

*The UKM Thesis Writing  
Guideline According to*  
**GAYA UKM**



GRADUATE CENTRE  
UNIVERSITI KEBANGSAAN MALAYSIA  
2015

*First printing, 2009*  
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First Printing 2009  
Second Printing 2010  
Third Printing 2015

Electronic: <http://www.ukm.my/pusatsiswazah>

Perpustakaan Negara Malaysia      Cataloguing-in-Publication-Data

Panduan penulisan tesis: Gaya UKM / Pusat Pengurusan Siswazah,  
Universiti Kebangsaan Malaysia, Edisi Semak Kedua.

ISBN 978-983-2975

1. Dissertation, Academic--Handbooks, manuals, etc.
2. Academic writing -- Handbooks, manuals, etc.

I    Universiti Kebangsaan Malaysia.      Pusat Pengurusan Siswazah.  
808.066378

**PREFACE**  
**DIRECTOR OF UKM GRADUATE CENTRE**

Assalaamu'alaikum wrwb and welcome

I would like to cordially express my gratitude and congratulations to the committee developing the UKM Thesis Writing Style Guidelines or Gaya UKM as well as to all the individuals involved in formulating and publishing the third print of the guidelines.

I am very impressed with the high level of commitment all members of the committee have shown throughout the accumulation of necessary information from all the different sources. The unwavering dedication of these members has facilitated the publication of well-structured guidelines which can be easily understood and applied.

My hope is that the guidelines will assist graduate students in producing theses which meet the required standard. It is also my wish that all graduate students will exert the necessary effort to understand and apply the provided guidelines. In fact, I believe that with the help of the lecturers and supervisors, these guidelines can be used even before the writing of a thesis/dissertation/research project begins to produce excellent and high-quality academic writings which are on par with those evaluated under international publication standards.

Last but not least, the UKM Graduate Centre welcomes suggestions to upgrade the guidelines from time to time as there is always room for improvement.

November 2015

**PROF. DR. ANDANASTUTI MUCHTAR**

Director  
Graduate Centre  
Universiti Kebangsaan Malaysia

**FOREWORD  
CHAIR  
UKM THESIS WRITING STYLE GUIDELINE ACCORDING TO "GAYA  
UKM" COMMITTEE**

The UKM Thesis Writing Style Guidelines or *Gaya UKM* are based on the original UKM Thesis Writing Style which was first formulated by committees in 1988 (see [Appendix U1](#)) and in 2005 (see [Appendix U2](#)). This set of guidelines has been in use since then and has been refined to update the content. The current changes made to *Gaya UKM* have been published in the form of an e-book which is accessible by students and supervisors through <http://www.ukm.my/pusatsiswazah/>.

The preparation of an academic writing project should be taken seriously as all aspects of this process involve many factors which must be considered to ensure the presentation of a complete publication which can be well comprehended by readers. The UKM Thesis Writing Style or *Gaya UKM* not only facilitates the understanding of an academic writing convention but also its standardisation. Thus, each post graduate candidate should abide by the guidelines and apply the required format.

I am assured that the *Gaya UKM* is highly useful not only to UKM post-graduate candidates writing their theses/dissertations/projects but also to the undergraduates and to all members of the academe in relation to any academic writings for standardisation in publications in UKM.

I take this opportunity to express my appreciation to the members of the Committee of *Gaya UKM* who have given their full commitment and dedication to ensure the publication of the guidelines (see [Appendix U3](#)). I also cordially extend my gratitude to the Director of the UKM Graduate Centre for trusting me to continue as Chair of the committee to facilitate the publication of *Gaya UKMI* am indeed assured that the *Gaya UKM* is very useful not only to UKM post graduate candidates in writing their thesis / dissertation / projects, but also to the undergraduates as well as to all academics in any academic writings for standardisation in their publications.

November 2015

**PROF. DR. ISHAK AHMAD**  
Chair  
The UKM Thesis Writing Guideline  
According to "Gaya UKM"  
Committee

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## **CHAPTER I**

### **TECHNICAL SPECIFICATIONS**

#### **1.1 PAPER SPECIFICATIONS**

##### **1.1.1 Size**

A4 (210 mm x 297 mm) (when bound must not exceed 2 mm).

##### **1.1.2 Quality**

The original copy must be on simile paper, minimum quality 80 gsm. Duplicate copies must be on quality photostat or offset paper.

#### **1.2 GUIDELINES FOR TYPING**

##### **1.2.1 Typeface and Font Size**

Candidates are required to use Times New Roman throughout the entire thesis. The required font size for Romanized script is 12 points. For traditional Arabic/Jawi script the font size is 16 points.

##### **1.2.2 Headings**

All headings (except subheadings) must be in **bold** CAPITALS and centred. Candidates must also follow the margin specifications for typing headings. Font size for headings and subheadings is 11 points.

### **1.2.3 Text**

Text must be justified.

### **1.2.4 Spacing**

The general text of the thesis must be typed with 1.5 spacing, except thesis written in Arabic must be typed with 1.0 spacing. A new paragraph must begin one space below the last sentence of the previous paragraph. The following must be typed with single spacing:

- a. Declaration
- b. Acknowledgements
- c. Abstrak
- d. Abstract
- e. Contents
- f. List of Tables and Illustrations
- g. Footnotes
- h. Endnotes
- i. References

### **1.2.5 Paragraphing**

The first paragraph under each heading must begin from the left margin for Romanized script, and from the right margin for Arabic/Jawi script. Subsequent paragraphs must have the first line indented **12.7 mm** from the left margin (Romanized script), or from the right margin (Arabic/Jawi script).

### **1.3 PRINTING AND DUPLICATION**

#### **1.3.1 Printing in Romanized Script**

Only one side of a sheet should be printed. The printed page should be on the right.

#### **1.3.2 Printing in Arabic / Jawi Script**

Only one side of a sheet should be printed. The printed page should be on the left.

#### **1.3.3 Duplication**

Only good quality duplicated copies (at least 600 dpi) will be accepted.

### **1.4 COPIES SUBMITTED FOR EXAMINATION**

Candidates should submit their theses in normal binding (soft cover). The number of copies that must be submitted is seven (7) copies to the respective Faculty or Institute, which are as follows:

- a. 1 copy for the external examiner (if applicable)
- b. 1 copy for the internal examiner (if applicable)
- c. 1 copy for the Chair of the viva-voce
- d. 1 copy for the Dean/Director of Faculty/Institute
- e. 1 copy for the Chair of School / Head of Department
- f. 1 copy for the supervisor
- g. 1 copy for second supervisor or supervisory committee (if applicable)

## 1.5 FINAL COPIES

### 1.5.1 Final Copies and CD-ROM for the University

After the thesis has been approved by the Graduate Examination Committee, the candidate should submit it bound with hard cover. The number of copies submitted is according to the requirements of the Centre for Graduate Studies/the respective Faculty or Institute which are as follows:

- a. Two (2) copies, one of which is the original, together with a CD-ROM to be submitted to the Centre for Graduate Management.
- b. The number of copies submitted to the Faculty/Institute/Centre for Graduate Management depends on the number of supervisors or the number of Graduate Committee members. The thesis must be submitted personally by the candidate to the Faculty/Institute/Centre for Graduate Management.

### 1.5.2 Colour of Final Thesis Cover

The colour of the cover is according to the type of degree:

Postgraduate Diploma	-	Black
Master Degree and Advanced Master	-	Maroon
Doktor of Philosophy	}	- Navy blue
Doktor of Public Health		
Doktor of Business Administration		
Doktor of Letters		
Doctor of Medical Sciences		

## **1.6 INFORMATION ON THE COVER**

### **1.6.1 Front Cover**

Details on the cover should be printed in gold CAPITALS, font size 18 points for all theses and should be in the following order:

#### **Title of Thesis**

Arranged in inverted pyramid - 60 mm from the top of the page.

(For thesis written in Arabic, the title should be transliterated into Romanized-Arabic. Refer 5.1.2)

#### **Full Name of Candidate**

As appears in identification card / passport.

#### **UNIVERSITI KEBANGSAAN MALAYSIA**

Name of university – 60 mm from the bottom of the page.

(See – [APPENDIX A1](#) and [A2](#))

### **1.6.2 Spine of Thesis**

Details on the spine should be printed in gold CAPITALS, font size 18 points, in the following order:

#### **Name of Candidate**

60 mm from the top of the cover.

#### **Degree**

Abbreviated form in Bahasa Melayu.

(See [APPENDIX B](#))

#### **Year of Submission**

**UKM**

Abbreviated name of University typed 60 mm from the bottom of the cover.

(See [APPENDICES C1](#) and [C2](#))

**Note:**

If there is more than one volume of the thesis, the words VOLUME I and VOLUME II, etc. must be printed crosswise, halfway along the length of the spine.

(See [APPENDIX C3](#))



## CHAPTER II

### FORMAT

#### 2.1 MARGINS

##### 2.1.1 Specifications

Top margin	:	30 mm from the top of the page
Right margin	:	25 mm from the right of the page
Left margin	:	38 mm from the left of the page
Bottom margin	:	25 mm from the bottom of the page

##### **Reminder**

- a. The beginning of each chapter, except for References and Appendices, must begin 50 mm from the top of the page.
- b. Tables and illustrations (including explanatory notes) must follow the specifications set out in 2.1.1.
- c. The last paragraph on a page must have at least **two lines** of printed text. If it does not make up two lines, that portion should be moved to the following page as a new paragraph.
- d. The last word in the last line on a page must not be disconnected by a hyphen.
- e. Each new page must contain at least one line of text.

## **2.2 PAGINATION**

### **2.2.1 Page Numbers**

Page numbers should appear on the right hand corner for Romanized script, and on the left hand corner for Arabic / Jawi script, 15 mm from the top of the page. The last digit should be 25 mm from the right or left side of the page, depending on the corner that is used. Use the same font as the rest of the text, without adornment.

### **2.2.2 Pagination for Romanized Script**

Front pages (beginning with the title page) should be numbered consecutively in lower case Roman numerals: i, ii, iii, and so on.

The pages of the text proper should be numbered using consecutive Arabic numerals: 1, 2, 3 and so on. Subheadings are used until two decimal points only. The following subheadings, use alphabets (a, b, c, ...) and subsequent subheadings use roman numerals (i, ii, iii, ...).

### **2.2.3 Pagination for Arabic/Jawi Script**

Front pages (beginning with the title page) should be numbered using Arabic script ...  
ا, ب, خ, د.

The pages of the text proper should be numbered using ...١, ٢, ٣.

### **Reminder**

- a. The first page (title page) is considered as page “i” but the page number is not typed in.
- b. The first page of the text proper is considered as page “1” but the page number is not typed in.

Similarly for the first page of each section or chapter, the page number is not typed in even though the page is counted.

## **CHAPTER III**

### **LAYOUT AND CONTENT**

#### **3.1 ORDER**

The layout and content of the thesis should be in the following order:

TITLE PAGE

DECLARATION

ACKNOWLEDGEMENTS

ABSTRACT

TRANSLATION OF ABSTRACT

CONTENTS

LIST OF TABLES

LIST OF ILLUSTRATIONS

LIST OF SYMBOLS/ ABBREVIATIONS/ GLOSSARY/ TERMINOLOGY

LIST OF CASES

LIST OF STATUTES

TEXT

REFERENCES

APPENDICES

### 3.2 TITLE PAGE

A thesis written in English should have a TITLE PAGE in English and followed by a translation in Bahasa Melayu.

A thesis written in Arabic should have a TITLE PAGE in Arabic and followed by two translated versions: first in Bahasa Melayu and followed by English.

This page should provide the following information (single spacing, CAPITALS) in the following order:

**Title of Thesis**

The title of the thesis should be typed in an inverted pyramid – 60 mm from the top of the page.

**Full Name of Candidate**

The name of the candidate must be typed in full as it appears in the identification card/passport.

**Purpose of submission of thesis**

Candidates can use either one of the following phrases, whichever is applicable, to indicate the degree for which the thesis is submitted.

THESIS SUBMITTED IN FULFILMENT FOR THE DEGREE OF

.....

THESIS SUBMITTED IN PARTIAL FULFILMENT FOR THE DEGREE OF

.....

**Faculty / Institute**

Name of the Faculty/ Institute conferring the degree.

**Name of University**

UNIVERSITI KEBANGSAAN MALAYSIA

**Name of campus where candidate is registered**

Candidates should type either BANGI or KUALA LUMPUR.

### **Year in which thesis is submitted to the university for examination**

The year of submission should be typed 2 spaces after the name of the campus and 40 mm from the bottom of the page.

(See [APPENDICES D1](#), [D2](#), [D3](#), [D4](#), [D5](#) and [D6](#))

### **3.3 DECLARATION**

The declaration must begin on a new page, after the title page and centred.

(See [APPENDICES E1](#) and [E2](#))

### **3.4 ACKNOWLEDGEMENTS**

The word ACKNOWLEDGEMENTS should be centred, 30 mm from the top of the page. Any individual or organization that has rendered any sort of special assistance in the preparation of the thesis should be acknowledged by the candidate.

The text of the acknowledgement should not exceed one page. Dedications are not allowed. The acknowledgement should include:

1. Praise to God
2. Name of supervisors
3. The faculty/institute/school/department where the research was held
4. Financial sponsors
5. General dedication

(See [APPENDIX F1](#) and [F2](#))

### **3.5 THE ABSTRACT AND ITS TRANSLATION (ABSTRAK)**

The abstract and its translated version must be typed on separate pages, after the page of acknowledgements, each consisting of one paragraph, single-spaced. The word ABSTRACT must be centred and 30 mm from the top of the page. The length of the abstract should be between 200 to 350 words. The abstract should include the following information:

- a. Statement of the problem/ Research questions
- b. Aim of the study
- c. Study area (if relevant)
- d. Research method
- e. Results of the study (findings such as a new theory, terminology, technology, interpretation, product, or evaluation, should be concisely stated)
- f. Contribution to the field
- g. Implications on policy (if relevant)

An abstract should not include the following information:

- a. Additional content, corrections or any information not contained in the text of the thesis.
- b. Additional tables, illustrations and references.
- c. Detailed explanations of experiments, organisms, standard procedures, techniques and instruments.
- d. References and literature review.

A thesis written in Bahasa Melayu should have its abstract in Bahasa Melayu and followed by a translation in English together with a translation of the title. The translations should not exceed 350 words.

(See [APPENDICES G1](#) and [G2](#))

A thesis written in English should have its translation abstract in Bahasa Melayu (without title), followed by abstract in English (without title). The translations should not exceed 350 words.

(See [APPENDICES G3](#) and [G4](#))

Similarly, a thesis written in Arabic should have its abstract in Bahasa Melayu (without title), followed by abstract in Arabic (without title) and the other in English (without title). The translations should not exceed 350 words.

(See [APPENDICES G5](#), [G6](#) dan [G7](#))

### **3.6 CONTENTS**

The table of contents must begin on a new page with the word CONTENTS centred, and 30 mm from the top of the page.

(See [APPENDIX H](#))

### **3.7 LIST OF TABLES**

The list must begin on a new page with the heading LIST OF TABLES centred, and 30 mm from the top of the page. The list should contain all the titles of the tables that appear in the thesis. The list should be numbered according to the chapters.

(See [APPENDIX I](#))



### **3.8 LIST OF ILLUSTRATIONS**

The list of illustrations should begin on a new page with the heading LIST OF ILLUSTRATIONS centred, and 30 mm from the top of the page. The list should contain all the titles of the illustrations (maps, graphs, charts, diagrams, algorithms, etc) and pictures (photographs, slides, micrographs, graphics, animations, drawings, etc). The titles must be worded exactly as they appear in the text of the thesis. The list of illustrations should be numbered according to the chapters.

(See [APPENDIX J](#))

### **3.9 LIST OF SYMBOLS, ABBREVIATIONS, NOMENCLATURE AND TERMINOLOGY**

Symbols are a systematic representation of specific values/relationships/unity/agreement. They are always used in writing related to particular fields to represent operations, quantities, elements or qualities. They include mathematical/statistical symbols, nomenclature, units, and information technology icons.

The list of symbols, abbreviations, nomenclature, terminology and glossary should begin on a new page after the LIST OF ILLUSTRATIONS. Its arrangement is according to alphabetical order.

(See [APPENDICES K1, K2, K3, and T](#)).

### **3.10 LIST OF CASES**

The heading, LIST OF CASES, should be typed on a new page, centred, and 30 mm from the top of the page. The list is arranged in alphabetical order.

(See [APPENDIX L](#))

### **3.11 LIST OF STATUTES**

The heading, LIST OF STATUTES, should be on a new page, centred, and 30 mm from the top of the page. The list is arranged in alphabetical order and Malaysian statutes should be listed separately from those of other countries.

(See [APPENDIX M](#))

### **3.12 THE BODY OF THE TEXT**

#### **3.12.1 Doctor of Philosophy**

The thesis should not exceed 100,000 words or 400 pages.

#### **3.12.2 Master**

The full thesis should not exceed 60,000 words or 250 pages. Meanwhile, a dissertation submitted in partial fulfilment of the requirements should not exceed 30,000 words or 130 pages.

The total number of words does not include footnotes, quotations, appendices, formulae, tables, diagrams and illustrations.

#### **3.12.3 Sections**

A thesis need not be divided into sections. If circumstances require it, each section must begin on a new page.

The heading CHAPTER must be typed centred, 50 mm from the top of the page. A subheading or the first line of the text begins 2 spaces below the heading, following margin specifications.

(See [APPENDIX N](#))

### 3.12.4 Content of Text

The text may begin with the heading, CHAPTER I. This chapter consists of the introduction, the statement of the problem and/or the research questions, objectives of the study, scope and significance of the study.

CHAPTER II, which is LITERATURE REVIEW, is a critical review of works related to the research problem and/or research questions.

Normally, CHAPTER III is METHODOLOGY, which describes the method used in carrying out the study, including materials, instruments, sampling and other matters related to the field of study. It is also necessary to include the method of data analysis.

The following chapters must be developed within the framework of the study. They include presentation of the findings, analysis and discussion of the data, contribution to the field, summary and implications of the study.

(See [APPENDIX O](#))

### 3.12.5 Typing Specifications

The heading CHAPTER I should be typed 50 mm from the top of the page, and centred.

The title of the chapter begins 2 spaces below the heading CHAPTER I, and is centred.

A subheading or the first line of the text begins two spaces below the chapter title, and follows margin specifications.

For subtopics, the numbering allowed is up to two decimal points (third level). The following subtopics should be numbered by using a, b, c... (fourth level), i, ii,

iii,... (fifth level). Numbering for subtopics are only allowed until the fifth level. Subtopics until the third level are only allowed to appear in the table of contents.

### **3.12.6 Tables and Illustrations**

If tables and illustrations are necessary for inclusion in a thesis, the following guidelines must be observed.

#### **a Table**

The title of a table must be positioned **above** the table. If a table is presented in landscape view, the head of the table must be along the bound edge of the thesis. Tables must be numbered according to the chapter. Font size for all table title and contents is 10 points.

(See [APPENDICES P1](#), [P2](#) and [P2](#))

#### **b Illustrations**

The title of each illustration should be positioned **below** it. If an illustration is presented in landscape view, the head of the illustration must be along the bound edge of the thesis. Illustrations must be numbered according to the chapter. Font size for all illustrations title and contents is 10 points.

(See [APPENDICES Q1](#), [Q2](#), and [Q3](#))

The explanation for a Table or an Illustration in a text should precede the respective Table or Illustration.

Example:

..as shown in Figure 4.2

Table 5.1 shows the number...

### 3.12.7 Quotations

- i. Quotations inserted into a sentence should not exceed 40 words and must be placed within quotation marks “.....”.
- ii. A quotation exceeding 40 words must be typed separately in a new paragraph one and a half a spaces below, and indented, without the use of quotation marks.
- iii. A quotation in a foreign language (other than the language used in writing the thesis) should be typed in italics.

(See [APPENDICES R1](#), [R2](#) and [R3](#))

### 3.13 REFERENCES

The list of references should begin on a new page with the heading REFERENCES centred, and 30 mm from the top of the page. This section should contain all the sources mentioned in the text. Sources not referred to in the text need not be listed.

