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# DISSERTATION AND THESIS MANUAL

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2017









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2017





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**Dr. Mariyam Shahuneeza Naseer**

Deputy Vice Chancellor (Research and Innovation), Islamic University of Maldives

**Uza. Hawwa Latheef**

Deputy Vice Chancellor (Academic), Islamic University of Maldives

**Dr. Ibrahim Zakariyya Moosa**

Dean of Center for Postgraduate Studies, Islamic University of Maldives

**Dr. Dheeba Moosa**

Dean of Center for Research and Publication, Islamic University of Maldives

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# POSTGRADUATE RESEARCH MODULES OFFERED AT IUM

Table below shows the research modules offered at the Islamic University of Maldives.

MODULE CODE	MODULE NAME	CREDITS
DIS0906	Dissertation	60
THE0912	Thesis	120
DIS1024	Dissertation	240
THE1036	Thesis	360

DIS0906 and THE0912 are offered at Master's level and DIS1024 and THE1036 are offered at Doctoral level. The details of these research modules are provided below.

## DIS0906 DISSERTATION

This is a 60 credit dissertation offered at the final stage of Master's degree and provides students with the opportunity to show that they have gained the necessary skills and knowledge to organize and conduct a research project to make substantial and scholarly contributions to the advancement of the field based on original research. This dissertation should include at least 25 scholarly references (for example, peer-reviewed journal articles or research papers) and should be between 15,000-25,000 (between fifteen thousand and twenty-five thousand) words including references and appendices.

## THE0912 THESIS

This 120 credit thesis is offered to Masters by research students and provides students with the opportunity to show that they have gained the necessary skills and knowledge to organize and conduct a research project to make substantial and scholarly contributions to the advancement of the field based on original research. This thesis should include at least 75 scholarly references (for example, peer-reviewed journal articles or research papers) and should be between 50,000-60,000 (between fifty thousand and sixty thousand) words including references and appendices.

## DIS1024 DISSERTATION

This is a 240 credit dissertation offered at the final stage of Doctoral degree and provides students with the opportunity to show that they have gained the necessary skills and knowledge to organize and conduct a research project to make substantial and scholarly contributions to the advancement of the field based on original research. This dissertation should include at least 75 scholarly references (for example, peer-reviewed journal articles or research papers) and should be between 50,000-60,000 (between fifty thousand and sixty thousand) words including references and appendices.

## THE1036 THESIS

This 360 credit thesis is offered to Doctoral study by research students and provides students with the opportunity to show that they have gained the necessary skills and knowledge to organize and conduct a research project to make substantial and scholarly contributions to the advancement of the field based on original research. This thesis should include at least 100 scholarly references (for example, peer-reviewed journal articles or research papers) and should be between 75,000-100,000 (between seventy-five thousand and hundred thousand) words including references and appendices.

### RESEARCH STUDENT MILESTONES MASTER'S PROGRAMMES

STAGES	DETAILS	PROPOSED DEADLINE
Completion of Research Proposal	A research proposal which includes Chapter 1 – Introduction Chapter 2 – Literature Review Chapter 3 – Methodology which you could complete as part of your research methodology module.	End of Semester 1
Research Ethics Training	You are required to complete the research ethics training and submit the certificate of participation with your final proposal. It is essential that you undertake this training as you will only be given permission to collect data after you complete this training.	During Semester 1
Research Topic	You are required to finalize your research topic and communicate to your Kulliyah during Week 10 of Semester 1 and request from your Kulliyah to assign your principal supervisor. Your Kulliyah will forward your research topic to Centre for Postgraduate Studies. Your Kulliyah will assign your principal supervisor in consultation with Centre for Postgraduate Studies.	Week 10 Semester 1
Supervisory committee assignment	Your Kulliyah in consultation with Center for Postgraduate Studies will assign your principal supervisor after careful examination of your research proposal. This assignment will be communicated to you as well as your principal supervisor in writing by your Kulliyah and this communication will be copied to Centre for Postgraduate Studies. It is your responsibility to schedule an appointment with your principal supervisor as soon as you are informed of this assignment.	Week 14 Semester 1

Initial Meeting with Supervisor	You are required to meet your principal supervisor to discuss your research plan as soon as you are informed of the assignment of your principal supervisor.	Week 15 Semester 1
Research Plan and Progress Report	<p>You are required to submit your research plan to your Kulliyah at the end of Semester 1. Your Kulliyah will forward your research plan to Centre for Postgraduate Studies. This process helps to ensure that you are a registered student at the Islamic University of Maldives.</p> <p><b>NOTE:</b> You are required to submit your progress report to your Kulliyah at the end of each semester starting Semester 2 till your completed research is accepted by Center for Postgraduate Studies. Your Kulliyah will forward your progress report to Centre for Postgraduate Studies. This process helps to ensure that you are a registered and a continuing student at the Islamic University of Maldives.</p>	Week 16 Semester 1
Research Proposal Finalization	You are required to work closely with your principal supervisor and finalize the research proposal not later than Week 1 of your Semester 2. You are required to submit your final proposal with its Turnitin report to your principal supervisor. <i>It is recommended that during this time you prepare for your proposal oral defense if you are enrolled in THE0912 Thesis.</i>	Week 1 Semester 2
Proposal Oral Defense (for those who are enrolled in THE0912 Thesis)	<p>Your principal supervisor will submit your final proposal and its Turnitin report to your Kulliyah requesting to arrange your proposal oral defense. Your Kulliyah will arrange your proposal oral defense in consultation with Center for Postgraduate Studies. It is your responsibility to work with your principal supervisor to ensure your principal supervisor puts this request to your Kulliyah in writing. Your Kulliyah will arrange your proposal defense in consultation with Center for Postgraduate Studies. The date, time, and venue will be communicated to you as well as your supervisory committee by your Kulliyah in writing. Your Kulliyah will copy this communication to Centre for Postgraduate Studies. Your proposal oral defense examination committee will include your principal supervisor, and two members appointed by your Kulliyah in consultation with Center for Postgraduate Studies. Your Kulliyah will send your final proposal to your proposal oral defense committee at least 5 business days before your proposal oral defense. Your presentation should not take more than 20 minutes.</p> <p><b>Note:</b> If you complete the proposal before the proposed deadline, proposal oral defense can be arranged earlier than the proposed dates.</p>	Week 2 Semester 2

<p>Submission of Ethics Approval Form (for those who are enrolled in THE0912 Thesis)</p>	<p>Upon successful oral defense of your proposal you are required to apply for ethics approval. You are required to submit your application to your Kulliyah. Your Kulliyah will forward your application to Center for Postgraduate Studies. Center for Postgraduate Studies will inform through your Kulliyah the decision of Ethics Committee to you and your supervisory committee in writing within 5 business days.</p>	<p>Week 2 Semester 2</p>
<p>Data Collection</p>	<p>Once you receive ethics approval you can proceed with data collection. It is recommended that you simultaneously work on data collection and data analysis under the guidance of your principal supervisor.</p>	<p>Week 3-5 Semester 2</p>
<p>Completion of Research</p>	<p>Completed research will include  Chapter 1 – Introduction  Chapter 2 – Literature Review  Chapter 3 – Methodology  Chapter 4 – Results*  Chapter 5 – Discussion*  Chapter 6 – Conclusion &amp; Recommendation</p> <p>You are required to submit your completed research with its Turnitin report to your principal supervisor. <i>It is recommended that during this time you prepare for your final oral defense.</i></p> <p><i>*Chapters 4 and 5 can be combined depending on the research approach and design used.</i></p>	<p>Week 6-10 Semester 2</p>
<p>Final Oral Defense</p>	<p>Your principal supervisor will submit your final research with its Turnitin report to your Kulliyah requesting to arrange your final oral defense. Your Kulliyah will forward your final research to Center for Postgraduate Studies. It is your responsibility to work with your principal supervisor to ensure your principal supervisor puts this request to your Kulliyah in writing. Center for Postgraduate Studies will arrange your final oral defense. The date, time and venue will be communicated to you as well as your final oral defense examination committee by Center for Postgraduate Studies in writing through your Kulliyah. Your final oral defense examination committee will include your principal supervisor, one internal examiner, and one internal examiner appointed by Center for Postgraduate Studies. Center for Postgraduate Studies will send your final research to your final oral defense examination committee at least 10 business days before your final oral defense. Your presentation should not take more than 20 minutes.</p>	<p>Week 13-14 Semester 2</p>

	<b>Note:</b> <i>If you complete your research before the proposed deadline, your final oral defense can be arranged earlier than the proposed dates.</i>	
Final Revision and Submission	You will be given at least 2 weeks to bring the recommended changes and submit your final research to the Center for Postgraduate Studies. During this time, you are required to closely work with your principal supervisor to bring about the recommended changes.	Week 15-16 Semester 2

### DOCTORAL PROGRAMMES

STAGES	DETAILS	PROPOSED DEADLINE
Completion of Proposal Draft 1	A research proposal which includes Chapter 1 – Introduction Chapter 2 – Literature Review Chapter 3 – Methodology Which you could completed as part of your research methodology module.	End of Semester 1
Research Ethics Training	You are required to complete the research ethics training and submit the certificate of participation with your final proposal. It is essential that you undertake this training as you will only be given permission to collect data after you complete this training.	During Semester 1
Research Topic	You are required to finalize your research topic and communicate to your Kulliyah during Week 13 of Semester 1 and request from your Kulliyah to assign your principal supervisor and your second supervisor. Your Kulliyah will forward your research topic to Centre for Postgraduate Studies. Your Kulliyah will assign your principal supervisor and your second supervisor in consultation with Centre for Postgraduate Studies.	Week 13 Semester 1
Supervisory committee assignment	Your Kulliyah in consultation with Center for Postgraduate Studies will assign your supervisory committee after careful examination of your research proposal. Your supervisory committee assignment will be communicated to you as well as your supervisory committee in writing by your Kulliyah and this communication will be copied to Centre for Postgraduate Studies. It is your responsibility to schedule an appointment with your principal and your second supervisor as soon as you are informed of this assignment. It is recommended that the three of you	Week 16 Semester 1

