of the sample.

Diagram illustrating the layout of Table 3.1, showing the breakdown of items according to themes measured. The table is centered within the margin, and the text is 12 point, single space, and centred. The table is surrounded by 3 single line spaces above and below, and 1 single line space on the right side.

Table 3.1

Breakdown of Items according to themes measured

Item Numbers	Themes measured
1-5	Contextual clues
6-10	Goals for taking notes
11-17	Activities involved in note taking
18-23	Review activities
24-30	English Language proficiency

Only five factors were retained for interpretation, which accounts for about 50% of the variance. These five factors fulfill the criteria of comprising of at least four items, each with loadings (correlation between items and dimension) of 0.4 and greater. The breakdown of items according to factors extracted, factor loadings, standard deviations and means are shown in Table 3.2.

See
pages 4, 5
for details

APPENDIX E (ii): Example of table specifications (landscape)

Table 3.2

Factors underlying Students' Perceptions towards Note Taking: Items, Factor Loadings, Mean and Standard Deviation

Factor	Items	Factor Loadings	M	SD
English Language Proficiency	I take less complete notes in English.	0.83	3.36	1.63
	I translate my notes from English to Malay Language.	0.78	2.92	1.76
	I find it difficult to understand my notes if it is written in English.	0.77	2.7	1.68
	I find it difficult to take notes since the lecture is in English.	0.72	3.37	1.79
	I must refer to dictionary since my notes is in English	0.57	4.32	1.71
Activities in Note Taking	I copy down all the key words used by my lecturer.	0.75	5.84	1.18
	I use diagrams in my notes.	0.74	4.87	1.4
	I underline the important points.	0.73	5.85	1.36
	I use different colored pens to differentiate the main ideas from the supporting ones.	0.7	4.57	1.86
	I have a back-up copy of my notes.	0.71	4.04	1.02
Review Activities	I use my own words in taking down notes.	0.68	5.03	1.31
	I update my notes regularly.	0.61	4.67	1.3
	I check with my lecturer if my notes are complete or not.	0.6	3.31	1.62
	I summarize all the points mentioned by my lecturer in a short paragraph.	0.58	4.05	1.41
	I review my notes to prepare for examinations.	0.83	6.66	0.7
Reasons for Taking Notes	I feel more confident to examinations after I have studies my notes.	0.81	6.38	0.99
	I understand my topic better if I take notes.	0.52	4.81	0.94
	I read my notes to prepare for classroom discussion.	0.41	5.66	1.14
Contextual Clues	I take down notes when my instructor uses phrases like "pay attention to this", "listen carefully", and "look here" before mentioning the points.	0.84	6.28	1.22
	I copy down the information that my lecturer repeats more than twice.	0.83	5.9	1.36
	I record the information on a topic when asked by my instructor.	0.54	5.04	1.7
	I scribble down the information on topics that my lecturer elaborates in details.	0.51	5.57	1.14

Note. Factors were determined using Principle Component Analysis. M=Median; SD= Significant Difference.

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Minimum 10-point font size, single space, justified if applicable

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Note that page number should appear at its usual place

Centred within the margin

Centred within the margin

APPENDIX F (i): Cover Page

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TITLE OF THE THESIS — font size 18-24, Upper Cases, Normal, centered

BY — font size 18-24, Upper Cases, Normal, centered, placed in the centre of theis title and name of the author

NAME OF THE AUTHOR — font size 18-24, Upper Cases, Normal, centered

3.8 cm

2.5 cm

INTERNATIONAL ISLAMIC UNIVERSITY
MALAYSIA — font size 18-24, Upper Cases, Normal, centered, single space between two lines

YEAR — font size 18-24, Upper Cases, Normal, centered

6 cm

Note: Use same font size throughout the page

APPENDIX F (ii): Example of cover page

THE UNDERLYING FACTOR FOR THE ASCENDANCY OF
MUSLIM ARMY OVER ITS PERSIAN AND BYZANTINE
COUNTERPARTS:
AN ANALYSIS BASED ON SUN ZI'S ART OF WAR