The listing of references should follow the UKM Style Guide **Author-Date System**. All references should be listed in alphabetical order. References in Arabic/Jawi should be according to the order of the Arabic alphabet.

Titles of publications must be in italics. For book or journal titles, **Title Case** are used except prepositions (a, an, and, for, in, on, the, ...).

### 3.14 APPENDICES

- i. Appendices should be arranged as APPENDIX A, APPENDIX B, and so on. The heading APPENDIX A should be 30 mm from the top of the page and centred. Each appendix should also have its own title.

- ii. Titles of Appendices listed in the Table of Contents should be exactly as they appear in the Appendices.
- iii. Material that can be included in the Appendices include glossaries, data from the study, diagrams, samples of questionnaires, and any other such material that is not directly relevant to the discussion in the text.

**Note:**

For theses written in the field of Islamic Studies that require transliteration, please see [APPENDIX S](#).

## CHAPTER IV

### IN TEXT CITATIONS

#### 4.1 INTRODUCTION

The writing of references in the body of the text provide both writer and reader information about the source of the reference.

Candidates are required to use the author-date system consistently throughout the thesis.

#### 4.2 AUTHOR-DATE SYSTEM

The basic in-text reference using the UKM Style Guide author-date system includes the name of the author and **date of publication** as in the following examples:

Hawkings (2012) or (Hawkings 2012)

Mohd. Fuad (2010) or (Mohd. Fuad 2010)

- a. If the author has a surname, only the surname is written, without any initials.
- b. If it is an Arabic author, the surname or the name by which he is known is used.
- c. If it is a Malay author, his own name is used. If it is a Chinese author, his surname is used.

Examples:

- i. An article by Noor Azlan Ghazali published in 2012 is referred to as:

Noor Azlan (2012) or Noor Azlan Ghazali (2012)

- ii. An article by Chan Ngai Weng published in 2011 is referred to as

Chan (2011) or Chan Ngai Weng (2011)

#### **4.2.1 Sole Author**

The name of the author followed by the year of publication is written in the relevant place in the text:

- i. Reid (2012) has proven that ...

(If the author's name is part of the sentence, the year of publication is stated within brackets)

- ii. ...as has been investigated by Romlah (2009)

(If the author's name is part of the sentence, the year of publication is stated within brackets)

- iii. In a study on the teaching and learning of mathematics (Shaharir 2010)...

(If the name of the author is not part of the sentence, both the name of the author and the date of publication, without a comma, are placed within brackets)

- iv. In the year 2012, Lokman investigated...

(Where both the author's name and the date of publication are part of the sentence brackets are not required)



- v. In a study on the teaching and learning of mathematics, Shaharir (2010) expressed the view that... Shaharir also said that...

(If the same source is referred to more than once within the same paragraph, the date of publication need not be repeated so long as there is no possibility of confusion with another work by the same author)

#### **4.2.2 Co-authors**

- a. Where the work of two co-authors is referred to, then both names must be mentioned each time it is referred to:
  - i. ...Abdul Razak and Abu Osman (2009) have provided the definition of ...
  - ii. ... as has been proven (Abdul Rahman & Arsmah 2009)
  - iii. Baharudin and Abdullah Marwi (2012) have identified the synantropic fly as ...
- b. Where reference is made to a work authored by more than two people, the name of the first author is given followed by “et al.” and the date of publication.
  - i. Shafaratul et al. (2011) has provided a detailed explanation about the ...
  - ii. ... has reduced the deterioration of Oxidative DNA (Siti Balkis et al. 2011)

#### **4.2.3 Institution/Organisation/Committee as Author**

Reference to works by an Institution/Organisation/Committee is written as in the following examples:

- a. (International Labour Office 2010) or International Labour Office (2010)
- b. (Jabatan Standard Malaysia 2011) or Jabatan Standard Malaysia (2011)

- c. According to the Institute of Quality Assurance (2012) ...
- d. Examples of institutions as authors (such as associations, government agencies) whose names can be abbreviated:
  - i. Dewan Bahasa dan Pustaka (DBP 2011)
  - ii. Department of Occupational Safety and Health (DOSH 2010)

#### **4.2.4 Author Unknown**

Reference to a work whose authorship is unknown is written as follows:

Anon. (2012) or (Anon. 2012)

#### **4.2.5 Authors with the Same Name**

If the list of references includes works by two or more authors with the same name, the full name or initials of each author must be used each time one of these works is cited to avoid confusion.

Khalid B.A.K. (2010) and Khalid Yusoff (2010)...

#### **4.2.6 Multiple References**

Two or more references made in the same place should be separated by semicolons and the sequence should be in alphabetical order:

(Abdul Samad 2011; Azahan 2011; Jamaluddin 2010; Kadir 2012)

Where more than one reference is made to the same author of separate publications, the date of publication of each is separated by a comma.

(Jamaluddin 2007, 2009, 2012)

For references with the same author in the same year of publication, they are arranged accordingly.

(Sham 2010a, 2010b)

#### **4.2.7 References to Al-Quran and Hadith**

(Al-Quran, title and number of the chapter, verse number)

A reference to the Hadith can be explained in a footnote.

(al-Bukhari, title of the book and title of the chapter)

#### **4.2.8 Examples of a Software Manual**

(ADAMS/Flex 2012)

(MSC.Nastran 2011)

#### **4.2.9 Examples of Software**

(ABAQUS/EXPLICIT 2009)

(MATLAB 2008)

### **4.3 SYSTEM FOR WRITING FOOTNOTES**

Footnotes are included at the bottom of a page to elaborate or provide additional information on any point raised in the body of the text on that page. The footnoting system is also used to provide references.

### **4.3.1 Numbering of Footnotes**

- a. Use superscript numbers at the relevant place on each page in the text.
- b. Use the same number at the bottom of the page and provide a note or additional information.
- c. There should be a line separating the footnote from the rest of the text on the page not less than 40 mm long.
- d. Footnotes should be numbered consecutively beginning with the number 1 in the same chapter.

### **4.3.2 Details in Footnotes**

Provide full information.

\*Author's name followed by a comma

Date of publication followed by a comma

Page number followed by a full stop

\*Refer 5.1.3 for author's name.

Example:

... It is also possible that the traditional culture that is the lifeblood to the members of a community cannot be so easily influenced by elements of modern culture<sup>1</sup>....

---

<sup>1</sup>Mohd. Taib Osman, 1983, p.9

Example:

Governor Fullerton's reluctance to share a ship with Claridge resulted in a strained relationship between them.<sup>2</sup>

---

<sup>2</sup>J.M.N. Kyshe, *Cases heard and determined in His Majesty's Supreme court of the Straits Settlements 1804-1894, Singapore*, 1885, pp. xiii; SSR (IOR), Vol. 124, Minute by Fullerton on the financial State of Penang, Singapore and Melacca, 22 August 1828; SSR (Singapore National Library), A64, Minute by Fullerton laid before Council of Penang, 17 March 1829, pp. 17-19; PP, House of Common, No. 4 of 1852-1853, Vol. LXI, pp. 3-7.

### 4.3.3 Footnote Conventions

- a. Font size should be 10 points.
- b. Use single spacing in typing the footnote.

### 4.3.4 Conventions of Writing Information and References in Footnotes

**Using Short Forms.** When a footnote is made for the first time to a reference cited in the text, the information provided must be in full. Subsequent footnotes made for the same reference should be shortened.

Example

<sup>1</sup>P.J. Wilson, *A Malay village in Malaysia: social values and rural development*, HRAF Press, New Haven, 2007, p. 30

<sup>2</sup>J. Beattie, *Other cultures*, Routledge & Kegan Paul, London, 2006, p. 47

<sup>3</sup>P.J. Wilson, *A Malay village in Malaysia*, p. 51

<sup>4</sup>J. Beattie, *Other cultures*, p. 78

<sup>5</sup>P.J. Wilson, *A Malay village*, p. 70

<sup>6</sup>J. Beattie, p. 62

Similarly, when shortening the reference to an article in a journal, only the author's name, the short form of the title of the article, and page number should be provided. The title of the journal, the volume number and date of publication are not included.

If a particular work is cited repeatedly in the thesis, only the author's name and the page number need be noted after the first time it appears in a footnote.

#### 4.3.5 References to Al-Quran

- a. The number used to refer to verses in Al-Quran should be placed at the end of the citation from Al-Quran, not at the end of the translation. The reference should indicate the book in Al-Quran, its number and the number of the verse.
- b. The verse from the Quran should be written in *Othmaniah* and the source of the translation should also be indicated.

Example:

Allah commands:

لَنْ تَنَالُوا الْبِرَّ حَتَّى تُنْفِقُوا مِمَّا تُحِبُّونَ وَمَا تُنْفِقُوا مِنْ شَيْءٍ فَإِنَّ اللَّهَ بِهِ  
عَلِيمٌ<sup>3</sup>

---

<sup>3</sup>Al-Quran, Al 'Imran 3:92.

It means:

By no means shall you attain righteousness unless you give (freely of that which you

love; and whatever you give, Allah knows it well.<sup>2</sup>

---

<sup>2</sup> This citation is from The Holy Quran English Translation of the Meanings and Commentary. Revised and edited by The Presidency of Islamic Researches, IFTA, Call and Guidance. Al-Madinah Al-Munawarah: The Ministry of Hajj and Endowments, 1413 A.H., p.168.

#### 4.3.6 References to al-Hadith

- a. References to *hadith* in specific collections are indicated by the number or name of the book and the chapter where it appears.

Prophet Muhammad (p.b.u.h.) says:

إنما الأعمال بالنيات , وإنما لكل امرئ ما نوى , فمن كانت هجرته  
إلى الله ورسوله فهجرته إلى الله ورسوله , ومن كانت هجرته إلى دنيا  
يصيبها , أو امرأة ينكحها فهجرته إلى ما هاجر إليه<sup>4</sup>

---

<sup>4</sup>al-Bukhari, Sahih al-Bukhari, book ..., chapter ...

## CHAPTER V

### LIST OF REFERENCES

#### 5.1 INTRODUCTION

The author-date system used in in-text citations requires a complete list of reference sources. This list, titled **References**, is at the end of the thesis, before the Appendices.

The UKM Style Guide lists only references and is not a bibliographical list.

**Note:**

- a. In the reference list, information from books, journals, newspapers, interviews and similar sources is **not classified or categorized**, except in the discipline of history (if necessary).
- b. The list of references must be typed single-spaced.
- c. The reference list should be according to the UKM Style Guide **Author-Date System**.

##### 5.1.1 Language of the Reference Material

The language of the reference material (except English and Arabic) that is different from the language used in the writing of the thesis must be translated into English, as in the following examples:



Mohamed Yusoff Ismail. 1995. Wat sayam nai Kelantan. (Siamese temples in Kelantan). *Chulalongkorn Journal of Buddhist Studies* 2(1):5-19.

Mohamed Yusoff Ismail. 2004. Islam-kokka mareisia nimiru bukkyoto shamu-jin no aidentiti (Social Identity of Siamese Buddhists in a Muslim State in Malaysia). In Tsuyoshi Kato (ed.) *Hen-Yo-Suru Tonan-Ajia Shakai: Minzoku, Shuukyoku, Bunka No Dota* (Southeast Asian Society: Ethnicity, Religion and Culture in Changing Trends), pp 295-319. Tokyo: Mekong.

### 5.1.2 Transliteration

- a. Titles of works in Arabic must be transliterated.

(See [APPENDIX S](#))

- b. There are two ways of transliterating into Romanized-Arabic, namely according to the pronunciation of the Arabic word, and according to the written form (spelling) of the Arabic word.

#### Transliteration according to pronunciation

*ash-Shams fī's-samā*

#### Transliteration according to the written form

*al-Shams fī al-samā'*

Candidates are required to use the system of transliteration according to the written form ([APPENDIX S](#))

### 5.1.3 Author's Name

The author's name should be written in full, as it appears on the title page of the publication, or in the copyright information containing the Cataloguing-in-Publication-Data, without any titles or honorifics.

- a. The name of a Western author or an author with a surname must first be shortened to the **surname**, with the rest of his name in **initials**.

The initials are written after the surname, preceded by a comma.

Examples:

Humphrey John Moule Bowen or H.J.M. Bowen is written as Bowen, H.J.M.

John Fitzgerald Kennedy or J.F. Kennedy is written as Kennedy, J.F.

K. Sarvananthan is written as Sarvananthan, K.

- b. The **name of an Arabic author** should be written according to the family name.

Example:

Sulayman ibn Ahmad al-Tabrani is typed as  
al-Tabrani, Sulayman ibn Ahmad,  
and is listed alphabetically under T.

Example of using a name that is well-known:

Taqi-alDin Ahmad ibn Abd al-Halim ibn Taymiyyah is written as  
Ibn Taymiyyah, Taqi al-Din Ibn Abd al-Halim  
and is listed under I.

- c. **Names of Malay authors** that are written in full should be similarly recorded. A name that has initials is typed as in the following examples. In other words, initials follow the name.

Zakri A. H. is typed as Zakri, A.H.

Bakar, M.A.A. is typed as Bakar, M.A.A.

H.M. Dahlan is typed as Dahlan, H.M.

- d. **Names of Chinese authors** that are written in full should be similarly recorded.

Ding Choo Ming is typed as Ding, Choo Ming

The name of a Chinese author that has initials is typed as in the following examples. In other words, initials follow the name.

H.S. Lee is typed as Lee, H.S.

If a Chinese author has a Christian name, his first name should be in initials as in the following example:

Edward Lim Huck Tee is typed as Lim, E.H.T.

- e. **Names of Indian authors**, which are written in full should be similarly recorded.

S. Bhaskaran should be written as Bhaskaran,S.

- f. **Names of Indonesian authors** that are written in full should be similarly recorded.

Winarti Partaningrat is written as Partaningrat,W.

The name of an Indonesian author that has initials is recorded as in the following example. In other words, initials follow the name.

R.F. Saragih is written as Saragih,R.F.

- g. **Names of Sabah/Sarawak native authors** that are written in full should be recorded as such.

James anak Bachat is typed as James Bachat

#### **5.1.4 Titles of Publications**

- a. The title of a reference material must be italicized, using CAPITAL LETTERS for the initial letter of the title, and initial letter of each word of a proper name. The rest of the title should be in lower case, except if the word is an abbreviation or acronym consisting of capital letters. Journal titles need to be consistent throughout the whole thesis, either using full title or abbreviation (only known abbreviation is used).

Examples:

##### **Titles of Books**

- ...2009. *Environmental management issues in Malaysia...*
- ...2007. *Alam sekitar dan kesejahteraan masyarakat Malaysia...*
- ...2010. *Danum Valley conservation area: physical, biological and social environments...*

##### **Titles of Journals**

- ...2006. *Quarterly Journal of the Royal Meteorological Society* 97:369
- ...2008. *Islamiyyat* 16:5012-5636
- ...2010. *Corporate Environmental Strategy* 9 (4):409-407
- ...2011. *Malaysian Journal of Environmental Management* 6:3-

### **Titles of Articles**

... 2012. The making of another superlinear city in Malaysia....

... 2009. Potential of biomass electricity in four Asian countries...

... 2010. Development of noise modeling software for the evaluation and management of noise pollution in Malaysia

- b. Titles of works in English without a known author and with titles beginning with the words “A, An, The” are listed in alphabetical order.

... 2012. A Sandwich Enzyme Immunoassay for Pulmonary Surfactant Protein D and Measurement of Its Blood Levels in Drowning Victims.

...2006. An Experimental Model Application of Wavescreen: Dynamic Pressure, Water Particle Velocity, and Wave Measurements.

...2006. The Contribution of Measurement and Information Infrastructure to TQM Success.

## **5.2 CONVENTIONS OF WRITING REFERENCES**

- a. The list of references should be according to alphabetical order, except for Al-Quran.

*Al-Quran.*

Azahan Awang. 2012. ...

CO 273/535. ...

Ibrahim Baba. 2009. ...

Jawatankuasa Tetap Bahasa Malaysia. 2008. ...

Kadaruddin Aiyub. 2006. ...

- b. The reference to an individual author is listed before another reference in which the same author is the first writer.

Sham Sani. 2008. ...

Sham Sani & Jamaluddin Md. Jahi. 2006. ...

- c. In the case of references in which the first writer is the same person, and the second and third writers are different, the works are listed according to the alphabetical order of the names of the second and third writers, and so on.

Jamaluddin Md. Jahi, Kadir Arifin, Azahan Awang, Kadaruddin Ayub & Muhammad Rizal Razman. 2005. ...

Jamaluddin Md. Jahi, Moh. Jailani Mohd. Nor, Kadir Arifin & Azahan Awang. 2008. ...

Jamaluddin Md Jahi, Jailani Mohd. Nor, Kadir Arifin & Muhammad

Rizal Razman . 2009. ...

- d. References to the same author are listed according to the year of publication.

Aini Hussain. 2009. ...

Aini Hussain. 2011. ...

- e. References to the same (first) author, whose works are the same year of publication, are arranged in the order they are cited in the text.

Matthew, A.D. 2010a. Environmental and development....

Matthew, A.D. 2010b. Economic development...

- f. Where two writers have the same first name or the same surname, they are listed according to the alphabetical order of their fathers' names or according to the first initial.

Abdullah Ahmad. 2012. ...

Abdullah Hassan. 2007. ...

Eliot, A.L. 2008. ...

Eliot, G.E. 2006. ...

### 5.3 WRITING COMPLETE REFERENCE DATA FOR BOOKS

The complete information required for a book reference is as follows:

**Author's name**, followed by a full stop

Names of all co-authors must be listed

**Year of publication**, followed by a full stop.

The year according to the Muslim calendar is written together with the year according to the Christian calendar, for example 1412H/1992

**Title of book** ( in italics), followed by a full stop

**Editor, Compiler, Translator** (if indicated), followed by a full stop

**Name of series and volume number or series number** (where relevant), followed by a full stop

**Edition**, other than the first, is typed 2<sup>nd</sup> (or 3<sup>rd</sup> or 4<sup>th</sup>) Ed., followed by a full stop.

**Volume number**, followed by a full stop

**Place of publication** (city), followed by a colon

If more than one city is listed, use the first named.

Example:

New York, London, Paris should be typed New York

**Publisher**, followed by a full stop

The second line of each reference is single-spaced and indented 12.5 mm

Examples:

**a. Single author (including pen names)**

Brown, R. 2008. *Topology: A Geometric Account of General Topology, Homotopy Types and the Fundamental Groupoid*. Chichester: Ellis Horwood Limited.

Ibn Hazm, Abu Muhammad ʿAli ibn Ahmad ibn Saʿid. 1403H/1983. *Jamharat Ansab al-ʿArab*. Beirut: Dar al-Kutub al-ʿIlmiyyah

Miller, R.K. 2009. *The Informed Argument*. San Diego: Harcourt Brace Javonich Publishers.

**b. Co-authors**

Ahmad Kamal Ariffin & Shahrir Abdullah. 2000. *Pengiraan Berangka Kejuruteraan*. Bangi: Penerbit Universiti Kebangsaan Malaysia.

Corcoran, K. & Fischer, J. 2007. *Measures for Clinical Practice: Source Book*. New York: The Free Press.

Norzaini Azman. 2012. *Succession Planning Practices in Malaysian Public Universities: Identifying and Developing Young Academic Leaders*. Negeri Sembilan: Higher Education Leadership Academy (AKEPT).

Smith, M., Beck, J., Cooper, C.L., Cow, C., Ottaway, D. & Talbot, R. 2008. *Introducing Organizational Behaviour*. London: MacMillan.

**5.3.1 New Editions and Reprints (Ed. = Edition)**

Buckley, C.B. 2006. *An Anecdotal History of Old Times in Singapore*. Reprint. Kuala Lumpur: University of Malaya Press.

Cohen, J. 2009. *Statistical Power Analysis for the Behavioral Sciences*. Revised Ed. New York: Academic Press.

**5.3.2 Works That Are Known by Their Titles**

*Al-Quran*.



*Cumulative Bibliography of Asian Studies, 1941-1945: Subject Bibliography.* 2007. Vol. 4. Boston, Mass: G.K. Hall.

*The Encyclopaedia of Islam.* 2006. 2<sup>nd</sup> Ed. Leiden: E.J. Brill.

*Kamus Dewan .* 2011. Kuala Lumpur: Dewan Bahasa dan Pustaka.

