

**GUIDELINES FOR THESIS
WRITING &
PREPARATION IN
ENGLISH**

**FOR POSTGRADUATE
STUDENTS**

TABLE OF CONTENTS

CHAPTER 1	1
GENERAL INFORMATION	1
1.1 Introduction	1
1.2 Language	1
1.3 Total Number of Words	1
1.4 Page Layout	1
1.5 Typing	1
1.5.1 Margin	1
1.5.2 Font and Font Size	1
1.5.3 Spacing	2
1.6 Page Number	2
1.7 Hardbound and Binding of the Thesis (Appendix 1)	3
1.8 Spine of the Thesis (Appendix 2)	3
1.9 Type of Paper	3
1.10 Printing	3
CHAPTER 2	4
THESIS FORMAT	4
2.1.1 Structure of preliminary pages	4
2.1.2 Title Page (Appendix 3)	4
2.1.3 Author Declaration (Appendix 4)	5
2.1.4 Acknowledgements (Appendix 5)	5
2.1.5 Abstract (Appendix 6)	5
2.1.6 Table of Contents (Appendix 7)	5
2.1.7 List of Tables (Appendix 8)	5
2.1.8 List of Figures (Appendix 9)	5
2.1.9 List of Cases (Appendix 10)	6
2.1.10 List of Statutes (Appendix 11)	6
2.1.11 List of Appendices (Appendix 12)	6
2.1.12 List of Units of Measurements (Appendix 13)	6
2.1.13 List of Symbols (Appendix 14)	6
2.1.14 List of Equations (Appendix 15)	6
2.1.15 Transliterations (Appendix 16)	6
2.1.16 Abbreviations (Appendix 17)	6
2.2 <i>Body of the Thesis</i>	7
2.2.1 Chapter Layout	7
2.2.2 Chapter Page (Appendix 18)	9
2.2.3 Subsequent Page (Appendix 19 & 20)	9
2.2.4 Table in Text (Appendix 21)	9
2.2.5 Figure in Text (Appendix 22)	9
2.2.6 Equations in Text (Appendix 23)	9
2.2.7 Author-Date System*	9
2.2.8 Footnote*	10
2.2.9 References Cited from Al- Quran & Hadith (Appendix 26)	10
2.3 <i>Supporting Pages Layout</i>	10
2.3.1 References (Appendix 24)	10
2.3.2 Appendices	11
APPENDICES	12

TECHNICAL FORMATTING FOR THESIS WRITTEN IN ENGLISH.....	12
Appendix 1: Hardbound Page	12
Appendix 2: Spine of the Thesis	13
Appendix 3: Title Page.....	14
Appendix 4: Author Declaration	15
Appendix 5: Acknowledgements	16
Appendix 6: Abstract	17
Appendix 7: Table of Contents	20
Appendix 8: List of Tables.....	21
Appendix 9: List of Figures	22
Appendix 10: List of Cases	23
Appendix 11: List of Statutes.....	24
Appendix 12: List of Appendices.....	25
Appendix 13: List of Units of Measurements	26
Appendix 14: List of Symbols	27
Appendix 15: List of Equations	28
Appendix 16: List of Transliterations	29
Appendix 17: List of Abbreviations.....	30
Appendix 18: Chapter Page.....	31
Appendix 19: Subsequent Page (1)	32
Appendix 20: Subsequent Page (2)	33
Appendix 21: Table in Text	34
Appendix 22: Figure in Text	35
Appendix 23: Equation in Text	36
Appendix 24: References	37
Appendix 25: Footnote.....	38
Appendix 26: References from Al-Quran & Hadith	47
Appendix 27: References	53

CHAPTER 1

GENERAL INFORMATION

1.1 Introduction

This guide is intended to assist research-mode graduate students of Universiti Sains Islam Malaysia (USIM) in preparation of thesis writing. The guidelines **MUST** be followed prior to thesis submission for examination.

1.2 Language

The thesis shall be written either in English or Arabic.

Either American **OR** British English should be used throughout the thesis consistently.

1.3 Total Number of Words

a. The total number of words for thesis is as follows:

- i. Ph.D. - not more than 100,000 words.
- ii. Master - not more than 60,000 words.

b. The total number of words above excluded footnotes, excerpts, appendices, formulas, tables, diagrams, bibliographies, etc.

1.4 Page Layout

Text shall be presented in portrait layout including figures and tables except under certain circumstances whereby landscape layout could be allowed.

1.5 Typing

1.5.1 Margin

- a. Right-hand margins 25mm.
- b. Left-hand margins (the spine of the thesis) 38mm.
- c. Bottom margins 25mm.
- d. Top margins 30mm
- e. Top margin of the first page of each chapter 40mm.

1.5.2 Font and Font Size

- a. The text of the thesis including headings and page numbers **MUST** be typed using Times New Roman, font size 12-point.
- b. Chapter headings must be typed in **BOLD CAPITAL LETTERS** at the centre of the right and left margins.
- c. Headings, sub-headings and sub-subheadings must be typed in **bold Capitalise Each Word** at the left margin.
- d. Only scientific names, terms in a different language and formulae shall be italicised.
- e. Text and footnotes must be justified.
- f. The font size of footnotes shall be 10-point.
- g. The text in tables shall be written in Times New Roman and font size between 10 to 12-point.

1.5.3 Spacing

- a. The text of the thesis must be typed in double spacing (2.0) on one side of A4 paper.
- b. Spacing between headings and sub-headings, subheadings and paragraph, paragraph and paragraph must be single enter.
- c. Spacing between text and subsequent sub-headings shall be double enter.
- d. For the following items, use single (1) spacing:
 - Author Declaration
 - Acknowledgements
 - Abstrak (Malay)
 - Abstract (English)
 - Al-Mulakhkhas (Arabic)
 - Table of Contents
 - List of Tables
 - List of Figures
 - List of Cases
 - List of Statutes
 - List of Appendices
 - List of Units of Measurements
 - List of Symbols
 - List of Equations
 - List of Transliterations
 - List of Abbreviations
 - Caption for Tables, Figures and Equations
 - Text in Tables
 - Text in Figures
 - Text in Equations
 - Quotations in Text
 - Footnotes
 - Endnotes
 - References

1.6 Page Number

- a. Pages shall be numbered consecutively throughout the thesis including pages containing tables, figures and appendices.
- b. Page numbers shall be placed centred at the bottom of the page.
- c. The title page shall not be numbered.
- d. Appendices that have been previously page-numbered in their publications are re-numbered within the sequence in which they are presented in the thesis.
- e. Page numbers shall appear by themselves and should not be placed in brackets, be hyphenated or be accompanied by decorative images.
- f. For the following items, the Roman numerals (e.g. ii, iii, etc.) are used:
 - Title page
 - ii. Author Declaration
 - iii. Acknowledgements
 - iv. Abstrak (Malay)
 - v. Abstract (English)

- vi. Al- Mulakkkhas (Arabic)
- vii. Table of Contents
- viii. List of Tables
- ix. List of Figures
- x. List of Cases
- xi. List of Statutes
- xii. List of Appendices
- xiii. List of Units of Measurements
- xiv. List of Symbols
- xv. List of Equations
- xvi. List of Transliterations
- xvii. List of Abbreviations

1.7 Hardbound and Binding of the Thesis (Appendix 1)

- a. Student shall ensure all corrections suggested by the Viva-voce Committee are made accordingly before final submission upon approval by the Supervisor/Main Supervisor/Chairman of the Supervisory Committee.
- b. Thesis submitted for final copy (after the necessary corrections are completed) shall be bound using hard cover and the details mentioned on the cover page shall use gold hot stamping.
- c. The colour of the thesis cover shall be:
 - i. Master Thesis: Maroon
 - ii. Ph.D. Thesis: Black
- d. Student shall submit **five (5) copies** of hardbound thesis to his/her respective Faculty.

1.8 Spine of the Thesis (Appendix 2)

- a. The spine of the thesis shall contain:
 - i. Full name of the author written in English with a maximum of 40 characters, or family/surname in full with initials of the given names.
 - ii. Degree submitted (Ph.D. - standardised / For Master, M.A. for Social Science & M.Sc. for Science)
 - iii. Year of submission
 - iv. Abbreviation of the University (USIM)

1.9 Type of Paper

- a. White A4 size paper (210mm x 297mm).
- b. 80 gsm papers.
- c. Photocopies of the thesis shall be of similar quality paper.

1.10 Printing

- a. The text shall only be printed on one side of A4 paper.
- b. The printed text shall be on the right page and the left page must be left blank.
- c. For subsequent copies, student is allowed to use high quality photocopy product.
- d. Copies made using carbon papers or low quality copies are not acceptable.
- e. Thesis must be printed using good quality printers.
- f. Copies with correcting fluid shall not be accepted.
- g. Coloured figure should be printed in colour for all copies.

CHAPTER 2

THESIS FORMAT

A thesis generally consists of three main parts: preliminary pages; text or main body (usually divided into chapters and sections); and supporting pages containing references, appendices etc.

The preliminary pages include the title page, author declaration, acknowledgement, abstracts in Malay, English and Arabic, table of contents, lists of tables (if any), figures (if any), list of abbreviations (if any) and etc.

The thesis shall be bound in a single volume. However, if the appendices are long and require two volumes-bound, the second volume shall contain the appendices only and the pagination shall begin with page 1.

2.1 Preliminary Pages Layout

2.1.1 Structure of preliminary pages

Item
Title page
Author Declaration
Acknowledgements
Abstrak (Malay)
Abstract (English)
<i>Al- Mulakhkhas</i> (Arabic)
Table of Contents
List of Tables
List of Figures
List of Cases*
List of Statutes*
List of Appendices
List of Units of Measurements*
List of Symbols*
List of Equations*
List of Transliterations*
List of Abbreviations*

*where relevant.

2.1.2 Title Page (Appendix 3)

- a. The title page should include the following:
 - i. Full title of the thesis
 - ii. Full name of the student
 - iii. Name of the degree
 - iv. UNIVERSITI SAINS ISLAM MALAYSIA
 - v. Month and year of the final thesis submission.

2.1.3 Author Declaration (Appendix 4)

The declaration page shall contain the author's declaration of the originality of the work in preparing the thesis.

2.1.4 Acknowledgements (Appendix 5)

- a. It is conventional for academic scholars to acknowledge any assistance or support that has been received during the research.
- b. Acknowledgements shall be brief and without flowery language, giving recognition without sentimentality.
- c. Acknowledgement of the contributions and assistance of individuals by name shall only be made when such assistance has been of a specific kind.
- d. Acknowledgements shall be written in one page only.

2.1.5 Abstract (Appendix 6)

- a. An abstract of the thesis is required to be written in three languages which is Malay, English and Arabic consecutively in each copy of the thesis.
- b. The abstract shall not exceed 400 words and be typed single-spaced on one side of A4 paper in one page and one paragraph.
- c. A good abstract shall be comprehensive and succinct. The abstract, in essence, shall contain the following:
 - i. A brief synopsis of the study (Introduction)
 - ii. The nature and scope of the work (Objectives and Methodology)
 - iii. The major outcomes (Results)
 - iv. Particular contribution it makes to knowledge in the field (Conclusions)
- d. An abstract shall not contain:
 - i. Critics.
 - ii. Additional issues or information not already included in the thesis
 - iii. Appendices and tables.
 - iv. References and literature review.

2.1.6 Table of Contents (Appendix 7)

This section shall list all subdivisions of the thesis in sequence with their respective page numbers.

2.1.7 List of Tables (Appendix 8)

The list shall show the exact titles or captions of all tables in the text and appendices, together with the starting page number of each table and shall be listed in sequence. If the thesis contains less than three tables, this section is not necessary.

2.1.8 List of Figures (Appendix 9)

This list is specifically for figures include graphs, maps, charts, engineering drawings, photographs (plates), sketches, printed images, and any other form of illustration that is not a table. The exact titles or captions and their corresponding page numbers shall be listed in sequence according to chapter. Figures, including any in the appendices, should be numbered consecutively throughout the thesis. If the thesis contains less than three figures, this section is not necessary.

2.1.9 List of Cases (Appendix 10)

- a. Case cited in writing is a legal matter that has been decided in a court e.g. civil or criminal case.
- b. The list of cases shall contain:
 - i. Name of the case
 - ii. Year of the case
 - iii. Volume (if any)
 - iv. Name of law journals or reports
 - v. Page number
- c. The cases shall be arranged according to the alphabetical order.
- d. The pages where the case appears in the thesis shall also be mentioned.
- e. The list of cases shall be typed single-spaced on one side of A4 paper.

2.1.10 List of Statutes (Appendix 11)

- a. Statute is a written law passed by the federal or state government. It includes, acts of parliament, enactments, codes, rules, regulations, order etc.
- b. List of statutes shall consist the following:
 - i. Name of statute
 - ii. Year of statute
- c. The statute shall be arranged according to the alphabetical order.
- d. The pages where the statute appears in the thesis shall also be mentioned
- e. The list of statutes shall be typed single-spaced on one side of A4 paper.

2.1.11 List of Appendices (Appendix 12)

The list of appendices consists of relevant appendix with their corresponding page numbers.

2.1.12 List of Units of Measurements (Appendix 13)

The list of units of measurements consists of relevant measurement with their corresponding page numbers.

