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Author

Prof Dr. Lim Heng Gee

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**Faculty of Law, UiTM
House Style**

Subject	Style
<p>Title of Dissertation/Thesis/ Honours Project Paper/Journal Article</p>	<p>Title (Level 1)</p> <p>All alphabets in upper case, bold and centred.</p> <p>Eg:</p> <p style="text-align: center;">THE PROSPECTUS DISCLOSURE REGULATORY REGIME IN MALAYSIA</p>
<p>Author's Name (for Journal Articles Submission)</p>	<p>Author's name two spaces below title, upper case, centered, italicised, custom footnote mark, an asterisk(*), follows end of name. If there is more than one author, use a double asterisk (**) for the second author and so on.</p> <p>The name should not contain any designations, titles, positions, honours or awards etc.</p> <p>Eg:</p> <p style="text-align: center;">by <i>LIM HENG GEE*</i> (not <i>PROF DR LIM HENG GEE</i>)</p> <p style="text-align: center;">by <i>SHARIFAH SAEEDAH SYED MOHAMED*</i> (not <i>DR SHARIFAH SAEEDAH SYED MOHAMED</i>)</p> <p style="text-align: center;">by <i>ANIDA MAHMOOD*</i> and <i>ADLAN ABDUL RAZAK**</i></p> <p style="text-align: center;">by <i>WAN ROSALILI WAN ROSLI* ABDUL MU'IZ ABDUL RAZAK**</i> and <i>FARIZAH MOHD ISA***</i></p>
<p>Author's Designation/Qualifications (for Journal Articles only)</p>	<p>Designation: before first footnote (noted by the asterisk mark (*) referred to above); followed by qualification/s (in the order where the last obtained appearing first). Leave out all full stop marks (.) for abbreviation of qualifications, place etc.</p> <p>Eg:</p> <p>* Professor of Law, Faculty of Law, Universiti Teknologi MARA, Malaysia, PhD (Lond), Diploma in Intellectual Property Law (Distinction) (QMW, Lond), LLM (Lond), Certificate in Legal Practice (Hons), (Malaysian Qualifying Board), LLB (Hons) (Lond), Certificate in Education (Malaysia).</p>

Font/Font Size	<ol style="list-style-type: none"> 1. Use Times New Roman font. 2. Unless otherwise stated, font size for title, name of author/authors, heading, sub-heading and the main body/text is 12. 3. The font size for footnote should be 10. 4. The footnote numbering in the main body/text should be in font size 8.
Topic Divisions and Sub-divisions (for Theses/Honours Project Papers and Journal Articles)	<ol style="list-style-type: none"> 1. Main Heading (Level 2): Title case in bold. Use upper case for the first letter of every word in the heading (except for conjunctions, prepositions and articles), justified left side of page. Eg: Introduction The Requirements for a Prospectus Commercial Exploitation of a Patent by Licensing 2. Sub-heading (Level 3): Sentence case in bold. Use upper case only for the first letter of the first word, the rests in lower case (except for proper nouns, where the first letter of the proper noun should be in upper case), justified left side of page. Eg: When is a prospectus required? The concept of "offer to the public" The model used in Malaysia 3. Sub-sub heading (Level 4): Sentence case in italics and bold. Use upper case only for the first letter of the first word in

	<p>the heading, the rest in lower case (except for proper nouns, where the first letter of the proper noun should be in upper case), justified left side of page, in italics.</p> <p>Eg:</p> <p><i>Meaning of "offer to the public"</i></p> <p>4. Further sub-headings after the sub-sub heading (Level 5):</p> <p>Sentence case in italics, not in bold.</p> <p>Use upper case only for the first letter of the first word in the heading, the rest in lower case (except for proper nouns, where the first letter of the proper noun should be in upper case), justified left side of page.</p> <p>Eg:</p> <p><i>Concept of "offer"</i></p> <p><i>Concept of "public"</i></p> <p><i>The flaw in re Johnson</i></p>
<p>Numbering the Sub-headings, Sub-sub Headings and Further Sub-headings after that</p>	<p>If the author feels that it may prevent confusion in understanding the various headings, he may enumerate heading levels 3, 4 or 5 in the following order:</p> <p>1, 2, 3 ...</p> <p>a, b, c ...</p> <p>i, ii, iii ...</p> <p>Eg:</p> <p>1. Formalities of contract</p> <p><i>a. The concept of offer and acceptance</i></p> <p><i>b. The principles of consideration</i></p> <p><i>i. Common law position</i></p> <p><i>ii. Malaysian position</i></p> <p>2. Contents of contract</p> <p>3. Remedies for breach of contract</p>