BY

ABDUL GHANI BIN ABDUL AZIZ

INTERNATIONAL ISLAMIC UNIVERSITY
MALAYSIA

2006

APPENDIX G: Spine

Left side 2.5 cm	MAHMUD A. RAHEEM	MSc. ACC	2005	IIUM	Right side 2.5 cm
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Left side 2.5 cm	LIZA ISMAIL	MHSc. ALS	2004	IIUM	Right side 2.5 cm
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Left side 2.5 cm	SHAHEED. H. HUDAWI	Ph.D	2005	IIUM	Right side 2.5 cm
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APPENDIX H (i): Title page (with coursework)

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centered, single space
between lines

TITLE OF THE THESIS

BY

NAME OF THE AUTHOR

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centered, single space
between lines

A dissertation submitted in partial fulfilment of
the requirements for the degree of (name of the
programme)

i.e., Doctor of Philosophy
or Master of ...

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case, normal, centered, single
space between lines

Name of the Kulliyyah
International Islamic University
Malaysia

font size 18-24, Title
Case, normal,
centered, single space
between lines

MONTH YEAR

font size 18-24, upper
cases, normal,
centered

Note: The Title Page is counted but not numbered. Use same font size throughout the page

APPENDIX H (ii): Title page (without coursework)

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centered, single space
between lines

TITLE OF THE THESIS

BY

NAME OF THE AUTHOR

font size 18-24, upper
cases, normal,
centered, single space
between lines

A thesis submitted in fulfilment of the requirement
for the degree of (name of the programme)

font size 18-24,
Sentence case,
normal, centered,
single space
between lines

Name of the Kulliyyah
International Islamic University
Malaysia

font size 18-24, Title
Case, normal,
centered, single space
between lines

MONTH YEAR

font size 18-24, upper
cases, normal,
centered

Note: The Title Page is counted but not numbered. Use same font size throughout the page

APPENDIX I: Abbreviation for postgraduate programmes

Ph.D	All doctoral programmes
MCL	Master of Comparative Laws
MEC	Master of Economics
MSACC	Master of Science (Accounting)
MSFIN	Master of Science (Finance)
MAIRK (FQ)	Master of Islamic Revealed Knowledge and Heritage (Fiqh and Usul al-Fiqh)
MAIRK (QS)	Master of Islamic Revealed Knowledge and Heritage (Qur'an and Sunnah Studies)
MAIRK (UD)	Master of Islamic Revealed Knowledge and Heritage (Usul al-Din and Comparative Religion)
MAASL	Master of Human Sciences (Arabic as a Second Language)
MALT	Master of Human Sciences (Arabic Literary Studies)
MAL	Master of Human Sciences (Arabic Linguistic Studies)
MHSLG	Master of Human Sciences (English Language Studies)
MAESL	Master of Human Sciences (Teaching of English as a Second Language)
MHSL	Master of Human Sciences (English Literary Studies)
MHSPSY	Master of Human Sciences (Psychology)
MHSCM	Master of Human Sciences (Communication)
MHSPS	Master of Human Sciences (Political Science)
MHSHC	Master of Human Sciences (History and Civilization)
MHSSA	Master of Human Sciences (Sociology and Anthropology)
MSCIE	Master of Science (Computer and Information Engineering)
MSMFG	Master of Science (Manufacturing Engineering)
MSMCT	Master of Science (Mechatronic Engineering)
MSMAT	Master of Science (Materials Engineering)
MSCE	Master of Science (Communication Engineering)
MSEE	Master of Science (Electronics Engineering)
MSAE	Master of Science (Automotive Engineering)
MSBTE	Master of Science (Biotechnology Engineering)
MHCPH	Master of Science in Clinical Pharmacy
MSPHC	Master of Science in Pharmaceutical Chemistry
MSPHA	Master of Science in Pharmacology
MSPHT	Master of Science in Pharmaceutical Technology
MSPHY	Master of Science in Physiology
MSBMS	Master of Science (Biomedical Sciences)
MSCTS	Master of Science (Computational and Theoretical Sciences)
MSBSC	Master of Science (Biosciences)
MSBTS	Master of Science (Biotechnology)
MSBE	Master of Science (Built Environment)
MURP	Master of Urban and Regional Planning
MSBSE	Master of Science in Building Services Engineering
MIT	Master of Information Technology
MLIS	Master of Library and Information Science
MIOC	Master of Arts (Islamic and Other Civilizations)
MPECI	Master of Arts (Philosophy, Ethics and Contemporary Issues)
MISC	Master of Arts (Islamic Spirituality Culture and Contemporary Society)
MAIS	Master of Arts (Islamic Science)
MMWI	Master of Arts (Muslim World Issues)
MED	Master of Education
MMDSC	Master of Medical Sciences
MHSC	Master of Health Science