2.1.13 List of Symbols (Appendix 14)

The list of symbols consists of relevant symbols with their corresponding page numbers.

2.1.14 List of Equations (Appendix 15)

The list of equations consists of relevant equations with their corresponding page numbers.

2.1.15 Transliterations (Appendix 16)

Transliteration is a system whereby a word from one language (i.e. Arabic) is written using the alphabet of the different language (i.e. English).

2.1.16 Abbreviations (Appendix 17)

Abbreviations are short forms of word or phrase.

2.2 Body of the Thesis

2.2.1 Chapter Layout

The headings, sub-headings and sub-subheadings shall be treated as content guidelines only. The actual titles shall depend on the suitability of the research contents subject to respective supervisors. Conclusions for each chapter shall be included if necessary.

i. Option 1: Conventional

Chapter	Item
1.	Introduction
1.1	Introduction
1.2	Background of the Study
1.3	Statement of the Problem
1.4	Research Questions
1.5	Objectives of the Study
1.6	The Significance of the Study
1.7	Scope of the Study
1.8	Research Theoretical/Conceptual Framework
1.9	Operational Definitions
1.10	Conclusions
2.	Literature Review
2.1	Introduction (Sub-heading 1)
2.2	Sub-heading 2
2.3	Sub-heading 3
2.4	Sub-heading 4
	2.4.1. Sub-subheading 1
	2.4.2. Sub-subheading 2
	2.4.3. Sub-subheading 3
2.5	Sub-heading 5
2.6	Sub-heading 6
2.7	Conclusions (Sub-heading 7)
3.	Methodology
3.1.	Introduction
3.2.	Research Approach and Design
3.3.	Location of the Study
3.4.	Population and Sampling
3.5.	Research Instruments
3.6.	Data Collection and Procedure
3.7.	Pilot Study
	3.7.1. Reliability
	3.7.2. Validity
3.8.	Conclusions

4. Findings
 - 4.1 Introduction (Sub-heading 1)
 - 4.2 Sub-heading 2
 - 4.3 Sub-heading 3
 - 4.4 Sub-heading 4
 - 4.5 Sub-heading 5
 - 4.5.1. Sub-subheading 1
 - 4.5.2. Sub-subheading 2
 - 4.5.3. Sub-subheading 3
 - 4.6 Sub-heading 6
 - 4.7 Conclusions
5. Discussion, Recommendations And Conclusions
 - 5.1. Introduction
 - 5.2. Summary and Discussion of Findings
 - 5.3. Implications of the Study
 - 5.4. Recommendations of the Study
 - 5.5. Conclusions

ii. Option 2: Text Analysis/Philosophy/Political Sciences /Anthropology /Arts

Chapter	Item
	Introduction, Literature Review, Methodology
1.	Discussion by objective 1*
2.	Discussion by objective 2*
3.	Discussion by objective 3*
4.	Discussion by objective 4*
	Conclusions

*depends on number of objectives

iii. Option 3: Chapter based

Chapter	Item
1.	Introduction
2.	Literature Review*
3.	Working Chapter 1 <ol style="list-style-type: none"> 3.1 Introduction 3.2 Objectives 3.3 Material and Methods 3.4 Results and Discussion 3.5 Conclusions
4.	Working Chapter 2 <ol style="list-style-type: none"> 4.1 Introduction 4.2 Objectives 4.3 Material and Methods 4.4 Results and Discussion 4.5 Conclusions

5. Working Chapter 3
 - 5.1 Introduction
 - 5.2 Objectives
 - 5.3 Material and Methods
 - 5.4 Results and Discussion
 - 5.5 Conclusions
 6. General Discussion
 7. Conclusions and Recommendations for Future Research
- *Framework/Modelling/Formulation can be included in Chapter 2

2.2.2 Chapter Page (Appendix 18)

This page illustrates the first page of every chapter and main body of the thesis.

2.2.3 Subsequent Page (Appendix 19 & 20)

These appendices illustrate the subsequent pages after the first page of every chapter and main body of the thesis.

2.2.4 Table in Text (Appendix 21)

- a. Tables shall be printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2 and so on.
- b. The caption shall be placed above the table itself.
- c. If the table contains a citation, the source of the reference shall be placed at the bottom right of the table caption.
- d. If the table occupies more than one page, the continued table on the following page shall indicate that it is a continuation, for example: 'Table 3.7, continued'. The header row shall also be repeated.

2.2.5 Figure in Text (Appendix 22)

- a. Figures, like tables are printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear, for example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.
- b. Figures contain graphs, illustrations or photographs and their labels are placed at the bottom of the figure.
- c. If the figure occupies more than one page, the continued figure on the following page shall indicate that it is a continuation: for example: 'Figure 3.7, continued'.
- d. If the figure contains a citation, the source of the reference shall be placed on the right side between the figure and label.

2.2.6 Equations in Text (Appendix 23)

Simple equations can be typed inside the text.

2.2.7 Author-Date System*

- a. References cited from texts using the author-date system shall consist of the name of the author and the year of publication.
- b. If the name of the author is mentioned in the discussion in the text, the citation shall be written as follows:

Example: Mohd Fauzi Mohd Amin (2015) has contended that Islamic missionary movement is very effective in rural areas.

- c. The whole citation shall be put in brackets if the name of the author is not mentioned in the text.

Example: It is contended that Islamic missionary movement is very effective in rural areas (Mohd Fauzi Mohd Amin, 2015).

- d. *Details of this system shall be referred in American Psychological Association (APA Style[®]) guidelines.

2.2.8 Footnote*

- a. Footnotes are notes written at the bottom of a page to further explain items found in the text on that particular page.
- b. Only numbers are allowed to be used as footnote labelling.
- c. The numbers used in the text shall correspond with the numbers found at the footnotes.
- d. The numbers used shall be continuous.
- e. The line separating the text and the footnotes shall not be less than 40 mm.
- f. Footnotes shall be written using font size 10-pt.
- g. All titles of the references shall be written using Capitalise Each Word (e.g. Robinson, A. 1993. What Smart Students Know. New York: Crown Paperbacks. p. 25).
- h. Please refer to (**Appendix 25**) for further reference in using footnotes.

**Student shall choose either author-date system or footnote in order to cite references and use only one chosen method consistently throughout the thesis.*

2.2.9 References Cited from Al- Quran & Hadith (Appendix 26)

- a. Quotations from Quranic verses shall be written using Rasm Uthmaniyy.
- b. The method to takhrij hadith shall use the method from valid book.
- c. Please refer to (**Appendix 26**) for further reference in reference cited from Al Quran & Hadith.

2.3 Supporting Pages Layout

2.3.1 References (Appendix 24)

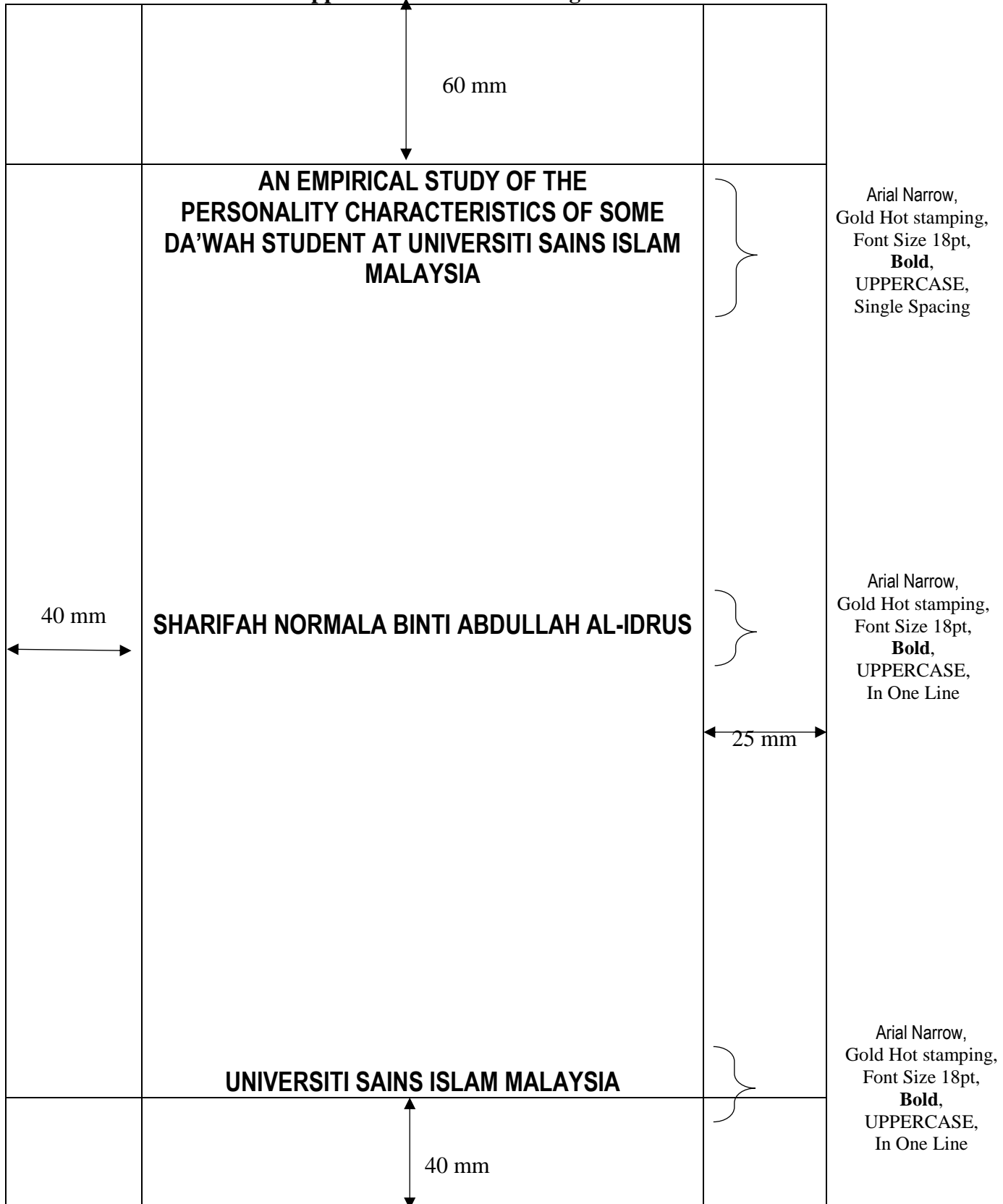
- a. Reference is an alphabetical list of all the sources that student has referred to or consulted in preparing the thesis. It includes texts and all other sources that have been referred to in the body of the thesis. However, it does not include peripheral or background reading.
- b. The References shall be written according to alphabetical order.
- c. It shall be typed single-spaced on one side of A4 paper.
- d. If an author has more than one book/article, his name shall be written in full for every reference cited. If the author produces **more than one book**, either **in the same or different years**, the references cited have to be labelled with the letters (a), (b), (c) and so on.
- e. All titles of the references shall be written using **Capitalise Each Word**.
- f. Details of the techniques to write reference for author-date system shall be referred in American Psychological Association (APA Style[®]) guidelines.
- g. Details of the techniques to write reference, please refer to (**Appendix 27**).

2.3.2 Appendices

- a. Appendices are a section that gives extra details at the end of a book, part of a book, or document. It is not part of the text in calculating number of total words.
- b. All appendices shall have labels.
- c. Typical appendices include:
 - i. Data-collecting instruments used during the investigation, such as tests, questionnaires, observation and interview schedules.
 - ii. Examples showing how the instruments have been used, such as a completed interview schedule.
 - iii. Raw data which does not find its way into the main body of the thesis.
 - iv. Computer software developed as part of the research to be submitted as part of the thesis/dissertation/academic project.
 - v. A complete record of a practical work.
 - vi. Technical terms with specialised meanings or applications within the context of the research.
 - vii. Long extracts from official documents such as White Papers, Examination Council requirements, speeches and so on.
 - viii. Lists of equipment used or observed, lists of schools, firms.
 - ix. Appendices are numbered sequentially.