*Oxford Regional Economic Atlas: The Middle East and North Africa.* 2008. London: Oxford University Press.

### **5.3.3 References to the Hadith According to the Compiler of the Hadith**

al-Tabrani, Sulayman ibn Ahmad. 1311H/1894. *Al-Mu'jam al-Saghir.* Delhi: al-Matba'ah al-Ansari.

### **5.3.4 Compilations (comp. = compiler)**

Farid M. Onn (comp.). 2008. *Dinanisme dalam Pengajaran, Penyelidikan dan Pentadbiran Universiti.* Working Paper 2. Bangi: Penerbit Universiti Kebangsaan Malaysia.

Hamzah Hamdani (comp.). 2012. *Esei Sastera Baharuddin Zainal.* Kuala Lumpur: Dewan Bahasa dan Pustaka.

Muhamad Hasan Tok Kerani Mohd. Arshad. 2006. *Al-tarikh Salasilah Negeri Kedah.* Revised compilation by Mohd. Zahid bin Shah. Kuala Lumpur: Dewan Bahasa dan Pustaka.

### **5.3.5 Edited Works (ed.= editor)**

Jamaluddin Md. Jahi (ed.). 2010. *Pengurusan Persekitaran di Malaysia: Isu dan Cabaran.* Bangi: Pusat Pengajian Siswazah, Universiti Kebangsaan Malaysia.

Jamaluddin Md. Jahi, Kamaruzzaman Sopian, Mohd Jailani Mohd Nor & Abdul Hadi Harman Shah (eds.). 2011. *Environmental Management 2000.* Bangi: Centre for Graduate Studies, Universiti Kebangsaan Malaysia.

Laily Din, Muhammad Yahya, A. Norhayati, M.S. Nizam, Waidi Sinun & A. Latiff (eds.). 2005. *Danum Valley Conservation Area: Physical, Biological & Social Environments.* Kota Kinabalu & Bangi: Yayasan Sabah & Universiti Kebangsaan Malaysia.

### **5.3.6 Coordinated Works (coord.= Coordinator)**

Othman Ismail (coord.). 2010. *Peristilahan dan Penulisan Sains*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

Sharifah Barlian Aidid (coord.). 2008. *Siri Bacaan Pelajar Utusan: Epidemik*. Kuala Lumpur: Utusan Publication & Distribution Sdn. Bhd.

### **5.3.7 Works in a Series of Volumes (Vol.=volume)**

Abu Osman Md. Tap. 2007. *Matematik Pertama*. Vol. 1. Kuala Lumpur: Dewan Bahasa dan Pustaka.

Abu Osman Md. Tap. 2009. *Matematik Pertama*. Vol. 2 & 3. Kuala Lumpur: Dewan Bahasa dan Pustaka.

### **5.3.8 Translations (Trans.=translation)**

Battle, J.A. & Shannon, R.L. 2008. *Gagasan Baru Ilmu Pendidikan*. Trans. Jakarta: Penerbit Mutiara.

Fraleigh, J.B. 2010. *Kursus Pertama Aljabar Niskala*. Trans. by Abu Osman Md. Tap & Abdul Razak Salleh. Kuala Lumpur: Dewan Bahasa dan Pustaka.

### **5.3.9 Pen-names**

Arena Wati. 1991. *Memoir Arena Wati: Enda Gulingku*. Bangi: Penerbit Universiti Kebangsaan Malaysia.

Keris Mas. 1979. *Tiga Puluh Tahun Sekitar Sastera*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

### **5.3.10 Monographs**

Harriet Wong, Hazita Azman & Lee Siew Chin. 1990. *English Language Proficiency*. Monograph 3, Language Centre, UKM. Bangi: Penerbit Universiti Kebangsaan Malaysia.

Smail, J.R.W. 2009. *Bandung in the Early Revolution 1945-1946: A Study in the Social History of the Revolution*. Modern Indonesian Project Monograph Series. Ithaca, N. Y.: Cornell University Press.

### 5.3.11 Chapter in a Book (In)

Abdul Latiff Mohamad. 2000. Kesan pembangunan sosio-ekonomi ke atas kepelbagaian biologi khususnya spesies tumbuhan endemik di Malaysia. In Jamaluddin Md. Jahi (ed.). *Pengurusan Persekitaran di Malaysia: Isu dan Cabaran*, pp. 72-103. Bangi: Pusat Pengajian Siswazah, Universiti Kebangsaan Malaysia.

Fleishman, I.A. 2011. Twenty years of consideration and structure. In Fleishman, I.A. & Hunt, J.G. (ed.). *Current Development in the Study of Leadership: Selected Readings*, pp. 1-37. Carbondale: Southern Illinois University Press.

Shamsuddin Suhor. 2004. Celik alam sekitar: Pengurusan di peringkat isi rumah. In Jamaluddin Md. Jahi, Mohd Jailani Mohd Nor, Kadir Arifin & Azahan Awang (ed.). *Alam Sekitar dan Kesejahteraan Masyarakat Malaysia*, pp. 196-211. Bangi: Pusat Pengajian Siswazah, Universiti Kebangsaan Malaysia.

Zainal Abidin Abdul Wahid. 2009. Malaysia, South East Asia and World Politics. In Wang Gungwu (ed.). *Malaysia: A Survey*, pp. 356-374. New York: Frederick A. Praeger.

### 5.3.12 Works Without a Date of Publication (n.d.) / Place of Publication (s.l.) / Publisher (s.n.)

al-Fakhiri, Muhammad ibn ʿUmar. n.d. *Al-akhbar al Najdiyyah*. ʿAbd Allah ibn Yusuf al-Shibl (ed.). al-Riyad: Matabiʿ Jamiʿat al-Imam Muhammad ibn Suʿud al-Islamiyyah.

Ibn Qayyim al-Jawziyyah, Abu ʿAbd Allah Muhammad ibn Bakr al-Zarʿi al-Dimisyqi. n.d. *ʿalam al-Muwaqqiʿin ʿan Rabb al-ʿalamin*. Vol. 4. Muhammad Muhyi al-Din ʿAbd al-Hamid (ed.). Mesr: s.n..

al-Syafiʿi, Muhammad ibn Idris. n.d.. *Al-Umm*. Vol 7: s.l.:[s.n].

al-Tabari, Abu Jaʿfar Muhammad ibn Jarir. n.d.. *Ikhtilaf al-fuqahaʿ*. Bayrut: Dar al Kutub al-ʿIlmiyyah.

## 5.4 PUBLIC DOCUMENTS

Provide the complete information as follows:

**Country** (or State)/ **Institution**, followed by a full stop

**Year of publication**, followed by a full stop

**Document referred to** (include relevant details), followed by a full stop

Examples:

### a **Published public documents**

#### i **Parliament and state assembly**

Acts of Parliament

Malaysia. 1990. *Bernamea Act 1967* (Revised 1990). (Act 449).

Malaysia. 1974. *Environmental Quality Act*. (Act 127).

Enactments of State Assemblies

Dewan Undangan Negeri Pahang. 1987. *Enakmen Pentadbiran Ugama Islam dan Adat Melayu Pahang No. 8/82* (Pindaan 1987).

Parliamentary Debates (Statements or Hansard)

Dewan Rakyat Malaysia. 1984. Perbahasan Rang Undang-Undang Mesin Cetak dan Penerbitan. *Penyata Rasmi Dewan Rakyat*. 2 (12): 1792-1850 Parlimen Keenam Penggal Kedua.

Reports and Documents (Parliamentary Papers)

Dewan Rakyat Malaysia. 1986. *Peristiwa Memali*. Parliamentary Paper 21, 1986.

Dewan Rakyat Malaysia. 1988. *Ke arah Memelihara Keselamatan Negara*. Parliamentary Paper 14, 1988.

**ii Government publications (Federal and state gazettes)**

Federal Government Gazettes

Federated Malay States. 1926. *Government Gazette* 18(12): Notification No. 3178.

Federated Malay States. 1939. Sediton Enactment 1939 (Enactment No. 13 of 1939). *Government Gazette* 31(23).

Malaysia. 1981. Akta Tanah (Kawasan Penempatan Berkelompok) (Amendment) 1981. *Warta Kerajaan* 25 (8 Addendum 1).

Malaysia. 1990. Akta Kehakiman 1964 (Akta 91). *Warta Kerajaan* 34(26): Circular No. 10926.

State Government Gazettes

Johor. 1990. Akta Eksais 1976: Peraturan-peraturan Eksais (Lembaga Pelesenan) 1977. *Warta Kerajaan Negeri Johor* 34(1).

Federal Government Reports

Kementerian Pendidikan Malaysia. 1990. *Huraian Sukatan Pelajaran Tingkatan III: Pendidikan Islam*.

Malaysia. 2006. *Ninth Malaysia Plan 2006-2010*.

Ministry of Finance Malaysia. 2001. *Economic report 2001/2002*. 63-77.

**iii Committee reports**

Jawatankuasa Tetap Bahasa Malaysia. 1987. *Pedoman Umum Ejaan Bahasa Malaysia*. 2<sup>nd</sup> Ed.. Kuala Lumpur: Dewan Bahasa dan Pustaka.

Jawatankuasa Tetap Bahasa Malaysia. 1991. *Pedoman Umum Pembentukan Istilah Bahasa Malaysia*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

## **b Unpublished public documents**

When referring to government documents such as correspondence that bear a collection number as authentication, cite the collection number. Many government documents from the time of British colonial rule are available at the Public Records Office and the India Office Library and Records (IOR or IOL & R). The India Office Library is now merged with the Oriental Collection. Singapore also has a separate collection or series number for Straits Settlements Records, which are series A and AA. These series are available on microfilm beginning with NL (National Library). The collection at the Singapore Archives also use NL. Besides that, for convenience, the additional reference to the place where the document is found is entered within square brackets [ ]. If the document is available at the National Archives of Malaysia, this information can be included with other details.

Board's Collection. IOR F/4/1069 (29204) 1828-1829. 1827. Norman McIntyre's letter to the Secretary to the Government, Prince of Wales Island, Singapore and Malacca, 9 August, 1827.

CO 273/657/50601. 1939. Governor of the Straits Settlements, Sir T.S.W. Thomas's letter to the Secretary of State for the Colonies, Malcolm MacDonald, 24 January 1939.

Straits Settlements Records. IOR G/34/13. 1806. A.B. Bone's letter to H.R. Pearson, Secretary to the Government, Prince of Wales Island, 29 January, 1806.

Straits Settlements Records. NL13 A32. 1826. S.G. Bonham's letter, Acting Resident of Singapore, to John Anderson, Secretary to the Government, Prince of Wales Island, Singapore and Malacca, 23 December 1826.

## **c Documents of international organizations**

### **i United Nations**

United Nations. 1974. *The Charter of Economic Rights and Duties of States*. General Assembly Resolution 321, 29. UN G.O.A.R. Supplement. (No. 31), 50, UN Document A/9361. New York: United Nations.

United Nations. 1986. Report of the Committee on Information. *General Assembly Official Records*. Forty First Supplement No. 21 (A/41/21). New York: United Nations.

**ii UNESCO**

UNESCO. 1960. *Director-General of UNESCO Report*. Paris: UNESCO.

**iii IAEA**

IAEA. 1995. *Coordinated Research Programme on Assessment of Environmental Exposure to Mercury in Selected Human Populations*. Vienna: International Atomic Energy Agency.

**iv WHO**

WHO. 1991. *Guidelines for the Assessment of Herbal Medicines*. Geneva: World Health Organization.

**5.5 ARTICLES IN JOURNALS**

Provide the following information:

**Author's name**, followed by a full stop

**Year**, followed by a full stop

**Title of article**, followed by a full stop

**Title of Journal** must be italicized (First letter of each word in the title, except for prepositions, should be capitalized)

**Publication data** (volume, series number, month or season)

**Issue number** (within brackets), followed by a colon

**Number of pages of the article**, followed by a full stop

Volume number must be in Arabic numerals. This means that the number of a volume in Roman numerals must be replaced by Arabic numerals.

### 5.5.1 Single Author

Andanastuti Muchtar. 2000. Gabungan pelekukan dan pelenturan dalam penjaan nilai keliatan patah seramik alumina. *Journal Institute of Materials Malaysia* 1(2): 51-66.

Samad, S.A. 2004. Digital domain design of cascaded wave digital filters with tunable parameters. *Iranian Journal of Electrical and Computer Engineering* 3(2): 1-5.

### 5.5.2 Co-Authors

Andanastuti Muchtar, Lim, L.C. & Lee., K.H. 2002. Finite element analysis of Vickers indentation cracking processes in brittle solids using elements exhibiting cohesive post failure behaviour. *Journal of Materials Science* 38(2): 235-243.

Hamzah, N., Mohamed, A. & Hussain, A. 2004. A new approach to locate the voltage sag source using real current component. *Journal of Electric Power System Research* 72: 113-123.

Kadir Arifin, Jamaluddin Md. Jahi, Ismail Bahari, Abd Rahim Md. Nor & Abu Bakar Che Man. 2005. Sistem pengurusan bersepadu: satu pengenalan. *Malaysian Journal of Environmental Management* 6: 3-22.

Law Chung Lim, Siti Masrinda Tasirin & Wan Ramli Wan Daud. 2003. A new drying model based on drying periods. *Drying Technology* 21(9): 1703-1722.

Marcos, A.M.L., Marcelo, R. & Lia, H. 2000. Quality certification and performance of Brazilian firm. An empirical study. *International Journal of Production Economics* 66: 143-147.

### 5.5.3 Titles of Journals That Have Been Abbreviated

Brown, R. & Higgins, P.J. 1978. On the connection between the second relative homotopy groups of some related spaces. *Proc. London Math. Soc.* 36(3): 193-212.



## **5.6 ARTICLES IN PROCEEDING / POST-CONFERENCE PUBLICATIONS**

Kadir Arifin, Jamaluddin Md. Jahi, Abu Bakar Che Man, Ismail Bahari & Abd Rahim Md Nor. 2003. Pelaksanaan sistem pengurusan keselamatan dan kesihatan pekerjaan (OHSAS 18001:1999) di Malaysia: isu dan cabaran. *Prosiding Pengurusan Persekitaran 2003*, hlm. 107-115.

Rahmat, R.A., Jumari, K., Hassan, A. & Basri, H. 2002. Intelligent traffic control with image processing sensor. *Proceedings of the 2nd World Engineering Congress*, hlm. 339 – 344.

## **5.7 ARTICLES IN MAGAZINES / BULLETINS**

Azmi Sharom. 2005. What is a University? Reclaiming human, intellectual and national resources from mediocrity. *Off The Edge* Dec: 8-9

Fergus Bordewich. 2005. Top of the class. *Reader's Digest* September: 58-64

## **5.8 ARTICLES / NEWS IN NEWSPAPERS / LETTERS TO THE EDITOR**

### **5.8.1 Article with Name of Author/Writer**

Gunasegaran, P. 2006. Overworked students: give the kids chance to relax. *New Straits Times*, 21 February: 20.

Hashnan Abdullah. 2006. Mangsa tragedi asrama runtuh selamat pulang. *Utusan Malaysia*, 2 Februari: 3.

Mohamed Idris, S.M. 2006. Commercial vehicle drivers: procedures need review. *New Straits Times*, 16 February: 18.

Zabry Mohamad. 2006. Roti canai, teh tarik tidak ke angkasa lepas? *Utusan Malaysia*, 3 Februari: 1.

### **5.8.2 Writer's Name Not Given**

Anon. 2007. MUET gets a fresh look. *The Star*, 16 March.

Anon. 2007. When does your brain stop making new neurons. *Newsweek*, 2<sup>nd</sup> July: 74-77

Anon. 2006b. Siapa angkasawan pertama Malaysia? *Estidotmy*, 22 Februari: 10-11

## **5.9 NEWS REPORTS IN NEWSPAPERS**

### **5.9.1 News/Article With Writer's Name**

Ooi Tee Ching & Ganesan, V. 2004. Tourism set to rake in RM30b in receipts. *New Straits Times*, 28 May: B1.

Suffian A. Bakar. 2005. Pemegang saham syer rombak Lembaga Pengarah. *Berita Harian*, 5 August 17.

### **5.9.2 News Report/Article Without Writer's Name**

Anon. 2011. Syarikat Itali akan sediakan radar kawalan laluan udara. *Utusan Malaysia*, 30 October: 3.

Anon. 2000. Telefon bimbit bukan sekadar penghubung. *Berita Harian*, 5 July: 24.

### **5.9.3 Letters to the Editor**

Fidani. 2009. Jangan salahkan imam, bilal saja. Surat. *Berita Harian*, 30 October: 13.

Izhab, Z. 2012. Effective reading is the way to ensure success of science students. Surat kepada Editor. *New Straits Times*, 25 January: 9

Mohd Fauzi Zahat. 2006. Denda tinggi mampu buat pemandu serik. Surat. *Berita Harian*. 3 February : 12.

## **5.10 GENERAL REFERENCES TO NEWSPAPERS**

*Berita Harian*. 2005. 28 November.

New Straits Times. 2005. 31 December.

*The Star*. 2009. 2 June.

*Utusan Malaysia*. 2004. 10 & 17 September.

## 5.11 FILMS, VIDEO AND SLIDES

The name of the director of a film must be documented if it is known who the director is.

### 5.11.1 Films

*Ali Baba Bujang Lapok*. 1960. Film. Singapore: Shaw Brothers.

*Buli Balik*. 2006. Filem cereka. Kuala Lumpur: Grand Brilliance Sdn. Bhd. & Tall Order Productions Sdn. Bhd.

*Caves: The Dark Wilderness*. n.d. Film. Chicago: Encyclopaedia Britannica Educational Corporation.

*My Name is Nadra (Natrah) Not Bertha*. 1992. Documentary drama. Singapore: Singapore Broadcasting Corporation.

### 5.11.2 Video

*Geophysical techniques*. n.d. Video. Milton Keynes: Open University.

*Language and Verbal Skills*. 1976. Video. Virginia: Association for Retarded Citizens.

Syed Arabi Idid. 1989. *Bergelut ke Parlimen: Ampang Jaya dalam Pilihanraya*. Documentary video. Department of Communications, Universiti Kebangsaan Malaysia.

### 5.11.3 Slides

Deacon, J.E. 1975. *The Galapagos Island: birds*. Slide. New York: Harper & Row.

*Energy Generation and Storage*. n.d. Slide. Singapore: Toppan Company.

Investigations in Life Science: Man and Nature. n.d. Slide. Colorado: Crystal Productions.

#### 5.11.4 Songs and Musical Compositions

Mozart, W.A. 1770. “*Coronation*” mass in C, “*Exultate Jubilate*: K.317. Slovak Philharmonic Chorus and Orchestra, Janos Ferencsik (conductor), Laserlight Series 14 098. Santa Monica: Delta Music Incorporated, 1993.

#### 5.12 UNPUBLISHED MATERIAL

Provide the following information:

**Name of author**, followed by a full stop

**Year**, followed by a full stop

**Title**, followed by a full stop

**Folio number, box number, place of storage, or other identification data**, followed by a comma

**Collection number**, followed by a full stop

**Place** (institute, town, state) **where material is produced/kept**, followed by a comma

**Date**, followed by a full stop

##### 5.12.1 Thesis or Academic Exercise

Alfitra Salam. 1999. Kerjasama dan potensi konflik dalam hubungan Indonesia-Malaysia 1966-1991. Ph.D. Thesis, Jabatan Sejarah, Universiti Kebangsaan Malaysia.

Howie, J. 2007. Topics in the theory of groupoids. Ph.D. Thesis, University of London.

Kadir Arifin. 2004. Integrasi sistem pengurusan kualiti (ISO 9001:2000), sistem pengurusan persekitaran (ISO 14001:1996) dan sistem pengurusan keselamatan dan kesihatan pekerjaan (OHSAS 18001:1999): Ke arah pelaksanaan dan pembentukannya di Malaysia. Ph.D. Thesis, Program Pengurusan Persekitaran, Pusat Pengajian Siswazah, Universiti Kebangsaan Malaysia.

Mann, A.E. 2006. The palaeodemography of *Australopithecus*. Ph.D. Dissertation, University of California, Berkeley.