	(principal supervisor, second supervisor, and the research student) be present in your initial meeting.	
Initial Meeting of the Semester	You are required to meet your principal supervisor and second supervisor to discuss your semester-based research plan at the beginning of each semester starting Semester 2 till your completed research is accepted by Center for Postgraduate Studies.	Week 1 of each Semester starting Semester 2
Research Plan	You are required to submit your semester-based research plan to your Kulliyah at the beginning of each semester starting Semester 2 till your completed research is accepted by Center for Postgraduate Studies. Your Kulliyah will forward your semester-based research plan to Centre for Postgraduate Studies. This process helps to ensure that you are a registered student at the Islamic University of Maldives.	Week 1 of each semester starting Semester 2
Completion of Chapter 1 and 50% of Chapter 2	You are required to work closely with your principal supervisor and your second supervisor to finalize Chapter 1. It is recommended that you work on Chapter 2 under the guidance of you principal supervisor and your second supervisor and complete at least 50% of your Chapter 2.	End of Semester 2
Final Meeting of the Semester	You are required to meet your principal supervisor and second supervisor to discuss your semester-based research progress at the end of each semester starting Semester 2 till your completed research is accepted by Center for Postgraduate Studies.	Week 16 of each semester starting Semester 2
Progress Report	You are required to submit your progress report to your Kulliyah at the end of each semester starting Semester 2 till your completed research is accepted by Center for Postgraduate Studies. Your Kulliyah will forward your progress report to Centre for Postgraduate Studies. This process helps to ensure that you are a registered and a continuing student at the Islamic University of Maldives.	Week 16 of each semester starting Semester 2
Completion of Chapters 2 & 3	You are required to work closely with your principal supervisor and your second supervisor to finalize Chapters 2 and 3 not later than Week 13 of your Semester 3.	Week 13 Semester 3
Completion of Research Proposal	You are required to work closely with your principal supervisor and your second supervisor to finalize your research proposal. You are required to submit your final proposal with its Turnitin report to your principal supervisor and your second supervisor. Your principal supervisor will submit your final proposal with its	Week 14-16 Semester 3

	<p>Turnitin report to your Kulliyah and request from your Kulliyah to arrange your proposal oral defense the following semester. Your Kulliyah will forward your final proposal with its Turnitin report to Centre for Postgraduate Studies.</p> <p><b>Note:</b> Center for Postgraduate Studies will sent your final proposal to the examiner appointed by Centre for Postgraduate Studies during Week 16 of your Semester 3. During this time, you are expected to prepare for your proposal oral defense which will be during the first week of the following semester.</p>	
Proposal Oral Defense	<p>By the end of the Semester 3, your principal supervisor will submit your final proposal and its Turnitin report to your Kulliyah requesting to arrange your proposal oral defense. It is your responsibility to work with your principal supervisor to ensure your principal supervisor puts this request to your Kulliyah in writing. Your Kulliyah will arrange proposal defense in consultation with Centre for Postgraduate Studies. The date, time, and venue will be communicated to you as well as your supervisory committee by your Kulliyah in writing. Your Kulliyah will copy this communication to Centre for Postgraduate Studies. Your proposal oral defense examination committee will include your principal supervisor, your second supervisor, and an examiner appointed by Center for Postgraduate Studies. Center for Postgraduate Studies will send your final proposal to the examiner appointed by Centre for Postgraduate Studies at least 14 business days before your proposal oral defense. Your presentation should not take more than 20 minutes.</p> <p><b>Note:</b> Center for Postgraduate Studies will sent your final proposal to the examiner appointed by Centre for Postgraduate Studies during Week 16 of your Semester 3. If you complete the proposal before the proposed deadline, proposal oral defense can be arranged earlier than the proposed dates.</p>	Week 1 Semester 4
Submission of Ethics Approval Form	<p>Upon successful oral defense of your proposal you are required to apply for ethics approval. You are required to submit your application to your Kulliyah. Your Kulliyah will forward your application to Center for Postgraduate Studies. Center for Postgraduate Studies will inform through your Kulliyah the decision of Ethics Committee to you and your supervisory committee in writing within 5 business days.</p>	Week 2 Semester 4
Data Collection	<p>Once you receive approval from Ethics Committee you can proceed with data collection. It is recommended that you simultaneously work on data collection and data analysis under the guidance of your principal supervisor and your second supervisor.</p>	Week 4-17 Semester 4

Completion of Chapters 4 & 5	You are expected to complete the data collection, data analysis, and complete Chapters 4 & 5 under the guidance of your principal supervisor and your second supervisor.	End of Semester 5
Completion of Research	<p>Completed research will include  Chapter 1 – Introduction  Chapter 2 – Literature Review  Chapter 3 – Methodology  Chapter 4 – Results*  Chapter 5 – Discussion*  Chapter 6 – Conclusion &amp; Recommendation</p> <p>You are required to submit your completed research with its Turnitin report to your principal supervisor. <i>It is recommended that during this time you prepare for your final oral defense.</i></p> <p><i>*Chapters 4 and 5 can be combined depending on the research approach and design used.</i></p>	Week 4 Semester 6
Final Oral Defense	<p>Your principal supervisor will submit your final research with its Turnitin report to your Kulliyah requesting to arrange your final oral defense. Your Kulliyah will forward your final research with its Turnitin report to Centre for Postgraduate Studies. It is your responsibility to work with your principal supervisor to ensure your principal supervisor puts this request to your Kulliyah in writing. Center for Postgraduate Studies will arrange your final oral defense. The date, time and venue will be communicated to you as well as your final oral defense examination committee by Center for Postgraduate Studies in writing through your Kulliyah. Your final oral defense examination committee will include your principal supervisor, your second supervisor, one internal examiner, and one internal examiner appointed by Center for Postgraduate Studies. Center for Postgraduate Studies will send your final research to your final oral defense examination committee at least 14 business days before your final oral defense. Your presentation should not take more than 20 minutes.</p> <p><b>Note:</b> <i>If you complete your research before the proposed deadline, your final oral defense can be arranged earlier than the proposed dates.</i></p>	Week 7 Semester 6
Final Revision and Submission	You will be given at least 4 weeks to bring the recommended changes and submit your final research to the Center for Postgraduate Studies. During this time, you are required to closely work with your principal supervisor and your second supervisor to bring about the recommended changes.	Week 8-14 Semester 6

# TRAINING AND DEVELOPMENT REQUIREMENTS

Postgraduate research skills training and personal development programme is designed to ensure that postgraduate students at the Islamic University of Maldives receive the support and training needed to be competent and skillful researchers and individuals. This programme is additional study to what you will be undertaking as part of your postgraduate programme (Master's or Doctoral Programme). The aim of this programme is to ensure you have a comprehensive experience here at the Islamic University of Maldives so you are encouraged not to waste any opportunity for development and learning. Training and development requirements of students enrolled in Master's programmes and Doctoral programmes are listed below.

## MASTER'S PROGRAMMES

Training and development requirements of students enrolled in Master's programmes are:

1. Attend at least one conference (local or international) to present a research paper\*
2. Attend at least one workshop each semester (depending on the availability and your individual training needs) \*\*
3. Participate in the discussion forums organized by Kulliyahs and contribute to discussions\*\*\*
4. Participate in the seminars organized by the Center for Research and Publication and contribute to discussions\*\*\*

*\*For information regarding funding please refer to Funding and Support for PG students at IUM Booklet available at Center for Research and Publication.*

*\*\*List of workshops available each semester will be announced at the beginning of each semester. Workshops are mainly focused on (but not limited to) library search skills such as using online library, using data bases from internet, using citation software; data analysis tools such as introduction to NVIVO and introduction to SPSS; research skills such as writing skills, managing research and time, information synthesis and critical analysis, viva, research ethics; and employability skills such as leadership, and job interviews.*

*\*\*\*Schedule of discussion forums and seminars planned for each semester will be available at Kulliyahs, Center for Postgraduate Studies, and Center for Research and Publication at the beginning of each semester.*

You are required to maintain a training and development log. The format of this training and development log is provided on page 12. You are required to submit your training and development log with your final research to Centre for Postgraduate Studies. Also, you are encouraged to do more than these compulsory requirements.

## DOCTORAL PROGRAMMES

Training and development requirements of students enrolled in Doctoral programmes are:

1. Attend at least two conferences (local or international) to present a research paper\*
2. Attend at least one workshop each semester (depending on the availability and your individual training needs) \*\*
3. Participate in the discussion forums organized by Kulliyahs and contribute to discussions\*\*\*
4. Participate in the seminars organized by the Center for Research and Publication and contribute to discussions\*\*\*

*\*For information regarding funding please refer to Funding and Support for PG students at IUM Booklet available at Center for Research and Publication.*

*\*\*List of workshops available each semester will be announced at the beginning of each semester. Workshops are mainly focused on (but not limited to) library search skills such as using online library, using data bases from internet, using citation software; data analysis tools such as introduction to NVIVO and introduction to SPSS; research skills such as writing skills, managing research and time, information synthesis and critical analysis, viva, research ethics; and employability skills such as leadership, and job interviews.*

*\*\*\*Schedule of discussion forums and seminars planned for each semester will be available at Kulliyahs, Center for Postgraduate Studies, and Center for Research and Publication at the beginning of each semester.*

You are required to maintain a training and development log. The format of this training and development log is provided below. You are required to submit your training and development log with your final research to Centre for Postgraduate Studies. Also, you are encouraged to do more than these compulsory requirements.

### FORMAT OF TRAINING AND DEVELOPMENT LOG

#### THE TRAINING AND DEVELOPMENT LOG

Year: \_\_\_\_\_

Semester: \_\_\_\_\_

Name:

Programme:

Skill/training/development element <small>(Induction course, research skills, personal development, seminar, forums, self-directed, conferences etc.)</small>	Outline Appropriate Action <small>(include reference to attendance and what was achieved)</small>	Hours Attended	Student signature	Date completed

## RESEARCH PLAN AND PROGRESS REPORT

Students enrolled in Master’s programmes and Doctoral programmes at the Islamic University of Maldives are required to submit their research plans to the Kulliyah within the first week of each semester, starting from Semester 2. Your Kulliyah will forward your research plan to the Centre for Postgraduate Studies. It is advised that you prepare this plan and discuss it with your principal supervisor. You are required to get the signature of your principal supervisor before you submit your research plan for the semester to your Kulliyah.

Students enrolled in Master’s programmes and Doctoral programmes at the Islamic University of Maldives are required to submit their research progress reports to the Kulliyah within the final week of each semester starting from Semester 2 till your completed research is accepted by Center for Postgraduate Studies. Your Kulliyah will forward your research progress report to the Centre for Postgraduate Studies. It is advised that you go through your research plan for the semester and indicate whether your target was achieved or not. In the event you fail to achieve your semester goals set out in your research plan for the semester, you are required to state the reason why you were unable to achieve your semester goals. You are required to get the signature of your principal supervisor before you submit your progress report to your Kulliyah.