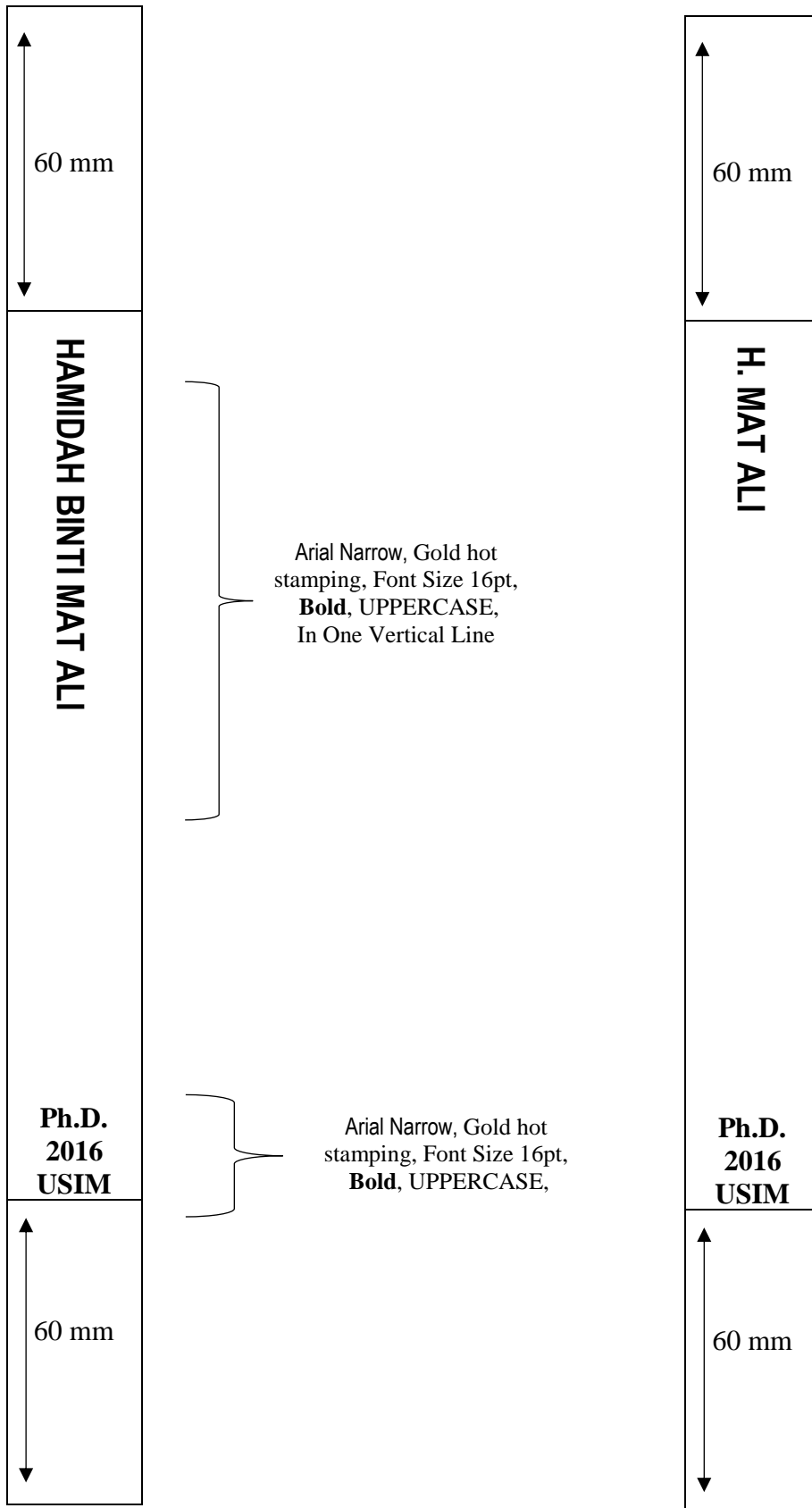
APPENDICES
TECHNICAL FORMATTING FOR THESIS WRITTEN IN ENGLISH

Appendix 1: Hardbound Page

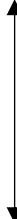











*Not actual size

Appendix 2: Spine of the Thesis


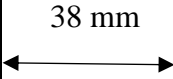

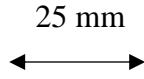




Appendix 3: Title Page

	 <p>60 mm</p>	
	<p>AN EMPIRICAL STUDY OF THE PERSONALITY CHARACTERISTICS OF SOME DA'WAH STUDENT AT UNIVERSITI SAINS ISLAM MALAYSIA</p>	 <p>Times New Roman, Font Size 14pt, Bold, UPPERCASE, Single Spacing</p>
	<p>Sharifah Normala binti Syed Abdullah Al-Idrus</p>	 <p>Times New Roman, Font Size 12pt, Not Bold, Capitalise Each Word, Single Spacing</p>
 <p>40 mm</p>	<p>Thesis submitted in partial fulfilment for the degree of DOCTOR OF PHILOSOPHY IN DA'WAH AND ISLAMIC MANAGEMENT</p>	 <p>12pt, Sentence case</p>  <p>Times New Roman, Font Size 12pt, Not Bold, UPPERCASE, Single Spacing</p>  <p>25 mm</p>
	<p>UNIVERSITI SAINS ISLAM MALAYSIA</p>	 <p>12pt, UPPERCASE Not Bold</p>
	<p>February 2016</p>	 <p>12pt, Sentence case</p>
	 <p>40 mm</p>	

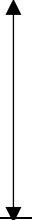
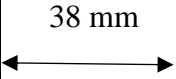
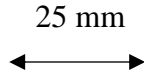

*Not actual size

Appendix 4: Author Declaration

	 <p>30 mm</p>	
 <p>38 mm</p>	<p style="text-align: center;">AUTHOR DECLARATI ON</p> <p>I hereby declare that the work in this thesis is my own except for quotations and summaries which have been duly acknowledged.</p> <p>Date: 2nd February 2003 Signature: Name: Matric No: Address:</p>	<p>} </p> <p>Times New Roman, Font Size 12pt, Bold, UPPERCASE</p> <p>Times New Roman, Font Size 12pt, Not Bold, Sentence case, Justify, Single Spacing</p>  <p>25 mm</p>
	 <p>25 mm</p> <p style="text-align: center;">ii</p>  <p>12.5 mm</p>	

*Not actual size

Appendix 5: Acknowledgements







	 <p align="center">30 mm</p>	
 <p align="center">38 mm</p>	<p align="center">ACKNOWLEDGEMENTS</p> <p>Grateful to Allah SWT and His Messenger Muhammad SAW.....</p> <p>..... and appreciation is due to Professor, supervisor of this research project for his continued support and guidance during the research.....</p> <p>..... thanks are due to the following deans of faculties and heads of programme / departments of USIM for cooperation in</p> <p>..... and thanks are due to all the parents and students taking part in the study.</p>	<p align="right">}</p>  <p align="center">25 mm</p>
	 <p align="center">25 mm iii 12.5 mm</p>	

Times New Roman, Font Size 12pt, **Bold**, UPPERCASE

Times New Roman, Font Size 12pt, Not Bold, Sentence case, Justify, Single Spacing

*Not actual size

2. Abstract in English



	 30 mm	
	ABSTRACT	}
	<p>Ethnography has, as its central principal, belief that the context in which a behaviour occurs has a significant impact on that behaviour. This study is based on a four-week ethnographic study of a discourse community, the first and second year students of Universiti Sains Islam Malaysia. The study sought to understand and comprehend the need and usage of the English language by the discourse community. Non-participant observations, specialist informants interviews, questionnaire and reviewing relevant documents were the tools employed for data gathering purposes. The findings indicate that the English language usage is dependent on the convention laid down by the university as well as by the discourse community. And finally, the study concludes with a discussion on the implications the findings have on producing and designing authentic teaching-learning material for the discourse community.</p>	 25 mm
 38 mm		 25 mm
	 25 mm	 12.5 mm

Times New Roman, Font Size 12pt, **Bold**, UPPERCASE

Times New Roman, Font Size 12pt, Not Bold, Sentence case, Justify, Single Spacing

*Not actual size

3. Abstract in Arabic



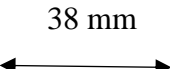


	 30 mm	
 38 mm	<p>الملخص</p> <p>يهدف هذا البحث إلى بيان مكانة السنة في اللغة والأدب. وقد افترض الباحث أن السنة هي المصدر الأساسي في اللغة والأدب بعد كتاب الله تعالى، وأنها تعتبر المصدر الثري لتنمية وتطوير المجالين السابقين. والمنهج المتبع في هذا البحث هو عبارة عن دراسة مكتبية، التي تقوم على جمع المعلومات من مصدرها الأصلية، ثم القيام بنقد وغريلة وتحليل هذه المعلومات، ثم القيام بوضعها مرتبة في أماكنها المناسبة. ومن بين الحجج والبراهين المقدمة لتوضيح وتقوية أهداف البحث هي: أن الرسول صلى الله عليه وسلم هو أفصح العرب، وأنها حامل الوحي، وأن سنته بمثابة الترجمة وتفسير الحقيقي للقرآن وأنها محفوظة بحفظ الله تعالى كحفظه للقرآن لأن كلاهما في حقيقة الأمر من وحي الله تعالى، وأن روايتها - لفظية كانت أم معونة - تخضع لقواعد وشروط معينة ومشددة وأن علماء الأدب - قديما وحديثا - يعتمدون عليها اعتمادا كليا بعد كتاب الله تعالى وأن أثرها في هذين الحقلين كبير جدا وتختلف هذه الدراسة عن غيرها من الدراسات السابقة من حيث حداثة موضوعها، ومن حيث طريقتها في جمع وتحليل وترتيب المعلومات، وكذلك من حيث إبراز الحجج والبراهين لتوضيح وتقوية أهداف البحث وقد خرجت هذه الدراسة بعد نتائج مهمة منها أن الرسول صلى الله عليه وسلم لا ينطق عن الهوى إن هو إلا وحي يوحى، وأن علاقة السنة بالقرآن وطيدة وقوية جدا وأن طريقة تدوينها وحفظها ومشاهدة بطريقة تدوين وحفظ القرآن وأن روايتها تخضع للقواعد وشروط معينة مشددة، وأن عدد رواية الحديث من العرب أكثر عدد بالمقارنة من غير العرب وأن عدد علماء اللغة والأدب الذين يحتجون بالسنة - قديما وحديثا - أكثر عددا من الماتعين بالاحتجاج بها.</p>	 25 mm
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Appendix 7: Table of Contents


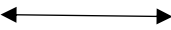



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	<p>TABLE OF CONTENTS</p> <table border="0"> <thead> <tr> <th align="left">CONTENT</th> <th align="right">PAGE</th> </tr> </thead> <tbody> <tr><td>AUTHOR DECLARATION</td><td align="right">ii</td></tr> <tr><td>ACKNOWLEDGEMENTS</td><td align="right">iii</td></tr> <tr><td>ABSTRAK</td><td align="right">iv</td></tr> <tr><td>ABSTRACT</td><td align="right">v</td></tr> <tr><td>AL-MULAKHKHAS</td><td align="right">vi</td></tr> <tr><td>TABLE OF CONTENTS</td><td align="right">vii</td></tr> <tr><td>LIST OF TABLES</td><td align="right">viii</td></tr> <tr><td>LIST OF FIGURES</td><td align="right">ix</td></tr> <tr><td>LIST OF CASES</td><td align="right">x</td></tr> <tr><td>LIST OF STATUTES</td><td align="right">xi</td></tr> <tr><td>LIST OF APPENDICES</td><td align="right">xii</td></tr> <tr><td>LIST OF UNITS OF MEASUREMENT</td><td align="right">xiii</td></tr> <tr><td>LIST OF SYMBOLS</td><td align="right">xiv</td></tr> <tr><td>LIST OF EQUATIONS</td><td align="right">xv</td></tr> <tr><td>LIST OF TRANSLITERATION</td><td align="right">xvi</td></tr> <tr><td>LIST OF ABBREVIATION</td><td align="right">xvii</td></tr> <tr><td> </td><td></td></tr> <tr><td>CHAPTER 1: INTRODUCTION</td><td></td></tr> <tr><td> 1.1 Introduction</td><td align="right">1</td></tr> <tr><td> 1.2 Problem Statement</td><td align="right">3</td></tr> <tr><td> </td><td></td></tr> <tr><td>CHAPTER 2: LITERATURE REVIEW</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td>CHAPTER 3: RESEARCH METHODOLOGY</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td>CHAPTER 4: FINDINGS</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td>CHAPTER 5: ANALYSIS AND DISCUSSIONS</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td>CHAPTER 6: CONCLUSION AND RECOMMENDATION</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td>REFERENCE</td><td></td></tr> <tr><td>APPENDICES (if any)</td><td></td></tr> </tbody> </table>	CONTENT	PAGE	AUTHOR DECLARATION	ii	ACKNOWLEDGEMENTS	iii	ABSTRAK	iv	ABSTRACT	v	AL-MULAKHKHAS	vi	TABLE OF CONTENTS	vii	LIST OF TABLES	viii	LIST OF FIGURES	ix	LIST OF CASES	x	LIST OF STATUTES	xi	LIST OF APPENDICES	xii	LIST OF UNITS OF MEASUREMENT	xiii	LIST OF SYMBOLS	xiv	LIST OF EQUATIONS	xv	LIST OF TRANSLITERATION	xvi	LIST OF ABBREVIATION	xvii	 		CHAPTER 1: INTRODUCTION		1.1 Introduction	1	1.2 Problem Statement	3	 		CHAPTER 2: LITERATURE REVIEW		 		CHAPTER 3: RESEARCH METHODOLOGY		 		CHAPTER 4: FINDINGS		 		CHAPTER 5: ANALYSIS AND DISCUSSIONS		 		CHAPTER 6: CONCLUSION AND RECOMMENDATION		 		REFERENCE		APPENDICES (if any)		<p>}</p>  <p>25 mm</p>
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Appendix 8: List of Tables