### **5.12.2 Original Manuscript**

Hamzah Fansuri. n.d. *Sharab al-<sup>c</sup>Ashiqin*. MSS. Cod. Or. 7291 (11), University Leiden Library.

### **5.12.3 Working Paper, Abstract for Conference etc**

Coulthard, M. 2003. Expressing opinions in court. Abstract, Language and the Law. Sixth International Conference, University of Sydney. 9 – 12 July.

Mohd Yusof Othman. 2009. Towards to better food science research. Working paper in Chemistry Seminar. Organized by Universitas Islam negeri (UIN) Syarif Hidayatullah, Jakarta. 23-25 December. Technical Report

Che Husna Azhari & Wan Mohtar Wan Yusoff. 2009. Penghidrogenan selanjar minyak olein sawi mangkin emas dan platinum. Research project final report UKM 69/85.

Hafriza Burhanudeen. 2003. A comparative study of linguistic strategies used by counsels representing Malaysia and the Republic of Indonesia in the case concerning sovereignty over the islands of Sipadan and Ligitan. Technical report UKM SK/008/2003.

### **5.12.4 Meetings: Working Paper, Report and Minutes of Meeting**

Department of Environment. 2007. Inventory Report of Pollution Sources in Langat River Water Catchment. Selangor, 15 September.

Laporan Unit Pengurusan dan Pentadbiran (URT). 2008. Mesyuarat Pengetua-Pengetua Maktab Perguruan Malaysia Kali Kedua. Maktab Perguruan Lembah Pantai, Kuala Lumpur, 15-16 September.

Minutes of the Modern Language Association Meeting. 2003. Kuala Lumpur, 26 December.

### **5.12.5 Interviews**

The individual who is interviewed should be a well-known authority in the field.

Areddy, J. T. 2011. Lobby Urges Japan Reform. Not Devaluation, Hong Kong. Interview, 19 June.

### 5.12.6 Software Manual

ADAMS.Flex 2002. 2012. Using ADAM/Flex. Ann Arbor : Mechanical Dynamics Incorporated.

MSC.Nastran. 2008. Quick Reference Guide. Santa Ana: MSC. Software Corporation.

### 5.12.7 Software

ABAQUS/Explicit. 2005. Version 6.5. Providence: ABAQUS Inc.

MATLAB. 2005. Version 7.1. Massachusetts: Math Works Inc.

## 5.13 ELECTRONIC REFERENCE MATERIALS

Generally, references from electronic sources such as CD-ROM Internet, websites, electronic journals and electronic mail should provide the following information:

**Name of author**, followed by a full stop

**Year**, followed by a full stop

**Title of article**, followed by a full stop

**Name of journal/book** (in italics)

**Volume number** (bold)

**Issue number** (within brackets)

**Number of pages**, followed by a full stop

**Type of medium** (within brackets)

**Website/file/e-mail address** (without underline)

**Date of access** [within brackets], followed by a full stop

If necessary, some adaptation may be made without affecting the validity of the reference material.

Clark, J.K. 2009. Humidity sensor. *Journal of Physics* 2 (2): 9-13. <http://www.cit.edu/phys/sensor.html> [20 July 2009].

- Crane, N. 2007. Electronic sources: MLA style of citation. <http://www.uvm.edu/ncrane/estyle/mla.html> [31 July 2007].
- Kawasaki, J.L. 2006. Computer administered surveys in extension. *Journal of Extension* 33(3): 204-210. <http://www.apa.org/journals/sebret.html> [18 November 2009].
- Medical Information Group. 2008. Arsenic contamination of drinking water. <http://www.cit.edu/phys/sensor.html> [4 July 2008].
- Pritzer, T.J. n.d.. An early fragment from central Nepal. <http://www.ingress.com/astanart/pritzker/pritzker.html> [5 June 2000].
- Howell, V. & Carlton, B. 2009. Growing up tough: New generation fights for its life: Inner city youths live by rule of vengeance. *Birmingham News* (CD-ROM) 1A. 1994 SIRS/SIRS 1993 Youth/Volume 4/Article 56A [20 July 2010].
- Clark, J.K. 2006. Complication in academia: Sexual harassment and the law. *Siecus Report* 21(6): 6-10. (CD-ROM). 1994 SIRS/SIRS 1993 School/Volume 4/Article 93A [13 June 2008].

## 5.14 LEGAL REFERENCES

### 5.14.1 Reference to Cases

#### a Case citation

Names of cases cited in the text should be italicized, including the letter ‘v’ which is not followed by a full stop. The word ‘and’ is replaced by ‘&’.

Example:

*Mohamad Ezam Bin Noor v Ketua Polis Negara & Other Appeals*

In the footnotes, details must be provided as to the year the case was reported, the volume number of the report, the page number or the paragraph number.

Example:

[2002] 4MLJ 449

### **b Citation for cases involving firms or organizations**

If a party involved in the case is a firm or a company, the full name of the firm or company must be provided.

Example:

*British Imperial Oil Co. Ltd. v Federal Commissioner of Taxation.*

### **c ‘Ex parte’**

‘Ex parte should be shortened to ‘Ex p’.

Example:

*R v Mental Health Act Commission; Ex p X (1988) 9 BLMR 77*

### **d Names of cases should be shortened**

If a cited case has a long name and the case is referred to frequently in the text, its name should be shortened in the text as well as in the footnotes.

Example:

The first reference:

*Woolwich Equitable Building Society v Comrs of Inland Revenue* [1993] AC 7

Subsequent references in the text:

‘... according to what was stated by Lord Goff in *Woolwich...*’ or ‘as in the case of



*Woolwich....?*

The reference in the footnotes is:

*Woolwich* (n 55) 176

Shipping cases

Names of ships may be used to replace the full name of the case. However, the full name of the case must be written the first time it is referred to without adding the letters ‘SS’ (steamship) or ‘MV’ (motor vessel).

Example:

First reference:

*New Zealand Shipping Co Ltd v Satterwaite (AM) & Co Ltd (The Eurymedon)*

Subsequent references:

*The Eurymedon*

#### **i Popular names of cases**

Popular names of cases referred to may be used and should be typed within brackets after the reference is given in full the first time.

Example:

*Mirage Studios v Counter-feat Clothing Co Ltd [1991] FSR 145 (Ninja Turtle case)*

#### **ii Citing of cases in the footnotes**

If more than one case is referred to, they should be typed in chronological order where

the most recent case is typed last except if there are specific reasons for ignoring the chronological order. Cases should be separated with the use of semicolons (;).

Example:

*Lee Gee Lam v Deputy Minister of Internal Affairs, Malaysia and Anor* [1993] 3 MLJ 265; *Saul Hamid bin Pakir Mohamad v Inspector Abdul Fatah bin Abdul Rahman & Anor* [1999] 6 MLJ 800; *Abdul Ghani Haroon v Inspector General of Police and Another Application* [2001] 2 MLJ 689

### iii Unreported cases

Reference to a case that is unreported must use ‘neutral reference’(if any). If it is not found to be a ‘neutral reference’, the format that should be used is as follows:

1. Name of case
2. Court where case was heard
3. Date when decision was made
4. Page or paragraph where a related case may be found

Example:

*Thannhauser v Westpac Banking Corporation* (Federal Court Australia, 9 December 1991) [90]\*

\*the content that develops from here should be used to state the paragraph number where the case referred to can be obtained

### iv Electronically published decisions

A case reference that is obtained from electronic sources can only be used if the outcome of the case has not been reported in print and does not have ‘neutral

reference’.

Example:

*Cox v Robinson* [2000] QCA 454 (Supreme Court of Queensland Court of Appeal, 7 November 2000). <http://austlii.edu.au/au/cases/qld/QCA/2000/454.html> [7 January 2000]

#### **v Other reports**

Cases that are reported in the newspapers may be referred to only if they have not been reported elsewhere. The name of the newspaper should be typed in italics.

Example:

*Kent v Griffiths. The Times.* 10 February 2000.

### **5.14.2 Legislation**

#### **a Primary legislation**

There are two ways of referencing:

##### **i. Using a short title (not italicized)**

Example:

Defamation Act 1957 (Malaysia)

or

##### **ii. Using a short title, year and act number**

Example:

Defamation Act 1957 (Malaysia) (Act 286)

**b By-laws**

By-laws should be referred to by title, date and the number of the series

Example:

Community Charge Support Grant (Abolition) Order 1987 SI 1987/466

**c Constitution**

Example:

Federal Constitution of Malaysia 1957

**d Parliamentary debates**

The referencing format is as follows:

Name of the country

1. Title
2. Full date of the debate
3. Column
4. Debaters' names in full

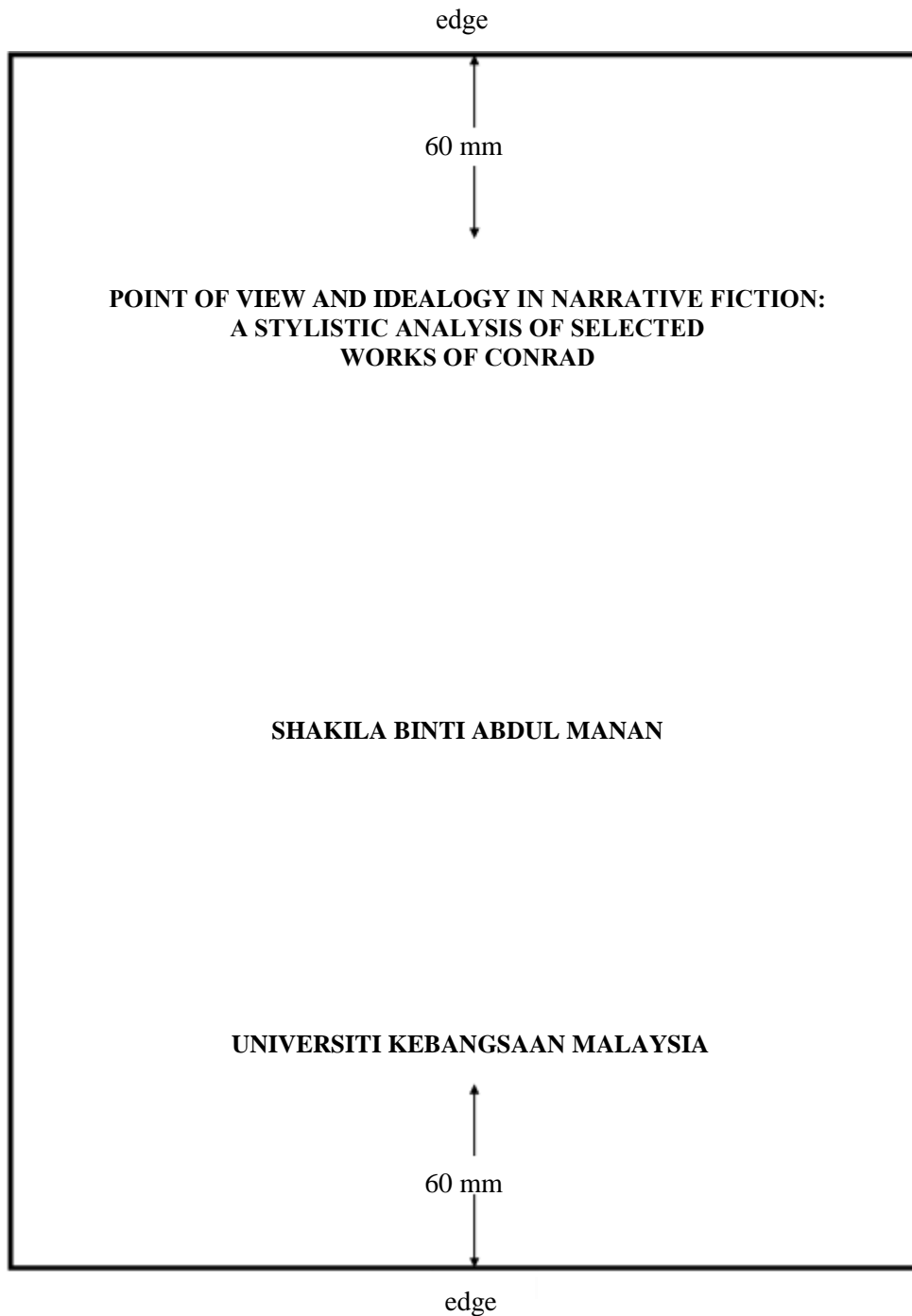
Example:

Malaysia, Lower House Debate, Second Reading, 9 March 1993, 26 (Karpal Singh)

**APPENDIX A1**

**SAMPLE OF FRONT COVER**

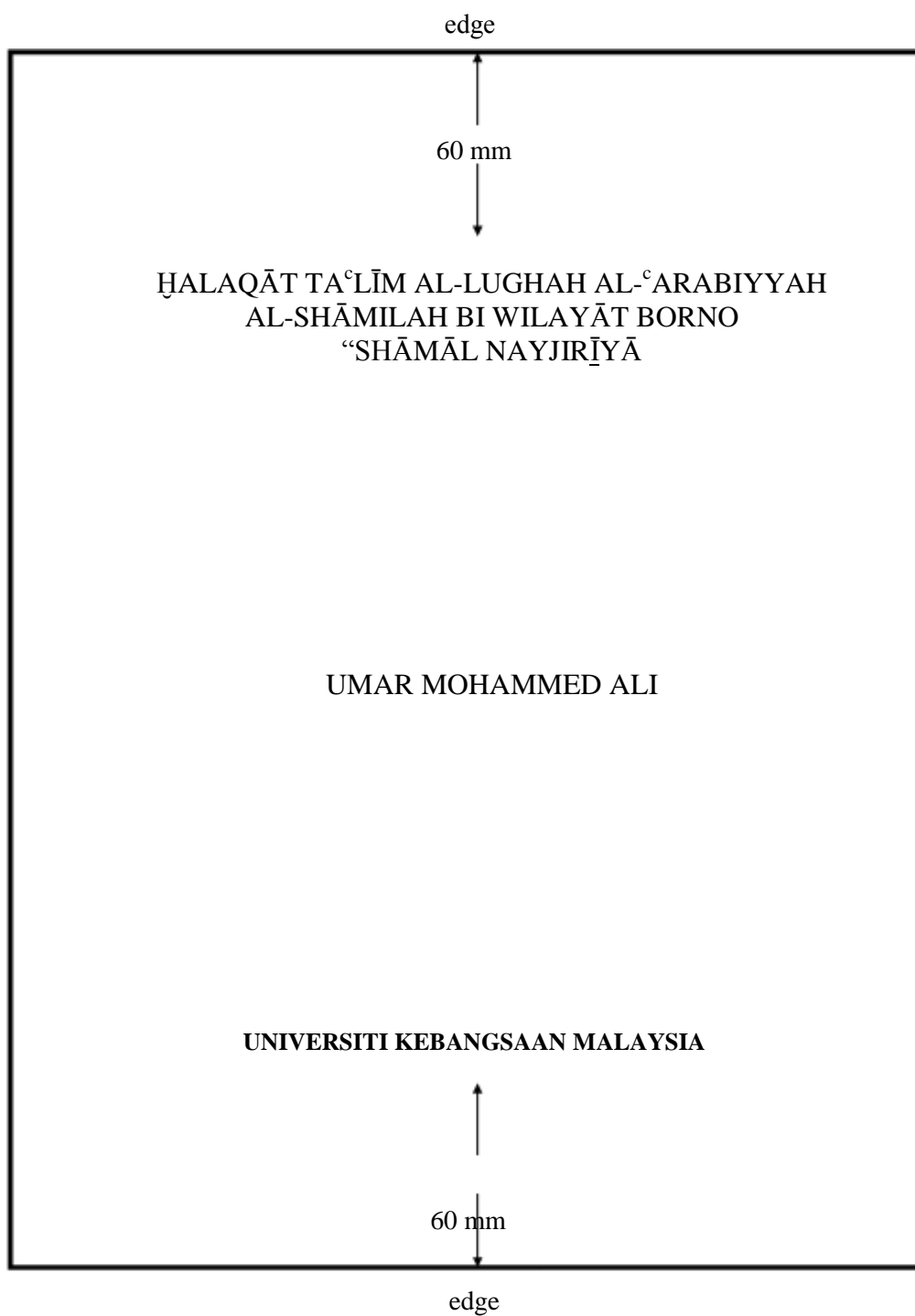
(For a thesis written in English. Font: Times New Roman, 18 point)



## APPENDIX A2

### SAMPLE OF FRONT COVER

(For thesis written in Arabic. Times New Roman, 18 point)



## APPENDIX B

### ABBREVIATED FORM IN BAHASA MELAYU

Dr. Fal.	Doktor Falsafah
D. P. P.	Doktor Pentadbiran Perniagaan
Dr. Ps.	Doktor Persuratan
Dr. Sn. Per.	Kedoktoran Sains Perubatan
Dr. Kes. Masy.	Doktor Kesihatan Masyarakat
S. Pera	Sarjana Perakaunan
S. Sa	Sarjana Sastera
S. Sn. Sos.	Sarjana Sains Sosial
S. P. P.	Sarjana Pentadbiran Perniagaan
S. Far. Kli	Sarjana Farmasi Klinikal
S. Psiko. Kli.	Sarjana Psikologi Klinikal
S. Ekon.	Sarjana Ekonomi
S. Pend	Sarjana Pendidikan
S. Kej.	Sarjana Kejuruteraan
S. Pengu. Pers.	Sarjana Pengurusan Persekitaran
S. Kes. Informatik	Sarjana Informatik Kesihatan
S. Sn. Kes.	Sarjana Sains Kesihatan
S. T. M.	Sarjana Teknologi Maklumat
S. P. I.	Sarjana Pengajian Islam
S.U.U	Sarjana Undang-undang
S. Ps.	Sarjana Persuratan
S. Fal.	Sarjana Falsafah

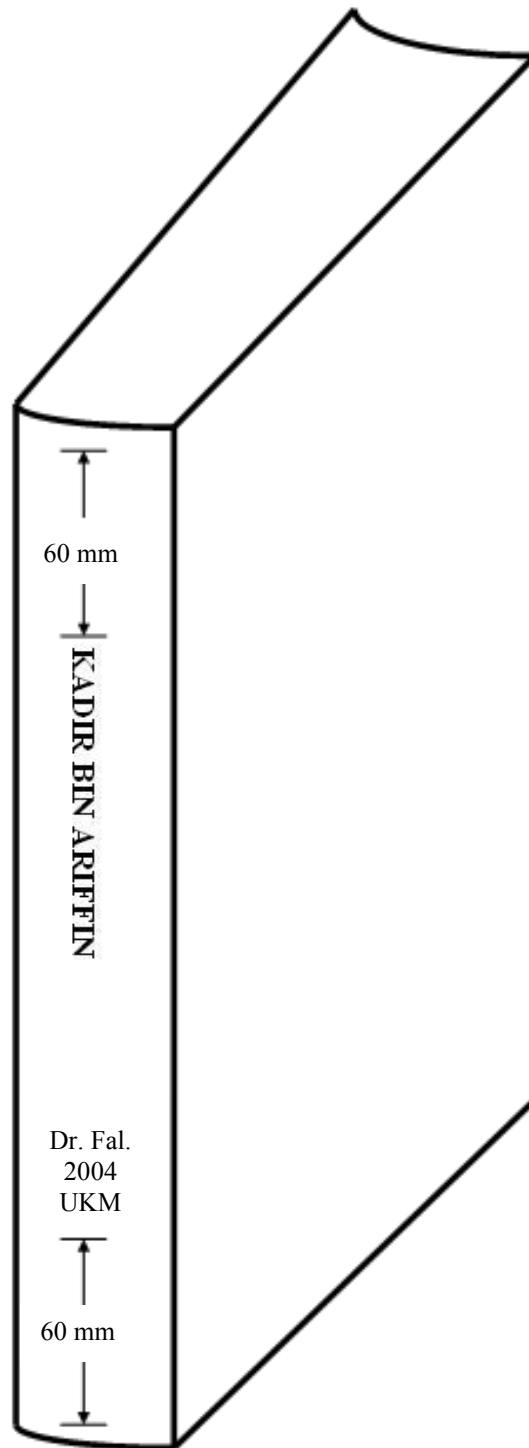
S. Sn.	Sarjana Sains
S. Per.(Anes)	Sarjana Perubatan (Anestesiologi)
S. Per.(Pen.Dlmm.)	Sarjana Perubatan (Penyakit Dalam)
S. Per.(Psik.)	Sarjana Perubatan (Psikiatri)
S. Per.(Radiologi)	Sarjana Perubatan (Radiologi)
S.O.G	Sarjana Obstetrik & Ginekologi
S. Surg.(Oft)	Sarjana Surgeri (Oftalmologi)
S. Surg.(Ort.)	Sarjana Surgeri (Ortopedik)
S. Surg (ORL-KL)	Sarjana Surgeri (Otorinolaringologi-Kepala dan leher)
S. Surg. (Surg.Am)	Sarjana Surgeri (Surgeri Am)
S. Per. (Per. Kel).	Sarjana Perubatan (Perubatan Keluarga)
S. Per. (Pediatrik)	Sarjana Perubatan Pediatrik
S. Kes. Masy.	Sarjana Kesihatan Masyarakat
S. Pat. Perub	Sarjana Patologi Perubatan
S. Pat. Per. (Hematologi)	Sarjana Patologi Perubatan (Hematologi)
S. Pat. Per. (Forensik)	Sarjana Patologi Perubatan(Perubatan Forensik)
S. Pat. Per. (Mikrob & Pasasit)	Sarjana Patologi Perubatan (Mikrobiologi dan Parasitologi)
S. Pat. Per. (Pat.Kimia)	Sarjana Patologi Perubatan (Patologi Kimia)
S. Pat. Per. (Anatomik)	Sarjana Patologi Perubatan (Patologi Anatomik)
S. Sn. Per.	Sarjana Sains Perubatan
S. K. S. P	Sarjana Kerja Sosial Perubatan
S. L. Kardio.	Sarjana Lanjutan Kardiologi
S. L. Psik. K.R.	Sarjana Lanjutan Psikiatri Kanak-kanak dan Remaja