*Here is a sample of how your Research Plan and Progress Report could look like:*

<b>RESEARCH PLAN AND PROGRESS REPORT</b>			
Student's Name: _____			
Student's ID: _____			
Principal Supervisor's Name: _____			
Second Supervisor's Name (if applicable): _____			
Research Module Code & Name: _____ (For example: DIS0912 Dissertation or THE1036 Thesis)			
Semester Dates: _____ (For example: 10 July 2016 - 29 October 2016)			
WEEK	COLUMN 1: SEMESTER GOALS <small>(Specific, measurable objectives with dates for completion noted for each week. This column needs to be completed during the first seven days of the semester.)</small>	COLUMN 2: WORK JOURNAL <small>(In this column student indicates the work student has completed during the week. It is advised that you include the date if a draft has been submitted.)</small>	COLUMN 3: STUDENT'S REMARKS <small>(In this column student compares Column 1 and Column 2 and state if the goals you set out to achieve were attained or not. If not, explain why.)</small>
Week 2			
Week 3			
Week 4			
...			
Week 15			
Week 16			
<small>You should plan for each week starting from Week 2 till the end of Week 16</small>			
Principal Supervisor's Comments: _____ _____ _____			
Principal Supervisor's Signature: _____ Date: _____			

Your research plan is Column 1. Complete Column 1, get your principal supervisor’s approval and submit to Center for Postgraduate Studies during Week 1. It is suggested you complete Column 2 and 3 weekly so that by the time you reach Week 16 your progress report is ready.

During Week 16, get your principal supervisor's approval and submit the document to Center for Postgraduate Studies.

### **MASTER'S RESEARCH SUPERVISION**

Master's research is supervised by a principal supervisor appointed by your Kulliyah in consultation with Centre for Postgraduate Studies after careful examination of your research proposal. This supervisor should be a staff of the Islamic University of Maldives. Under special circumstances an Advisor can be appointed by your Kulliyah or by Center for Postgraduate Studies. An adviser is not a supervisor as such. Advisor is someone who may provide specialist help, either regularly or irregularly. Typical of the advice offered by advisers are the following: professional expertise; linguistic information; and statistical support. Advisers should be named only where they are providing substantial support. Roles and responsibilities of each member of research supervisory committee are stated in this document.

Master's students are required to inform the Kulliyah their proposed research topic and request for assignment of research supervisory committee in writing no later than Week 10 of Semester 1. Your Kulliyah appoints the research supervisory committee in consultation with Centre for Postgraduate Studies and informs the committee and the research student in writing no later than Week 14 of Semester 1.

Your Kulliyah in consultation with Centre for Postgraduate Studies appoints research supervisory committee during Week 1 of Semester 1 for those students who are doing Master's by research. Master's by research is only available to those students who score above 90% which is calculated based on their initial research proposal they are required to submit with their application, past experience in the field, and postgraduate Admission Committee interview.

### **DOCTORAL RESEARCH SUPERVISION**

Doctoral research supervisory committee consist of at least two members appointed by your Kulliyah in consultation with Center for Postgraduate Studies after careful examination of your research proposal. At least one of these members should be a staff of the Islamic University of Maldives. These two members are the principal supervisor and the second supervisor. Under special circumstances an Advisor can be appointed by Center for Postgraduate Studies. An adviser is not a supervisor as such. Advisor is someone who may provide specialist help, either regularly or irregularly. Typical of the advice offered by advisers are the following: professional expertise; linguistic information; and statistical support. Advisers should be named only where they are providing substantial support. Roles and responsibilities of each member of research supervisory committee are stated in this document.

Doctoral students are required to inform the Kulliyah their proposed research topic and request for assignment of research supervisory committee in writing no later than Week

13 of Semester 1. Your Kulliyah appoints the research supervisory committee in consultation with Centre for Postgraduate Studies and informs the committee and the research student in writing no later than Week 16 of Semester 1.

Your Kulliyah in consultation with Centre for Postgraduate Studies appoints research supervisory committee during Week 1 of Semester 1 for those students who are doing Doctorate by research. Doctorate by research is only available to those students who score above 90% which is calculated based on their initial research proposal they are required to submit with their application, past experience in the field, and postgraduate Admission Committee interview.

### **THE ROLES AND RESPONSIBILITIES OF THE PRINCIPAL SUPERVISOR**

The principal supervisor is there to provide academic advice and practical support. Principal supervisor is the main point of contact for the student. The principal supervisor will take responsibility for meeting all the responsibilities listed below and will convene meetings with second supervisor and advisers (if applicable). The roles and responsibilities of the principal supervisor include:

1. Be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems. The frequency of such meetings will vary according to the discipline involved and the stage and nature of the student's work, but should normally occur once a fortnight, and never less than once a month.
2. Give timely response to submitted written work, with constructive suggestions for improvements. Student's work should be returned with feedback within 14 business days. In case the principal supervisor is unable to meet the deadline, Center for Postgraduate Studies should be informed in writing.
3. Set up a meeting of the supervisory committee with the student at the beginning of each semester (Week 1) to evaluate student's research plan; discuss the student's research; and to come to a common understanding of what is expected from the principal supervisor, the second supervisor, and the research student.
4. Set up a meeting of the supervisory committee with the student at the end of each semester (Week 15), to evaluate the student's progress report; student's research progress; and plan for the following semester.
5. Once the principal supervisor is satisfied with student's written work instruct the student to submit the work to the student's second supervisor, and inform the second supervisor. It is advised principal supervisor seeks the second supervisor's opinion at various stages of research development to avoid any unpleasant surprises that may arise once the work is submitted to the second supervisor.
6. Set up a meeting of the supervisory committee with the student once the second supervisor is ready to provide feedback for student's submitted written work.
7. Ensure the student is aware of programme requirements and standards to which the dissertation or thesis is expected to conform.

8. Assist the student with attempts to acquire internal funding, including meeting appropriate deadlines, and to engage in scholarly development (for example, conference presentations and publications).
9. Offer supervision and advice appropriate to the stage of the student's work, helping the student to establish and modify a suitable timetable for completion of the various stages of the dissertation or thesis:
  - at the proposal stage, assist the student with selection of a suitable and manageable topic and approach.
  - at the research stage, assist the student with initial research design and subsequent modification, with alleviating current and anticipated problems, with interpretation and analysis of findings, and with bringing the project to completion.
  - at the writing stage, assist the student with appropriate and timely feedback on individual draft chapters, and with revision to the draft dissertation or thesis as an integrated whole.
  - at the oral defense stage, advise the student on preparation for the examination and assist the student to interpret and comply with any changes recommended by the examining committee.
10. When the final draft of the dissertation or thesis is complete, ensure that all members of the committee have read the document and are agreed that it is ready to proceed to an oral defense.
11. Submit student's final draft of the proposal, or dissertation or thesis to Center for Postgraduate Studies with its Turnitin report and request to arrange oral examination.
12. Ensure the student is ready for oral defense examinations and attend student's oral defense examinations.
13. The principal supervisor should also ensure that the Center for Postgraduate Studies is informed where disagreements between supervisors and/or advisers may be compromising the progress of the research student.
14. Appropriately acknowledge in published material the contributions of the student, including consideration of joint authorship of publications. Where the student's research comprises a component of the supervisor's research program, and joint publication is envisaged, it must be recognized that the responsibility for utilization of data and for publications is held jointly by the supervisor and student. Endeavour to clarify at the outset of the supervisory relationship expectations regarding the responsibility and publication credit for work initiated, designed and researched by the student, but supported financially or otherwise by the supervisor.
15. Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the student. It must be recognized that there is a power imbalance in the supervisory relationship and that any form of harassment is unacceptable.
16. Conform to programme processes in the event of a supervisory relationship which is unsatisfactory for any reason.
17. Even though each student has final responsibility for student's academic honesty, it is incumbent on the supervisor to ensure, to the extent that it is practicable in the

circumstances, the academic integrity of primary research data, and the consistency with academic integrity and practice of interpretations relating to such data.

18. Inform the Center for Postgraduate Studies immediately in writing if any unforeseen problem arises and work with the Center for Postgraduate Studies to resolve the problem.

## **THE ROLES AND RESPONSIBILITIES OF THE SECOND SUPERVISOR**

The second supervisor provides academic advice and practical support, as well as taking part in review meetings and providing input for reports and recommendations. The roles and responsibilities of the second supervisor are:

1. Be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems. The frequency of such meetings will vary according to the discipline involved and the stage and nature of the student's work.
2. Attend supervisory committee meetings, oral defense examinations, and any other meetings arranged by the principal supervisor or Center for Postgraduate Studies.
3. Inform the principal supervisor and arrange a meeting with the students once the feedback on student's submitted written work is ready. Student's work should be returned with feedback within 14 business days. It is recommended that the second supervisor discusses the feedback with the principal supervisor before supervisory committee meeting with the student. In case the second supervisor is unable to meet the deadline, the principal supervisor and the Center for Postgraduate Studies should be informed in writing.
4. Ensure the student is aware of programme requirements and standards to which the dissertation or thesis is expected to conform.
5. Offer supervision and advice appropriate to the stage of the student's work, helping the student to establish and modify a suitable timetable for completion of the various stages of the dissertation or thesis:
  - at the proposal stage, assist the student with selection of a suitable and manageable topic and approach in coordination with the principal supervisor.
  - at the research stage, assist the student with initial research design and subsequent modification, with alleviating current and anticipated problems, with interpretation and analysis of findings, and with bringing the project to completion in coordination with the principal supervisor.
  - at the writing stage, assist the student with appropriate and timely feedback on individual draft chapters, and with revision to the draft dissertation or thesis as an integrated whole in coordination with the principal supervisor.
  - at the oral defense stage, advise the student on preparation for the examination and assist the student to interpret and comply with any changes recommended by the examining committee in coordination with the principal supervisor.
6. If the second supervisor is satisfied with the student's submitted written work suggest to the principal supervisor that the students is ready to proceed to an oral defense.

7. Appropriately acknowledge in published material the contributions of the student, including consideration of joint authorship of publications. Where the student's research comprises a component of the supervisor's research program, and joint publication is envisaged, it must be recognized that the responsibility for utilization of data and for publications is held jointly by the supervisor and student. Endeavour to clarify at the outset of the supervisory relationship expectations regarding the responsibility and publication credit for work initiated, designed and researched by the student, but supported financially or otherwise by the supervisor.
8. Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the student. It must be recognized that there is a power imbalance in the supervisory relationship and that any form of harassment is unacceptable.
9. Conform to programme processes in the event of a supervisory relationship which is unsatisfactory for any reason.
10. Even though each student has final responsibility for student's academic honesty, it is incumbent on the supervisor to ensure, to the extent that it is practicable in the circumstances, the academic integrity of primary research data, and the consistency with academic integrity and practice of interpretations relating to such data.

### **THE ROLES AND RESPONSIBILITIES OF THE EXTERNAL EXAMINER**

The external examiner is appointed as being an eminent person in the field of the research, whose assessment will be treated as the standard by which the quality of the student's work will be measured. As a voting member of the committee, you do not have a formal power of veto, but the exam committee must have substantial reasons for not accepting your recommendation, especially if the recommendation is negative.

The external examiner must not be a current staff of the Islamic University of Maldives or a person who has worked in the Islamic University of Maldives in the past two (2) years. The external examiner will receive the research at least 14 business days before the oral examination and the external examiner is required to send a written assessment of the research to Research Supervision Coordinator three (2) business days before the date set for the oral examination. The date, time, and venue of the oral examination will be communicated to the external examiner at least three (3) business days prior to the date of the oral examination.