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Appendix 9: List of Figures

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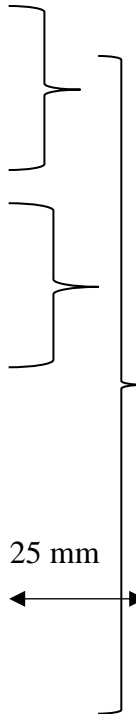
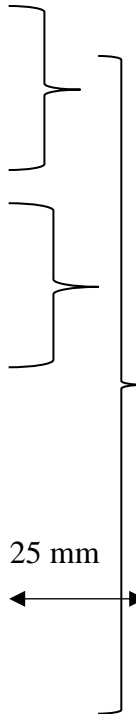
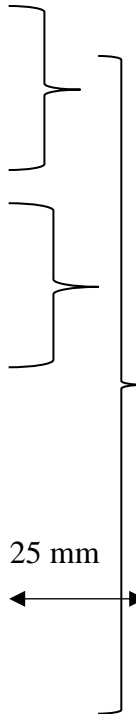



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Appendix 10: List of Cases

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Appendix 11: List of Statutes

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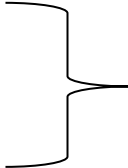




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Appendix 12: List of Appendices

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Appendix 2: Letter from Ministry of Education giving Permission to conduct research in school	82									
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Appendix 14: List of Symbols


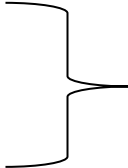




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Appendix 15: List of Equations






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Appendix 16: List of Transliterations

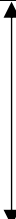
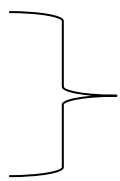
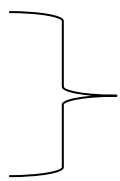

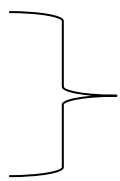
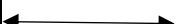






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Appendix 17: List of Abbreviations

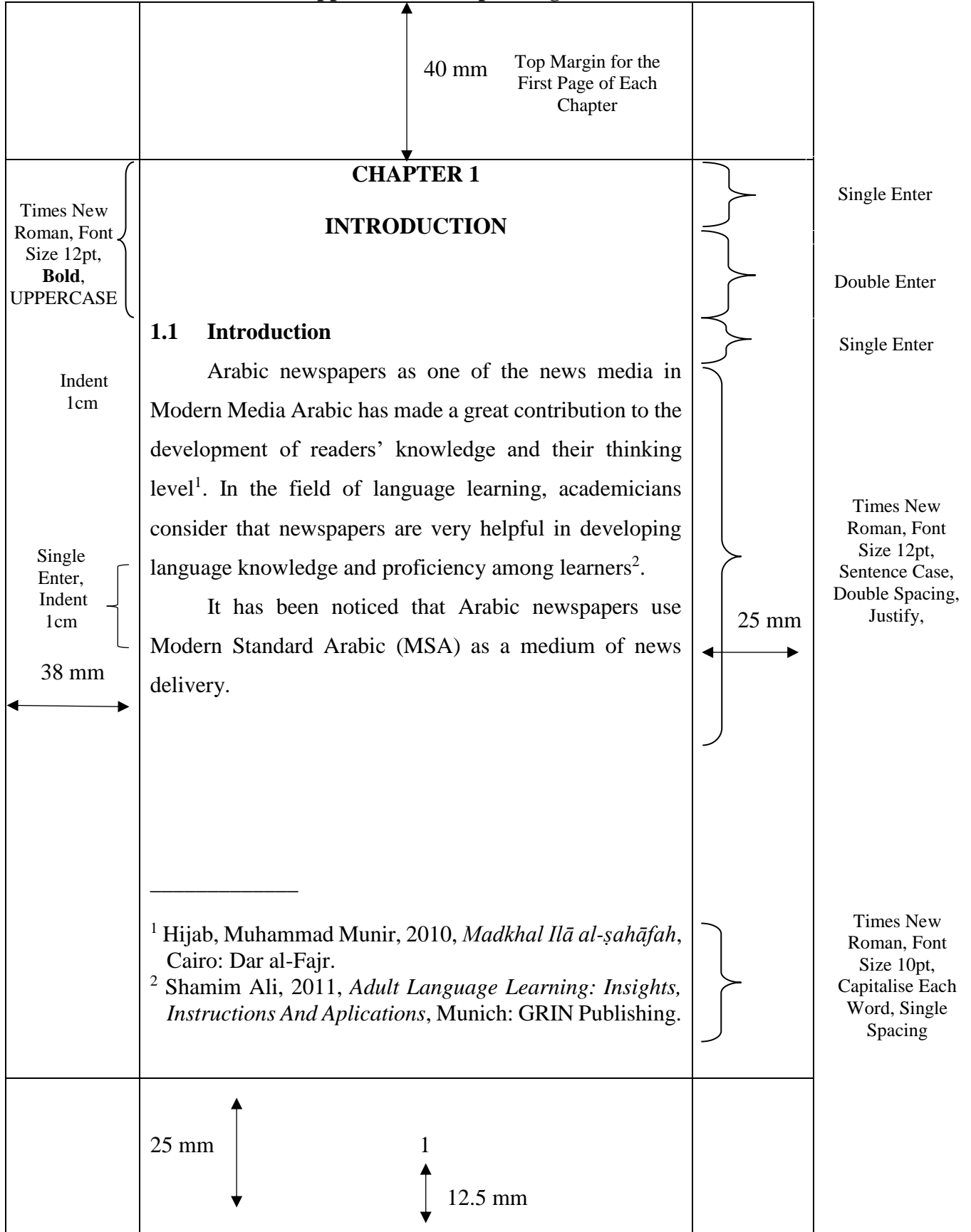
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	<p>LIST OF ABBREVIATIONS</p>	}																																			
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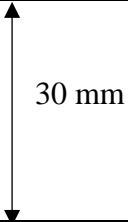
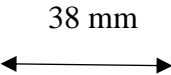
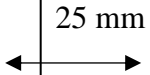
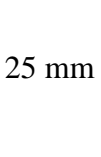
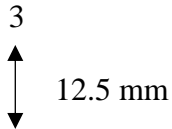
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Appendix 18: Chapter Page



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Appendix 19: Subsequent Page (1)

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	 <p align="center">25 mm</p>  <p align="center">12.5 mm</p>	

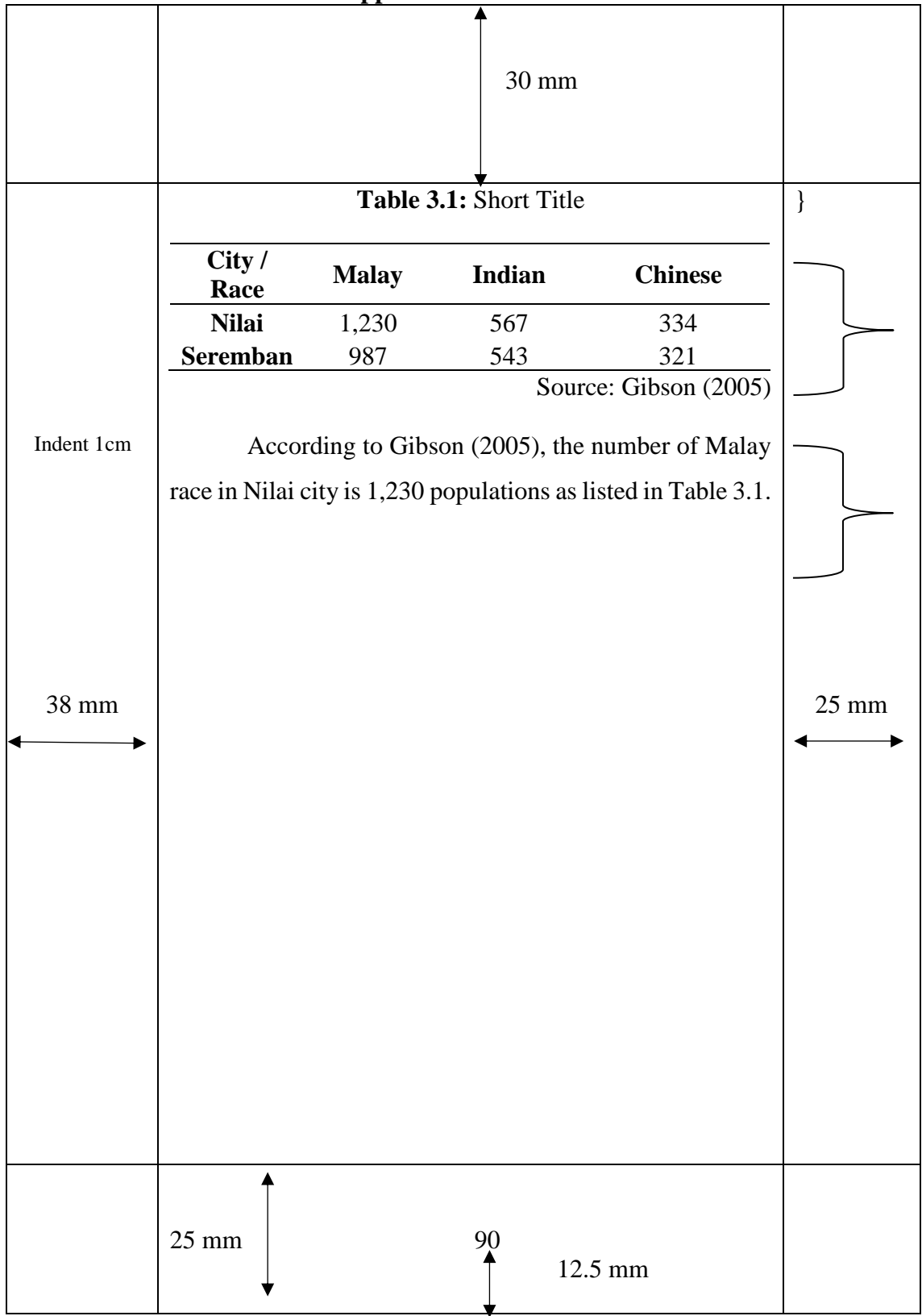
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Appendix 20: Subsequent Page (2)

<p>Single Enter, Indent 1cm</p>	<p>5.2 Word Variation</p> <p>The analysis in this part proves that different newspaper used different terms or phrases to indicate similar thing.</p> <p>5.2.1 Word Variation By Phrase</p> <p>The analysis in this part proves that different newspaper used different terms or phrases to indicate similar thing. This can be seen in the examples below:</p> <p>1. Word Variation By Phrase</p> <p>The analysis in this part proves that different newspaper used different terms or phrases to indicate.</p> <p>5.3 Word Variation By Loan Word</p> <p>The results show that all the selected newspapers have been affected by Western languages especially by English as a world language. An investigation on how extent the ‘loan words’ were used in Arabic newspapers could determine their influences.....</p> <p>*Minimum of three lines to start a new page.</p>	<p>} Sub subheading is written Capitalise Each Word</p> <p>} Double enter</p> <p>} Single enter between the last line of the previous paragraph and new sub-subheading, text full justify</p> <p>} Double enter</p> <p>25 mm</p>

*Not actual size

Appendix 21: Table in Text





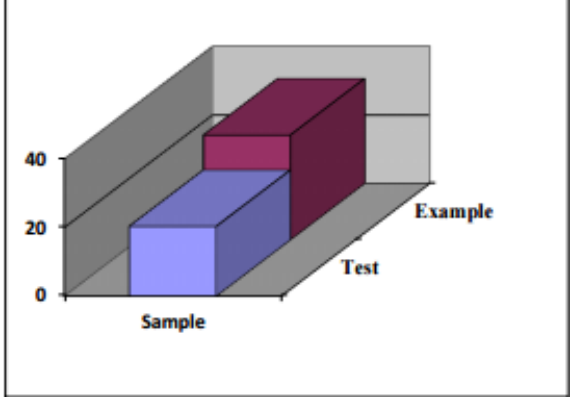



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Times New Roman, Font Size Minimum 10pt, Sentence case, Single Spacing

Times New Roman, Font Size 12pt, Not Bold, Capitalise Each Word, Double Spacing

*Not actual size

Appendix 22: Figure in Text



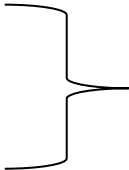
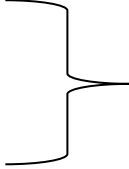




	 <p>30 mm</p>	
<p style="text-align: center;">Indent 1cm</p> <p style="text-align: center;">38 mm</p> 	 <p>Source: Mel & Gibson (2010)</p> <p>Figure 3.1: Short Title</p> <p>Based on the report published by Mel & Gibson (2010), the number test is 20 and the number of example is 30 as showed in Figure 3.1.</p>	<p style="text-align: center;">25 mm</p> 
	<p>25 mm</p>  <p>90</p>  <p>12.5 mm</p>	

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Times New Roman, Font Size 12pt, Not Bold, Double Spacing