Paragraph Format	<ol style="list-style-type: none"> 1. Do not indent the first line of the paragraph. 2. There should only be a single space between paragraphs.
Footnotes	<p>All footnotes to be left indented, hanging indent, 1/2 inch, and justified left and right.</p> <p>Eg:</p> <p>¹ See also the Computer Crimes Act 1997, Telemedicine Act 1997 and the Digital Signature Act 1997. Another Act is the Communications and Multimedia Act 1998, which came into effect on 1 April 1999. The new Act repeals the Telecommunications Act 1950 and the Broadcasting Act 1988, and hence both the communications and multimedia industry are now brought under a single regulatory regime.</p>
Footnote Numbering	<p>Number the footnotes consecutively from the beginning to the end of the thesis/project paper/journal article. Do not recommence with footnote number one on each new page, on each new chapter or after footnote number 99.</p>
Position of Footnote Numbering in the Text	<p>Place the footnote number (in superscript) after all punctuation marks (a comma, full stop or quotation mark).</p> <p>Eg:</p> <p>The old law came to be regarded as “absurd and unjust”.¹</p> <p>Lord Denning wrote, “A Silk’s work is confined to appearing in court as an advocate – and to writing opinions”.²</p>
Quotation Marks: Short Quotation	<p>In the body of the text and in the footnotes, short quotations (of three lines or less) should be incorporated into the sentence within double quotation marks.</p> <p>Double apostrophes ("–"), except within a quotation where a single apostrophe is used (‘–’).</p> <p>Eg:</p> <p>Hoggart has depicted vividly the stereotype attributed to the upper class by the lower class in terms of "the idea of the group 'acting posh', 'giving y'self airs', 'getting above y'self'".</p> <p>For longer quotes, ie, four or more lines in length, use 1 inch</p>

<p>Long Quotation</p>	<p>indent. In this case, leave out the opening and closing quotation marks.</p> <p>Eg:</p> <p>Nevertheless, the High Court in the earlier case of <i>Lai Tai v Collector of Land Revenue</i>* admittedly adopted a different interpretation. Adams J was of the opinion that:</p> <p style="padding-left: 40px;">it was essential that the intention as well as the provisions of the enactment be observed. It is a matter of natural justice that before property is taken compulsorily and compensation fixed, the owner should be made aware of the proceedings, where it is humanly possible to do so, <i>so that he may be heard ...</i>¹ [emphasis added]</p> <p>Note: Quotations or extracts must be an exact reproduction of the original in both spelling and punctuation even if this conflicts with the house style.</p>
<p>Ellipsis (...) – A Set of Dots Indicating Words or Sentences Omitted in a Quotation</p>	<ol style="list-style-type: none"> 1. Omission in middle of a quoted sentence. <p>Use three dots. Note that there must be a space between the three dots and the letters before and after the dots.</p> <p>Eg:</p> <p>“Lawyers have codes ... drafted by themselves through their law societies”.</p> 2. Incomplete quoted sentence. <p>Use three dots without adding a fourth. Leave a space after the last word in the quotation and also before the quotation marks.</p> <p>Eg:</p> <p>“Lawyers have codes of professional ethics drafted by themselves ...”.</p> 3. End of a complete quoted sentence. <p>The closing dot is followed by a space and three dots for omission. Use three dots to reflect omission of words or sentences in between quoted sentences. Note that there must be a space between the three dots and the letters after the dots.</p>

	<p>Eg:</p> <p>“Lawyers have codes of professional ethics, drafted by themselves through their law societies ... Mice who cheese their own traps are less likely to fear them”.</p> <p>Note:</p> <p>Do not use an ellipsis to denote an omission at the beginning of a quotation.</p> <p>Eg:</p> <p>The section requires the director “to exercise a reasonable degree of care and diligence”.</p>
Interpolations	<p>Enclose introduced interpolations within square brackets.</p> <p>Eg:</p> <p>“They [the directors] approved the appointment.”</p> <p>Note:</p> <p>The quotation from the referred/original article is, “They approved the appointment.” The interpolation “the directors” introduced by the author of the present thesis/project paper/article must be in square brackets [].</p>
Tables/Charts/Diagrams/Graphs/Figures	<ol style="list-style-type: none"> 1. Number all tables/charts/diagrams/graphs/figures consecutively and use numbers when referring to it. <p>Eg:</p> <p>Table 1, Table 2, Table 3 ... Chart 1, Chart 2, Chart 3 ...</p> <ol style="list-style-type: none"> 2. Title (caption) of the table/chart/diagram/graph/figure should be placed at the bottom in line with the table/chart/diagram/graph/figure, justified left and right and centered. Capitalise each word for the title of the table except for conjunctions, prepositions and articles. 3. Table caption must briefly explain the contents of the table. 4. Round to two decimal digits of accuracy for reporting correlations, proportions and statistics.