## APPENDIX C1

### SAMPLE OF SPINE

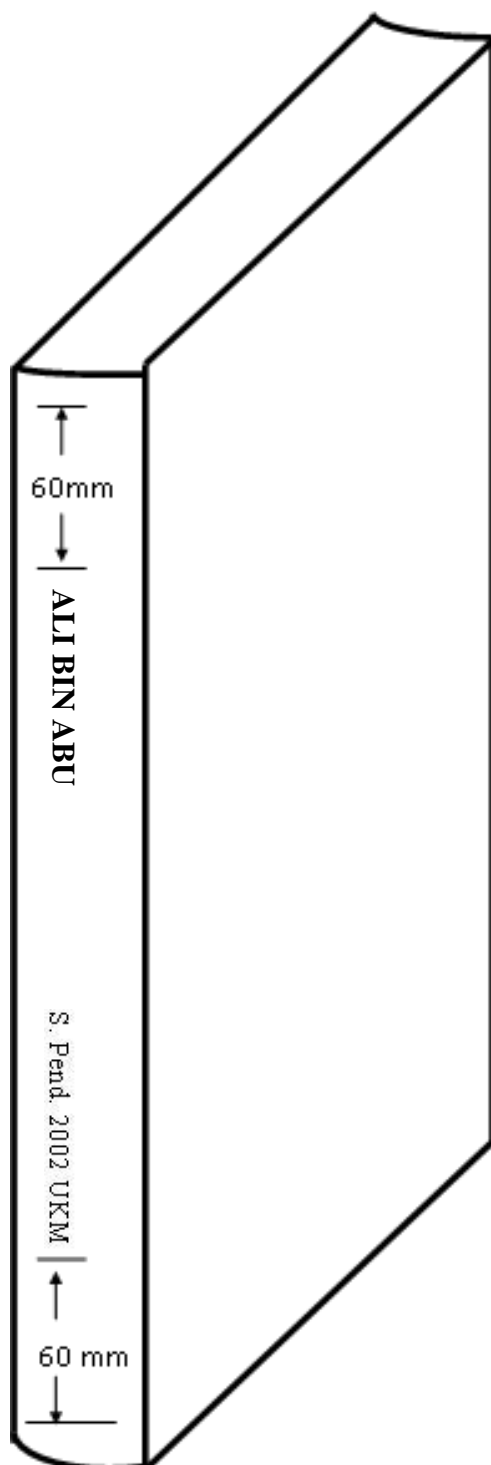
(For a thesis thicker than 25mm)



## APPENDIX C2

### SAMPLE OF SPINE

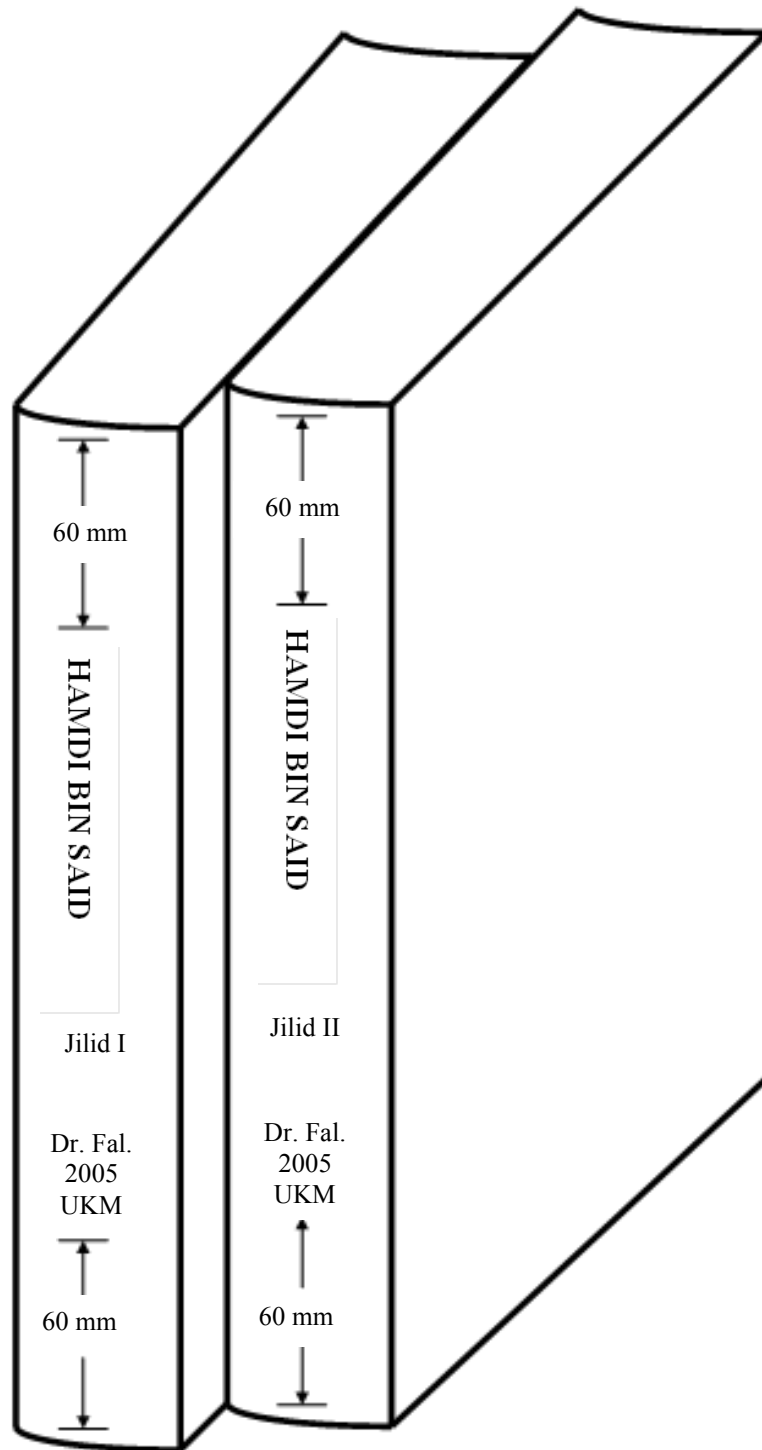
(For a thesis not thicker than 25mm)



### APPENDIX C3

#### SAMPLE OF SPINE

(For a thesis that consists of more than one volume)



## APPENDIX D1

### SAMPLE OF TITLE PAGE

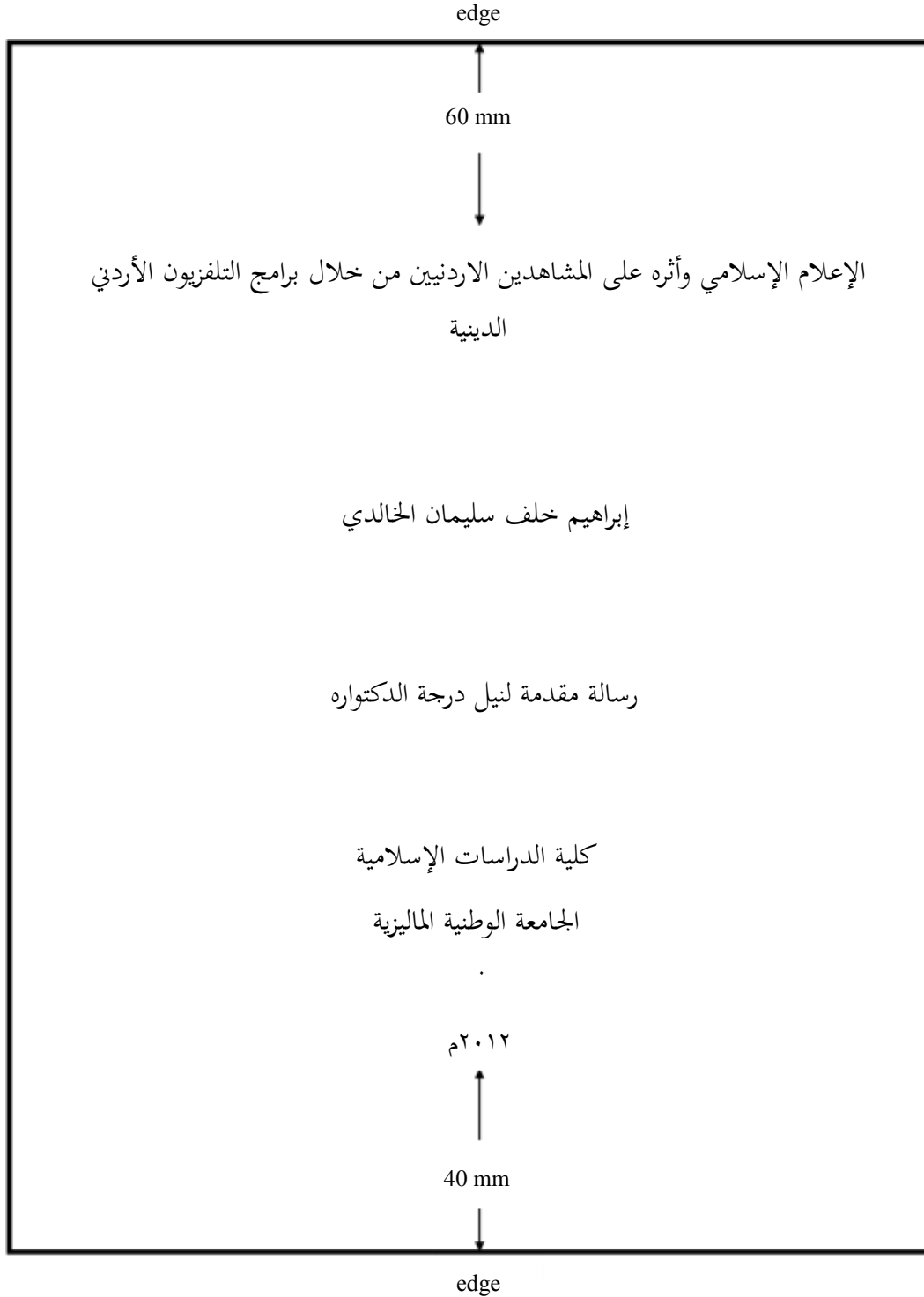
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## APPENDIX D2

### SAMPLE OF TITLE PAGE

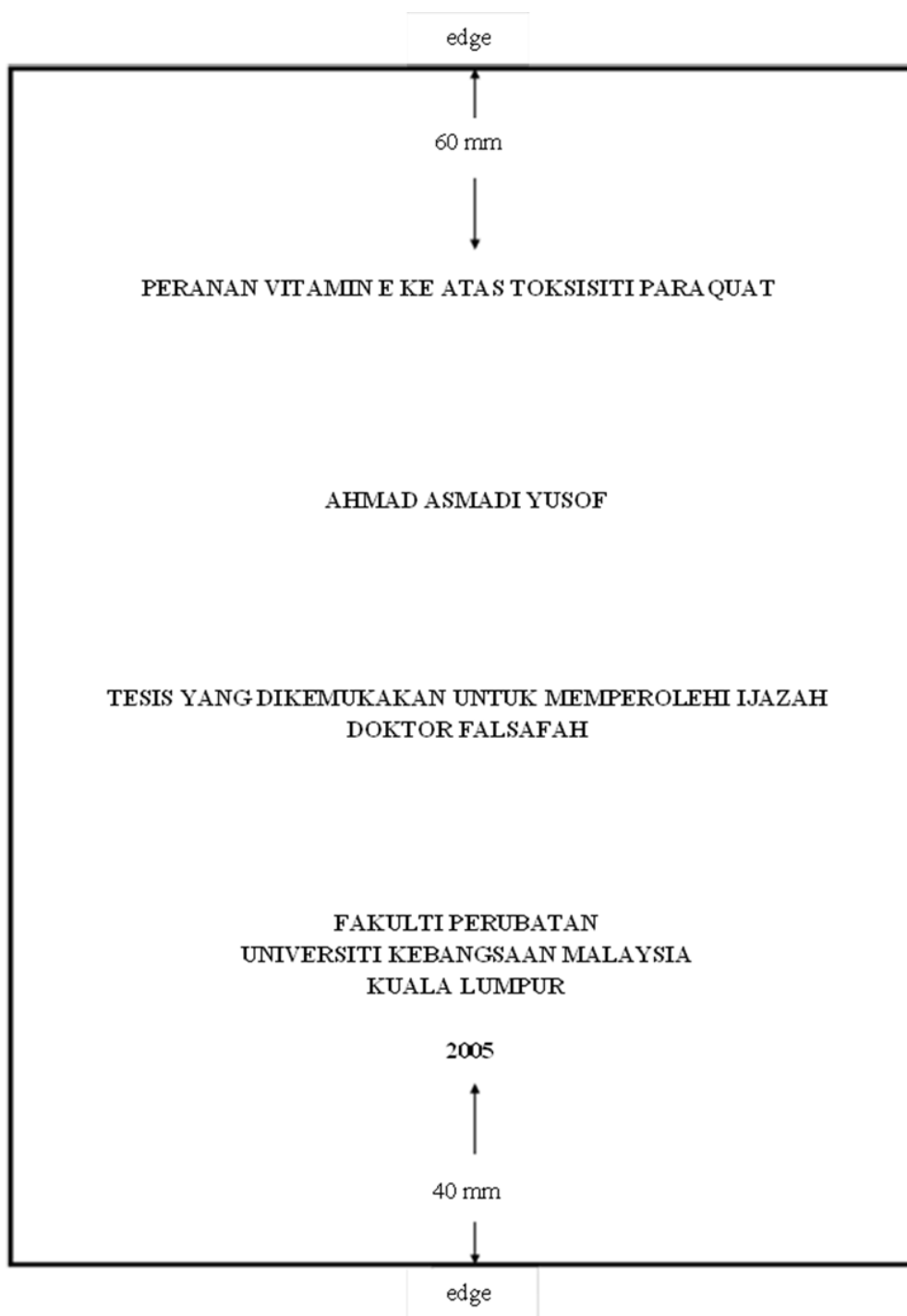
(Title page in Arabic for a thesis written in Arabic. Font: Traditional Arabic, 16 point)



### APPENDIX D3

#### SAMPLE OF TITLE PAGE

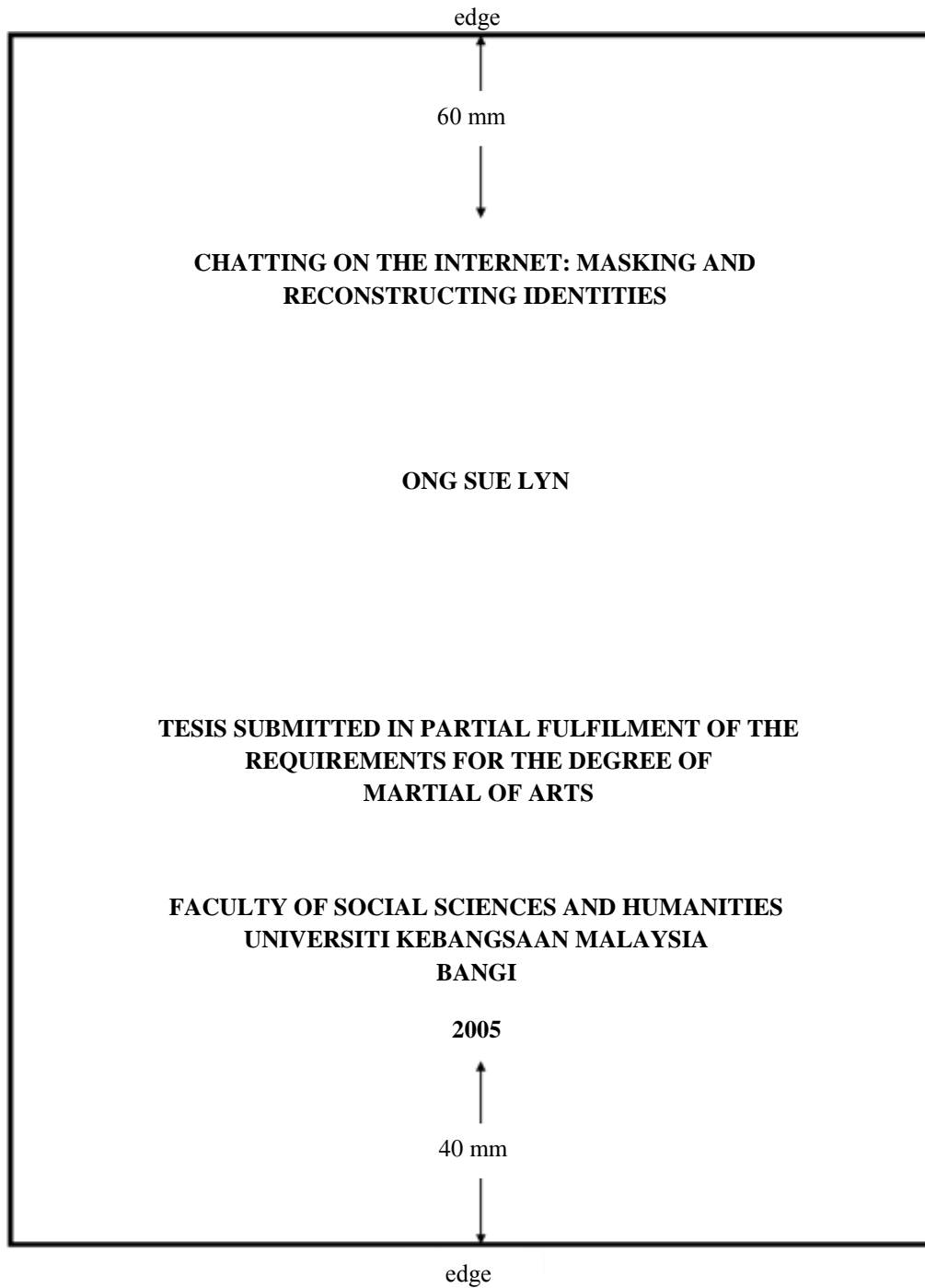
(Translation of title page in Bahasa Melayu for a thesis written in English or Arabic.  
Font size: 12 point)