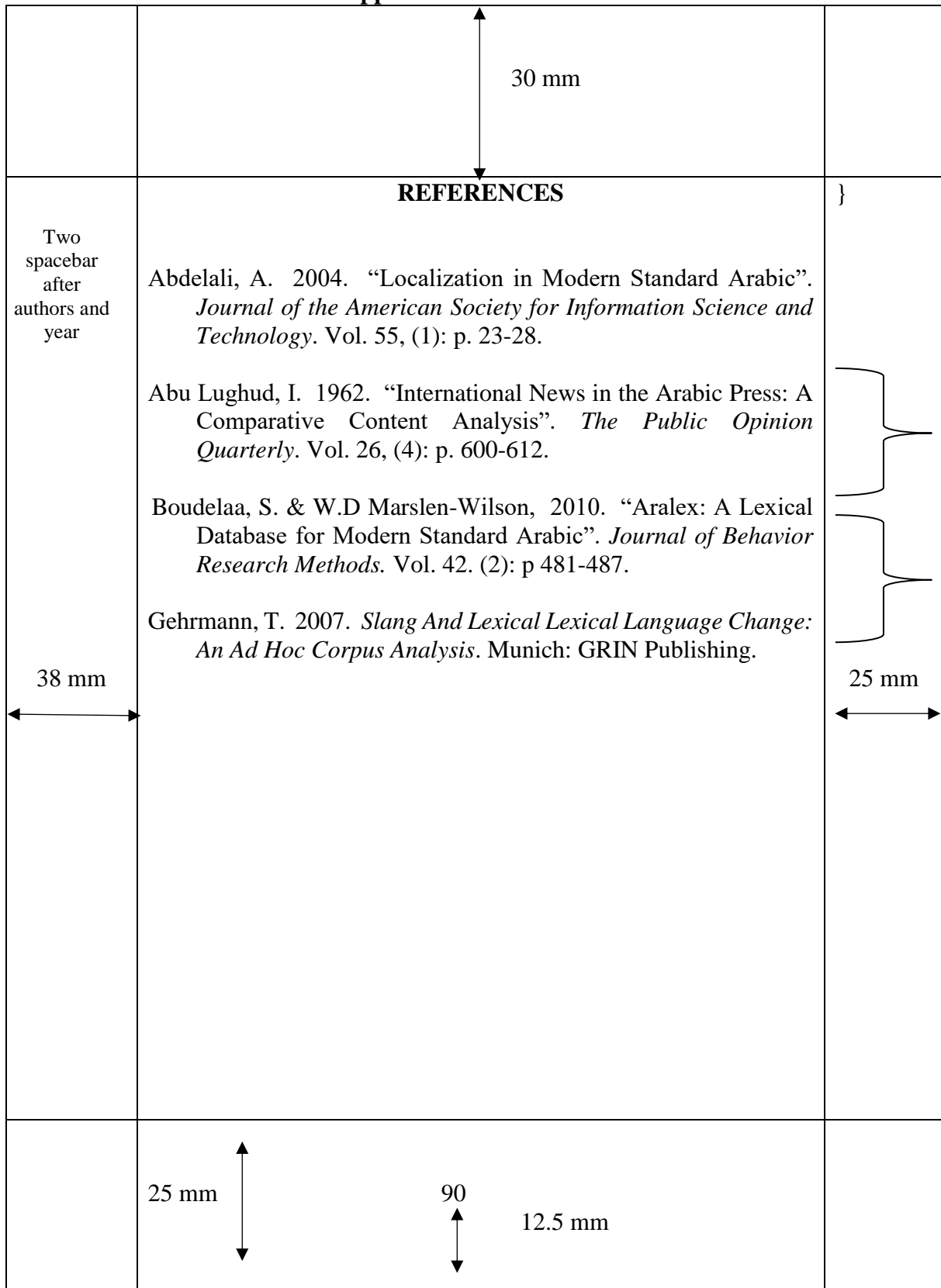
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Appendix 23: Equation in Text

	 <p>30 mm</p>		
 <p>38 mm</p>	<p>(1.1)</p> $\Delta WL_t = \frac{WL_{t-1} + WL_{t-2}}{WL_{t-2}}$ <p>where WL_{t-1} is the average rainfall at time $t-1$ is the average rainfall at time $t-2$, t is the time index.</p>	 <p>Times New Roman, Font Size 12pt, Single Spacing, <i>Italic</i></p>  <p>Times New Roman, Font Size 12pt, Sentence case, Double Spacing</p>	
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Appendix 24: References



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Times New Roman, Font Size 12pt, Single Spacing

Double Enter between each reference

*Not actual size

Appendix 25: Footnote

1. Books

Name of author. (period)
Year. (period)
Title of book. (italic and period)
Place of publication: (colon)
Publisher. (period)
Volume (if any). (period)
Page. (period)

Example: ¹Al-Dughaymiyy, Muḥammad Rākān. 1997. *Asālīb Al-Baḥth Al-^CIlmiyy*. °Ammān: Maktabat al-Risālah. p. 20.

or

¹Al-Dughaymiyy, M. R. 1997. *Asālīb Al-Baḥth Al-^CIlmiyy*. °Ammān: Maktabat al-Risālah. p. 20.

- These items have to be included when the reference is cited for the first time. However, if it is referred to repeatedly, the items to be included must be cut short.

Example: ²Al-Dughaymiyy, M. R. 1997. *Asālīb Al-Baḥth Al-^CIlmiyy*. p. 25.

- When the reference is made to a same source repeatedly without interruption from other sources, use the abbreviation (ibid) from the Latin word *ibidem* meaning ‘in the same place’.

Example: ³Al-Dughaymiyy, M. R. p. 29.

⁴ibid. p.82.

- If the thesis is written in English and the source of reference is in Arabic, it should be referred in transliteration form.

Example: ¹Al-Dughaymiyy, M. R. 1997. *Asālīb Al-Baḥth Al-^CIlmiyy*. °Amman: Maktabat al-Risālah. p. 20.

- If the name of the author is found in the text and the reference is cited on a particular page, the items to be included are as follows:

Name of author. (period)
Year. (period)
Title of book. (italic and period)
Place of publication: (colon)
Publisher. (period)
Volume (if any). (period)
Page. (period)

Example: ...Menurut Prof. Dr. Muhamad Muda, kategori kualiti hanya ada dua iaitu memuaskan dan tidak memuaskan.¹

¹Muhamad Muda. 2002. *Asas Pengurusan Kualiti*. Kuala Lumpur: Penerbit KUIM. p. 38.

- If the name of the author and book are mentioned in the text, the items to be cited in the footnotes are **Volume** and **Page**.

Example:

....Dr. Muhammad Yusuf Khalid dalam bukunya *Peranan Dakwah Syaikh Yusuf Makassar di Nusantara* menjelaskan bahawa kecenderungan suku kaum Tator berpegang pada adat-resam nenek-moyang adalah amat kuat.¹....

¹ Vol.II. p. 50.

1.1 Books with two authors

Example: Abidah Abdul Ghafar & Hazleena Baharun. 2002. *Undang-Undang Keluarga Islam Di Malaysia*. Kuala Lumpur: Penerbit KUIM. p. 60.

1.2 Books with three or more authors

- Write only the first author's name that appears on the title page of the book.

Example: Syed Ahmad Tarmizi et al. 2002. *Etika Berpoligami Menurut Sunnah Rasulullah SAW*. Kuala Lumpur: Pustaka Nurul Iman. p. 73.

1.3 Books without author, publisher, place of publication or year

Mention information deemed appropriate.

Example: *Institusi Pengajian Islam di Era Globalisasi*. p. 30.

1.4 References without date (n.d.), place of publication (n.pl.) or publisher (n.pb.)

Example: Al-Ṭabariyy, Abū Ja'far Muḥammad bin Jarīr. n.d. *Ikhtilāf al-Fuqahā'*. n.pl: n.pb. p. 38.

1.5 References cited from a translated source

Example: Ibrāhīm Sha^cwaṭ. 1992. *Pemutihan Sejarah Islam*. (trans.) Badrul Munir Muhammad Nur. Kuala Lumpur: Pustaka Syuhada. p. 100.

1.6 References cited from an unidentified original source e.g. an extract taken from a secondary source

Example: Ismail Abdullah. *Prinsip-Prinsip Islam*. p. 200. Badrul Munir Muhammad Nur (ed.). 1990. *Sistem Politik Islam*. Jakarta: Pustaka Al-Kauthar. p. 59.

2. Articles in Journals

Name of author. (period)

Date. (period)

“Title of article”. (in quotation mark and period)

Title of journal. (italic and period)

Place of publication: (colon)

Publisher. (period)

Volume number. (period)

(Serial number): (in brackets and colon)

Month of publication. (period)

Page number. (period)

Example: Yahya Radhi. 2001. “Pemikiran Muhammad Iqbal Dalam Berinteraksi Dengan Al-Qur’an”. *Ulūm Islāmiyyah*. Kuala Lumpur: Penerbit KUIM. Vol. I. No. 2. December. pp. 18-25.

- When an article is authored by more than one author, list all the names. Use initials after surnames.

Example: Normala, L., Siti Kamaliah, Haryanti & Siti Raziah. 2000. “Rumahku Surgaku”. *Jurnal KUIM*. Kuala Lumpur: Penerbit KUIM. Vol. III. No. 4. October. pp. 30-39.

3. Articles in Proceedings

Example: Ahmad Yunus & Aliy Anas. 2000. “Tahap Penguasaan Bahasa Arab Komunikasi di Kalangan Para Pelajar Maktab”. *Prosiding Persidangan Pengajaran dan Pembelajaran Bahasa Arab*. Kuala Lumpur: Penerbit KUIM. pp. 11-15.

4. Articles in Magazines

Example: Nor Abdul Rahman. 2001. “Hutang Mengganggu Keharmonian Keluarga”. *Al-Muslimah*. Kuala Lumpur: Pustaka Abadi. January. pp. 69-71.

5. Articles in Newspapers

5.1 With author

Example: Kasim Amin. 1994. "Kebebasan Wanita". *Berita Sinar Pagi*. Medan, Indonesia. 4 October. p. 7.

5.2 Without author

Example: n.a. 1999. "Tentera Israel Menggila di Hebron". *Suara Merdeka*. Bandung, Indonesia. 20 January. p. 2.

6. General News in Newspapers/Newspaper Reports

6.1 With author

Example: Wan Suryani. 1987. "KL Kota Metropolitan". *Berita Pagi*. 12 August. p. 3.

6.2 Without author

Example: n.a. 1993. "Al-Arqam Diharamkan di Malaysia". *Suara Rakyat*. 31 June. p. 9.

7. Letters to Editor

Example: Arsyad Luqman. 1999. "Mencari Persamaan Dalam Perbezaan". *Fikiran Rakyat*. (letter to editor). 22 February. p. 13.

8. Unpublished References

8.1 Talks

Example: Muhammad Qutb. 1978. "Keperibadian Seorang Muslim". *Talk*. 11 March.

8.2 Interviews

Example: Fathi Yakan. 2001. "Pemuda Idaman Ummah". *Interview*. 5 April.

8.3 Annual Reports

Example: 2002. "Laporan Belanjawan Tahunan 2001". *KUIM Annual Report*. 12 February. p. 25.

8.4 Minutes of Meeting

Example: 2002. "Pembahagian Tugas Semester II Sesi 2002/2003". *Minutes of Meeting Faculty Of Da'wah And Islamic Management*. 20 August. p. 3.

8.5 Technical Reports

Example: Hazleena Baharun et al. 2002. "Project UPU (1)/I/2001: The Usage of English Language at KUIM". *Research Technical Report*. 20 October. p. 10.

8.6 Thesis/dissertation/academic project report/industrial or practical training reports

Example: Syed Ahmad Tarmizi. 2001. *Pendirian Nabi Ibrahim AS Dalam Menghadapi Cabaran Hidup: Pengajarannya Kepada Umat Masa Kini*. (Master Thesis). Universiti Kebangsaan Malaysia. p. 97.

8.7 Papers/proposals

8.7.1 Individual

Example: Muhamad Muda. 2002. "Islamic Studies In Malaysia: Prospects And Challenges". (Paper). *International Seminar on Islamic Studies in World Institutions of Higher Learning*. Hotel Palace of the Golden Horses, Seri Kembangan, Selangor Darul Ehsan. 28-29 July. p. 5.

8.7.2 Institution/Department/Unit

Example: Unit Bahasa Inggeris KUIM. 2002. "Penubuhan Fakulti Pengajian Bahasa Moden di KUIM". (Proposal). *Persidangan Pengembangan Program Akademik KUIM*. Hotel Pan Pacific, Pulau Pangkor, Perak Darul Ridzuan. 20 October. p. 12.

8.8 Manuscripts

8.8.1 With author

Example: Hamzah Fansuri. n.d. *Sharab al-^cĀshiqīn*. (Manuscript). Cod. Or. 7291(11). Leiden University Library. p. 10.

al-Māwardiyy, Muhammad, *al-Hāwī*. n.d. No.82. *Dār al-Kutub*. Ma^chad al-Makhtūtat al-^cArabiyyah. al-Qāhirah. Vol. I. p. 295.

8.8.2 Without author

Example: n.a. n.d. *al-Mu^callaqat*. (Manuscript). Muzium Kesenian. Islam. p. 1.

9. Electronic References

Author. (period)

Date (date last modified). (period)

"Title of Article". (in quotation marks and period)

Title of Web Page or Site, Magazine, Journal, Newspaper, Newsletter, Book, Encyclopedia, or Project. (italic and period)

Volume number. (period)

Website address. (period)

Page. (period)

9.1 Articles in the Internet

9.1.1 With author

Example: Nuşrat ʿĀrif. 18 May 2002. “Mafhūm al-Thaqafah”. *Mafāhīm Wa Muştalahāt*. http://www.islam_online.net. (in Arabic). p. 4.