The written assessment report should outline the strengths and weaknesses of the research; be more than a statement of errata and/or questions you would pose to the student; and contain an explicit statement indicating whether the dissertation is examinable. This report will be distributed to the program director and members of the Examining Committee before the examination. Where the supervisory committee deems it advisable and if you agree, the report may be made available to the student at the end of the examination.

The roles and responsibilities of the external examiner include:

1. Send a written assessment of the student's research to the Research Supervision Coordinator three (2) business days before the date set for the oral examination.
2. Attend student's final oral examination and provide constructive suggestions for improvements.

## **THE ROLES AND RESPONSIBILITIES OF THE RESEARCH SUPERVISION COORDINATOR**

The Research Supervision Coordinator is appointed by the Dean of Center for Postgraduate Studies to attend to all the communication that is directed to Center for Postgraduate Studies regarding research supervision on behalf of Center for Postgraduate Studies. The roles and responsibilities of the research supervision coordinator include the following:

1. Assign research supervisory committee for each research student in coordination with the Dean of Center for Postgraduate Studies after careful examination of their research proposal to ensure that the research interests and expertise of the supervisor(s) are suited to the student's needs and the demands of their research project.
2. The supervisory committee and the student should be informed of this assignment in writing by the end of Semester 1 (that is, no later than Week 14 of Semester 1).
3. Assign advisors if requested by the research supervisory committee after approval from the Dean of Center for Postgraduate Studies and inform the research supervisory committee, the advisor, and the student in writing.
4. Arrange meetings with research supervisors on a regularly basis to monitor and discuss research students' progress; provide guidance and advice; and make recommendations to resolve problems that may arise, to ensure that the supervisory arrangements are satisfactory to both student and supervisor(s).
5. Schedule oral examinations in coordination with oral defense examination committee at least 5-14 business days prior to the date of the oral examination.
6. Inform the date, time, and venue of oral examinations to oral defense examination committee, and the student in writing at least three (3) business days before the oral examinations.
7. Arrange ethics committee meetings as soon as a student applies for ethics approval. The decision of ethics committee should be communicated to the student and the supervisory committee in writing within 5-14 business days from the day student applies for ethics approval.
8. Arrange a meeting with research students at least once a semester to listen to their concerns and take necessary steps to maintain an environment which is conducive to a research culture and to ensure that the supervisory arrangements are satisfactory to both student and supervisor(s).
9. Make satisfactory arrangements with the approval of the Dean of Center for Postgraduate Studies for the supervision of the student in the event a supervisor is on leave or sabbatical, or on extended absence from the university.
10. To support the primary supervisor by arranging co-supervision and/or an advisory committee (if required).

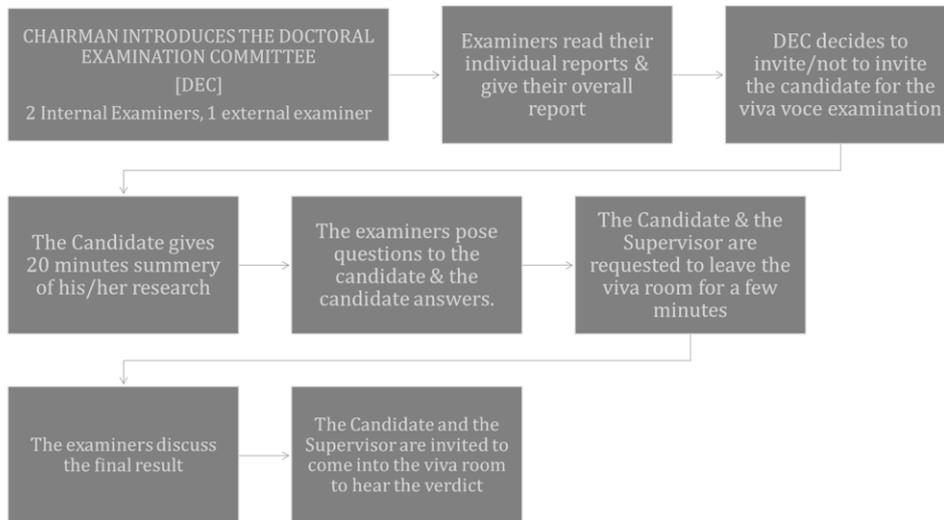
11. To identify cases where it is desirable to change the supervisory arrangements for academic or personal reasons.
12. Ensure that no supervisor has more than seven (7) research students at one time. Each supervisor can serve as the primary supervisor for at most three (3) students at one time.

### **THE ROLES AND RESPONSIBILITIES OF THE RESEARCH STUDENT**

By entering into a graduate program, the student has made a commitment to devote the time and energy necessary to engage in research and write a dissertation or thesis which constitutes a substantial and original contribution to knowledge in a field. The supervisor has a right to expect from the student ability, initiative and receptivity. It is the responsibility of the student to:

1. Conform to University, Kulliyah and programme requirements and procedures for completion of the graduate degree, with regard to such matters as research ethics, attending conferences, participating in workshops and discussion forums, maintaining research log, preparing research plan, preparing research progress report, registration and graduation requirements, dissertation or thesis style and quality standards etc.
2. Develop, in conjunction with the supervisor and supervisory committee, an intended research plan for completion of all stages of the dissertation or thesis, and work to realize that plan, meeting appropriate deadlines and submit the research plan to Center for Postgraduate studies on time.
3. Meet regularly with the supervisor to review progress. The frequency of such meetings will vary according to the discipline involved and the stage and nature of the student's work, but should normally occur at least once a fortnight and not less than once each month. Interact with other members of the supervisory committee as appropriate.
4. Keep the supervisor and Center for Postgraduate Studies informed of where the student may be contacted, and respond appropriately to all communications received.
5. Prepare a Progress Report for end of semester meeting with the supervisory committee and submit the research plan to Center for Postgraduate studies on time.
6. Give serious consideration to and respond to the advice and criticism received from the supervisor and the supervisory committee.
7. Recognize that the supervisor and other members of the supervisory committee may have other teaching, research and service obligations which may preclude immediate responses.
8. Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the supervisor, the supervisory committee, and other scholars. The entire postgraduate programme, including research and writing of the dissertation or thesis, shall be conducted under the strictest rules of ethics and academic honesty.
9. It is incumbent on each student to ensure the academic integrity of his or her primary research, and of the interpretations relating to such research.
10. Ensure the dissertation or thesis is as per the dissertation or thesis guidelines provided in this document.

## ORAL EXAMINATION (VIVA VOCE) PROCEDURE



## DISSERTATION OR THESIS GUIDELINES GENERAL REQUIREMENTS

### INTRODUCTION

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

### LANGUAGE

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

### PAPER

Paper used should conform to the following specifications:  
Size A4 (21.0 cm x 29.7 cm)  
Quality Acid-free paper of at least 80 gm weight  
Color White

## **SOFTWARE AND PRINTING MACHINE**

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

### **FONT SIZE**

For the basic text, while writing in Dhivehi the 14- point font size is to be used and in Arabic 18 point – point size is to be used and in English the 12-point font size is to be used. However, for the items like captions, figures and tables, the 12 – point font size may be used if the thesis/dissertation is written in both Dhivehi and Arabic and the 10-point font size may be used for English.

### **FONT STYLE**

Use only “Faruma” font for Dhivehi and “Traditional Arabic” for Arabic and “Times New Roman” font style for English. In the case of transliteration, “AHT Times New Roman” font style is acceptable.

### **PARAGRAPHING AND LINE SPACING**

The line spacing of the basic text written in Dhivehi and Arabic should be set at single spacing and for the English Texts, the line spacing of the basic text should be set at 2.0 (double spacing). However, between the last paragraph of a section and a Level Two subsequent subheading, there should be three spaces (3.0).

The first paragraph of a section need not be indented. However, the first sentence of all proceeding paragraphs should be indented 1.2cms. Use the tab key for consistency. A heading that appears as a last line on a page will not be accepted.

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

Single spacing should be used for the following cases: -

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

## HEADINGS

Headings are of four types, ranging from the Level 1 (the main heading) to Level 4 (the third subheading). Chapter headings (level one) are to be centered and written in bold capital letters. The font size for chapter headings is 16 point for Dhivehi, and 20 point for Arabic and for English 14 point. Subheadings are up to three levels: levels two to four. These levels should follow the requirements stated below.

Level 1: 16- point for Dhivehi and 20- point for Arabic and for English 14-point, **bold**, centered, UPPER CASE (Chapter Heading)

Level 2: 14-point for Dhivehi, 18-point for Arabic, **bold**, right aligned and for English 12-point, **bold**, left aligned, UPPER CASE (Text Heading)

Level 3: 14-point for Dhivehi, 18-point for Arabic and for English 12-point, **bold**, left aligned, **Title Case** (Text Subheading)

Level 4: 14-point for Dhivehi, 18-point for Arabic **bold**, right aligned and for English 12-point, **bold, italics**, left aligned, **Title Case** (Text Sub-subheading)

Level 5: 14-point for Dhivehi, 18-point for Arabic **bold**, right aligned and for English 12-point, *italics*, left aligned, **Title Cases**, underlined (Text Sub-sub subheading)

## BULLETED OR NUMBERED TEXTS

For bulleted materials, students should place the bullets/numbers indented 12 mm from the right or left margin. The space between the bullet/number should also be adjusted to 8 mm. This standard should be kept throughout the thesis/dissertation and in sub-bullets/sub numbers and the proceeding texts.

## MARGINS

The following margins should be observed:

For Dhivehi and Arabic:

<b>RIGHT</b>	3.8 cm (wider for binding requirements)
<b>TOP</b>	2.5 cm
<b>LEFT</b>	2.5 cm
<b>BOTTOM</b>	3.0 cm

For English:

<b>LEFT</b>	3.8 cm (wider for binding requirements)
<b>TOP</b>	2.5 cm
<b>RIGHT</b>	2.5 cm
<b>BOTTOM</b>	3.0 cm

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

## **PAGE NUMBERING**

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

the page, and must be placed at the bottom of the page. Since the bottom margin is 3.0 cm, the page number should appear 1.3 cm from the bottom of the page.

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

## **JUSTIFICATION**

The body of the text must be fully justified (i.e., have even left and right margins) throughout the thesis/dissertation. Students are responsible to adjust extra spacing between words that may result from the justification of text.

## **TABLES**

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

## **NUMBERING**

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

## **POSITION**

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

If a table appears in the middle of a text page, three-line spacing (3.0) should be left above table number and below table/notes (i.e., the table number is typed on the fourth line following the text, and the text is continued on the fourth line below the bottom rule or the table's notes).