	<p>Eg:</p> <table><tr><th>Category of Errors</th><th>n</th><th>%</th></tr><tr><td>Substitutes vowel</td><td>1264</td><td>30.04</td></tr><tr><td>Omitted consonants</td><td>761</td><td>27.15</td></tr><tr><td>Nasals</td><td>737</td><td>12.45</td></tr><tr><td>Substitutes consonants</td><td>535</td><td>1.23</td></tr></table> <p>Table 1: Errors by Category and Their Frequency of Occurrences in Dyslexic Children’s Reading and Spelling of Isolated <i>Bahasa Melayu</i> Words</p>	Category of Errors	n	%	Substitutes vowel	1264	30.04	Omitted consonants	761	27.15	Nasals	737	12.45	Substitutes consonants	535	1.23
Category of Errors	n	%														
Substitutes vowel	1264	30.04														
Omitted consonants	761	27.15														
Nasals	737	12.45														
Substitutes consonants	535	1.23														
Position of Punctuation Marks Where There are Quotations	<p>1. Within a sentence</p> <p>If the punctuation mark relates to the whole sentence (into which the quotation is placed) place the punctuation mark outside the quotation mark. Ie, where the quotation forms part of the sentence, place the full stop outside the closing quotation marks.</p> <p>Eg:</p> <p>Whitton says, “The English common law turned its back on the truth”.</p> <p>But if the punctuation mark is part of the quotation, put it inside the quotation mark.</p> <p>Eg:</p> <p>“Do we tax the taxi drivers’ tips?” , she asked.</p> <p>She screamed, “Watch out!” Everybody looked at her in surprise.</p> <p>2. At the end of a sentence</p> <p>If the whole sentence (or sentences) is a quotation, place the final full stop inside the closing quotation mark.</p> <p>Eg:</p> <p>“Extrinsic evidence is admissible to remedy a mischief.”</p>															
Use of Supra (Above) or Infra (Below)	<p><i>Use of Supra or Above and Infra or below are superfluous.</i></p> <p>Do not use above (supra) to refer to a point of citation, or a book or article of which mention has been made earlier; and below (infra) to refer to a later point or citation.</p> <p>They are unnecessary. Use note and then the footnote</p>															

	<p>number.</p> <p>Eg:</p> <p>²⁰ Note 14.</p> <p>Or</p> <p>²⁰ <i>Donoghue v Stevenson</i> [1932] AC 562 (HL).</p> <p>Instead of using, for example, Note 14 as shown above, the author may wish to repeat the full citation of a case, book, etc, especially if the earlier reference was mentioned in a place several pages away.</p>
Use of <i>Ibid</i>	<p>Use <i>Ibid</i> (the same work) to refer to an immediately preceding reference, whether or not the citation is on the same page.</p> <p>Do not use <i>id</i> or <i>idem</i> or <i>op cit</i>.</p> <ol style="list-style-type: none"> 1. If reference is made to the same page of the material cited earlier, use <i>Ibid</i> without the page number. <p>Eg:</p> <p>²¹ <i>Ibid</i>.</p> <ol style="list-style-type: none"> 2. If reference is made to a different page of the material cited earlier, then use <i>Ibid</i> with a page number. <p>Eg:</p> <p>²¹ <i>Ibid</i> at p 409.</p> <p>Note that there is no comma mark after <i>Ibid</i> in this case.</p>
Opere Citato (<i>op cit</i>)	<p>Do not use <i>op cit</i>.</p> <p>Eg:</p> <p>If the citation made earlier is found in footnote 5, use instead:</p> <p>²² Note 5 at p 302.</p>
Repeated Citations	<p>When a footnote cites a reference which is given elsewhere in the thesis/project paper/journal article, use note, together with the footnote number. Do not use above, below, <i>supra</i> or <i>infra</i>.</p>

	<p>Eg:</p> <p>²³ Note 12 at p 213.</p>
Citation of Law Reports and Cases in the Footnotes	<p>1. Italicise the name of the case.</p> <p>Eg:</p> <p>²³ <i>Hinz v Berry</i> [1970] 2 QB 40.</p> <p>²⁴ <i>Re Horizon Pacific Ltd</i> [1977] ACLC 29.</p> <p>(Do not use <i>In re</i>).</p> <p>2. Page references.</p> <p>Page references need not be given for unreported decisions, even for a quotation. The same rule applies to internet case citations.</p> <p>Eg:</p> <p>¹⁰ <i>Alterama v Camp</i>, unreported, NSW Supreme Court (No 1854, 4 July 1980).</p> <p>¹¹ <i>Ajax Toolworks Inc v Can-Eng Manufacturing Ltd</i>, US District Court, North District of Illinois 01 C 5938, 29 January 2003 (http://cisgw3.law.pace.edu/cases/0130129.ul.html)</p> <p>¹² <i>Giustina International SpA v Perfect Circle Europe (formerly Floquet Monopole (SARL))</i> (Case 225) January 1998 (CLOUT Database)</p> <p>¹³ <i>Oberlandesgericht Schleswig</i> 11 U40/01, 22 August 2002 (www.unilex.info/cisg/case/902)</p> <p>3. Other rules.</p> <p>¹⁵ <i>R v Bellamy</i> [1981] 2 NSWLR 727.</p> <p>(Use <i>R</i> not <i>Reg</i> nor <i>The Queen</i> etc)</p> <p>¹⁶ <i>Ginsberg v New York</i> 14 US 629 (Sup Ct 1968).</p> <p>(In citations of American reports the year follows the reference, as it is an American practice)</p> <p>¹⁷ <i>BE Smallwood SdnBhd v R Dundas & Anor</i> [1984] 2 MLJ 223.</p> <p>If the name of the case is given in the text, it is also necessary to repeat it in the footnote. For example:</p> <p>It is well represented in the case law of <i>Phipps v Boardman</i>¹ and in the earlier Court of Appeal decision</p>