9.1.2 Without author

Example: n. a.. 6 January 2002. “al-Muslimūn fī Afghānistān”. *al-Muslimūn ḥawl al-ʿĀlam*. <http://www.islamtoday.net>. p. 5.

9.2 Films, videos/CD-Roms, television, radio, slides and cassettes.

Name of Director/Producer. (period)

Year. (period)

Title. (italic and period)

Series/episodes. (period)

Type of material. (in brackets and period)

Place of Production: (colon)

Production Company. (period)

9.2.1 Films

Example: P. Ramlee. 1960. *Madu Tiga*. (Film). Singapura: Shaw Brothers.

9.2.2 Videos/CD-Roms

Example: Wan Alias Wan Abdullah. 1999. *Jejak Rasul*. Series 3. (Video). Kuala Lumpur: Grand Brilliance.

9.2.3 Television

Example: Wan Alias Wan Abdullah. 1999. *Jejak Rasul*. Series 3. (TV). 20 August. Kuala Lumpur: TV3.

9.2.4 Radio

Example: Halim Othman. 2002. *Topik Pagi di ERA*. (Radio). 18 October. Kuala Lumpur: Radio ERA.

9.2.5 Slides

Example: Badrul Munir Muhammad Nur. 2002. *Pengajaran Bahasa Arab Sebagai Bahasa Kedua*. Series 10. (Slide). Kuala Lumpur: KUIM.

9.2.6 Cassettes

Example: Mohamed Asin Dollah. 2002. *Hubungan Muslim-Kristian di Sabah*. Series 3. (Cassette). Kuala Lumpur: KUIM.

10. Rhythmic Compositions

Name of Composer. (period)

Year. (period)

“Title”. (in quotation marks and period)

Name of Publication. (italic and period)

Type of Material. (in brackets and period)

Place of Production: (colon)

Producer. (period)

Page. (period)

10.1 Songs/Nasyid.

Example: Irwan Mohd Subri. 2002. “KUIM Gemilang”. *Buletin KUIM*. (Song). Kuala Lumpur: KUIM.

10.2 Poetry/Qasidah/Couplets/Quatrains

Example: Muhamad Muda. 2002. “Melayu Cemerlang”. *Antologi Sajak Moden KUIM*. (Poetry). Kuala Lumpur: Penerbit KUIM, p. 15.

11. Maps or Charts

Name of artist. (period)

Year. (period)

Title. (italic and period)

(Type of material). (in brackets and period)

Scale. (period)

Place of publication: (colon)

Publisher. (period)

Page. (period)

11.1 With artist

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

Jones, C. R. 1966. *Pulau Langkawi*. (Map). Scale 1:63,360. Kuala Lumpur: Jabatan Penyiasatan Kajibumi Malaysia. P. 150.

11.2 Without artist

Example: n.a. 1981. *Empayar Islam*. (Map). Kuala Lumpur: Anthonian Book Store.

n.a. 2001. *2001 Andex Chart For Canadian Investors*. (Chart). Windsor: Andex Associates Inc.

12. Public Documents

Country/State/Institution. (period)

Date. (period)

Referred material. (italic dan noktah)

Series/volume (if any). (period)

Number of Article (Clause)/Section (Sub-section). (period)

Page (when necessary). (period)

12.1 Parliament and State Legislative Assembly

12.1.1 Act of Parliament

Example: Malaysia. n. d. *Federal Constitution*. Article 11(1).

Malaysia. 1990. *Guardianship of Infants Act 1961* (Revised 1990). (Act 351). Section 14(2).

12.1.2 Enactment of State Legislative Assembly

Example: Dewan Undangan Negeri Johor. 1990. *Islamic Family Law Enactment (Johor) (No. 5 of 1990)*. Seksyen 52.

Dewan Undangan Negeri Selangor. 1952. *Administration of Muslim Law Enactment (Selangor)(No. 3 of 1952)*. Seksyen 49(2).

12.1.3 Debate in Parliament (Hansard)

Example: Dewan Rakyat Malaysia. 1984. "Perbahasan Rang Undang-Undang Mesin Cetak Dan Penerbitan". *Penyata Rasmi Dewan Rakyat*. 2(12): 1798.

12.1.4 Government Reports and Documents (Command Paper)

Example: Dewan Rakyat Malaysia. 1988. *Ke Arah Memelihara Keselamatan Negara*. Kertas Perintah 14, tahun 1988.

12.2 Government Publication (Federal, State)

12.2.1 Federal Government Gazette

Example: Federated Malay States. 1939. Sediton Enactment 1939. (Enactment No. 13 of 1939). *Government Gazette* 31 (23).
Section 2 (3).

Malaysia. 1990. Akta Kehakiman 1964 (Akta 41). *Warta Kerajaan* 34 (26): Nombor Makluman 10926. Seksyen 4 (5).

12.2.2 State Government Gazette

Example: Johor. 1990. Excise Act 1976: Excise Rules (Licensing Board) 1977. *State Government Gazette of Johor* 34(1).
Section 7 (2).

12.2.3 Federal Government Reports

Example: Ministry of Education Malaysia. 1990. *Huraian Sukatan Pelajaran Tingkatan III: Pendidikan Islam*. pp. 3-4.

Ministry of Finance Malaysia. 2001. *Economic Report 2001/02*. p. 17.

13. Cases of Law

Name of Case (italic)

Year [square brackets]

Volume (if any)

Name of Law Journal/ Report

Page. (period)

Example: ¹*Faridah binti Dato' Talib v Mohamed Habibullah bin Mahmood*
[1990] 1 MLJ 174.

¹*Eeswari Visuvalingam v Government of Malaysia* [1990] 1 MLJ 86 at
88-90

¹[1973] 1 All ER 829

¹[1987] 2 JH 316 at 317

Appendix 26: References from Al-Quran & Hadith

1. Al-Qur'an

Quotations from Quranic verses must be written using *Rasm^c Uthmaniyy*.

1.1 Author-date System.

- a. The author-date citation is placed at the end of the verse in the same line written in brackets.
- b. References made to the al-Qur'an using the "author-date" system must consist the following:

Al-Qur'an. (period)

Name of surah

Number of surah: (colon)

Number of verse

Example:

﴿فَمَنْ اضْطُرَّ غَيْرَ بَاغٍ وَلَا عَادٍ فَلَا إِثْمَ عَلَيْهِ﴾

(Al-Qur'an. Al-Baqarah 2:173)

- The Quranic Symbol must be placed at the beginning and ending of the text.
 - The translation must from a well known book [i.e, Pimpinan Rahman]
- c. Alternatively, Quranic verses can also be written as an endnote.

Example: When faced with hunger, a Muslim can consume forbidden food to the extent of retrieving his acute hunger and until he is able to find lawful food. (Al-Qur'an. Al-Baqarah 2:173)¹

- The full text of the verse is written as an endnote.

If a reference is made to **one particular Quranic translation**, the citation will be explained only for the first time mentioned in the footnote as follows:

Example: "And adore your Lord; and do good; that ye may prosper" (Al-Qur'an. Al-Hajj 22:77)¹

¹All Quranic translations in this writing are based on Abdullah Yusuf Ali. 1989. *The Holy Qur'an, Text, Translation and Commentary*. Maryland: Amana Corporation. Translations from other sources will be cited accordingly

1.2 Footnote System

- a. References made to the al-Qur'an using the "footnote" system must consist the following:

Al-Qur'an. (period)

Name of surah

Number of surah: (colon)

Number of verse

Example:

.....¹

¹Al-Qur'an. Al-Baqarah 2:173.

- b. If a reference is made to **one particular Quranic translation**, the citation will be explained only for the first time mentioned in the footnote as follows:

Example: ...But if one is forced by necessity, without willful disobedience, nor transgressing due limits - then he is guiltless.¹

¹Al-Qur'an. Al-Baqarah 2:173. (All Quranic translations in this writing are based on Abdullah Yusuf Ali. 1989. *The Holy Qur'an, Text, Translation and Commentary*. Maryland: Amana Corporation. Translations from other sources will be cited accordingly)

1.3 Bibliography

- For bibliography, references made to the al-Qur'an must be written as follows:

Example: Al-Qur'an.

2. Hadith

- The method of *takhrij* hadith must use the method from valid book.
- Hadith, compiled by the Islamic scholars, can be classified in various forms. The classifications are based on the following:
 - a. Kitab only
 - b. Chapter i.e. bāb/faṣl only
 - c. Kitab and chapter i.e. bāb/faṣl
 - d. Name of narrators
 - e. Alphabetical order
 - f. Hadith number
 - g. Page number
 - h. Hadith status
- The citation differs according to the classification.

2.1 Author-date System.

- References made to Hadith using the “author-date” system must consist the following and written in brackets:

Hadith. (period)

Compiler. (period)

Name of kitāb (if any): (colon)

Name of chapter i.e. bāb/faṣl (if any): (colon)

Name of narrator (if any): (colon)

Volume number (if any): (colon)

(Hash sign) Hadith number (if any). (period)

- Hash sign (#) before Hadith number is used to indicate number of the Hadith as opposed to page number.

Example:

a. Hadith compiled based on kitāb.

(Hadith. Al-Mundhiriyy. Kitāb al-Jumu^cah: Juz’ 1: #1062)

b. Hadith compiled based on chapter (bāb/faṣl).

(Hadith. Muslim. Bāb Birr al-Wālidayn: Juz’1:#10)

c. Hadith compiled based on kitab and chapter (bāb/faṣl).

(Hadith. Al-Bukhāriyy. Kitāb al-Tafsīr: Bāb Mā Jā’a fī Fātiḥat al-Kitāb:Juz’6:#1)

d. Hadith compiled based on name of narrators.

(Hadith. Ibn Ḥanbal. Abu Hurayrah: Jil. III:#49)

e. Hadith compiled in alphabetical order.

(Hadith. Al-Albāniyy. Ḥarf al-Bā’:#50)

Hadith compiled based on number of Hadith.

(Hadith. Al-Suyūṭiyy. #38)

- Whenever a Hadith is quoted from a secondary source, which is not from a book of Hadith, the writer must refer to the original, primary source of the particular Hadith.
- If the author produces **more than one book**, either **in the same or different years**, the references cited have to be labeled with the letters (a), (b), (c) and so on. The explanation will be cited accordingly in the bibliography.

Example: Author with multiple works.
(Hadith. Al-Nawawiyy(a):2)
(Hadith. Al-Nawawiyy(b). Bāb al-Ṣabr:2)

2.2 Footnote System

References made to Hadith using “footnote” system must consist the following:

Start with family name and followed by full name of author. (period)
Year. (period)
Title of book. (italic and period)
Editor, compiler, translator (if any). (period)
Edition (other than the first edition). (period)
Place of publication: (colon)
Publisher. (Period)
Name of kitāb/bāb (if any). (period)
Volume number /Juz’ (if any): (colon)
Page. (period)
(Hash sign) Hadith number (if any). (period)
Hadith status (if any). (period)

Example:¹

¹Al-Bukhāriyy, Muhammad ibn Ismail. n.d. Bayrūt: °Ālam al-Kutub. Kitāb al-Tafsīr. Bāb Mā Jā’a fi Fātiḥat al-Kitāb. Juz’ 6:p. 41. #1.

2.2.1 Reference made to a Hadith translation.

Example: “Whoever practises any deed that we have never practised, thus it is not accepted.” (Hadith. Muslim. Kitāb al-Aqḍiyah: Juz’ III: #1701)¹

¹Muslim. Ṣaḥīḥ Muslim. (trans.) Ma’mur Daud. 2002. *Terjemah Hadith Shahih Muslim*. Singapore: Darel Fajr Publishing House. Jil. III. p. 261.

2.2.2 Hadith quoted from CD-Rom,

Hadith quoted from CD-Rom, must consist the following:

Name of author. (period)
Year. (period)
Title of book. (italic and period)
(Type of material). (in brackets and period)

Version. (period)
Place of publication: (colon)
Publisher. (period)
Name of kitāb/bāb (if any). (period)
Volume number /Juz' (if any): (colon)
Page. (period)
(Hash sign) Hadith number (if any). (period)

Example: Muslim. n.d. *Ṣaḥīḥ Muslim*. (CD Rom). Vers. 1.5.
^cAmmān: Markaz al-Turāth li Abḥāth al-Hāsib al-Āliyy.
Bāb al-Isti'dhān. Juz' 3: p. 1693. #2153.

2.2.3 Hadith quoted from the Internet

- Hadith quoted from the Internet must consist the following:

Name of author. (period)
Year. (period)
Title of book. (italic and period)
(Type of material). (in brackets and period)
Name of kitāb/bāb (if any). (period)
Volume/Juz' (if any): (colon)
Page. (period)
(Hash sign) Hadith number (if any). (period)
Website address

Example: Muslim. n.d. *Al-Muwaṭṭa'*. (Internet). Kitāb al-Jihād. Bāb al-Targhīb fī al-Jihād. #849. <http://hadith.al-islam.com/Display/Display.asp?Doc=7&Rec=1332>

- Whenever a Hadith is quoted from a secondary source, which is not from a book of Hadith, the writer must refer to the original, primary source of the particular Hadith. However, if it is impossible to do so, the citation must be made as follows:

Example: A Hadith found in the book *Al-Imān wa al-Ḥayāh* written by Dr. Yusuf al-Qaradāwiyy:

عجبا لأمر المؤمن إن أمره كله وله خير وليس ذلك لأحد إلا للمؤمن
إن أصابته سراء شكر، فكان خيرا له وإن أصابته ضراء صبر فكان
خيرا له¹

¹al-Qaradāwiyy, Y. 1980. *Al-Imān wa al-Ḥayāh*. al-Qāhirah: Maktabat Wahbah. p. 161.