## **SIZE AND SHAPE**

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

## WIDTH

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

## FONT SIZE

Ideally the 14-point font size for Dhivehi, 18-point size for Arabic and 12-point font size for English are to be used. However, for Dhivehi and Arabic the 12-point font size and for English the 10-point font size may be used for content inside the tables if necessary. For any texts outside the table like table number, caption, title and notes, for Dhivehi and Arabic the 14-point font size and for English the 12-point font size should be used.

## CONTINUED TABLES

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

## TITLE

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

## NOTES

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

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

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

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

an = 25

b This participant did not complete trials.

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

\* p < .05

\*\* p < .05 two-tailed

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

Note. The participants' responses were:

an = 25. bn = 42.  
\* p < .05. \*\* p < .01.

## **FIGURES**

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

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

## **PICTURES**

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

## **MAPS / AERIAL PHOTOGRAPHS**

If these are to be included in the thesis/dissertation, approval from the concerned authorities are required. And the maps included in the thesis/dissertation should be well documented and the sources quoted.

## **USE OF COLOURS**

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

## **SLIDES, DISKETTES, CDs, VIDEO OR AUDIO-CASSETTES**

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

- i. name of the author
- ii. title of the thesis/dissertation
- iii. matriculation number
- iv. name of the degree

- v. year of study
- vi. content of the item
- vii. name and version of the software used

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

### **PRINTING**

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

### **PHOTOCOPYING**

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

### **CORRECTIONS AFTER EXAMINATION**

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

### **BINDING**

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

PhD: Dark Green  
Master's: Blue

# **FORMAT**

## **INTRODUCTION**

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

## **ORGANISATION**

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

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

## **COVER AND SPINE COVER**

The information printed on the cover must be in gold-colored capital letters of between 18 and 24-point font size, and must be in the following order:

- Title of the Thesis/dissertation.
- Student`s Name
- Name of the University
- Year of submission

Make use of one standard font size for all these.

- a. The TITLE of the thesis/dissertation appears at the top in full.
- b. Volume number (if any), written in Arabic numerals
- c. The NAME of the student comes under the title.
- d. The name of the university: ISLAMIC UNIVERSITY OF MALDIVES in single space.
- e. The YEAR of final submission of the thesis/dissertation at the bottom of the page.

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

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

VOL. 1 or VOL. 2

### **SPINE**

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

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

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

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

### **QUOTE PAGE**

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

### **TITLE PAGE**

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

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

g. MONTH and YEAR of final submission of the thesis/dissertation for the UNIVERSITY COUNCIL approval.

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

### **ABSTRACT**

The heading ABSTRACT is centered and in capital letters in 14-font size if the thesis/dissertation is written in English and if in Dhivehi and Arabic the letters should be 16-font size. The abstract should include the following:

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

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

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

### **APPROVAL PAGE**

The Approval Page lists the names of the members of the thesis/dissertation committee. The student's name on the Approval Page, as mentioned earlier, should be the same as that on the Title Page, Copyright Page and Declaration Page. The signatures must be original: a photocopy of the approval page is not acceptable. The name of each committee member should be typed under the appropriate signature. No titles, degrees or designations

(e.g., Dr., Prof., PhD, and Ustaz etc.) should be used on the approval page. for the formats of Master's and PhD theses/dissertations with one and two supervisors. Please note that if two supervisors are listed, the first one naturally refers to the main supervisor. If external examiners are from abroad, students need not to obtain their signature or approval. A letter of assessment/evaluation may be appended, instead, if available. Note also that this approval page in the thesis/dissertation must be numbered. Small Roman numerals.

(i, ii, iii ...) are used for the preliminary pages (all pages before the introductory chapter).

### **DECLARATION PAGE**

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

### **COPYRIGHT PAGE**

Students must include a complete copyright page. This page is counted and must be numbered.

## **DEDICATION (OPTIONAL)**

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

## **ACKNOWLEDGEMENTS**

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

## **TABLE OF CONTENTS**

The table of contents must include a listing of all items in the thesis/dissertation and their respective pagination except for the Quote Page, Title Page and page where the Table of Contents appears. Headings and sub-headings must be consistent with those in the body of the text and should be typed in 12-point font size in Sentence Case except the Chapter heading which is typed in UPPER CASE bold letters, not in Sentence Case. Headings may be shortened in the table of contents to fit the requirements of the margins, and the wordings must be consistent enough so that the reader may conveniently and accurately locate any headings. Lines must be single spaced within headings and double spaced between chapters. Each page is counted and numbered as usual. The heading **TABLE OF CONTENTS**, in Dhivehi and Arabic should be in 16-font size and centered while in English it should be centered and with capital letters in 14-font size. Headings and subheadings are intended from the left margin according to the following measurements:

<b>LEVEL 1 CHAPTER HEADINGS:</b>	<b>bold UPPER LETTERS,12points</b>
Level 2 Headings:	12 mm, Title Case, 12 points font size
Level 3 Subheading:	20 mm, Title Case, 12 points font size
Level 4 Subheading:	28 mm, Title Case, 12 points font size
Level 5 Subheading:	36 mm, Title Case, 12 points font size

In the case of Dhivehi and Arabic headings and subheadings are intended from the right margin according to the following measurements:

<b>LEVEL 1 CHAPTER HEADINGS:</b>	<b>bold,14 points</b>
Level 2 Headings:	12 mm, 14 points font size
Level 3 Subheading:	20 mm, 14 points font size
Level 4 Subheading:	28 mm, 14 points font size
Level 5 Subheading:	36 mm, 14 points font size

For consistency, set the tab positions accordingly before adjusting the margins. When numbers are used together with the level headings, the space between the number and the text should also be adjusted to 0.8cm.

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

A list is required if there are more than two tables or more than two figures in the paper. Titles and/or captions should be listed exactly as worded in the text. A single listing does not require a separate page and may be listed at the end of the table of contents or at the end of another list. Lists should be under the heading of LIST OF ...

## **LIST OF ABBREVIATIONS/SYMBOLS ETC.**

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

## **BODY OF THE TEXT**

In the preparation of the body of the text, rules pertaining to margins, type face, type size, line spacing, justification, pagination etc., must be observed at all times without exception.

## **APPENDICES**

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

## **REFERENCE NOTES**

Please see separate sections V & VI: IN-TEXT CITATIONS, pages 30-37, 38-47.

## **BIBLIOGRAPHY**

The heading of this section is "BIBLIOGRAPHY", typed in CAPITTAL in 14-point bold letters. Please see PART VII: BIBLIOGRAPHY, page 48 for more details.

## **GLOSSARY (OPTIONAL)**

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

## **INDEX**

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

# ENTRY OF ARAB AND MALDIVIAN NAMES IN BIBLIOGRAPHY

## INTRODUCTION

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

## ARAB NAMES

### Scope

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

### Entry Element

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

For example:

Entry for: 'Amr ibn Bah al- Jahiz  
**Al-Jahiz, 'Amr ibn Bahr**

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

For example:

Entry for: Rashid al-Din Tabib  
**Radhid al-Din, Tabib**

### Essential Elements

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

For example:

Entry for: Imam al-Haramayn al-Juwayni 'Abd al-Malik ibn 'Abd Allah  
**Imam al- Haramayn.**

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

## ORDER OF ELEMENTS

### Elements of a name

The following are typical elements found in Arab names:

*khitāb, kunyah, ism, nasab, laqab, nisbah, takhalluṣ*

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

**Sadr al- Dīn** in Sadr al- *Dīn* Muhammad ibn Ishāq al-Qunawī

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

**Abū al-Barakāt** in *Abū* al-Barakāt Hibat Allāh ibn 'Alī  
**Umm Hānī'** in Fātimah bint Ahmad

c. *Ism* (given name)

**'Alī** in 'Alī ibn Abī Tālib  
**Mālik** in Mālik ibn Anas  
**'Ā' ishah** in 'Ā' ishah bint Abd al-Rahmān Bint al-Shātī'

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

**Ibn Hazm** in 'Alī ibn Ahmad Ibn Hazm  
**Bint al- Shātī'** in 'Ā' ishah bint 'Abd al-Rahmān Bint al-Shātī'

e. *Laqab* (descriptive epithet / nickname)

**Al-Jāhiz** in 'Amr ibn Bahr al-Jāhiz  
**Al-Kātib al-Isfahānī** in Imād al-Dīn Muhammad ibn Muhammad  
al-Kātib al-Isfahānī

f. *Nisbah* (proper adjective ending in "ī" indicating origin, residence or other circumstances)

**Al-Bukhārī** in Muhammad ibn Ismā'īl al- Bukhārī  
**Mazandarānī** in 'Abd Allāh ibn Muhammad Mazandarānī

g. *Takhallus* (pen name)

**Qa 'anī** in Hābīb Allāh Shirāzī Qa 'anī

### Order of elements in a name

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

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

**Sadr al- Dīn, Muhammad ibn Ishāq al-Qunawī**

Not: al-Qunawī, Sadr al- Dīn, Muhammad ibn **Ishāq**

Not: Muhammad ibn Ishāq, al-Qunawī, Sadr al- Dīn

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

**Abū al-Barakāt, Hibat Allāh ibn ‘Alī**

Not: Hibat Allāh, *Abū* al-Barakāt ibn ‘Alī

**Umm Hānī, Fātimah bint Ahmad**

Not: Fātimah bint Ahmad, Umm Hānī

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

**Ja‘far, ibn Abī Tālib**

Not: Abī Tālib, Ja‘far

**Hafsah, bint ‘Abd al-Rahmān**

Not: ‘Abd al-Rahmān, Hafsah,

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

**Ibn Hazm, ‘Alī ibn Ahmad**

Not: Ahmad, ‘Alī ibn Hazm

**Bint al- Shātī’, ‘Ā’ ishah bint ‘Abd al-Rahmān**

Not: ‘Abd al-Rahmān, ‘Ā’ ishah Bint al- Shātī’

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

**Al-Jāhiz, ‘Amr ibn Bahr**

Not: Bahr, ‘Amr Al-Jāhiz,

**Al-Kātib al-Isfahānī ‘Imād al-Dīn Muhammad ibn Muhammad**

Not: Imād al-Dīn, Muhammad ibn Muhammad Al-Kātib al-Isfahānī,

Not: al-Isfahānī, ‘Imād al-Dīn Muhammad ibn Muhammad Al-Kātib

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

**Al-Bukhārī, Muhammad ibn Ismā‘īl**

Not: Muhammad ibn Ismā‘īl Al-Bukhārī

**Mazandarānī, ‘Abd Allāh ibn Muhammad**

Not: ‘Abd Allāh ibn Muhammad Mazandarānī

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

**Qa ‘anī, Hābīb Allāh Shirāzī**

Not: Shirāzī, Hābīb Allāh Qa ‘anī

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

### **Persons under surname**

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

**Ahmad Hasan al-Saqqāf**

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

**Abdel Nasser, Gamal**

Not: 'Abd al-Nāsir, Jamāl

**Sadat, Anwar**

Not: al- Sādāt, Anwar

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

**Bennabi, Malek**

Not: Mālik ibn Nabī

**Ghaoutsi, Bouali**

Not: Ghawthī, Abū 'Alī

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

**Farāhī Hamīd ad-Dīn** (from Urdu and Persian)

Not: Farāhī Hamīd al-Dīn

## **MALADIVIAN NAMES**

### **General Rules for Maldivian names**

Apply the following rules to Maldivian names, including names of Arabic origin.