	<p>in <i>Boulting v Association of Cinematograph, Television and Allied Technicians</i>.²</p> <p>The relevant footnotes would appear as follows:</p> <p>¹ <i>Phipps v Boardman</i> [1967] 2 AC 46 (HL).</p> <p>² <i>Boulting v Association of Cinematograph, Television and Allied Technicians</i> [1963] 2 QB 606 (CA).</p> <p>Note:</p> <ol style="list-style-type: none"> The "v" in versus (pronounced as "and" for civil cases, or "against" for criminal cases in the British tradition) is in lower case and there is no full stop after the "v". Initials are joined together and each initial is in upper case. There is no full stop after abbreviated words. <p>Eg:</p> <p>Sdn Bhd Inc Co</p> <p>4. Abbreviation of law reports</p> <p>Abbreviate the law report according to the instructions in its title page.</p> <p>5. Date</p> <p>Give the date for every reference, whether or not that date is an integral part of the citation.</p> <p>Eg:</p> <p>¹⁰ (1981) 27 SASR 100 (not 27 SASR 100)</p> <p>If the date is not an integral part of the citation and signifies the year the judgment was handed down</p> <ol style="list-style-type: none"> use round brackets; give the year in which the individual decision was handed down, not the date on which the entire volume was produced. <p>Eg:</p>
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	<p>¹⁰ (1966) 114 CLR 283, not (1965-1966) 114 CLR 283, since judgment in the case was delivered only in 1966, though the case was argued in 1965.</p> <p>If the date is an integral part of the citation and represents the volume number, use square brackets.</p> <p>Eg:</p> <p>¹¹ [1971] AC 309 and [1954] 1 QB 54.</p> <p>6. Reference to particular pages</p> <p>Always give the page number on which the report commences as well as your specific page references.</p> <p>Eg:</p> <p>¹² <i>Buston v Barclay</i> (1981) 27 SASR 100 at 104 and 106-107.</p>
Citation of Articles in Periodicals/Journals	<p>1. The name of the article to be in title case. Use double apostrophes (inverted commas).</p> <p>Eg:</p> <p>¹ Farrar, John, "Reasoning by Analogy", (1997) 9 Bond LR 149.</p> <p>² Dirkis, A, "Humpty Dumpty's Rule: Income Streaming and Trusts", (1955) 5 Revenue LJ 141.</p> <p>2. Abbreviation of periodicals</p> <p>Abbreviate the name of the periodical according to the instructions on its title page. If the titles of journals are written in full, they should be italicised.</p> <p>Eg:</p> <p>⁵ Coulthard, J, "Non-Union Bargaining: Enterprise Flexibility Agreements", (1996) 38 <i>Journal of Industrial Relations</i> 339.</p> <p>3. Notes</p> <p>For notes, comments etc, where no author is given, cite as follows:</p> <p>Eg:</p> <p>¹² Note, "Legitimate Resistance or Murder in International Law", (1969) 85 LQR 1.</p>