Note: These abbreviations are subject to change. Moreover, only limited abbreviations are listed. Please refer to your Kulliyah Postgraduate division for latest abbreviations and that of new programmes

APPENDIX J (i): Abstract in English

ABSTRACT

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case

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The abstract consists of a brief statement of the problem, a brief explanation of the methods or procedures used, a condensed summary of the findings of the study, and significance of the study. The abstract should be between 200 to 500 words. It should be single-spaced and not exceed one page. All theses, regardless of the language in which they have been written, must be preceded by an abstract in English, Arabic and optionally, in Bahasa Melayu. Each version must be on a separate page and have the heading ABSTRACT for English, ملخص البحث for Arabic and ABSTRAK for Malay. Each page is counted and must be numbered. Since the Title Page is counted but not numbered, "ii" is the first number that will be printed and appear on the Abstract page.

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lines, 12 point, normal

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This page is counted and numbered

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ii
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ملخص البحث

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تدرس هذه الرسالة ثلاث روايات للكاتب الفلسطيني، غسان كنفاني في محاولة لتحليل مواضيع المقاومة، والروايات هي: رجال تحت الشمس، عائد الى حيفا وبرقوق نيسان. وتركز الدراسة على الفحص بدقة عن مفهوم "أدب المقاومة"، وذلك لاستكشاف دور الادب ولتمييز العناصر المختلفة التي تنظم حدود ومجال هذا الأدب في المجتمع، وتفحص عن الأبعاد التاريخية والثقافية والاجتماعية والسياسية التي تمثل تعبير أدب المقاومة، وبالإضافة الى ذلك تبحث عن أهميته فيما يتعلق بفلسطين وبشكل خاص بالنسبة لغسان كنفاني. وتبحث الدراسة أيضا وجهات مختلفة وأمثلة متنوعة تطوّرت من هذا الأدب في أجزاء أخرى من العالم وذلك لقياس تأثيره في السيناريو الأدبي المعاصر

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APPENDIX K (i): Approval page for Master's degree (with coursework)

APPROVAL PAGE

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I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Master of

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Supervisor

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.....
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APPROVAL PAGE

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'**dissertation**' is
used if your mode
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'coursework and
research' or
'coursework only',
whereas '**thesis**' is
used if it is by
'research only'

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Sayed Moustapha Amnullah
Internal Examiner

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Mazlan Yusof
Internal Examiner

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Rohani Karim
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Jamal Othman
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Jamal Othman
Chairman

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APPENDIX L (i): Declaration Page (with coursework)

DECLARATION

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Ahmad Ismail Haji Sulong

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APPENDIX O: List of tables

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Mong v. Daing Mokka [1935] MLJ 147
Nafsiah v. Abdul Majid [1969] MLJ 174
Aishah v. Jamaluddin [1978] 3 JH 104
Yang Chik v. Jamal [1986] 6 JH 146
Muhammad Ismail Qureshi v. Pakistan PLD 1979 Federal Shar'iah Court 10
Muhammad Khan v. Abdul Khalik Khan PLD 1981 Supreme Court 155
Adegbenro v. Akintola [1963] AAC 614
Stanislaus v. State of Madhya Pradesh AIR 1977 SC 908
Sudan Government v. Ibrahim Adam Uthman and Ors. 1984 SLJ 118

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APPENDIX R: List of statutes