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

**Abdullah Sodiq**

Not: Sodiq, Abdullah

**Muhammad Shaheem Ali Saeed**

Not: Saeed, Muhammad Shaeem Ali

Not: Ali Saeed, Muhammad Shaheem

**Babage Donmanik**

Not: Donmanik, Baage

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

**Jaymu, Donkamana**

Not: Donkamana, Jaymu

(Surname: Jaymu)

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

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

**Mohammad Rasheed Ibrahim**

Given name: Mohammad Rasheed

**Aminath Zulfa Ibrahim**

Given name: Aminath Zulfa

- b. Do not include titles of honour, rank or position that are associated with the person. (eg: Dr. Prof. Ustaz, Sheikh, AL- Qari)

**Muhammad Waheed Hassan Manik**

Not: Dr. Muhammad Waheed Hassan Manik

**Muhammad Shuja Abdul Hakim**

Not: Al- Ustaz Muhammad Shuja Abdul Hakim

**Ibrahim Shifaau**

Not: Al- Qari Ibrahim Shifaau

## ARABIC TRANSLITERATION SCHEME

### INTRODUCTION

Transliteration refers to the representation of Arabic writing by using the Roman alphabet. Some Arabic letters have no direct equivalents in the normal Roman alphabet. Therefore, a number of special characters have been created for the purposes of transliterating Arabic words, such as " for the Arabic letter 'ط'. To date, there are a number of transliteration schemes used by scholars and one of the most widely used is that of the American Library Association-Library of Congress (ALA-LC). For this reason, IUM has adopted the ALA-LC scheme, albeit with slight modifications such as the use of 'h' for the "ه" that indicates the feminine gender in Arabic nouns. Apart from that, the presentation of the rules, in terms of wording and sequence, has been revised to make it more user-friendly and to be consistent with the rest of the thesis/dissertation manual. Thus, the rules are laid down in six sections: A, B, C, D, E and F. Section A gives the Roman equivalent characters for the Arabic consonants and vowels. Section B specifies the general rules of transliteration. Sections C, D and E delineate the rules for transliterating single words, phrases and sentences respectively. Finally, section F explains the rules for using capital letters in transliterated words.

### SECTION A: TRANSLITERATION TABLE

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

ع	'	خ	<b>Kh</b>	ش	<b>Sh</b>	غ	<b>Gh</b>	ن	<b>N</b>
ب	<b>B</b>	د	<b>D</b>	ص	ṣ	ف	<b>F</b>	ه	<b>H</b>
ت	<b>T</b>	ذ	<b>Dh</b>	ض	ḍ	ق	<b>Q</b>	و	<b>W</b>
ث	<b>Th</b>	ر	<b>R</b>	ط	ṭ	ك	<b>K</b>	ي	<b>Y</b>
ج	<b>J</b>	ز	<b>Z</b>	ظ	ẓ	ل	<b>L</b>		
ح	<b>h</b>	س	<b>s</b>	ع	'	م	<b>M</b>		

Short Vowels		Long Vowels	
ا	a	ا + <u>  </u>	ā
ي	i	ي + <u>  </u>	ī
و	u	و + <u>  </u>	ū

## SECTION B: GENERAL RULES OF TRANSLITERATION

1. Arabic consonants are represented in transliteration by the equivalent characters shown in Table 4.1. The Arabic vowels, which are indicated in Arabic writing by the vocalization signs (harakāt), are represented by the characters shown in Table 4.2.

Examples:

كَتَبَ	شَجَرَ	قَبِحَ	تَنَزَّلَ	تَرَكَّنَ
kataba	shajara	qabuha	tanzilu	tarkanu

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

Examples:

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

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

Examples:

Arabic	Romanized Version	Remarks
ذَهَبٌ	<i>dhahab</i>	<i>Dhahab</i> (gold) is a common noun, hence italics is used.
فَرِحَ	<i>fariaḥ</i>	<i>fariaḥ</i> (rejoiced) is a verb, hence italics is used.
إِلَى	<i>ilā</i>	<i>ilā</i> is a particle,, hence italics is used.
أَحْمَدُ	<i>Ahmad</i>	<i>Ahmad</i> is a person`s name, hence italics is used.
مَكَّة	<i>Makkah</i>	<i>Makkah</i> is a name of a place, hence italics is used.
دِيْوَانُ الْبُحْتُرِيِّ	<i>Dīwān al- Buhturī</i>	<i>Dīwān al- Buhturī</i> is a book title, hence italics is used.

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

Examples:

Arabic	Romanized Version	Remarks
القاهرة	<b>Al-Qéhirah</b>	The English version, i.e., <b>Cairo</b> , is not used in the bibliography.
مكة	<b>Makkah</b>	The English version, i.e., <b>Mecca</b> , is not used in the bibliography.
بيروت	<b>Bayrūt</b>	The English version, i.e., <b>Beirut</b> , is not used in the bibliography.
دمشق	<b>Dimashq</b>	The English version, i.e., <b>Damascus</b> , is not used in the bibliography.

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

Examples:

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

**not:**

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

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

### SECTION C: RULES FOR TRANSLITERATING SINGLE WORDS

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

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

Examples:

Arabic	Romanized Version	Remarks
أَحْمَدَ	Ahmad	َ over د is not represented
ذَهَبَ	Dhahab	َ over ب is not represented
طَالِبَانَ	ṭālibān	َ under ن is not represented
مُؤْمِنُونَ	Mu'minūn	َ over ن is not represented
فَرَحَ	farah	َ under ح is not represented because the noun is not derived from defective roots.
قَاضٍ	qāḍin	َ under ض is not represented because the noun is not derived from defective roots.
هُنَّ	hunna	The vocalization of the end letter is represented for هُنَّ is a pronoun.
تِلْكَ	tilk	The vocalization of the end letter is represented for تِلْكَ is a demonstrative noun.

6. Transliterating words containing the prefix اَلْ

The prefix اَلْ is Romanized al regardless of whether it is of the shamsiyyah type or the qamariyyah type and a hyphen is used after al to indicate that it is a prefix.

Examples:

Arabic	Romanized Version	Remarks
الدَّلِيلُ	ad-dalīl	اَلْ here is of the shamsiyyah type.
الشرحُ	al-sharḥ	
اليَوْمُ	al-yawm	اَلْ here is of the qamariyyah type.
الخيرُ	Al-khayr	

- c. Notwithstanding Rule 6(a) the word اللهُ is rendered Allāh.

7. Transliterating words ending with *h* (tā'marbūḥah) at the end of nouns in romanized h.  
Examples:

دَوْلَة	صَلَاة	إِفَادَة
Dawlah	ṣalāh	ifādah

8. Transliterating words containing *h* (hamzah).  
Notwithstanding Rule 1, *h* in the initial position, whether it is preceded by the prefix of *al* or not, is not represented in transliteration but its vocalization is indicated.

Examples:

Arabic	Romanized Version	Remarks
الْإِنْسَانُ	al-insān	Noun with al
الْأَجْرُ	al-ajr	Noun with al
الْأَسْتَاذُ	al-ustādh	Noun with al
إِدْرَاكٌ	idrāk	Noun without al
أَرْكَانٌ	arkān	Noun without al
أُدْنٌ	Udhun	Noun without al
أَخَذَ	Akhadha	verb
أَقْرَأَ	Aqra'u	verb
أَمَلِي	Umliya	verb

9. Transliterating words containing *h* (alif).

- a. The combination of *h* and a prior *fatḥah* is romanized *ā*.

Examples

إِدْرَاكٌ	دُنْيَا	دَعَا	جَرِيَا
idrāk	dunyā	da'ā	jarayā

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

Examples:

اسم	الإبن	اطلب	انكسر
ism	Al-ibn	uṭlub	inkasara

- c. [*h*] when written without phonetic significance is not represented in transliteration.

Examples:

أنا	مائة	ذهبوا
ana	mi'ah	dhahabū

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

Examples:

مآثر	تأليف	الأجر	آخر
ma'āthir	ta'ālīf	al-ājurr	ākhirah

10. Transliterating words containing [ى] which is phonetically [i]. By virtue of [ى] being used in combination with *fatḥah* to indicate long vowel, the combination is romanized ā.

Examples:

مَعْنَى	مُثَلَّى	مَنْجَى	مَرَعَى	سُوَاى
ma'nā	muthlā	manjā	mar'ā	sū'ā

11. Transliterating words containing [و](wāw).

a. The combination of [و] and a prior ḍammah is Romanized ū.

Examples:

رُكُوْعٌ	تَقْوُلٌ	تَعْوُلٌ	يَسُوْعُوْا	شُدُوْدٌ
rukū	taqūlu	ta'ūlu	Yasū'ū	shudhūdh

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

Examples of [و] as consonant:

وَعَدَ	قَوَسَ	وَلَدَ	وَلَدَ	وَلَادَةٌ	وَقَبَ
wa'ada	qawisa	wulida	walad	wilādah	waqaba

Examples of [و] as part of a diphthong:

أُوْعَدَ	دَعُوْا	رَأُوْا	مُوْعِدَ	تَوْرَاهَ
aw'ada	da'aw	ra'aw	maw'id	Tawrah

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

Examples:

جَوَّ	عَدُوَّ	مَتَلُوَّ	مَرْجُوَّ	مَدْعُوَّ
Jaww	'aduww	matluww	marjuww	mad'uww

d. [و] which has no phonetic significance is not represented in transliteration.

Examples:

أُوْلَيْكَ	أُوْلَاتٍ
Ulā'ika	Ulāt

12. Transliterating verbs containing [ي](yā').

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

Examples:

قِيلَ	تَفِيضٌ	أَحْتِيْرٌ	إِيْمَانٌ	مَبِيْعٌ
Qīla	tafiḍu	ukhtīra	īmān	mabī'

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

Examples of [ي] as consonant:

يَيْسَ	بَايَعُ	يُعْتَبَرُ	بَايِعُ
Ya'isa	bāya'a	yu'tabaru	bāyi'

Examples of [ي] as part of a diphthong

أَيَقَنَّ	يَيَّاسُ
Ayqana	yay'asu

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

Examples:

طَيَّ	نَبِيَّ	كُلِّيَّ	جُزْيِيَّ
ṭayy	nabiyy	kulliyy	Juz'iyy

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

الشَّافِي	الْجُرْجَانِي	الْعَسْقَلَانِي	الْأَمِيدِي	الرَّضِي
al-Shāfiī	al-Jurjānī	al-'Asqalānī	al-Āmidī	al-Raḍī

13. Long vowels which are not orthographically indicated by *alif* in Arabic. This *alif*, though not represented in Arabic, must be represented in transliteration.