**APPENDIX D4**

**SAMPLE OF TITLE PAGE**

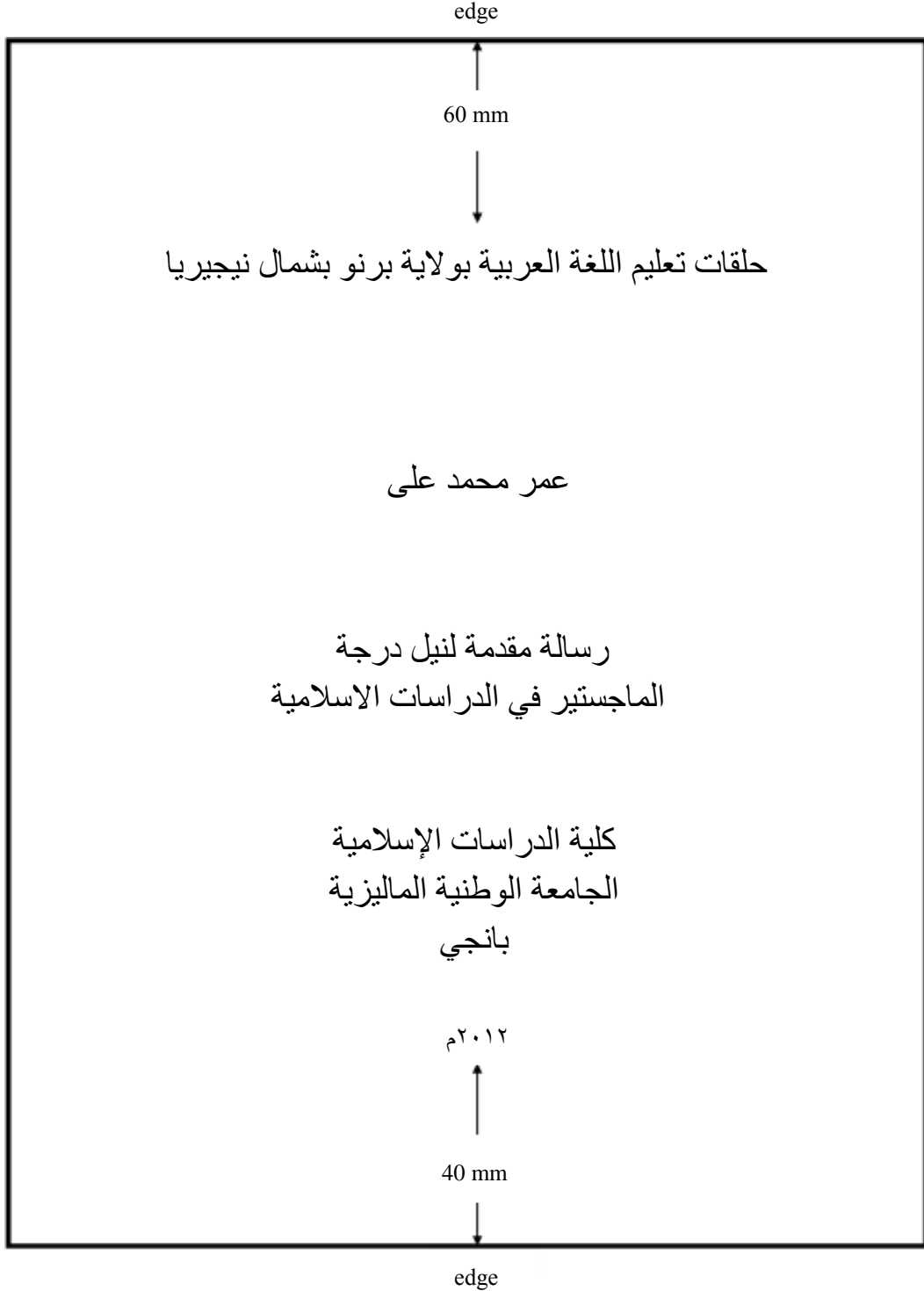
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## APPENDIX D5

### SAMPLE OF TITLE PAGE

(Title page in Arabic for a thesis written in Arabic. Font: Traditional Arabic, 16 point)

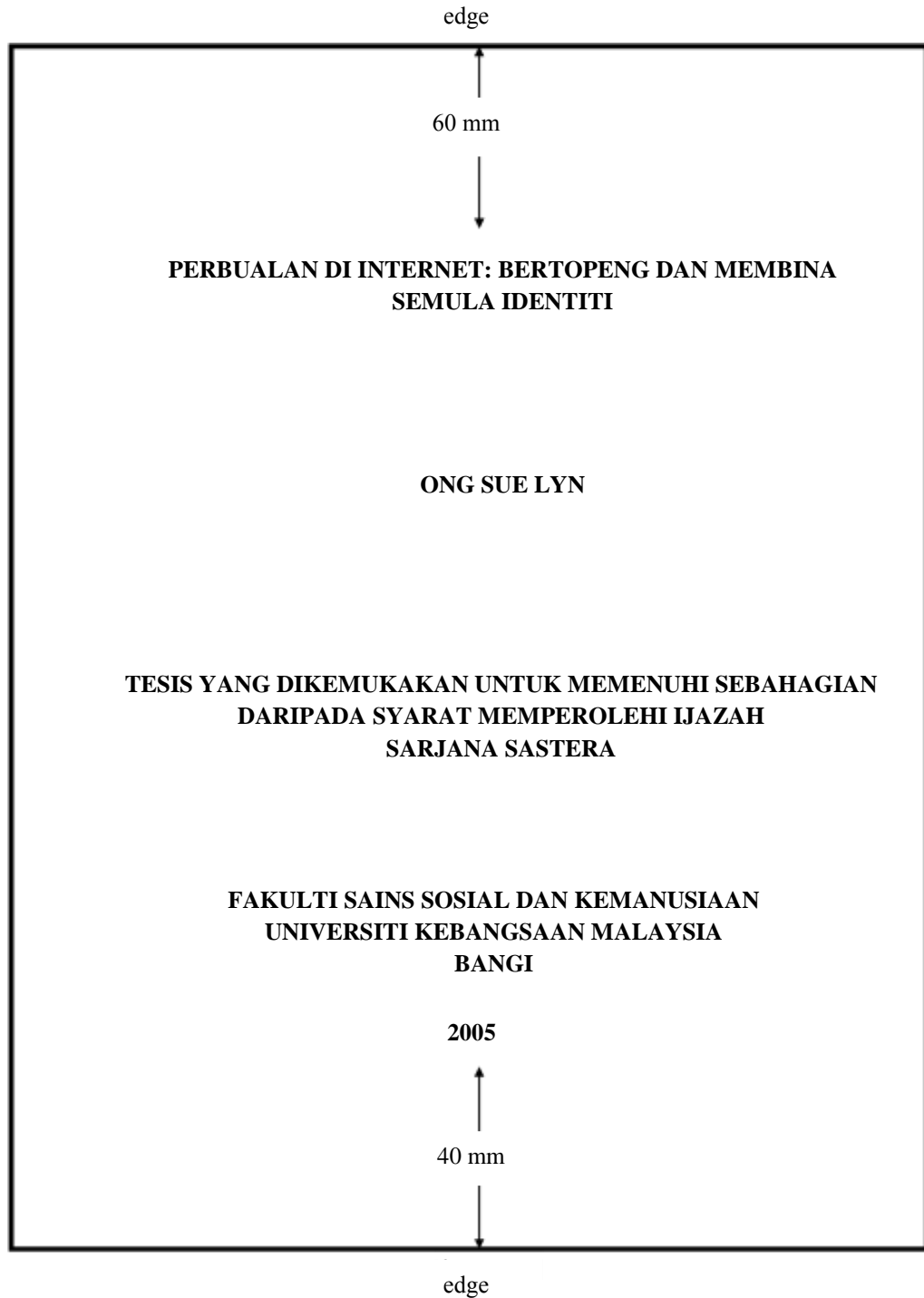




## APPENDIX D6

### SAMPLE OF TITLE PAGE

(Translation of title page in Bahasa Melayu for a thesis written in English or Arabic.  
Font size: 12 point)



**APPENDIX E1**

**SAMPLE OF DECLARATION**

(For a thesis written in English)

**DECLARATION**

I hereby declare that the work in this thesis is my own except for quotations and summaries which have been duly acknowledged.

29 May 2005

ARENA BT CHE KASIM  
P10444

## APPENDIX E2

### SAMPLE OF DECLARATION

(For a thesis written in Arabic. Font: Traditional Arabic, 16 point)

إقرار

إني أقر بأن هذا البحث ثمرة عملي وجهدي إلامقتطفات والمختصرات التي قد أحلت الى مصادرها  
ومراجعتها.

عمر محمد علي

التاريخ

P00090

## **APPENDIX F1**

### **SAMPLE OF ACKNOWLEDGEMENTS**

(For a thesis written in English)

First and foremost, I would like to express deepest gratitude to Prof Dr. Wan Kiew Lian for his guidance, advice and support for my research project. I would also like to thank Dr. Adura Mohd Adnan for invaluable guidance, encouragement and providing opportunities for me to develop my research. Appreciation is also directed to Dr. Toni Gabaldón Estevan from the Centre of Genomic Regulation (CRG) in Barcelona, Spain for his assistance and helpful suggestions particularly on bioinformatic analysis.

I would also like to thank the research and administration staff at Molecular Biology Labs, Institute of Systems Biology, and School of Biosciences & Biotechnology (Faculty of Science & Technology) at UKM for their technical assistance. Sincere thanks are also afforded to the the staff of Malaysia Genome Institute for their assistance. I also greatly appreciate the help from En. Nik Daud and staff especially Hafizi, Azlan, and Mohd Fikri at the Marine Fish Production and Research Centre, Tanjung Demong, Terengganu, Malaysia in providing fish samples and other facilities to carry out the bacterial challenge assay.

A big thank you to all my colleagues at Molecular Systematics Lab for all their assistance and helpful suggestions – Shariza, Alicia, Yogeswaran, and Shikin. Not forgetting the Comparative Genomic students at the CRG, Barcelona, Spain, especially Salvadore for providing technical assistance and guidance.

Appreciation is also due towards the Ministry of Science, Technology and Innovation for providing funding through the research grant 07-05-MGI-GMB009 as well as financial support through the National Science Fellowship. And finally, to my family especially my parents who supported and encouraged me throughout my endeavour.

## APPENDIX F2

## SAMPLE OF ACKNOWLEDGEMENTS

(For a thesis written in Arabic)

## شكر وتقدير

في البداية أشكر ربي، ورب كل شيء فاطر السموات والأرض على ما أنعمه علينا من دراسة لغة كتابه العزيز، ما سخره لنا من طرق البحث فيها، وأشكره خاصة على فضله وعونه لي من إنهاء هذا العمل، ثم يسعدني أن أتقدم بجزيل الشكر والتقدير إلى الدكتور ذوالقرنين محمد، الذي لا أحصي له أوقات ثمينة في توجيهي وإرشادي منذ بداية الرسالة حتى نهايتها، فجزاه الله عني خيرا الجزاء، وشكري وعرفاني إلى قسم اللغة العربية بكلية الدراسات الإسلامية بالجامعة الوطنية الماليزية والعاملين بها من أساتذة ودكاترة وموظفين، ويسرني أن أتقدم بأخلص شكري وتقديري للسادة الكرام الأساتذة هيئة الإشراف والمناقشة، كما أخص بالشكر مكتبة الجامعة والقائمين عليها لما بذلوه لي من خدمات ومساهمات في إنجاز البحث وإكماله، وكذا أتقدم بخالص الشكر والتقدير إلى دولة ماليزيا حكومة وشعبا على استضافتهم الطيبة لنا وإلى كل من يساهم في تقدم وازدهار مرافق هذه الدولة الطيبة الكريمة سائلا الله أن يحفظها للإسلام والمسلمين ويزيد لها تقدما وازدهارا، وأخص أوفر الشكر والتقدير من أرفد الله شكرهما على شكره، وقرن رضاه برضاهما، ومن قاما وراقبا على تربيتي وتدريري حتى نشأت على الصبر والصابرة في طلب العلم وحب أهله وهما أبوي " أمي العزيزة وأبي العزيز "، وأضم إلى خالص الشكر والتقدير من صبرتا وصابرتا. أكثر من لازم. على غيابي وبعدي عنهما طوال فترة الدراسة والبحث راعيتين على أمانتي في حفظ بيتي وتربية أولادي وهما والدتا أبنائي " زوجتاي الحبيبتان "، ومن صاروا فلذة كبدي الذين تقلدوا بوالديهم في الصبر على غياب والدهم وهم " أبنائي وبناتي "، وكذا أخص بخالص الشكر والعرفان من ساهموا في إتمام هذه الرسالة بنجاح، وأخص بالذكر الصديقين المخلصين "الأستاذ محمد كبير وعبد المجيد"، على ما بذلا لي من المساهمات المادية والمعنوية في إنجاز هذا البحث، والله أسأل أن يجعل هذا العمل خالصا لوجهه الكريم، وأن يرزقنا علما نافعا وقلبا خاشعا ولسانا ذاكرا.

## APPENDIX G1

### SAMPLE OF ABSTRACT

(Abstract in Bahasa Melayu for a thesis written in Bahasa Melayu)

#### ABSTRAK

Dalam era globalisasi, organisasi telah berusaha melaksanakan tiga sistem pengurusan utama sedia ada iaitu siri Sistem Pengurusan Kualiti (ISO 9001:2000), siri Sistem Pengurusan Persekitaran (ISO 14001:1996) dan siri Sistem Pengurusan Keselamatan & Kesihatan Pekerjaan (OHSAS 18001:1999) dan mengintegrasikannya dalam strategi pengurusan. Ketiga-tiga sistem ini bukan sahaja mampu mengekalkan daya saing organisasi dalam pasaran malahan mampu memberi faedah terutama kepada pengawalan mutu alam sekitar, kualiti produk dan juga tanggungjawab sosialnya kepada pekerja organisasi sendiri. Perlaksanaan secara terasing/berturutan begini mencetuskan pelbagai masalah terutama sekali dari aspek pertindihan kerja, pengulangan prosedur, peningkatan kos, bebanan dokumentasi, masa dan kerja kerana wujud persamaan beberapa unsur utama di antara ketiga-tiga sistem pengurusan ini. Oleh itu, kajian ini dilakukan bertujuan untuk meninjau ciri-ciri dan kepentingan sistem pengurusan yang berasingan, membuat perbandingan ketiga-tiga sistem pengurusan daripada aspek persamaannya, meninjau senario perlaksanaan sistem pengurusan secara berasingan dari segi prestasi dan kekangan perlaksanaannya di Malaysia. Tujuan utama kajian ini adalah cuba mengintegrasikan ketiga-tiga sistem pengurusan tersebut kepada satu bentuk pengurusan bersepadu yang dikenali sebagai sistem pengurusan bersepadu (*Integrated Management System-IMS*). Untuk tujuan ini, sebanyak 26 organisasi di seluruh Malaysia yang telah memperolehi pensijilan siri ISO 9001:2000, siri ISO 14001:1996 dan siri OHSAS 18001:1999 daripada SIRIM QAS Berhad dijadikan responden utama bagi mengenalpasti faedah dan masalah perlaksanaan sistem pengurusan secara berasingan manakala sebanyak 30 buah organisasi di Selangor yang hanya memperolehi pensijilan siri ISO 9001:2000 dan siri ISO 14001:1996 dan 10 orang pegawai audit SIRIM QAS Berhad dijadikan sebagai responden sokongan khusus untuk mendapatkan respon ke arah pembentukan dan perlaksanaan IMS di Malaysia. Hasil kajian mendapati bahawa kesemua responden utama (yang mempunyai 3 pensijilan) menerima faedah hasil perlaksanaan sistem pengurusan berasingan khususnya daripada aspek peningkatan piawaian operasi, peningkatan kecekapan perkhidmatan, pematuhan undang-undang dan peningkatan keuntungan. Pada masa yang sama organisasi juga menghadapi masalah setelah melaksanakan kesemua sistem pengurusan secara berasingan khususnya dari aspek kekurangan tenaga pakar, peningkatan kos, penggunaan masa yang banyak dan gangguan kepada tugas-tugas utama yang lain. Persamaan unsur-unsur utama di antara ketiga-tiga sistem pengurusan ini seperti dasar, perancangan dan perlaksanaan dan operasi juga telah menimbulkan masalah lain pula misalnya masalah pertindihan kerja, kerja yang berulang-ulang yang berkait rapat dengan masalah penggunaan masa, peningkatan kos, peningkatan beban kerja serta peningkatan daripada segi penyediaan kertas kerja. Implikasi daripada kekangan perlaksanaan ini amat besar kepada organisasi terutama sekali dari segi kos. Ini tambah mewajarkan lagi penggunaan dan perlaksanaan IMS di Malaysia.

## APPENDIX G2

### SAMPLE OF ABSTRACT

(Translation abstract in English for a thesis written in Bahasa Melayu)

#### **INTEGRATED MANAGEMENT SYSTEM: TOWARDS ITS' FORMULATION AND IMPLEMENTATION IN MALAYSIA**

##### **ABSTRACT**

In globalization era, organisation has implemented three major management systems namely, Quality Management System series (ISO 9001:2000), Environmental Management System series (ISO 14001:1996) and Safety & Occupational Health Management System series (OHSAS 18001:1999) and incorporated them into their management strategies. However, the implementation of these systems was been done separately and has caused several problems especially in the aspects of redundancy of works, repeated procedures, higher costs, loads of documentation, time and workload. These problems arose because of the similarity on several major elements between the three systems. Thus, this research aims at identifying the characteristics and implication of separate management system by analysing and comparing the three management systems with respect to their similarities, performances and implementation barriers. The main objective of this research is to integrate all three management systems in an effort to formulate a single Integrated Management System (IMS). For this purposes, 26 organisations from around Malaysia that have been certified with all three management systems series (ISO 9001:2000, ISO 14001:1996 and OHSAS 18001:1999) from SIRIM QAS Berhad were selected as key respondents. All the key respondents are used for the identification of benefits and barriers arising from separate implementation of the three systems. Furthermore, another 30 organisations in Selangor which are certified with two management systems series (ISO 9001:2000 and ISO 14001:1996) only and 10 auditors from SIRIM QAS Berhad were selected as supportive respondents. Responses from supportive respondents are invaluable towards creating the IMS and its possible implementation in Malaysia. Results from this research found that all key respondents have benefited from the separate implementation of the systems such as increase in operational standard, increase in service efficiency, legal compliant and increasing profits. Nevertheless, they also encounter several problems such as limited expertise in implementing the systems, costs, time constraint, and disturbance on other works priority. Meanwhile, similarity of major elements in all three management systems such as in terms of policies, planning, implementation and operation procedures has caused other problems like work redundancy, repeated work procedures which lead to time wasted, increasing in costs, workloads and documentation process. These barriers have given huge implication on organisations especially in terms of operational costs. All the problems that had been encountered during separate implementation of those systems has significantly revealed the need for integrated implementation procedures that can be offered by IMS in Malaysia.

## **APPENDIX G3**

### **SAMPLE OF ABSTRACT**

(Translation abstract in Bahasa Melayu for a thesis written in English)

#### **ABSTRAK**

Kesan pembalakan berpilih terhadap komuniti hidupan liar telah dikaji di sebuah hutan dipterokap bukit di Nanga Gaat, Bahagian Kapit, Sarawak. Kawasan utama kajian ditinjau secara sistematik bermula setahun sebelum ia dibalok sehingga setahun selepas aktiviti pembalakan tamat. Pembalakan di kawasan tersebut mengakibatkan kehilangan hampir 54% jumlah pokok dan kerosakan terhadap 13% yang lain. Komposisi spesies hutan hampir tidak berubah, tetapi kepadatan pokok berkurangan lebih dari separuh. Perubahan kepelbagaian dan kepadatan primat, beberapa spesies mamalia lain dan burung selepas pembalakan telah didokumenkan: beberapa spesies berkurangan atau pupus di peringkat tempatan, beberapa spesies lain tidak berubah, beberapa spesies pula bertambah, dan beberapa spesies baru berhijrah ke kawasan tersebut. Tren umum ialah spesies pinggiran atau yang menjajah menggantikan spesies yang memerlukan hutan yang terganggu dan yang tidak boleh hidup di tempat lain. Kepadatan kesemua primat di kawasan kajian berkurangan selepas pembalakan. Ungka Borneo tidak hanya berkurangan dari segi kepadatan malah dari segi bilangan individu di dalam kumpulan. Kepadatan tiga spesies tupai berkurangan tetapi kepadatan empat spesies lagi meningkat selepas pembalakan. Kepadatan dua spesies tupai muncung (treeshrew) dan tiga spesies ungulat menurun selepas pembalakan. Saiz sampel yang kecil dan kesan aktiviti memburu mungkin telah mempengaruhi hasil kajian. Kesan pembalakan terhadap burung adalah lebih pelbagai di dalam dan antara spesies, kumpulan pemakan, dan tempat. Tren umum ialah kemerosotan kepadatan pemakan khusus berikutan pembalakan manakala kepadatan pemakan am meningkat, sesetengahnya berlipat kali ganda kepadatan sebelum pembalakan. Walaupun garis panduan ke arah pembalakan mampan sedang disediakan oleh pihak kerajaan, adalah dipercayai bahawa sebuah sistem kawasan-kawasan terlindung dan kawasan-kawasan tidak terganggu yang luas di dalam kawasan konsesi pembalakan wajar diwujudkan untuk memastikan kemandirian fauna yang berterusan.