2.3 Bibliography

- The bibliography for references made to Hadith must be written as follows:

Name of author. (period)

Year. (period)

Title of book. (italic and period)

Editor, compiler, translator (if any). (period)

Edition (other than the first edition). (period)

Volume (if any). (period)

Place of publication: (colon)

Publisher. (Period)

Example: Al-Bukhāriyy, M. I. n.d. *Ṣaḥīḥ al-Bukhāriyy*. Vol. 1-6. Bayrūt:
 ^cĀlam al-Kutub.

- If the author produces **more than one book**, either **in the same or different years**, the references cited have to be labeled with the letters (a), (b), (c) and so on.

Example: Al-Albāniyy(a), M. N., 1999. *Silsilat al-Aḥādīṭḥ al-Ṣaḥīḥah*.
 Bayrūt: Dār Iḥyā' al-Turāth al-^cArabiyy.

Al-Albāniyy(b), M. N. 1999. *Silsilat al-Aḥādīṭḥ al-Ḍa'īfah*.
 Bayrūt: Dār Iḥyā' al-Turāth al-^cArabiyy.

Al-Albāniyy(c), M. N. 2000. *Al-Lu'lu' wa al-Marjān fī mā Ittafaqa*
 ^c*Alaih al-Shaykhān*. Bayrūt: Dār Iḥyā' al-Turāth al-^cArabiyy.

Appendix 27: References

1. Books

Name of author. (period)

Year. (period)

Title of book. (italic and period)

Editor, compiler, translator (if any). (period)

Edition (other than the first edition). (period)

Volume (if any). (period)

Place of publication: (colon)

Publisher. (Period)

General Information:

- List **all the authors or editors** in the order as they appear on the title page of the book.
- For authors/editors who have surnames, initials must be used for the first names.
- For authors/editors who do not have surnames, the names must be written in full.

1.1 Books with one author or editor

Example: Barrett, A. 2002. *Servants of the Map*. New York: Norton.

Robinson, A. 1993. *What Smart Students Know*. New York: Crown Paperbacks.

Al-Ghazāliyy, M. M. Abū Ḥāmid. 1420H/2000. *Iḥyā' ʿUlūm al-Dīn*. Mohd Yusoff Khalid. (ed.). Vol. 1-6. al-Qāhirah: Dār al-Shurūq.

Books with two or more authors or editors

When a book is authored or edited by more than one author/editor, the first author's/editor's name is written using the prescribed convention. For subsequent names, the author's/editor's full name is written using initials for the first name followed by the surname.

Example: Chopra, D. & D. Simon. 2001. *Grow Younger, Live Longer: 10 Steps to Reverse Aging*. New York: Harmony.

Cohen, A. & J.L. Granatstein (ed.). 1998. *Trudeau's Shadow: The Life and Legacy of Pierre Elliott Trudeau*. Toronto: Random.

Clancy, T., C. Stiner & T. Koltz. 2002. *Shadow Warriors: Inside the Special Forces*. New York: Putnam.

Larsson, M.O., A.Z. Speier & J.R. Weiss (ed.). 1998. *Let's go: Germany 1998*. New York: St. Martin's.

Blanchard, K.H., S. Bowles, D. Carew & E. Parisi-Carew. 2001. *High Five! The Magic of Working Together*. New York: Harper.

1.2 Books with compilers and editors

Example: O'Reilly, J., L. Habegger & S. O'Reilly (comp. and ed.). 1999. *Danger: True Stories of Trouble and Survival*. San Francisco: Travelers' Tales.

Books with no author or editor (n.a.) stated

Example: n.a. 1999. *Maclean's Canada's Century: An Illustrated History of the People and Events That Shaped Our Identity*. Toronto: Key Porter.

1.3 Books with one author, translated (trans.) by another

Example: Muller, M. 1998. *Anne Frank: The Biography*. R. Kimber & R. Kimber (trans.). New York: Metropolitan.

1.4 Works in an anthology, a collection by several authors, with one or more editors and/or compilers

Example: Wilcox, R. K. 1999. "Flying Blind" in *Danger: True Stories of Trouble and Survival*. J. O'Reilly, L. Habegger, & S. O'Reilly (comp. & ed.). San Francisco: Travellers' Tales. pp. 211-222.

1.5 Books without year of publication (n.d.)

Example: Abū Shujā^c, M. n.d. *al-Iqnā^c*. Bayrūt: Dār al-Kutub.

1.6 Books without place of publication (n.pl.)/without publisher (n.pb.)

Example: al-Shāfi^cyy, M. I. n.d. *al-Risālah*. n.pl.: n.pb.

2. Published Public Documents

Country/State/Institution involved. (period)

Date published. (period)

Referred material. (period)

2.1 Parliament and State Legislative Assembly

2.1.1 Act of Parliament

Example: Malaysia. 1995. *Evidence Act 1950* (Revised 1995). (Act 56).

2.1.2 Enactment of State Legislative Assembly

Example: Dewan Undangan Negeri Selangor. 1997. *Enakmen Pentadbiran Undang-Undang Islam 1989* (Pindaan 1997).

2.1.3 Debate in Parliament (Hansard)

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

Dewan Rakyat Malaysia. 2001. *Penyata Rasmi Parlimen Dewan Rakyat*. bil. 49: pp. 29-35 Parlimen Kesepuluh Penggal Ketiga.

2.1.4 Government Reports and Documents (Command Paper)

Example: Dewan Rakyat Malaysia. 1988. *Ke Arah Memelihara Keselamatan Negara*. Kertas Perintah 14, tahun 1988.

2.2 Government Publication (Federal, State)

2.2.1 Federal Government Gazette

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

Malaysia. 1990. Akta Kehakiman 1964 (Akta 91). *Warta Kerajaan* 34 (26): Nombor Makluman 10926.

2.2.2 State Government Gazette

Example: Johor. 1990. Excise Act 1976: Excise Rules (Licensing Board) 1977. *State Government Gazette of Johor* 34(1).

2.2.3 Federal Government Reports

Example: Ministry of Education Malaysia. 1990. *Huraian Sukatan Pelajaran Tingkatan III: Pendidikan Islam*.

Ministry of Finance Malaysia. 2001. *Economic Report 2001/02*.

3. Unpublished Public Documents

Country/State/Institution/Organisation/Individual involved. (period)
Serial number (if any). (period)

Year of Document (if any). (period)
Referred material. (italic and period)

Example: Straits Settlements Records. IOR G/34/13. 1806. *Surat A.B. Bone kepada H.R. Pearson, Secretary to the Government, Prince of Wales Island, 29 Januari, 1806.*

Tok Kenali. 1930. *Surat Tok Kenali kepada Sultan Kelantan, 10 Januari, 1930.*

4. Documents of International Organizations

Country/State/Institution/Organization/Individual involved. (period)
Year published. (period)
Referred material. (italic and period)
Serial number (if any). (period)
Place of publication: (colon)
Publisher. (period)

UNESCO

Example: UNESCO. 1973. *The Educational System in Malaysia*. Bangkok: UNESCO.

United Nations

Example: 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.

IAEA

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

WHO

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

5. Articles in Encyclopaedia

Name of author. (period)
Year. (period)
"Title of article". (in quotation mark and period)
Title of encyclopaedia. (italic and period)
Volume (if any). (period)
Place of publication: (colon)
Publisher. (Period)
Articles in an encyclopaedia with an author

Example: Kibby, M.W. 2000. "Dyslexia". *World Book Encyclopaedia*. Vol. 3. New York: McMillan.

Articles in an encyclopaedia with no author stated

Example: n.a. 1997. "Nazi party". *New Encyclopaedia Britannica*. Vol. 10. New York: McMillan.

6. Articles in Journals

Name of author. (period)

Year. (period)

"Title of article". (in quotation mark and period)

Title of journal in full. (italic and period)

Volume number. (period)

(Serial number): (in brackets and colon)

Month of publication. (period)

Page number. (period)

6.1 Articles in a journal with one or more authors

Example: Mohamad Haji Alias. 1988. "Pembinaan dan Pemilihan Model Respon Penawaran Pengeluar Getah Asli". *Jurnal Ekonomi Malaysia*. Vol. 18. October. pp. 3-25.

Aishah Adam, L.L. Smith & G.M. Cohen. 1991. "Effect of Several Redox Cycling Compounds on a Heterogeneous Population of Isolated Lung Cells". *Jurnal Perubatan UKM*. Vol. 13. (1): pp. 53-70.

6.2 Articles in a journal with no author stated

Example: n.a. 2001. "How to Deal with Lousy Support". *PC World*. Vol. 3. November. p. 132.

7. Articles in Magazines

Name of author. (period)

Year. (period)

"Title of article". (in quotation mark and period)

Title of magazine. (italic and period)

Volume number (if any). (period)

(Serial number): (in brackets and colon)

Month of publication. (period)

Page number. (period)

7.1 Articles in a magazine with one or more authors

Example: Ismail Hamid. 1990. "Sastera Kitab". *Dewan Sastera*. (9): May. pp. 79-83.

Nik Mohd Nasri Ismail. 1991. "Punca Ketidaksuburan Lelaki". *Sihat*. (4): July. pp. 24-25.

7.2 Articles in a magazine with no author stated

Example: n.a. 2002. "Spying on the Neighbours". *Astronomy*. (3): March. pp. 38-45.

8. General News/Articles in Newspapers

Name of author. (period)

Year. (period)

"Title of article". (in quotation mark and period)

Title of newspaper. (italic and period)

Date of publication. (period)

Page number. (period)

8.1 Articles in a newspaper with one or more authors

Example: Faisal Othman. 1992. "Jaga Kepentingan Umum Asas Pemerintahan Islam". *Utusan Malaysia*. 30 October. p. 6.

8.2 Articles in a newspaper with no author stated

Example: n.a. 1992. "Masjid di Algeria Jadi Medan Latihan Golongan Pelampau". *Mingguan Malaysia*. 23 February. p. 10.

8.3 General news from a newspaper

Year. (period)

"Title of news". (in quotation mark and period)

Title of newspaper. (italic and period)

Date of publication. (period)

Page number. (period)

Example: 2002. "Upacara Pecah Tanah Kampus KUIM". *Berita Harian*. 23 August. p. 1.

9. Book reviews

Name of author. (period)

Year. (period)

"Title of article". (in quotation mark and period)

Title of book/journal in full. (italic and period)

Date of publication. (period)

Page number. (period)

Example: Iragui, V. 1998. Rev. "Injured Brains of Medical Minds: Views from Within". N. Kapur (comp. & ed.). *New England Journal of Medicine*. February. pp. 629-630.

10. Cassette tape recordings

Name of author/presenter/speaker. (period)

Year (if any). (period)

Title of recording. (italic and period)

Volume number (if any). (period)

(Serial number): (in brackets and colon)

Place of production: (colon)

Name of recording company. (period)

10.1 Cassette tape recordings with one author stated

Example: Covey, S.R. 1995. *Living the 7 Habits: Applications and Insights*. (Cassette tape recording read by author). New York: Simon Audio Division.

10.2 Cassette tape recordings with no author stated

Example: n.a. 1994. "Ginger". *Far Out*. (Cassette tape recording). (SPRO003): Vancouver: Nettwerk.

11. Radio

Name of presenter. (period)

Date. (period)

Title of programme. (italic and period)

Place of radio station: (colon)

Name of radio station. (period)

Example: Sheikh Sharifuddin Sheikh Salim. 29 October 2002. *IT dan Anda*. Kuala Lumpur: IKIM.FM.

Black, A. 8 February 1996. *Basic Black*. Vancouver: CBC.

12. Television

Name of presenter. (period)

Date. (period)

Title of programme. (italic and period)

Place of TV station: (colon)

Name of TV station. (period)

Example: Normala Shamsudin. 25 February 1998. *Nona*. Kuala Lumpur: TV3.

13. Videocassettes/videoCDs

Name of director. (period)

Year (if any). (period)

Title of videocassette/videoCD. (italic and period)

Volume number (if any). (period)

(Serial number): (in brackets and colon)
Place of production: (colon)
Name of recording company. (period)

Example: Wan Alias Wan Abdullah. 1999. *Jejak Rasul*. (Siri 3): (Video). Kuala Lumpur: Grand Brilliance.

14. Internet

Author. (period)
Date (date last modified). (period)
"Title of Article". (in quotation marks and period)
***Title of Web Page or Site, Magazine, Journal, Newspaper, Newsletter, Book, Encyclopaedia, or Project.* (italic and period)**
Volume number. (period)
Website address. (period)
Date of access. (period)

14.1 Internet citation for an article from an online encyclopaedia

Example: Duiker, W. J. "Ho Chi Minh". *Microsoft Encarta Online Encyclopaedia 2000*. <<http://encarta.msn.com>>. accessed: 26 September 2001.