	<p>4. Date/reference to particular pages</p> <p>Eg:</p> <p>¹⁰ [1980] EIPR 30 at 34.</p>
Citation of Newspaper Articles	<p>The name of the article to be in title case. Use double apostrophes (inverted commas), and italicise the name of the publisher.</p> <p>Eg:</p> <p>¹⁴ "Civil Servants Told Not to be Biased", <i>New Sunday Times</i> 8 December 2002 at 12.</p> <p>If the newspaper article is sourced from the web and there is no page number available, provide the web address and date of access.</p> <p>Eg:</p> <p>¹⁵ Brown, Jan, "The Great Victim of this Get Tough Hyperactivity is Labour", <i>The Guardian</i> (London, 19 June 2012) <http://www.guardian.co.uk/commentisfree/2008/jun/19/justice.ukcrime> accessed 19 November 2013.</p> <p>If the article is in Malay, cite the Malay title followed by the translation in parentheses (round brackets).</p> <p>Eg:</p> <p>¹⁶ "Pelancong boleh dihukum mati jika ambil swafoto di pantai Phuket" (Tourists may face death sentence for taking selfies at Phuket beach), <i>Berita Harian</i> (Kuala Lumpur, 9 April 2019) <https://www.bharian.com.my/dunia/asean/2019/04/550824/pelancong-boleh-dihukum-mati-jika-ambil-swafoto-di-pantai-phuket> accessed 10 April 2019.</p>
Citation of Conference Papers	<p>When citing conference papers that were only available at a conference or directly from the author, state the name of the author, the title in quotation marks and then, in brackets, the title, location and date of the conference.</p> <p>Eg:</p> <p>¹⁰ Fatimah Wan Yusoff, "Remedying Reliance: The Future Development of Promissory and Proprietary Estoppel in Malaysia" (Conference on Law, Kuala Lumpur, 7 July 2012).</p> <p>If a conference paper has been published, cite the published</p>

	<p>version instead.</p> <p>Eg:</p> <p>¹¹ Muhammad Umar Abdul Razak, "Board of Directors' Reliance on Information Provided by Artificial Intelligence: Legal and Evidential Challenges in Malaysia", Proceedings of the 13th Conference on Law, Kuala Lumpur, 7 July 2012, (Hart Publisher 2012) at p 50.</p> <p>Conference papers that are published online should include a web address and date of access.</p> <p>Eg:</p> <p>¹² Muhammad Umar Abdul Razak, "Board of Directors' Reliance on Information Provided by Artificial Intelligence: Legal and Evidential Challenges in Malaysia", Proceedings of the 13th Conference on Law, Kuala Lumpur, 7 July 2012 <http://www.conferenceonlawkl.com.my/2012/July> accessed 19 November 2013.</p>
Citation of Books and Theses	<p>The title of the publication is to be in title case.</p> <p>Eg:</p> <p>Books</p> <p>¹⁶ Johnston, Angus Charles, Markesinis, Basil and Deakin, Simon, <i>Markesinis and Deakin's Tort Law</i> (Oxford University Press 7th edn 2013).</p> <p>Note: Cite in the following order:</p> <p>Author/Authors - Title (in italics) - (Publisher - Edition - Year)</p> <p>Note that "edn" is in lower case, and the various pieces of information within brackets are not separated by a comma</p> <ol style="list-style-type: none"> 1. Italics <p>Italicise the title of the book, not the author's name, unless it is an integral part of the title (eg <i>Markesinis and Deakin's Tort Law</i>).</p> 2. Publisher <p>Include the name of the publisher.</p> 3. Several volumes <p>If the work consists of more than one volume, give the</p>

	<p>volume number immediately after the title.</p> <p>Eg:</p> <p>¹⁵ <i>Frankel, the Regulation of Money Managers</i> vol 2 (1978) at p 670.</p> <p>4. Date</p> <p>Give the number of the edition (unless it is the first) and the year of publication of that edition. Use (edn) to denote edition of the book. In giving the number of the edition, do not use a superscript.</p> <p>5. Reference to particular pages and/or paragraphs</p> <p>Place the page and/or paragraph number or numbers immediately after the bracket enclosing the edition and date of publication.</p> <p>Use p or pp (for plural) only if it is necessary to distinguish a page number from a paragraph number in the same work.</p> <p>Eg:</p> <p>¹² Johnston, Angus Charles, Markesinis, Basil and Deakin, Simon, <i>Markesinis and Deakin's Tort Law</i> (Oxford University Press 7 th edn 2013) at pp 13-20.</p> <p>Thesis</p> <p>¹⁸ Anida Mahmood, <i>The Need for Legislative Reform of the Privity Doctrine in Commercial Contracts in Malaysia: A Comparative Analysis</i>, Unpublished PhD thesis (Queensland University of Technology 2013).</p>
Citation of edited books	<p>¹⁵ Elster, Jon, (ed), <i>Karl Marx: A Reader</i> (Cambridge University Press 1986).</p> <p>Note the "ed" is in lower case.</p>
Citation of chapters in edited book	<p>When citing a chapter in an edited book, cite the author and the title of the contribution, in a similar format to that used when citing an article, and then give the editor's name, the title of the book (in italics), and the publication information. For example:</p> <p>Eg:</p> <p>¹⁵ Stone, Alan, "The Place of Law in the Marxian Structure-Superstructure Archetype" in Kahel Rokumoto (ed) <i>Sociological</i></p>