LIST OF STATUTES

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and upper cases

Contracts Act 1950 (Act 136)
Courts of Judicature Act 1964 (Act 91)
Evidence Act 1950 (Act 56)
Islamic Family Law (Federal Territories) 1984 (Act 303)
Legal Profession Act 1976 (Act 166)
National Land Code 1965 (Act No. 56)
Takaful (Prescribed Loan) Regulations 1985 (PU (A) 337/1985)
Selangor Administration of Muslim Law Enactment 1952
Administration of Muslim Law Enactment 1962 (Kedah Enactment No 9/1962)
Islamic Family Enactment 1979 (Kedah Enactment No. 1/1984)
Syariah Criminal Code 1985 (Kelantan)
The Code of Criminal Procedure 1989 (Pakistan)
The Penal Code 1860 (Pakistan)
Constitution of the Islamic Republic of Pakistan 1982 (Pakistan)
The Criminal Act 1991 (The Sudan)
Qanun Al-Ijra'at al-Jina'yyah (Criminal Procedure Law) 1983 (The Sudan)
Qanun Al-Ithbat (Law of Evidence) 1983 (The Sudan)
Qanun Al-Uqubat (Penal Code) 1983 (The Sudan)

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APPENDIX S (i): Common abbreviations

app.	appendix	n.p.	no place: no publisher
art./arts.	article/articles	no./no.s	number/numbers
b.	born	n. s.	new series
bk./bks.	book/books	o. s.	old series
C. P. C.	Criminal Procedure Code	P. B. U. H.	Peace Be Upon Him
c.	copyright	P. L. D.	All Pakistan Legal Decisions
ca.	(circa): about, approximately	P. P. C.	Pakistan Penal Code
cf.	compare	p./pars.	paragraph/paragraphs
ch.	chapter (in legal firms)	passim	here and there
chap./chaps.	chapter/chapters	pt./pts.	part/parts
col./cols.	column/columns	q. v.	(<i>quode vide</i>): which see
comp./comps.	compiler/compiler; compiled by	Q. Sh	Qanun - E Shahadat
dept./depts.	department/departments	S. L. J.	The Sudan, Law, Journal
d	died	S. W. T.	Subhanahu Wa Ta'ala (Praise be to Allah and the Most High)
div./divs.	division/divisions		
e. g	(<i>exempligratia</i>); for example	sc.	scene
ed./eds.	edition/editions; editor, edited by	sec./secs.	section/sections
et al.	(<i>et alia</i>): and others	sic.	so, thus
et seq	(<i>et sequers</i>): and the following	s. l.	(<i>sinoloco</i>): no place of publication
etc	(<i>et cetera</i>): and so forth pages that follow	s. n.	(<i>sine nomine</i>): no publisher
fig./figs.	figure/figures	s. v.	(<i>sub-verbo, sub-voce</i>) under the word of heading
ibid.	(<i>ibidem</i>): in the same place	trans.	translator/translated by
id	(<i>idem</i>): the same below	v./vv.	verse/verses
L. E.	Law of Evidence	viz.	(<i>videlicet</i>): namely
l. v.	(<i>locus variis</i>): various places (of publication)	vol./vols.	volume/volumes
ms./mss.	manuscript/manuscripts		
n. d.	no date		

APPENDIX S (ii): Notes on abbreviations

Some Notes on Abbreviations / Acronyms (adapted from the Publication Manual of the American Psychological Association. (1995). Fourth Edition. Washington D.C.)

Student must decide whether to (1) spell out a given expression every time it is used in an article or (2) spell it out initially and abbreviate it thereafter (do not switch between the abbreviated and written-out forms of a term).

Use an abbreviation only if it is conventional and if the reader is more familiar with the abbreviation than with the complete form. Authors must explain acronyms and abbreviations not familiar to the readers. Do not over-abbreviate as in the following example, even if the abbreviations have been explained previously:

The ESP class for ESL students is more suitable for L1 speakers than L2.

Some abbreviations are acceptable and are already listed out in the dictionary, such as: IQ, AIDS, ESP.

Latin abbreviations: Use the following standard Latin abbreviations only in parenthetical material; in nonparenthetical material, use the English translation of the Latin terms:

cf.	compare	i.e.,	that is
e.g.,	for example	viz.,	namely
etc.	and so forth	vs.	versus, against

But:

Use the abbreviation v. (for versus) in references and text citations to court cases, whether parenthetical or not.

et al., which means others, should be used in nonparenthetical as well as parenthetical material.

Scientific abbreviations

Use abbreviations and symbols for metric and nonmetric units of measurement that are accompanied by numeric values. No dots necessary following the abbreviations (except for in. for inche, a.m. and p.m.).