Examples:

هَذِهِ	ذَلِكَ	لَكِنَّ	الرَّحْمَنَ	سَمَوَاتٍ
hādhīhi	dhālika	lākinna	al-Raḥmān	Samāwāt

## SECTION D: RULES FOR TRANSLITERATING PHRASES

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

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

15. Transliterating particles when combined with verbs and nouns.

a. When a particle is combined with a pronoun, the combination is treated as a single word, in which case the rules for transliterating single words apply.

Examples:

بِهِ	لَكَ	إِلَيْهِمْ	عَلَيْنَا
Bīhi	laka	ilayhim	'alaynā

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

Examples:

Arabic	Romanized Version	Remarks
بِجِدِّ	bi jidd	Not bijidd
لِسَبَبٍ	li sabab	Not lisabab
كَالْأَسَدِ	ka al-asad	Not kal-asad
بِاسْتِنْكَارٍ	bi istinkār	Not bistinkār
فَافْهَمِ	fa ifham	Not fafham
وَاطْنُبْ	wa uktub	Not waktub
لِلْإِسْتِفْسَارِ	li al-istifsār	Not lil-istifsār

16. Transliterating phrases containing ّ - (*fatḥah ma'a al-tanwīn*).

a. Notwithstanding Rules 5 and 7<sup>-</sup> when assigned to [ʔ] is represented in transliteration.

Examples

الشُّعُورُ بِالْخَوْفِ فَجَاءَ	الْوُقُوفُ بُرْهَةً مِنَ الزَّمَانِ
al-shu'ūr bi al- khawf faj'atan	al-wuqūf burhatan min al-zamān

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

Examples:

الْوَاسِعُ عِلْمًا	قَوْلًا وَعَمَلًا
al-wāsi' 'ilman	Qawlan wa 'amalan

17. Notwithstanding Rule 7 [ʔ], 7 is romanized [t] when it is present in the first word of a construct pair (*iḍāfah*).

Examples:

مَجَلَّةُ الدَّعْوَةِ	وَرَشَنَةُ الْعَمَلِ	سُورَةُ الْبَقَرَةِ	سُورَةُ آلِ عِمْرَانَ
Majallat al- Da'wah	warshat al- 'amal	Sūrat al- Baqarah	Sūrat Āl 'Imrān

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

Examples:

دَرَسْتُمْ	فَعَلْتُمُوهُ	زَوَّجْنَاكَهَا
darastum	fa'altumūhu	zawwajnākahā

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

Examples:

Arabic	Romanized Version	Remarks
أَمْوَالِكُمْ	amwālukum	Not amwālkum
شِعْرِهِمْ	shi'rihim	Not shi'rhim
بَعْدَهُنَّ	ba'dahunna	Not ba'dhunna

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

Examples:

Arabic	Romanized Version
شَافِعِي الْمَذْهَبِ	<i>shāfi'iyy al-madhhab</i>
سُنِّي الْإِعْتِقَادِ	<i>Sunniyy al-i'tiqād</i>
شِيعِي النَّشْأَةِ	<i>Shi'iyy al-nash'ah</i>

21. Transliterating titles

a. In transliterating titles:

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

Examples:

الْكَشَّافُ عَنْ حَقَائِقِ التَّنْزِيلِ	شَدْرَاتُ الذَّهَبِ فِي أَخْبَارِ مَنْ ذَهَبَ
<i>al-kashshāf 'an ḥaqā'iq al-tanzīl</i>	<i>Shadharāt al-dhahab fi akhbār man dhahab</i>

Note: *T* in *al-Tanzīl* above is capitalized because *al-Tanzīl* is a proper noun by virtue of it being a name of the *Qur'ān*.

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

Examples:

a. in-text citation

Arabic	Example
الْكَشَّافُ عَنْ حَقَائِقِ التَّنْزِيلِ	Al-Zamakhsharī states in <i>al-kashshāf 'an ḥaqā'iq al-tanzīl</i> that.....
الإِخْبَاتِ فِي الْقُرْآنِ	In an article entitled " <i>al-Ikbāt fi al-Qur'ān</i> ," .....

b. bibliographical entry

Al-Zamakhsharī, Maḥmūd ibn 'Umar. (1980). *al-Kashshāf 'an ḥaqā'iq al-tanzīl*. al-Qāhirah: Dār al-Rayyān li al-Turāth.

Khalīfah, 'Abd al-Karīm. (2000). *al-Ikbāt fi al-Qur'ān*. *Journal of Qur'anic studies*, 1 (2), 103-135.

22. Special treatment for certain combinations with the word [الله].

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

والله	بِالله	تالله	لله	بِسْمِ الله
Wallāh	billāh	tallāh	lillāh	bismillāh

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

Examples:

كَلَامُ الله	عَدُوُّ الله	وَلِيِّ الله	مَرَضَاتُ الله	عَبْدُ الله
Kalām Allāh	'aduww Allāh	Waliyy Allāh	Mardāt Allāh	'Abd Allāh (as proper noun)

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

Examples

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

## SECTION E: RULES FOR TRANSLITERATING SENTENCES

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

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

Examples:

مِنْ حُسْنِ إِسْلَامِ الْمَرْءِ تَرْكُهُ مَا لَا يَغْنِيهِ	Min ḥusni islāmi al-mar'l tarkuhu mā lā ya'nīh.
الْعِلْمُ بِلَا عَمَلٍ كَالشَّجَرِ بِلَا ثَمَرٍ	Al-'llmu bi lā 'amalin ka al-shajari bi lā thamar.

## SECTION F: CAPITALIZATION OF CHARACTERS IN TRANSLITERATION

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

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

Examples:

i. Al- Ghazālī was a polymath.

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

ii. Al-Rajabī, Jihād. (1993). Li man nahmilu al-rusās? London: Manshūrāt Filistīn al-Muslimah.

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

## **IN-TEXT CITATIONS: AUTHOR-DATE SYSTEM INTRODUCTION**

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

### **AUTHOR-DATE SYSTEM**

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

The two formats are further explained in the following sections.

#### **Author Citation**

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

Brown (1998) asserted that ...  
The use of the PBL method in the classroom (Azman, 1990)... ..found in South African snakes (Edwards, 2002).

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

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

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

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

(Ghadessy, 2001: 120-130)  
Ghadessy (2001: 120-130)...

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

## Single Author

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

Brown (1988) proves that ...  
...as seen in the research of Wan Rafie (1990)

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

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

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

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

The year of publication should not be repeated in subsequent references within a paragraph. The findings of Shahab (1984) do not support this view. Shahab states that...

## Co-authors

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

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

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

First text citation:  
**Wudak, Howard, Rosenthal, Gertman and Lock (1994) found...**

Subsequent citations:  
**Wudak et al., (1994) in their study...**

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

## Organizations as Authors

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

First text citation:  
(World Health Organisation [WHO], 1991)

Subsequent text citations:  
(WHO, 1991)

### **Anonymous Articles**

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

### **Authors with the same Name or Surname**

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

Khalid Mohamad (1990) and Khalid Yusuf (1990) ...  
Luce (1959) and Luce (1986) also found ...  
...is justified (Luce, 1989; Luce, 1986)

### **Multi-reference**

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

...(Ahmad, 1989; Fadzelah, 1990; Shahab, 1997).  
...(Holmes, 2001; Jackson, 2003; Disney, 2004).

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

(Zakri et al., 1991, 1992).  
Zakri et al., (1991, 1992) ...  
(Lee, 2001, 2002).  
Lee (2001, 2002) ...

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

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

### **Sources with no Dates of Publication**

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

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

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

... (Aristotle, trans. 1931).  
Aristotle (trans. 1931) ...

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

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

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

... (James, 1890/1983).  
James (1890/1983) ...

### Personal Communication

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

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

### Religious Sources

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

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

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

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

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

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

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

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

(Muslim, *Sahīh Muslim*, ed. 1988)  
(al-Bukhārī, *al-Jāmi' al-sahīh*, ed. 1967)

To quote, use the following examples as a guideline.

(al-Nawawī, *Riyād al-sālihīn*, ed. 1988: 124)

Note. This applies to compilations published in one volume.

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

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

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

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

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

first citation of a particular hadīth in the text:

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

Subsequent citations of the same hadīth:

(Ibn Mājah)

Subsequent citations from the same compiler of a different hadīth:

(Ibn Mājah, vol. 2, part 2: 35)

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

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

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

### **Text Citation**

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

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

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

## Paraphrasing

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

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

## Direct quotation

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

Examples of correct style of direct quotation:

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

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

Example of an unacceptable stand-alone quotation:

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

## Quoting Longer Material

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

Note.

Page number must be mentioned. If the page number is not available, the sentence(s) should be paraphrased.

Omit the brackets for the year when the citation is within another set of brackets:

(as Rogers, 2003, later claimed)

Not: (as Rogers (2003) later claimed)

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

Caesar said, "veni, vidi, vici."

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

Shakespeare expresses this well when he says "sweet are the uses of adversity" (As you like it). "Sweet are the uses of adversity" is a well-known saying in literature (Shakespeare, as you like it).

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

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

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

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

### **IN-TEXT CITATIONS: DOCUMENTARY-NOTE STYLE**

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

#### **FORMAT**

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

According to Abdel Haleem,<sup>2</sup> grammatical shifts (which has been argued by many<sup>3</sup>) do not occur arbitrarily in the Qur'an.<sup>4</sup>

- After the superscript, put two spaces before the start of a new sentence.

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

### **CONTENTS OF FOOTNOTES**

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

Take note that the information in the footnotes should be supplied in a different order than that of the bibliography (see PART VII, page 48).

The author's name in the notes must follow the normal sequence from the first name to the last name. If the same author is referred to again in a later footnote, then use only the last name, except for Arab, Maldivian names. For these latter categories, use the first element required for the author's bibliography entry (see Part III: Entry of Arab and Maldivian..., page13).

### **CITING FOR THE FIRST TIME**

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

#### **Citing a book**

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

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

OR

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

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

### **Citing an Article That Forms a Chapter of a Book**

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

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

### **Citing a Thesis or Dissertation**

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

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

### **Citing an Article from a Scholarly Journal**

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

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

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

### **Citing an Article from an Electronic Journal Accessed Through a Database**

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

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

### **Citing an Article from a Magazine**

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

6. Syed Arabi Idid, "Press Freedom and Responsibility in a Developing Society," *Media Asia*, 23 (3), 146149/154-156.

### **Citing an Article from a Newspaper**

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

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

### **Citing an Anonymous Article from Periodicals**

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

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

### **Citing a Newspaper Article from an Electronic Database**

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

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

### **Citing an Encyclopaedia Article**

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

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

### **Citing website material**

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

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

### Citing an interview conducted by the thesis/dissertation writer

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

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

### SUBSEQUENT CITING

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

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

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

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

### Citing More Than One Work of an Author

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

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

## Citing Immediate Sources Which Are the Same

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

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

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

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

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

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

## Punctuation / Capitalization

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

## Writing the Titles

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

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

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

When a thesis/dissertation is written in Dhivehi, underline wherever italics are applicable. For example:

ދަލްޔު ގެ ސަބަބުން، ދިވެހި ރާއްޖޭގެ (ދަލްޔު ސަބަބުން ސަބަބުން، 1980) 25-30.