## **APPENDIX G4**

### **SAMPLE OF ABSTRACT**

(Translation abstract in English for a thesis written in Bahasa Melayu)

#### **ABSTRACT**

The effects of selective timber extraction on wildlife communities were studied in a hill dipterocarp forest at Nanga Gaat in Kapit Division of Sarawak. The main study area was systematically surveyed for one year before it was logged and for another year immediately after logging. Logging activity in the area resulted in almost 54% tree loss with another 13% being damaged. Species composition of the forest was almost unchanged, but tree density was reduced by more than half. The changes in the diversity and density of primates, some other mammals, and birds following logging were documented: some species declined in number or became locally extinct, some remained relatively stable, others increased, and a few new species came into the logged area. The general trend is for the edge or coloniser species to replace those species which depend on undisturbed forest and which cannot survive elsewhere. All the primates present in the main study area declined in density after logging. The Bornean gibbons not only decline in density but also in average number of individuals in the group. Three squirrel species declined in density immediately after logging while four other species increased one year after logging. The density of two treeshrew species and three ungulate species also declined after logging. Small sample sizes and the effect of hunting might have contributed to the observed results. In birds, the effects of logging was more variable within and between species, feeding guilds, and sites. The only common trend was the decline in density of specialist feeding birds after logging, while the generalists increased - some many fold over their pre-logging density. While guidelines are being drawn by the government authorities towards sustainable logging, it is believed that a system of totally protected areas and large undisturbed areas within concessions are needed to ensure continued survival of the fauna.

## **APPENDIX G5**

### **SAMPLE OF ABSTRACT**

(Translation abstract in Bahasa Melayu for a thesis written in Arabic)

#### **ABSTRAK**

Ini adalah satu kajian terhadap tahap pencapaian pelajar-pelajar Malaysia di Pusat Matrikulasi, Universiti Islam Antarabangsa Malaysia dalam ilmu sarf. Kajian ini bertujuan menyingkap tahap pencapaian mereka dalam ilmu sarf, di samping cuba mengetahui kesan pembelajaran bahasa Arab yang lalu, kesan pembelajarannya di Pusat Matrikulasi Universiti Islam Antarabangsa Malaysia, kesan pengkhususan pengajian dan perbezaan jantina dalam penguasaan ilmu sarff. Bagi mencapai tujuan tersebut, pengkaji menjalankan kajian lapangan terhadap 217 pelajar yang berada pada tahap tinggi pengajian bahasa Arab di Pusat Matrikulasi dengan menggunakan ujian yang mengandungi 204 soalan. Tahap kesahihan dan kewajaran ujian dan soalan dinilai dan diperakukan oleh panel penilai sebelum dilaksanakan dan diulang perlaksanaannya. Analisis data kajian ini menunjukkan kewujudan kelemahan yang menyeluruh di kalangan pelajar dalam penguasaan ilmu sarf berdasarkan pembolehubah-pembolehubah kajian: tempoh pengajian, pengkhususan dan jantina. Walau bagaimanapun, terdapat perbezaan pencapaian yang signifikan antara pelajar pengkhususan bahasa Arab berbanding pengkhususan lain dan antara pelajar berpengalaman dalam pembelajaran bahasa Arab berbanding dengan pelajar tidak berpengalaman sebelum ke Pusat Matrikulasi. Dapatan kajian ini menunjukkan bahawa antara punca kelemahan penguasaan ilm sarf di kalangan pelajar ialah: perbezaan kaedah sarf bahasa Arab dan bahasa Melayu, penyediaan bahan pengajaran dan pembelajaran bahasa Arab yang tidak menepati prinsip penggubalan silibus pengajaran bahasa kedua, ketidakupayaan sebilangan besar guru dan kebergantungannya terhadap pendekatan tradisional. Dapatan kajian ini seterusnya menunjukkan bahawa pengajaran sarf di Pusat Matrikulasi memerlukan perancangan dan penggubalan semula silibus sarf supaya sejajar dengan prinsip-prinsip pengajaran bahasa kedua. Kajian ini akhirnya mencadangkan supaya kajian serupa dengan penggunaan instrument kajian yang lain dan kajian tentang silibus dan pengajaran sarf bahasa Arab mungkin perlu dilakukan terhadap subjek-subjek kajian serupa yang lain di peringkat menengah di sekolah dan di institusi pengajian lain bagi memperkukuhkan lagi dapatan kajian ini.

## **APPENDIX G6**

### **SAMPLE OF ABSTRACT**

(Translation abstract in English for a thesis written in Arabic)

#### **ABSTRAK**

This study pertains to the assessment of the aptitudes of Malaysian students in the morphology of the Arabic language. The Malaysian students who pursue their pre-university study in the Matriculation Center of the International Islamic University Malaysia were used as the population of the study. The study is aimed at the investigation of the impact of three independent factors to determine whether they have any effect on the competency of students in morphology. These factors comprise: the previous exposure to the Arabic language before joining IIUM, the duration of their study in Matriculation, the field of the study and gender. The database for this study was a response of 217 students in the advanced level to a test made up of 204 questions. The response of a committee of experts in the field of language teaching was sought in advance to test the validity of test items. Henceforth SPSS (version 11.5) was used to analyze the data gathered from that test. The study indicates weakness among all students in morphology in general as well as the other branches related to morphology. There was significant correlation with: the students' duration of their study and the field of their study. Although the study revealed a general weakness in morphology, it, however, indicates higher competency level of morphology among students who majored in Arabic language. The study also indicates a significant difference between students who studied Arabic before joining the Matriculation and those who have exposed to Arabic only in Matriculation Center. However the result shows no difference between the males and female in Morphological aptitudes. Students' weakness in Morphology is attributed to many factors such as differences between Arabic and Malaysian language (Bahasa Malaysia) in morphology, the curriculum, and the teaching methodology. The researcher suggests that a similar study following a different approach to test the validity of findings of this study at either the IIUM Matriculation or the other institution in Malaysia is worthwhile. However such a study should envision the competency level of the syllabus of Arabic in Malaysia as its subject matter.

## APPENDIX G7

## SAMPLE OF ABSTRACT

(Abstract in Arabic for a thesis written in Arabic)

## المملخص

هذه دراسة عن مستوى الطلاب الماليزيين الدارسين بالمركز الإعدادي بالجامعة الإسلامية العالمية في قواعد الصرف العربي. هدفت هذه الدراسة إلى الكشف عن مستوى الطلاب في قواعد الصرف العربي، بجانب معرفة أثر التعرض السابق للغة العربية، وأثر الفترة الزمنية في المركز الإعدادي، وأثر التخصص، وأثر الجنس في استبطان قواعد الصرف العربي، وذلك من خلال إجراء مقارنات على المستوى العام والمواضع الفرعية التي شملها الاختبار. لتحقيق أهداف الدراسة أجرى الباحث دراسة ميدانية على 217 طالباً وطالبة بالمستوى المتقدم، واستخدم فيها اختباراً شمل مائتين وأربعة سؤالاً، وتم التحقق من صدقه وثباته وصلاحيته من قبل هيئة تحكيم قبل تطبيقه وإعادة تطبيقه. لتحليل بيانات الدراسة استخدم البرنامج الإحصائي للعلوم الاجتماعية (SSPS 11.5). لقد تم التوصل إلى نتائج مفادها ضعف المستوى العام للطلاب، وضعف مستوياتهم في المواضع الفرعية لقواعد الصرف، وذلك وفق سنوات دراستهم، وتخصصاتهم، وجنسهم. ورغم هذا الضعف العام أشارت النتائج إلى تميز الطلاب المتخصصين في اللغة العربية، ووجود فروق إحصائية تميز الطلاب الذين درسوا العربية قبل الالتحاق بالمركز الإعدادي على الطلاب الذين لم يدرسوها من قبل، بينما لم يوجد ذلك الفرق على مستوى الجنس. وعزت الدراسة أسباب هذا الضعف إلى اختلاف قواعد الصرف العربي عن قواعد صرف اللغة الملايوية، وعدم مراعاة كتب تعليم اللغة العربية كلغة أجنبية لمنهجية التأليف للناطقين بغيرها، والاعتماد على الطرق التقليدية في تدريسها. وللتأكد من صحة نتائج الدراسة، اقترح الباحث استخدام أدوات أخرى لإجراء دراسات تطبيقية أخرى في مجال قواعد الصرف العربي على المجتمع نفسه، وتطبيق هذه الدراسة والدراسات الصرفية المقترحة على طلاب المرحلة الثانوية، والمؤسسات التعليمية الماليزية الأخرى التي تُعنى بتدريس اللغة العربية، بجانب إجراء دراسات على المناهج والقواعد بشكل عام.

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## APPENDIX K1

### SAMPLE OF LIST OF SYMBOLS

$a_v$	compressibility
$C_c$	coefficient of contraction
$c_L$	lift coefficient
$c_p$	specific heat capacity at constant pressure
CR	compression ration
$C_s$	coefficient of velocity
$C_u$	induced drag (mitchell 1976)
$C_v$	internal energy per unit mass
$d_u$	weight per unit mass

**APPENDIX K2****SAMPLE OF LIST OF ABBREVIATIONS**

app.	appendix
art./arts.	article/articles
b.	born
bk./bks.	book/books
©	copyright
ca.	(circa): about, approximately
cf.	compare
ch.	chapter (references in law)
chap./chaps.	chapter/chapters
col./cols.	column/columns
comp./comps.	compiler/compilers; compiled by
dept./depts.	department/ departments
d.	died
div./divs	division/divisions
e.g.	( <i>exempligratia</i> ): for example
Ed.	edition/editions
ed.	editor, edited by
et al.	(et alia): and others
et seq.	( <i>et sequers</i> ): and the following
etc.	(et cetera): and so forth
fig./figs.	figure/figures
id.	( <i>idem</i> ): the same
infra.	below
l.v.	( <i>locus variis</i> ): various places (of publication)

ms/mss	manuscript/manuscripts
n/nn	footnote/footnotes
n.d.	no date
no./nos.	no./nos
n.s.	new series
o.s.	old series
p./ps.	page/pages
par./pars.	paragraph/paragraphs
passim	here and there
pt./pts.	part/parts
q.v.	( <i>quod vide</i> ): which see
sc.	scene
sec./secs	section/sections
sic.	so, thus
supp./supps.	supplement/supplements
s.v.	(sub-verbo, sub-voce): under the word or heading
trans.	translator; translated by
v./vv.	verse/verses
viz.	(videlicet): namely
vol./vols.	volume/volumes
vs.	( <i>versus</i> ): against (law term)

### **APPENDIX K3**

#### **SAMPLE OF LIST OF NOMENCLATURE**

$H_2$	Hidrogen
$O_2$	Oksigen
$O_3$	Ozon
$^{13}C$	Isotop karbon
$SO_2$	Sulfur dioksida
$SO_x$	Oksida sulfur
$H_2SO_4$	Asid sulfurik
$CaCO_3$	Kalsium karbonat

## APPENDIX L

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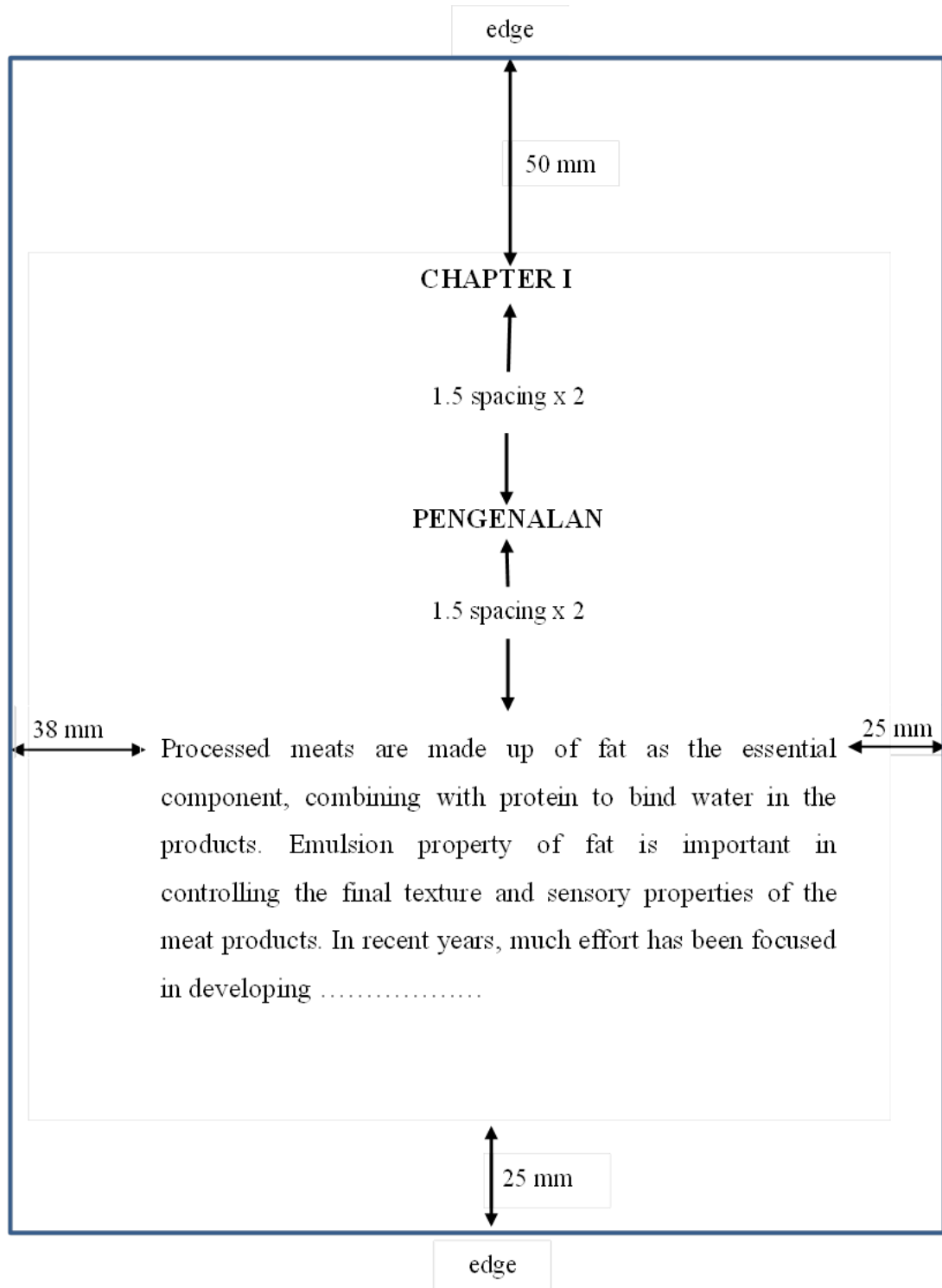
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Habeas Corpus Act 1816	111
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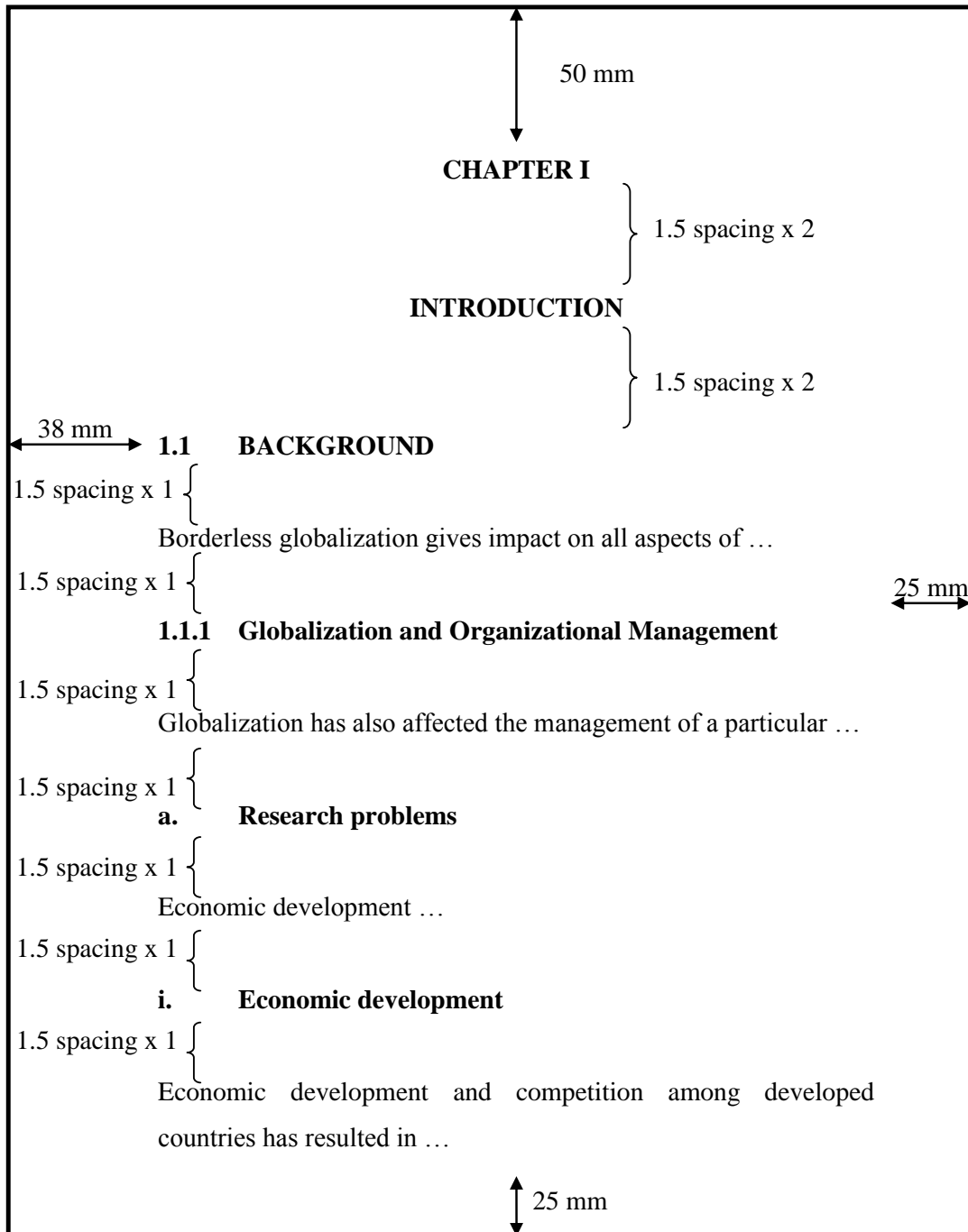
**APPENDIX N**

**SAMPLE OF FIRST PAGE OF A CHAPTER**



## APPENDIX O

### SAMPLE OF FIRST PAGE OF A CHAPTER





**APPENDIX P1**

**SAMPLE OF TABLE: PORTRAIT**

Table 8.1 Development of the tourist industry from 1986 to 1994

<b>Year</b>	<b>Number of Rooms</b>	<b>Tourist Arrivals (million)</b>	<b>Income (RM million)</b>	<b>Number of Hotels</b>
1986		-	-	862
1987		-	-	905
1988		-	-	914
1989		-	-	958
1990		7.4	4,500.5	989
1991		5.8	4,282.6	1,049
1992		6.0	4,595.4	1,085
1993		6.5	5,065.8	1,090
1994		7.2	8,298.6	1,128

Source: Tourism Development Board, Malaysia 1994

## APPENDIX P2

## SAMPLE OF TABLE: LANDSCAPE

Table 10.3 Selected social indicators for Malaysia

Negeri	Infant Mortality Rate		Number of People per Registered Doctor		Number of Patients per Hospital Bed	
	1970	1980	1970	1980	1970	1980
Selangor	29.4	22.8	1,801	2,293	521	597
Johor	36.7	27.1	5,480	4,480	637	602
Melaka	43.8	23.6	3,921	3,628	577	544
N. Sembilan	39.7	24.4	4,033	3,260	364	375
Pahang	43.3	27.5	7,599	5,189	632	704
Perak	41.7	29.5	4,345	4,710	595	613
P.Pinang	38.0	25.0	2,502	2,957	563	558
Kedah	42.3	30.6	10,328	7,421	992	892
Kelantan	35.5	33.4	7,856	5,421	487	482
Terengganu	56.3	27.7	14,514	8,875	886	894
Sem. Malaysia	40.8	28.1	3,859	3,959	619	631

Source: Rancangan Malaysia Keempat 1985

## APPENDIX P3

## SAMPLE OF TABLE: CONTINUOUS

Table 4.3 East Traveling Sdn. Bhd. international investment position 1990 – 2011  
(RM million)

Year	Equity Capital & Reinvested Earnings	Equity Securities	Financial Derivatives	Other Investment	Reserve Assets
1980	5,547	353	23	3,044	8,586
1981	845	437	321	2,552	14,181
1982	3,726	66	113	519	32,962
1983	5,430	286	15	1,954	26,690
1984	525	282	42	3,569	32,239
1985	696	5,464	569	50,348	45,398
1986	7,474	711	489	32,378	18,695
1987	24,957	5,440	441	23,306	9,445
1988	40,034	4,946	485	25,648	16,277
1989	40,193	4,240	143	28,211	14,649
1990	9,547	653	43	5,044	13,586
1991	1,645	837	521	4,552	28,181
1992	6,726	116	213	1,019	67,962
1993	9,430	486	31	2,954	51,690
1994	1,025	482	82	6,569	65,239
1995	1,296	9,464	969	96,348	90,398
1996	13,474	1,411	789	62,378	35,695
1997	48,957	9,440	741	43,306	17,445
1998	85,034	8,946	785	45,648	31,277
1999	92,193	7,240	243	58,211	28,649
2000	25,867	4,386	796	79,126	23,331
2001	19,547	3,653	43	75,044	113,586
2002	21,645	3,837	1,521	74,552	128,181
2003	26,726	4,116	1,213	71,019	167,962
2004	30,430	3,486	631	92,954	251,690
2005	51,025	6,482	882	76,569	265,239
2006	71,296	19,464	2,069	106,348	290,398
2007	113,474	41,411	1,789	162,378	335,695
2008	148,957	40,440	7,741	143,306	317,445
2009	185,034	68,946	7,785	145,648	331,277
2010	202,193	77,240	5,243	158,211	328,649
2011	6,726	116	213	1,019	67,962
2012	9,430	486	31	2,954	51,690

to be continued...