4 cm 30 s 12 min 18 hr 5 lb 6 kg

Do not abbreviate the following words: day week month year

Do not abbreviate for metric and nonmetric units that are not accompanied by numeric values: (i) several pounds, (2) measured in kilometers

Do not abbreviate chemical compounds to their formula; use either the common name of the chemical name: Aspirin or salicylic acid (not C₉H₈O₄).

APPENDIX T: List of symbols

LIST OF SYMBOLS

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level 1, 14
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cases, bold

a	Length of a square plate (m, in.)
E_1	Young's Modulus in 1-direction (GPa,psi)
E_2	Young's Modulus in 2-direction (GPa, psi)
F_i	Strength tensors of the second rank
F_{ij}	Strength tensors of the fourth rank
G_{12}	Shear Modulus in 12-plane (GPa, psi)
G_{13}	Shear Modulus in 13-plane (GPa, psi)
G_{23}	Shear Modulus in 23-plane (GPa, psi)
Q_{ij}	Reduced Stiffness (N/m ² , psi)
R	Shear strength in 23-plane (Mpa, psi)
S	Shear strength in 13-plane (Mpa, psi)
S_{ij}	Compliance matrix components
T	Shear strength in 12-plane (Mpa, psi)
t_i	Thickness of each lamina
u_0	Displacement of the mid-plane in x -direction (m, in.)
v_0	Displacement of the mid-plane y -direction (m, in.)
w_0	Displacement of the mid-plane z -direction (m, in.)

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GLOSSARY

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Artifact. Anything made by man. The term is used here to mean any pieces of stone that has been modified by man.

Axis of detachment. The path of the force that removed the piece from the core. It runs from the point of impact on the platform of the artifact toward the distal end.

{ double space between
entries

Backing. Very steep retouch along a lateral edge, forming a near ninety-degree angle with the dorsal face of the artifact. The retouch is usually obverse, but it may be inverse or a mixture of the two. It has the effect of thickening, blunting, and shaping of a table knife. Backing may be straighten, curve, or shoulder the outline shape of an artifact. Long, narrow perforators are often “double backed” (meaning both lateral edges) to that shape, producing a strengthened point.

Blade. An elongated piece of stone that was detached from a core and is, by oversimplified definition, at least twice as long as it is wide. When detached from the blade core, the removals, one after another, usually produce on the core a series of flake scar ridges, approximately parallel; they in turn become dorsal surface features trending lengthwise of the blades that are subsequently detached. However, the pattern of flake scars on a blade is not limited.

3.8 cm

2.5 cm

Burin facet. The scar formed by the detachment of a burin spall.

Burin spall. The piece struck off to produce a burin. An occasional burin spall may show subsequent modification, by retouch, into a perforator.

Carinated. Shaped like the keel of a ship.

Cleavage surface. A surface formed by a separation of the rock along a natural cleavage plane or crack. Among the raw materials most apt to exhibit cleavage surfaces are quartz crystals, slate, and some kinds of petrified wood.

INDEX

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APPENDIX W: Quoting longer material

...studied were not exposed to opportunities for the output to be “pushed.” Swain (1985) argued that there is an important role to be played by learner’s comprehensible output, as evidenced in the following excerpt:

while most language classes pay attention only to comprehensible input its impact on grammatical development has been overstated in previous research, and the role that interactional exchanges play in second language acquisition may have as much to do with the learner’s production of comprehensible output as it has to do with the learner’s access to comprehensible input. The role of output is vital in generating not only comprehensible input, but it also provides an opportunity for learners to use their linguistic resources meaningfully (202).

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Swain’s position was based on her research on the language achievement of students in immersion classrooms, where greater emphasis was placed on students’ comprehension of input than to the comprehensibility of their output. Test results indicated that learners’ spoken second language (L2) production lagged behind their other language skills. She also examined features of communicative competence-grammatical, discourse, and sociolinguistics (Canale and Swain, 1980)-found in French L2 students and found that these students failed to achieve NS grammatical competence in their L2 expected of learners in an immersion program. Many factors could have contributed to this and one is that the learners were not given the opportunities to speak up in the classroom; therefore, there were not comprehensible output with which the teacher can gauge to improve on her methods in improving the students’ second language.

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APPENDIX X: Bibliography

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