### Sources with more than One Volume

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

Some old works in Arabic were published in more than one volume and each volume is divided into parts that have their own pagination. In this case, indicate the locus referred to in the following order: volume, part and page. For example: vol. 1, part 1, 23.

### Sources with more than One Edition

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

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

### Edited or Translated Sources

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

- <sup>1</sup> Ibn Khaldūn, *Muqaddimat Ibn Khaldūn*, ed. Alī Abd al-Wāhid Wāfī (Cairo: Dār al-Ma'ārif, 1957), 85.
- <sup>2</sup> Christian Cherfils, *Napolean and Islam: From French and Arab documents*, translated from French by James Gibb-Stuart (Kuala Lumpur: Utusan Publications, 2000), 69.

### Publisher not Listed

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

- <sup>1</sup> Ra'fat 'Alī, *al-Sarf al-ta'limī* (Cairo: n.p., 1956), 17.
- <sup>2</sup> 'Abd al-Majīd Badr, *al-'Ilal al-nahwiyyah* (n.p., 1943), 33.

### No Publication Date

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

- <sup>1</sup> 'Abd al-Halīm Majdī, *al-Tibā'ah fī al-duwal al-'arabiyyah* (Cairo, Dār al-Ma'ārif, n.d.), 37.

### Footnotes for Legal Citation

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

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

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

Example:

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

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

Example:

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

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

### **Cases**

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

Example:

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

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

Example:

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

<sup>1</sup> See *Polygram Records v The Search* [1994] 3 MLJ 127

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

Example:

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

<sup>2</sup> See *Polygram Records v The Search* [1994] 3 MLJ 127

## Legislation

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

Example:

<sup>1</sup> National Land Code, 1965 (Act No. 65 of 1965).

## Books

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

Example:

<sup>1</sup> Ahmad Ibrahim, Ahilemah Joned, *The Malaysian Legal System*, Dewan Bahasa dan Pustaka, 1987, at

## Journal Articles

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

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

Example:

<sup>1</sup> Mahmud Saedon Awang Osman, "Islamic Law and its Codification" vol. 1 No.1 (1989) IJU Law Journal 51.

## Internet Citations

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

Example:

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

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

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

Example:

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

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

<sup>3</sup> Sihombing, n. 1 at 82.

<sup>4</sup> Wong, n. 2 at 55.

### Latin Terms

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

Use of "Ibid" has already been explained above.

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

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

<sup>43</sup> Ibid.

<sup>44</sup> Id, 329-330.

Latin terms considered obsolete in legal writing include:

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

# BIBLIOGRAPHY

## INTRODUCTION

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

They are:

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

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

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

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

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

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

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

Note the following conventions when writing a bibliography list.

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

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

### **One author in a bibliography**

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

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

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

### **Multiple authors in a bibliography**

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

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

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

Al-'Abbadī, Ahmad Mukhtār & al-Sayyid, Sālim 'Abd al-'Azīz. (1981). *Tārīkh albahriyyah al-Islāmiyyah fī Misr wa al-Shām*. Beirut: Dār al-Nahdah al-'Arabiyyah.

### **Corporate and government authorship in a bibliography**

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

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

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

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

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

### **Specific edition of a book**

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



## **Translations in edited multivolume collections**

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

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

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

## **Second work by same author**

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

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

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

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

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

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

Moustapha, Sano Koutoub. (2006b). Public interest and its contemporary applications. Lebanon: D'Er Ibn Hazmi.

In the text, if the source is referred as:

Moustapha (2006b)...

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

## **Multivolume work**

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

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

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

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

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

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

### **Citation of a work from a secondary source**

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

Jones, R., & Fraser, N. (2002). On thinking in ESP. *English language today*, 100, 1023.

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

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

### **Article or chapter in an edited book**

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

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

### **Monographs**

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

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

### **Interviews, letters, circulars, public speeches**

When citing interviews, letters, circulars and public speeches, which are undocumented materials, complete acknowledgement should either precede or follow the citation immediately. Alternatively, the acknowledgment can also be footnoted. Bibliography entries are not necessary (see Part V & VI: In-Text Citations, page 30-37, 38-47).

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

### **References to reports**

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

### **Databases (ERIC, etc.)**

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

### **Proceedings of Meetings, Symposium and Conferences**

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

### **Unpublished materials**

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

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

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

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

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

### **Films and Videotapes**

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

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

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

### **Television and Radio Programmes**

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

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

The names of the producer, director, and other significant contributors (if necessary) are listed at the head of the entry, last names first. Each name is followed by a description in round

brackets of that individual's function (in this example, Keillor and Lynn, respectively, are the producer and the director), and a period should appear after the final bracket. The date in round brackets is followed by the programme title and the medium, i.e., radio or television programme, in square brackets. Give the location and station where the programme was aired.

### **Electronic materials**

Computer Software A bibliography entry for computer software appears as follows:

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

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

### **Webpage**

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

Online periodicals:

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

For example:

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

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

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

Other online documents:

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

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

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

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

New child vaccine gets funding boost. (2001). Retrieved March 21, 2001. [http://news.ninemsn.com.au/health/story\\_13178.asp](http://news.ninemsn.com.au/health/story_13178.asp)

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

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

The title of a webpage document must be italicised.

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

### **Databases on CD-ROM**

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

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

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

### **Journal and newspaper articles**

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

#### **Articles in Journals with Continuous Pagination**

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

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

#### **Articles in Journals with Non-Continuous Pagination**

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

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

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

### **Articles in Monthly Periodicals**

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

Because this is a newsletter that appears monthly, the month is included after the year of publication and both are enclosed in parentheses. Because this is a newsletter, rather than a journal, no volume or issue number is listed, and the abbreviation "pp." is used to introduce the page numbers. Please note that the abbreviation "p." is used if the article is only a page and "pp." for multiple pages.

### **Articles in Weekly Periodicals**

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

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

### **Articles in a Daily Newspaper**

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

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

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

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

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

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

### **Editorials or Published Letters**

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

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

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

### **Reviews in a Periodical**

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

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

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

### **Dictionary**

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

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

### **Encyclopedia**

A bibliography entry for an encyclopedia should follow this format:

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

### **Maps**

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

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

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

## **Patents**

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

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

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

## **Standards**

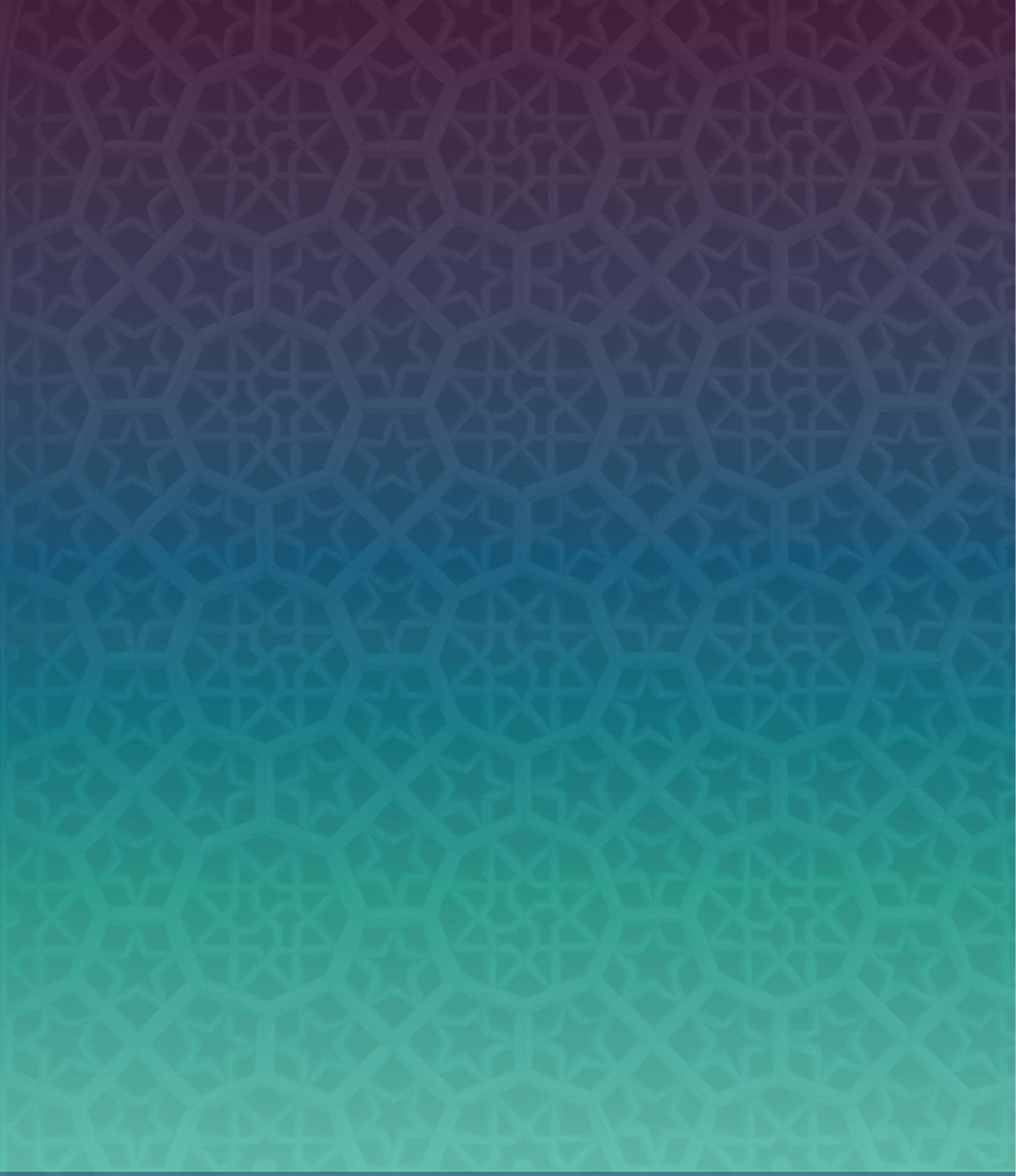
For standards, the following format should be used as a guide:

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

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

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## **ISLAMIC UNIVERSITY OF MALDIVES**

King Fahd Building, Violet Magu, Male', Maldives