...continuation

2013	1,025	482	82	6,569	65,239
2014	1,296	9,464	969	96,348	90,398
2015	13,474	1,411	789	62,378	35,695

---

Source: East Traveling Sdn. Bhd. financial report

## APPENDIX Q1

### SAMPLE OF FIGURE: PORTRAIT

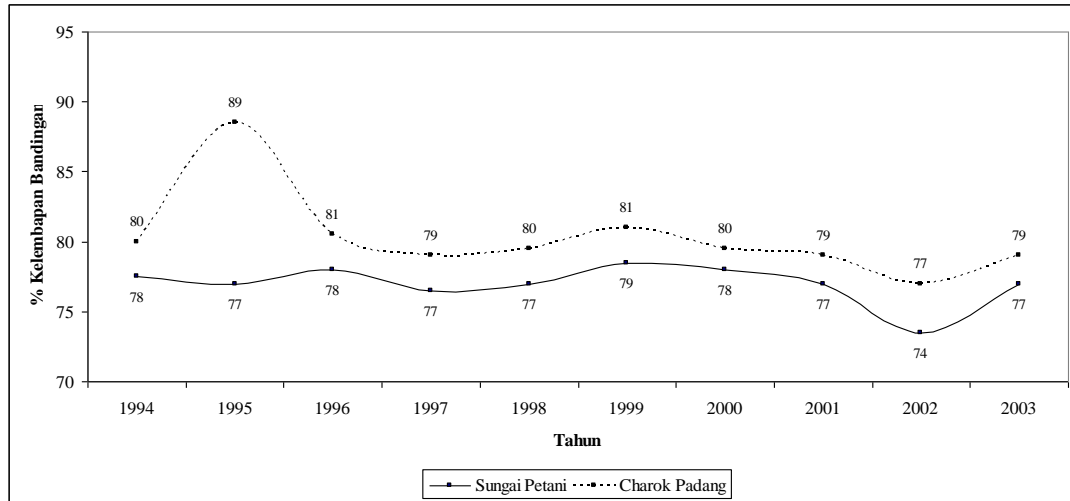


Figure 3.2 The annual relative mean humidity of Sungai Petani city compared to the mean annual relative humidity of Centre of Charok Agriculture for year 1994 - 2003

Source: Malaysian Meteorological Services Department 1994 – 2004

## APPENDIX Q2

### SAMPLE OF FIGURE: LANDSCAPE

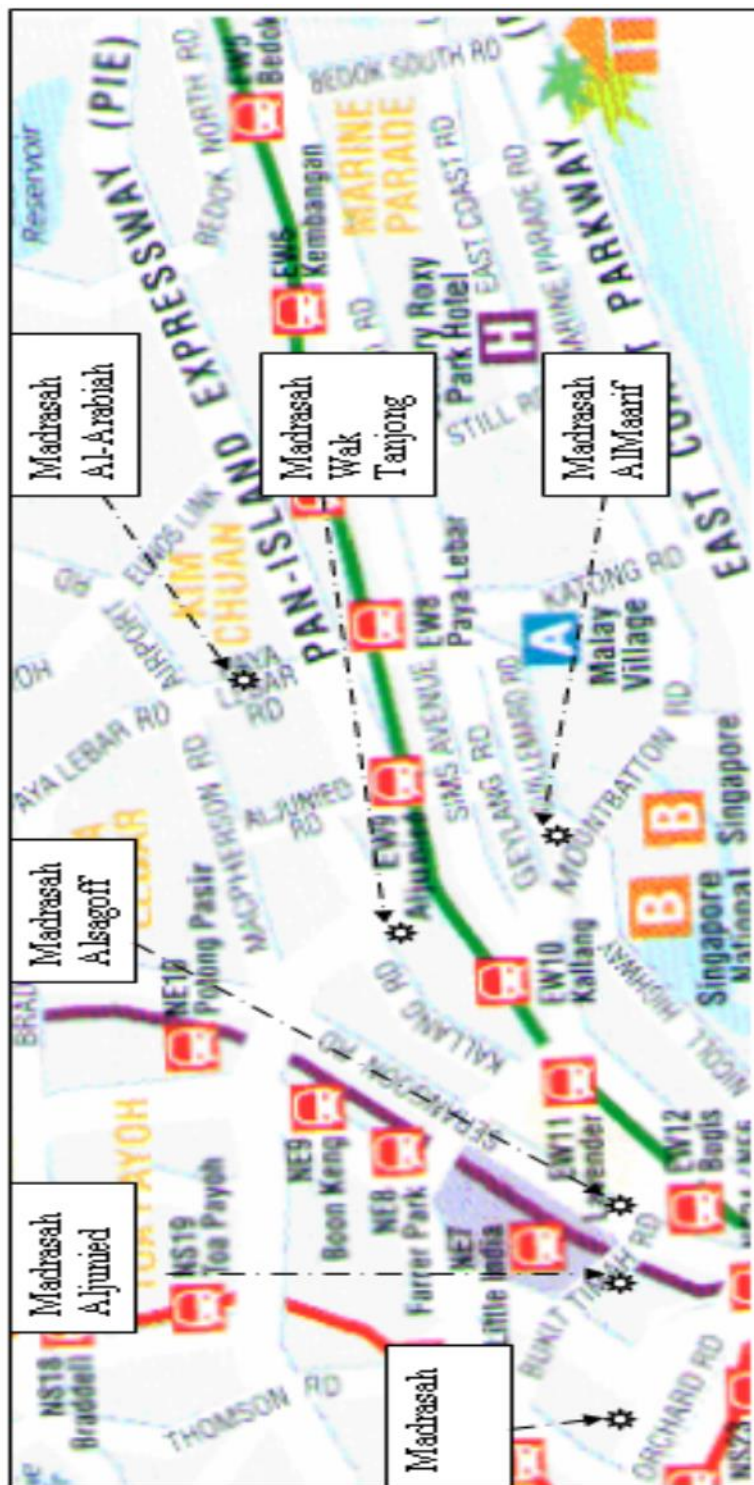


Figure 2.1 Location madrasah di Singapura

## APPENDIX Q3

## SAMPLE OF FIGURE: CONTINUOUS

Last Sunday, my family and I went to Port Dickson Beach at Negeri Sembilan. It was a very fine, ~~late~~ breezy, yet opalscent morning. It took us ~~several hours~~ an hour to get ready for the trip.

On the way, we sang merrily together as one whole, happy family. We saw green fields, a flock of birds, and lots of cars. The trip was enjoyable and funny, because dad told us a couple of jokes that he knew.

After several hours, sitting on the backseat of my dad's ~~Mitsubishi~~ 'Isuzu Citation', we finally arrived. By then, the sun was already out and shining brightly. There were a lot of tourists there. People were talking, laughing, and doing all sorts of stuff. Mum helped dad put up the 'big umbrella' ~~below~~ a Casuarina. She then, laid the mat for us to sit ~~down~~ on. My sister and I, then decided to give mum a 'helping hand', by serving the food.

After that, I joined my brother at the changing room, to change and then, we went swimming in the hot, soothing and relaxing sea. Before that, I asked mum to help me apply some sun blocking lotion to my face and arms. I do not fancy having sun burns. We all were exhausted after swimming, two hours later. Mum

to be continued...

...continuation

smiled at me and pushed a tray of tarts and pies to me.  
 I felt a rush of gratitude towards mum. I grabbed a handful  
 of strawberry tarts and ~~a~~ a couple of orange pies and ~~gobbled~~<sup>began to</sup> gobble  
 it all up. Then, dad made a toast, wishing us all a very good health  
 through out the year. We all drank for it.

The clock struck twelve, when we finally got home.  
 Everybody was sleepy and tired. Dad ~~stuck~~ slouched into the couch,  
 and fell fast asleep, within seconds. I, however, managed to  
 go upstairs to my room and fell face first into the softness of  
 my bed. Before I slept, I thought that today's experience  
 was 'quite something' for the whole family. I will never ever forget  
 about today no matter what.

Figure 4.1 Student answer sheets for English subjects that have not been examined



## **APPENDIX R1**

### **SAMPLE OF IN-TEXT CITATION**

Research by Aminuddin and Mohd. Ali find cool-friendly nature, which is regarded by them as "... personal characteristics that lead a social rather than ideological content "(1988: 120), emerged as the most important dimension in the image of UMNO Youth leaders.

## **APPENDIX R2**

### **SAMPLE OF IN-TEXT CITATION: LONGER THAN 40 WORDS**

Walker (1996: 8):

We must also remember that strictures on American providers, making them liable for their subscribers' actions, will, in effect, limit access to within our own national boundaries. We cannot pass laws about copyrights or about decency or about anything else that will be binding on extra-nationals. And if we attempt to do so (as we already have with passage of the Communications Decency Act), we will only ensure, not a "decent" and fully copyright-protected cyber-world, but a sterile and empty one-one that will ensure further insularity and ignorance within our borders and one that will create even further divisions between us and the rest of the world.

### APPENDIX R3

#### SAMPLE OF IN-TEXT CITATION: FOREIGN LANGUAGE

Aminuddin (1990:253) suggests:

*Insiden-insiden kritis yang mengandung unsur-unsur kepemimpinan yang berlaku dalam masa pemimpin karismatik ini menguruskan umatnya secara jarak jauh dalam hubungan dengan khalayak ramai, dengan kelompok kecil atau dengan umatnya secara individu perlu digali daripada perbendaharaan sejarah Islam untuk membolehkan kita menarik kesimpulan tentang proposisi-proposisi Islam tentang kepemimpinan dan menimba hipotesis-hipotesis yang boleh diuji.*

## APPENDIX S

## TABLE OF TRANSLITERATION

Arab Alphabet	Roman Alphabet	Arabic Example	Transliteration Example
ء	'	سأل	sa'ala
ب	b	بدل	badala
ت	t	تمر	tamr
ث	th	ثورة	thawrah
ج	j	جمال	jamal
ح	h	حديث	hadith
خ	kh	خالد	khalid
د	d	ديوان	diwan
ذ	dh	مذهب	madhhab
ر	r	رحمن	rahman
ز	z	زمزم	zamzam
س	s	سراب	sarab
ش	sh	شمس	shams
ص	s	صبر	sabr
ض	d	ضمير	damir
ط	t	طاهر	tahir
ظ	z	ظهر	zuhr
ع	'	عبد	'abd
غ	gh	غيب	ghayb
ف	f	فقه	fiqh
ق	q	قاضي	qadi
ك	k	كأس	ka's
ل	l	لبن	laban
م	m	مزمارة	mizmar
ن	n	نوم	nawm
هـ	h	هبطة	habata
و	w	وصل	wasala
ي	y	يسار	yasar

*Short Vokal*

<u>Arab Alphabet</u>	<u>Roman Alphabet</u>	<u>Arabic Example</u>	<u>Transliteration Example</u>
اَ	a	فَعَلَ	Fa <sup>ʿ</sup> ala
اِ	i	حَسِبَ	hasiba
اُ	u	كُتِبَ	kutiba

### ***Long Vokal***

<u>Arab Alphabet</u>	<u>Roman Alphabet</u>	<u>Arabic Example</u>	<u>Transliteration Example</u>
ا ، اِ ، اِى	a	كاتب ، قضى	katib, qada
ي	i	كريم	karim
و	u	حروف	huruf

### ***Diftong***

<u>Arab Alphabet</u>	<u>Roman Alphabet</u>	<u>Arabic Example</u>	<u>Transliteration Example</u>
اَوْ	aw	قول	qawl
اَي	ay	سيف	sayf
اَيّ	iyy/i	رجعي	raj <sup>ʿ</sup> iyy / raj <sup>ʿ</sup> i
او	uww/u	عدو	<sup>ʿ</sup> aduww / <sup>ʿ</sup> adu

### **Exceptions**

1. Arabic letter ء (hamzah) at the beginning of a word is transliterated into ‘a’ not into ‘a’. Example: أكبر , transliteration: *akbar* not ‘*akbar*’.
2. Arabic letter ة (*ta’ marbutah*) in words without ال (al) joined to another word is transliterated into ‘t’. Example: وزارة التعليم , transliteration: *wizarat al-ta’lim*, not *wizarah al-ta’lim*. But if it occurs in a word that has ال (al) or if it occurs in the last word, *ta’ marbutah* is transliterated into h.

Example

Transliteration

1. المكتبة الأهلية al-Maktabah al-Ahliyyah
2. قلعة qal'ah
3. دار وهبة Dar Wahbah

## APPENDIX T

### GENERAL GUIDE TO THE USE OF UNITS, ABBREVIATIONS, NUMBERS, AND SYMBOLS

#### A. Unit

1. Use the International System of units (SI, or Sistem Internationale). Units must be written numerically, not in words, for example

3 cm, not three centimeters

- a) Use abbreviated forms of units, for example,

3 s not 3 seconds,

2 m not 2 meters

- b) There should be a space between the numbers and the unit, for example

3 s, not 3s.

3 pp, not 3pp.

2 kg, not 2kg.

4 ppm, not 4ppm.

- c) The abbreviation for kilo is k, not K, and centimeter is cm, not c.

2. Units that are named after a person should be written thus :

4 joule or 4 J

3 newton or 3 N

2 watt or 2 W

3. The use of units must be consistent, for example

- a) 3 m/s<sup>2</sup> or 3 ms<sup>-2</sup>

- b) 80 km/h or 80 km per hour

4. Do not place a fullstop after a unit except when it's at the end of a sentence.

5. There are no plural form for abbreviations of units, for example not 4 cms, but 4 cm.

## **B. Abbreviations**

1. In a table or a graph, abbreviations of months may be used, for example Jan., Feb., etc.
2. The shortened form of a person's name is written with a space after the initials, for example A.R. Ahmad, not A.R.Ahmad.
3. Abbreviations which contain capital letters have no fullstops after each letter, for example UKM, DEB, UMNO, etc.

## **C. Numbers**

1. Numbers are used with units of measurement, for example 3 cm, 4 kg, 200 s, etc.
2. Percentage is normally written in words, for example, 15 per cent, but "more than 15%". If there is frequent use of percentages, use %.
3. Generally, numbers smaller than 12 should be spelt out except when they appear in a list, for example 5, 90, 102 and 1032. **Avoid beginning a sentence with a number or a symbol.**
4. The zero must be included in numbers written as decimals, for example 0.1 not .1.
5. Numbers up to four digits, that is, 999, are written without a comma or space between them. Numbers larger than four digits are written with a space before each set of three digits, for example 10 000, 1000 000, 10 000 000. Numbers written as decimals also have spaces like this, 0.0001, 0.000 01.



6. Dates are written without comma, for example 26 January 1992.
7. The period before the birth of Christ is written thus: 100 B.C.
8. A period of time is written thus: 1820-1910, 1991-92.
9. Use a slash (/) and not a hyphen when the period of time is only twelve months, for example 1991/92.
10. Decimal numbers must be clearly distinguished.

#### **D. Mathematics and Physics**

1. Use International Units.
2. Use lower case for common words such as law, maxim, theorem for Ohm's law, Fleming's rule of thumb, etc.
3. Ensure the proper use of hyphens, for example  $\beta$ -ray but « beta ray » is written as two separate words.
4. Abbreviations with capital letters are written without fullstops, for example ATP and OSK. Abbreviations in lower case are written with fullstops, for example r.p.m.
5. Equations are numbered according to the chapter, for example

$$F = ma \qquad \dots (2.1)$$

for equations in Chapter II, not equations (1).

6. Elisions are indicated by three dots either in linear or vertical direction, for example  $1 + 2 + \dots + n$ .

#### **E. Chemistry**

1. Use the IUPAC system of nomenclature.
2. Chemical names are normally spelt out, for example "hydrogen gas" not H<sub>2</sub>, but use "ion Cu<sup>2+</sup>" not "ion cuprum".
3. Use the symbol Cu<sup>2+</sup>, not Cu<sup>++</sup>.
4. Chemical compounds are written thus: CH<sub>3</sub> CO Cl or CH<sub>3</sub>-CO-Cl.
5. Isotopes may be written in this form <sup>14</sup>C or carbon-14.
6. Molarity is represented by the symbols M, for example sulphuric acid 2 M, not 2M sulphuric acid.
7. Oxidation is written in the form of Copper (II), not Copper (2).
8. Use arrows, not the equal sign = to indicate chemical reactions.

## **F. Biology**

1. The name of group is written with the initial letter in capitals, for example Coleoptera.
2. The name of genus or species is written in *italics* or underlined, but the name of a family, order or sub-group is written in normal script.
3. Enlargement is written x300, not 300x.
4. Abbreviations in capital letters do not contain fullstops, for example ADP, ATP, dan DNA.

## **G. Engineering**

1. The use of International Units is encouraged, but other units normally used in particular fields are also allowed, for example,

°C for temperature; in International Units, it is K (kelvin)

bar for pressure; in International Units, Pa (pascal)

As a rule, the use of units must be consistent.

2. Equations are numbered according to the chapter.
3. All symbols used in the text must be listed and units must be indicated in the section on List of Symbols. For example,

$\mu_2$ viscosity	Pa s
-------------------	------

G surface velocity of a fluid	kg/cm <sup>2</sup>
-------------------------------	--------------------

4. Graphic symbols that are used must be according to specifications. For example, ASA Y32. 11-1961 for flow chart.

## **APPENDIX U1**

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## **APPENDIX U2**

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### **APPENDIX U3**

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