	<p><i>Theories of Law</i> (Dartmouth Publishing Company Limited 1994) at p 334.</p> <p>The starting page is that on which the chapter cited begins.</p>
Reference to page(s) in books	<ol style="list-style-type: none"> 1. Use p or para (depending on whether the reference is to a page or a paragraph) followed by the page or paragraph number. <p>Eg:</p> <p>¹⁹ Elster, Jon (ed), <i>Karl Marx: A Reader</i> (Cambridge University Press 1986) at p 254.</p> <ol style="list-style-type: none"> 2. Reference to more than one page. <p>Use (pp 44-47) and not (pp44 – 47).</p>
Citation of names of authors in footnotes and bibliography	<ol style="list-style-type: none"> 1. Names of authors should be cited in the following way: <p>Western names; by surname, followed by initials or given name.</p> <p>Eg:</p> <p>Cornish, William Randall Cornish, WR</p> <p>Chinese names; by surname, followed by initials or given name</p> <p>Eg:</p> <p>Khaw, Lake Tee Khaw, LT</p> <p>Malay names; in the way it is usually written (omit the "bin" or "binti")</p> <p>Eg:</p> <p>Salleh Buang Ahmad Mohamed Ibrahim</p> <p>Indian names; in the way it is usually written (omit "A/L" or "A/P")</p> <p>Eg:</p>

	<p>Visu Sinnadurai Vijendar Kumar Agarwal VK Agarwal</p> <p>2. Where there are four or more authors, only name the first author followed by <i>et al.</i></p> <p>Eg:</p> <p>Five authors are listed in the book, Introduction to Sociology, ie, Bilton, Tony, Bonnett, Kevin, Jones, Philip, Stanworth, Michelle and Webster, Webster. The citation should appear as:</p> <p>¹⁶ Bilton, Tony <i>et al</i>, <i>Introduction to Sociology</i> (Macmillan Education 2nd edn 1987).</p>
Citation of Legislation/Statutes	<p>Short Title</p> <p>Give the short title of the Act. Older United Kingdom Acts may not have short titles. Cite them as follows, always giving the date of enactment:</p> <p>Eg:</p> <p>¹⁰ 13 Eliz c 7 (1571).</p> <p>Citation</p> <p>A citation in a footnote is not required when citing legislation if the information is provided in the text, as in the following sentence:</p> <p>Eg:</p> <p>The Medical Act 1971 provides for the establishment of the Malaysian Medical Council.</p> <p>Where the text does not include the name of the Act or the relevant section, this information should be provided in a footnote:</p> <p>Eg:</p> <p>The Malaysian Medical Council has the power to issue guidelines.¹</p> <p>¹ Medical Act 1971, s 4.</p> <p>After the short title of the Act, state the year of enactment followed by an abbreviation of the appropriate jurisdiction in brackets.</p>

	<p>Do not underline or italicise any part of the citation nor place a comma between the title and year of enactment.</p> <p>Eg:</p> <p>¹ Sale of Human Blood Act 1962 (SA), s 5. ² Public Service Act 1922 (Cth), ss 14-19.</p>
Citation of Statutory Provisions	<p>Use the uppercase for the word “section” when it is at the beginning of the sentence. If the word “section” appears in the body of the sentence, then it should be written in the lower case (the same applies to the abbreviation of the word “section”).</p> <p>Eg:</p> <p>Section 4 of the Evidence Act 1950 provided that ... It is provided in section 4 of the Evidence Act 1950 that ... It is provided in s 4 of the Evidence Act 1950 that ...</p> <p>Article 5 of the Federal Constitution states that ... It is provided in Article 5 of the Federal Constitution that ... It is provided in Art 5 of the Federal Constitution that ...</p>
Citation of Treaties	<p>Cite the name of the treaty in italics, followed by the date the treaty is opened for signature OR signed/adopted, then the date the treaty entered into force, in bracket. Lastly cite the volume, treaty series and page. Use this format for both a footnote and a bibliography.</p> <p>Eg:</p> <p>¹⁰ <i>International Covenant on Civil and Political Rights</i> (adopted 16 December 1966, entered into force 23 March 1976) 999 UNTS 171.</p> <p>¹² <i>Agreement on Trade-Related Aspects of Intellectual Property Rights</i> (opened for signature 15 April 1994, entered into force 1 January 1995) 1869 UNTS 299.</p>
Citation of Reports of Committees/Commissions/Organisation etc	<p>Cite the name of the Committees/Commissions/Organisation etc first, followed by the full title of the report in italics, the date of the report in bracket, publication number (if any), and the pages referred to (if any).</p> <p>Eg:</p> <p>¹¹ Australian Law Reform Commission, <i>Copyright and the Digital Economy</i>, ALRC Report 122 (22 November 2013).</p>