14.2 Internet citation for an article from an online database, magazine, journal, periodical, newsletter, or newspaper with one or more authors stated

Example: English, J. "Sir Robert Laird Borden". *World Book Encyclopaedia*. <<http://library.bigchalk.ca/>>. accessed: 1 January 2002.

14.3 Internet citation for an article from an online database, magazine, journal, periodical, newsletter, or newspaper with no authors stated

Example: n.a.. "Beginner Tip: Presenting Your Page with Style". *Webmaster Tips Newsletter*. <<http://www.netmechanic.com/>>. accessed: 12 February 2001

14.4 Internet citation for a work translated and edited by another

Example: Augustine, S. 1955. *Confessions & Enchiridion*. A. C. Outler (trans. & ed.). <http://www.ccel.org/a/augustine/confessions/confessions_enchiridion.txt>. accessed: 25 July 2011.

14.5 Internet citation for an online government publication

Example: United States. National Archives and Records Administration. 29 January 1998. *The Bill of Rights*. <<http://www.nara.gov/exhall/charters/billrights/billmain.html>>. accessed: 29 January 1998.

14.6 Internet citation for an online posting

Example: Kostecki, D. *Environment and Myth*. (Online posting). 19 May 2000. <<http://www.earthsystems.org/list/ecotalk/0573.html>>. accessed: 19 May 2000.

14.7 Internet citation for an online project, an information database, a personal or professional website

Example: Lee, I. 26 November 2001. "Chapter 12: How to Write a Bibliography - Examples In MLA Style". *A Research Guide for Students*. <<http://www.aresearchguide.com/12biblio1.html>>. accessed: 26 November 2001.

14.8 Internet citation for a cartoon, chart, clipart, map, painting, photo, sculpture, sound clip, etc.

Example: Schubach, E. 1998. "Bugs Bunny". *Cartoon World!* (Cartoon). <<http://www.cet.com/~rascal/graphics/bugsbun.gif>>. accessed: 14 June 2007.

Sue, M. 1998. "Congratulations!" *Blue Mountain Arts*. (Electronic card). <<http://www.bluemountain.com/eng3/martha/CGcrowddoor.html>>. accessed: 20 December 2003.

n.a. 1993. *Islamic State of Afghanistan: Political Map*. (Map). <<http://www.atlapedia.com/online/>>. accessed: 23 January 2005.

"Woodhull, V. C. 1997. *American History 102 Photo Gallery*. <<http://us.history.wisc.edu/hist102/photos/html/1023.html>>. accessed: 7 March 2008.

14.9 Internet citation for an e-mail from an individual, a listserve, an organization, or citation for an article forwarded from an online database by e-mail

Author. (period)

Year of material (if any). (period)

Date of access. (period)

"Title of Article". (in quotation marks and period)

***Title of e-mail*. (italic and period)**

Date of e-mail. (period)

Example: Barr, S. I. November 1998. "The Creatine Quandry". *Bicycling*. (E-mail to E. Interior). 11 May 2000.

14.10 Internet citation of a software download:

Author. (period)
Year Published. (if any)
***Title of software.* (italic and period)**
Version number (if any). (period)
(File size). (in bracket and period)
Website address. (period)
Date of access. (period)

Example: Blue Dice Software. 24 September 2000. *RAMeSize*. Vers. 1.04. (15K). <http://www.pcworld.com/downloads/file_download.asp?fileid=7605>. accessed: 24 September 2000.

15. CD-Roms

Author. (period)
Year. (period)
***Title of CD-Rom.* (italic and period)**
Version/Volume number (if any). (period)
Place of publication: (colon)
Publisher. (period)

Example: LeBlanc, S. & C. MacKeen. 1992. "Racism and the Landfill". *Chronicle-Herald*. (CD-ROM). Vol. 4. Article 42. n.pl.: n.pb.

n.a. 1998. *YellowPages.city: Toronto-Central West Edition*. (CD-ROM). Montreal: Tele-Direct.

16. Computer software

Author. (period)
Date (date last modified). (period)
***Title of software.* (italic and period)**
Version number (if any). (period)
Place of publication: (colon)
Publisher. (period)

Example: IBM. 1998. *ThinkPad ACP Patch for ThinkPad 600, 770, and 770E*. IBM Vers . 1.0. (3.5" disk). n.pl.: n.pb.

Microsoft Corporation. 1999. *Microsoft Word 2000* . Vers. 9.0.3821 SR-1. Santa Rosa, California: Imprensa System.

17. Interviews

Name of interviewee. (period)
Designation of interviewee. (period)
Date. (Period)
Institution of interviewee. (period)

Topic of interview. (italic and period)
(Type of interview). (in brackets and period)

Example: Muhamad Muda. Vice Chancellor. 7 November 2012. Universiti Sains Islam Malaysia. Isu Ekonomi Semasa (Personal Interview).

18. Letters

Name of writer. (period)
"Title of letter". (in quotation marks and period)
Date of letter. (period)
Editor. (period)
Year. (period)
Name of collection. (italic and period)
Place of publication: (colon)
Publisher. (period)

Published letters in a collection.

Example: Twain, M. "Banned in Concord. Letter to Charles L. Webster". 18 March 1885. In Zwick, J. (ed.). 2001. *Letter 850318 of Mark Twain*. <[http://www.boondocksnet.com/twaintexts/letters/letter 850318. html](http://www.boondocksnet.com/twaintexts/letters/letter850318.html)>

Collection of letters

Example: Zwick, J. (ed.). 2001. "Banned in Concord. Letter to Charles L. Webster". 18 March 1885. *Letter 850318 of Mark Twain*.<[http://www.boondocksnet.com/twaintexts/letters/letter850318. html](http://www.boondocksnet.com/twaintexts/letters/letter850318.html)>.

A letter you received from someone (e.g. Johan Sulaiman)

Example: Johan Sulaiman. (Letter to the author). 27 November 2001.

19. Maps or Charts

Name of artist. (period)
Year. (period)
Title. (italic and period)
(Type of material). (in brackets and period)
Scale. (period)
Place of publication: (colon)
Publisher. (period)
Page. (period)

Note:

Treat citation as if it is a book with no author stated. Indicate if the citation is for a chart or a map.

19.1 With artist

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

Jones, C. R. 1966. *Pulau Langkawi*. (Map). Scale 1:63,360. Kuala Lumpur: Jabatan Penyiataan Kajibumi Malaysia. p. 150.

19.2 Without artist

Example: n.a. 1981. *Empayar Islam*. (Map). Kuala Lumpur: Anthonian Book Store.

n.a. 2001. *2001 Andex Chart for Canadian Investors*. (Chart). Windsor: Andex Associates Inc.

20. Films and Movies

Name of director/producer. (period)

Year. (period)

Title. (italic and period)

(Type of material). (in brackets and period)

Narrator (if any). (period)

Performers (if any). (period)

Writer (if any). (period)

Series/episode. (period)

Place of production: (colon)

Production company. (period)

Example: P. Ramlee. 1960. *Madu Tiga*. (Film). Singapura: Shaw Brothers.

Dindal, M. 1997. *Cats Don't Dance*. (Film). n.pl.: Turner Pictures.

Scott, R. 2000. *Hannibal*. (Film). A. Hopkins & J. Moore (perf.). n.pl.: MGM & Universal.

21. Performances (e.g. ballet, concert, musical, opera, play, theatrical performances)

Name of director/producer. (period)

Year. (period)

Title. (italic and period)

(Type of material). (in brackets and period)

Narrator (if any). (period)

Performers (if any). (period)

Writer (if any). (period)

Place of performance: (colon)

Date. (period)

Example: Selody, K. 2002. *The Hobbit*. (Play). H. Barnes, M. Simpson & C. Heyerdahl (perf.). Living Arts Centre, Mississauga: 20 April 2002.

Taymor, J. 2002. *Disney's the Lion King*. (Musical). R. Allers & I. Mecchi (writ.). Princess of Wales Theatre, Toronto: 9 June 2002.

Prince, H. 1998. *Phantom of the Opera*. (Theatrical performance). A. L. Webber (writ.). Pantages Theatre, Toronto: 20 September 1998.

22. Advertisements

22.1 Advertisements from internet

Advertiser. (period)

Date (date last modified). (period)

"Title of material". (in quotation marks and period)

(Type of material). (in brackets and period)

***Title of Web Page or Site*. (italic and period)**

Website address. (period)

Example: Gilbard, J. P. 6 February 2001. "What is Dry Eye"? (Advertisement). *Theatears*. <<http://www.theatears.com>>.

22.2 Advertisements from printed material

Advertiser

Date of publication. (period)

"Title of advertisement". (in quotation marks and period)

(Type of material). (in brackets and period)

***Title of printed material*. (italic and period)**

Place of publication: (colon)

Page. (Period)

Example: Microsoft. 17 June 2002 "Now the Left Hand Knows What the Right Hands are Doing". (Advertisement). *eWeek*. n.pl: pp. 24-25.

workopolis.com. 26 September 2001. "workopolis.com CareerAlert: Pipeline Project Engineer, Calgary". (Advertisement). *The Globe and Mail*. Toronto: p. 8.

23. Definitions From the Dictionary/encyclopaedia

***Title of dictionary/encyclopaedia*. (italic and period)**

Year. (period)

"Word". (in quotation mark and period)

Volume/Edition (if any). (period)

Place of publication: (colon)

Publisher. (Period)

Note:

When citing a definition from a dictionary/encyclopaedia, add the abbreviation (Def.) after the word. If the word has several different definitions, state the number and/or letter as indicated in the dictionary/encyclopaedia.

Example: *The New Lexicon Webster's Encyclopaedic Dictionary of the English Language*. 1988. "Mug". Canadian ed. n.pl.: n.pb.

Al-Mawsū'ah al-^cArabiyyah al-Muyassarah. 2002. "al-Khilāfah". Vol. 1. Bayrūt: Dār al-Fikr.

24. Slides

Author. (period)

Year. (period)

Title of slide. (italic and period)

(Type of material). (in brackets and period)

Place of publication: (colon)

Publisher. (Period)

Example: Deacon, J.E. 1975. *The Galapagos Island: Birds*. (Slide). New York: Harper & Row.

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

25. Unpublished References

25.1 Talks

Example: Muhammad Qutb. 1978. "Keperibadian Seorang Muslim". (Talk). 11 March.

25.2 Annual Reports

Example: 2002. "Laporan Belanjawan Tahunan 2001". *KUIM Annual Report*. 12 February.

25.3 Minutes of Meeting

Example: 2002. "Pembahagian Tugas Semester II Sesi 2002/2003". *Minutes of Meeting Faculty of Da'wah and Islamic Management*. 20 August.

25.4 Technical Reports

Example: Hazleena Baharun et al. 2002. "Project UPU (1)/I/2001: The Usage of English Language at KUIM". *Research Technical Report*. 20 October.

25.5 Thesis/dissertation/academic project report/industrial or practical training reports

Example: Syed Ahmad Tarmizi. 2001. *Pendirian Nabi Ibrahim AS Dalam Menghadapi Cabaran Hidup: Pengajarannya Kepada Umat Masa Kini*. (Master Thesis). Universiti Kebangsaan Malaysia.

25.6 Papers/proposals

25.6.1 Individual

Example: Muhamad Muda. 2002. "Islamic Studies in Malaysia: Prospects and Challenges". (Paper). *International Seminar on Islamic Studies in World Institutions of Higher Learning*. Hotel Palace of the Golden Horses, Seri Kembangan, Selangor Darul Ehsan. 28-29 July.

25.6.2 Institution/Department/Unit

Example: Unit Bahasa Inggeris KUIM. 2002. "Penubuhan Fakulti Pengajian Bahasa Moden di KUIM". (Proposal). *Persidangan Pengembangan Program Akademik KUIM*. Hotel Pan Pacific, Pulau Pangkor, Perak Darul Ridzuan. 20 October.

25.7 Manuscripts

25.7.1 With author

Example: Hamzah Fansuri n.d. *Sharab al-^cAshiqin*. (Manuscript). Cod. Or. 7291(11). Leiden University Library.

al-Māwardiyy, Muḥammad, *al-Hāwī*. n.d. No.82. *Dār al-Kutub*. Ma^chad al-Makḥṭūṭāt al-^cArabiyyah. al-Qāhirah. Vol. I.

25.7.2 Without author

Example: n.a. n.d. *al-Mu^callaqāt*. (Manuscript). Muzium Kesenian Islam.

26. Rhythmic Compositions

Name of composer. (period)

Year. (period)

"Title". (in quotation marks and period)

Name of publication. (italic and period)

Type of material. (in brackets and period)

Place of production: (colon)

Producer. (period)

Page. (period)

26.1 Songs/Nasyid

Example: Irwan Mohd Subri. 2002. “KUIM Gemilang”. *Buletin KUIM*. (Song). Kuala Lumpur: KUIM.

26.2 Poetry/Qasidah/Couplets/Quatrains

Example: Muhamad Muda. 2002. “Melayu Cemerlang”. *Antologi Sajak Moden KUIM*. (Poetry). Kuala Lumpur: Penerbit KUIM. p. 15.