	<p>¹² National Cancer Institute, <i>Taking Part in Cancer Treatment</i> (2018), Publication No 103, p 45.</p> <p>If the report is only available online, the citation should be as follows:</p> <p>¹³ National Cancer Institute, <i>Taking Part in Cancer Treatment</i> (2018), Publication No 103, p 45, <https://www.cancer.gov/publications> accessed 3 February 2019.</p>
Citation of Parliamentary Debates	<p>Cite the name of the country, followed by the words <i>Parliamentary Debates</i> in italics, the chamber, the date of the debate, the pages referred to and the name of the speaker in bracket.</p> <p>Eg:</p> <p>¹⁰ Malaysia, <i>Parliamentary Debates</i>, Dewan Negara, 27 March 1987, 2700-2701, 2704-2705 (Shaharom Maasom).</p>
Citation of Electronic Sources (eg, Online Journals, Electronic Books and Websites)	<p>Cite in full and indicate the date accessed.</p> <p>If a publication sourced online is also available in hard copy, cite the hard copy version. Publication online should only be cited where hard copy version does not exist.</p> <p>Citations of publications that are available only electronically should end with the web address (also known as the uniform resource locator, or “url”) in angled brackets (<>), followed by the date of most recent access, expressed in the form “accessed 1 January 2020”.</p> <p>Eg:</p> <p>¹ Greenleaf, Graham, “The Global Development of Free Access to Legal Information”, (2010) 1(1) EJLT <http://ejlt.org/article/view/17> accessed 1 April 2019.</p> <p>² International Narcotics Control Board 1999, United Nations, <http://www.incb.org> accessed 1 October 2018.</p> <p>³ Morris, A, 2004, “Is this racism? Representations of South Africa in the Sydney Morning Herald since the inauguration of Thabo Mbeki as president”, <i>Australian Humanities Review</i>, Issue 33, August - October 2004, <http://www.australianhumanitiesreview.org/archive/Issue-August-2004/morris.html> accessed 11 May 2007.</p> <p>⁴ Lloyd, CB (ed), 2005, “<i>Growing Up Global: The Changing Transitions for Adulthood in Developing Countries</i>”, e-book, <http://www.nap.edu/books/11174/html/index.htm> accessed 5</p>

	<p>May 2007.</p> <p>⁵ Cole, Sarah, "Virtual Friend Fires Employee", (Labour Law, 1 May 2009) <http://www.labourlaw.com/2009/05/index .html> accessed 19 November 2009.</p>
Citation of Interviews	<p>When citing an interview that the researcher conducted himself, give the name, position and institution (as relevant) of the interviewee, and the location and full date of the interview.</p> <p>Eg:</p> <p>¹ Interview with Dato' Ali Bakar, Legal Advisor, Ministry of Law, (Kuala Lumpur, Malaysia, 4 August 2018).</p> <p>If the interview was conducted by someone else, the interviewer's name should appear at the beginning of the citation.</p> <p>Eg:</p> <p>² Daud Omar, Interview with Dato' Ali Bakar, Legal Advisor, Ministry of Law, (Kuala Lumpur, Malaysia, 4 August 2018).</p> <p>If the interviewee does not wish to be named, state only the position and institution (as relevant) of the interviewee, and the location and full date of the interview.</p> <p>Eg:</p> <p>² Interview with a Court of Appeal Judge, Malaysia (Kuala Lumpur, Malaysia, 4 August 2018).</p>
Citation of Personal Communications/Written Correspondence	<p>When citing personal communications, such as emails and letters, state the names of the author and recipient of the communication, and the date. If you are the author/researcher or recipient of the communication, say "from author/researcher" or "to author/researcher", as appropriate.</p> <p>Eg:</p> <p>¹ Letter from Aishah Ali to Ghani Ismail (20 November 2018).</p> <p>² Email from Aishah Ali to author/researcher (16 May 2018).</p> <p>³ Letter from P Cunliffe-Lister, the British Agent for Borneo to the High Commissioner for the Malay States, (23 October 1934), National Archives Malaysia.</p>

Citation of Al-Qur'an/ <i>Hadith</i>	<p>1. References to the Al-Qur'an</p> <ol style="list-style-type: none"> All references to the Al-Qur'an in the main text must be in English translation. The number used to refer to verses in the Qur'an should be placed at the footnote, not at the end of the translation. The reference at the footnote should indicate the book in the Qur'an, its number and the number of the verse. <p>Eg;</p> <p>Allah mentioned in Al-Qur'an which means:</p> <p>Never will you attain the good [reward] until you spend [in the way of Allah] from that which you love. And whatever you spend – indeed, Allah is Knowing of it.¹</p> <p>¹ Al-Qur'an, Ali 'Imran 3:92.</p> <p>2. References to <i>Hadith</i></p> <ol style="list-style-type: none"> (In-text) All references to the <i>Hadith</i> in the main text must be in English translation. (Footnote) References to <i>Hadith</i> in specific collections are indicated by name of the kitab, followed by book number and the <i>hadith</i> number. <p>Eg;</p> <p>The Prophet saying which means:</p> <p>Narrated Abu Musa r.a: Some people ask Allah's messenger, "Whose Islam is the best (ie, who is very good Muslim)?" He replied, "One who avoids harming the Muslims with his tongue and hands."¹</p> <p>¹ Al-Bukhari, 88:204.</p>
Numeral	<p>1. Use words for up to nine.</p> <p>Eg:</p> <p>She has been working on it for seven years (not 7 years).</p>

	<p>2. Use digits for number ten and above.</p> <p>Eg:</p> <p>It has been 10 years since he last saw her.</p> <p>3. Use figures if in a sequence of stated quantities, numbers, ages etc; for numbers of sections, clauses, paragraphs etc; and wherever words would appear clumsy.</p> <p>Eg:</p> <p>Ahmad bought 2 books, 3 pencils and 12 erasers.</p> <p>Section 3 of the Evidence Act 1950 states that ...</p> <p>4. Sequence of numerals</p> <p>Reproduce the entire number of numerals necessary for the citation.</p> <p>Eg:</p> <p>360-365 (not 360-5 nor 360-65) 1998-1999 (not 1998-99)</p> <p>5. A number beginning a sentence is spelled out regardless of its size.</p>
	<p>Eg:</p> <p>One hundred and twenty-eight students were included in the survey. (Not 128 students were included in the survey)</p> <p>6. Use figures in quoting percentages.</p> <p>Eg:</p> <p>Of the total population, only 5% were literate, whereas 95% have never set foot in a school.</p>
Dates	<p>The sequence should be day-month-year. The day is written in figures, where the month is spelled out in full. No superscript needed.</p> <p>Eg:</p> <p>30 January 2019 (not January 30th, 2019 or 30th January, 2019)</p>

Abbreviations

1. Footnotes

In the footnotes, use the following abbreviations, where necessary:

cf	compare (<i>latconfer</i>)
ch, c	chapter (c for legislation)
Cmnd, cmd, Cd, C	command paper (according to series)
ed/eds	editor(s)
edn	edition
eg	for example
f, ff	one or more pages following
<i>ibid</i>	in the same place (Lat <i>ibidem</i>)
<i>ie</i>	that is (Lat <i>id est</i>)
n, nn	footnote(s)
p, pp	page(s)
para, paras	paragraph(s)
R	<i>Regina or Rex</i>
s, ss	section(s)
ss	subsection (followed by sub-section number enclosed in round brackets, eg ss(2))
vol, vols	volume(s)
<i>sic</i>	thus
<i>vid or vide</i>	see
<i>passim</i>	here and there
<i>et al</i>	<i>et alii</i> and others

2. Text

The basic rule is that no abbreviations/contraction should be used in the text, except in the situations below:

Standard abbreviations of title following a name, eg CJ (Chief Justice); etc, ie and eg; s (as in section of an Act) except where it commences a sentence, when the word is written in full.

Do not follow the last letter of an abbreviation with full stop: ie, CJ not C.J., and ie, not i.e.

Capitals

1. Upper case (capitals)

Use upper case to indicate a specific or proper name in words which have a different sense without a capital. Eg, an Act (of Parliament), a Bill, a Proclamation, the Constitution, the Cabinet, the Crown, the Minister, the Attorney General, the Governor, the Senate, the House, His Honour.

2. Lower case

Use lower case to indicate a general or common name.

Eg:

common law

court (unless naming it – eg, High Court, Court of Appeal – or referring to a specific court, or

other body, the context indicating which)
executive
government and governmental
judge, justice (unless a specific judge – eg, Justice McPherson)

Italics

Italics:

names of cases
newspaper titles
titles of books and theses
titles of journals where these are written in full (but not where they are abbreviated - abbreviated titles are not italicised)
titles of government publications and treaties
words requiring particular emphasis (but keep this practice to a minimum)
latin words or abbreviations of such words eg, *ibid*, *sic*, *vide*, (except for certain foreign words and phrases commonly used in law - see below) and words other than English, eg, Malay, Arabic and French.

Do not italicise:

titles of law reports
titles of periodicals and articles
titles of statutes
foreign words and phrases commonly used in law, eg, *actus reus*, *mens rea*, *bona fide*, *mala fide*, *guardian ad litem*, *consensus ad idem*, *non est factum*, *caveat emptor*, *caveat venditor* and *sui generis*.

Bibliography

All references under the various sub-headings must be arranged in alphabetical order. The mode of citation is in accordance with this House Style, unless otherwise stipulated elsewhere.

Books

Journal Articles

Legislation

Legislation should be grouped according to countries. Both the list of countries and the legislation listed under each country must be in alphabetical order.

Cases

Treaties

Reports of Committees/Commissions/Organisations

Parliamentary Debates

Internet Resources

Published/Unpublished Conference Papers

Theses and Dissertations

Written Correspondence

Newspaper Articles

Miscellaneous

Eg:

Interviews

Email communication

Speech

Radio or Television Programmes