Title of dissertation/thesis/final year project paper/article (Level 1) (for article)

All alphabets in upper case, bold and centred.

Eg:

THE PROSPECTUS DISCLOSURE REGULATORY REGIME IN MALAYSIA

Writer’s name (for article)

Writer’s name two spaces below title, upper case, left justified, italicized, custom footnote mark, an asterisk (*), follows end of name. If there are more than one authors, use a double asterisk (**) for the second author and so on.

Eg:

by DR LIM HENG GEE *

Designation: before first footnote mark (*) referred to above); followed by qualification/s (in the order where the last obtained appearing first). Leave out all period marks (.) for abbreviation of qualifications, place etc

Eg:

* 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).

Main Heading (Level 2):

Title case in bold

Ie, use upper case for the first letter of every word in the heading (except for prepositions and articles), justified left side of page

Eg:

Introduction

The Requirements for a Prospectus

Commercial Exploitation of a Patent by Licensing
**Sub-heading (Level 3):**

Sentence case in bold, ie, 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*

**Sub-sub heading (Level 4):**

Sentence case in italics and bold

ie, 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, in italics

Eg:

*Meaning of "offer to the public"*

**Further sub-headings after the sub-sub heading (Level 5):**

Sentence case in italics, not in bold

ie, 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.

Eg:

*Concept of "offer"*
*Concept of "public"*
*The flaw in re Johnson*

<table>
<thead>
<tr>
<th>Numbering the sub-headings, sub-sub headings and further sub-headings after that (for article)</th>
<th>If you feel that it may prevent confusion in understanding the various headings, you may enumerate heading levels 3, 4 or 5 in the following order:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3 ...</td>
<td>1, 2, 3 ...</td>
</tr>
<tr>
<td>a, b, c ...</td>
<td>a, b, c ...</td>
</tr>
<tr>
<td>i, ii, iii ...</td>
<td>i, ii, iii ...</td>
</tr>
</tbody>
</table>
| **Paragraph format** | 1. Do not indent the first line of the paragraph.  
2. There should only be a single space between paragraphs. |
|---------------------|--------------------------------------------------|
| **Footnotes**       | All footnotes to be left indented, hanging indent, 1/2 inch, and justified left and right  
Eg:  
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. |
| **Footnote Numbering** | Number footnotes consecutively from the beginning to the end of the article/chapter. Do not re-commence at number one on each page nor after number 99. |
| **Position of footnote numbering in the text** | Ordinarily, place the footnote number (in superscript) after all punctuation marks (a comma, period or quotation mark)  
Eg:  
The old law came to be regarded as "absurd and unjust".  
Lord Denning wrote, "A Silk's work is confined to appearing in court as an advocate – and to writing opinions". |
| **Quotation marks: Short Quotation** | 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.  
Double apostrophes (" – "), except within a quotation where a single apostrophe is used (' – ').  
Eg:  
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’." |
### Long Quotation

For longer quotes, ie, four or more lines in length, use indent. In this case, leave out the opening and closing quotation marks.

Eg:

Nevertheless, the High Court in the earlier case of *Lai Tai v Collector of Land Revenue* admittedly adopted a different interpretation. Adams J was of the opinion that 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, *so that he may be heard* … [emphasis added]

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.

### Ellipsis - mark indicating word or sentences left out in a quotation

1. **Omission in middle of a quoted sentence**

   Use three points. Note that there must be a space between the three points and the letters before and after the points.

   Eg:

   “Lawyers have codes ... drafted by themselves through their law societies”.

2. **Incomplete quoted sentence**

   Use three points without adding a fourth, and leave a space before the quotation marks

   Eg:

   “Lawyers have codes of professional ethics drafted by themselves ... ”.

3. **End of a complete quoted sentence, the closing point is followed by three points for omission**

   “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”.

Note:
| Do not use an ellipsis to denote an omission at the beginning of a quotation.  
| Eg:  
The section requires the director “to exercise a reasonable degree of care and diligence”.  
| Interpolations | Enclose introduced interpolations within square brackets.  
| Eg:  
“They [the directors] approved the appointment.”  
| Position of punctuation marks where there are quotations. | 1. Within a sentence  
If the punctuation mark relates to the whole sentence (into which the quotation fits) place it outside the quotation mark. If the quoted matter is only part of the sentence, place the full stop outside the closing quotation marks.  
Eg:  
Whitton says, “The English common law turned its back on the truth”.  
But if it is part of the quotation put it inside the quotation mark.  
Eg:  
“Do we tax the taxi drivers' tips?”, she asked.  
2. At the end of a sentence  
If the whole of a printed sentence (or sentences) is a quotation, place the final full stop inside the closing quotation mark.  
Eg:  
“Extrinsic evidence is admissible to remedy a mischief.”  
| Use of Supra (Above) or Infra (Below) and Ibid | Use of Supra or Above and Infra or below are superfluous  
Do not use above (supra) to refer to a point of citation, or a
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>book or article of which mention has been made earlier; and below (infra) to refer to a later point or citation.</td>
<td>They are unnecessary. Use note and then the footnote number. Eg: Note 14. Instead of using, for example, Note 14 as shown above, the writer 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.</td>
</tr>
<tr>
<td><strong>Use of <em>Ibid</em></strong></td>
<td>Use <em>Ibid</em> (the same work) to refer to an immediately preceding reference, whether or not the citation is on the same page. Do not use id or idem or op cit 1. If reference is made to the same page of the materials cited earlier, use <em>ibid</em> without the page number. Eg: <em>Ibid.</em> 2. If reference is made to a different page of the materials cited earlier, then use <em>ibid</em> with a page number. Eg: <em>Ibid</em> at 409. Note that there is no comma mark after <em>Ibid</em> in this case, and it is not necessary to include the word &quot;page&quot;</td>
</tr>
</tbody>
</table>
| **Opere citato (op cit)** | Do not use op cit. Eg: If the citation made earlier is found in footnote 5, use instead -  
Note 5 at 302. |
<p>| <strong>Repeated citations</strong> | When a footnote cites a reference which is given elsewhere in the article, use note, together with the footnote number. Do not use above, below, supra or infra. |</p>
<table>
<thead>
<tr>
<th>Citation of Law Reports and Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Italicize the name of the case.</td>
</tr>
<tr>
<td>Eg:</td>
</tr>
<tr>
<td><em>Hinz v Berry</em> [1970] 2 QB 40.</td>
</tr>
<tr>
<td><em>Re Horizon Pacific Ltd</em> [1977] ACLC 29. [Do not use In re].</td>
</tr>
<tr>
<td><em>Alterama v Camp</em>, unreported, NSW Supreme Court (No 1854, 4 July 1980) per Needham J. (Page references need not be given for unreported decisions, even for a quotation)</td>
</tr>
<tr>
<td><em>R v Bellamy</em> [1981] 2 NSWLR 727. (Use <em>R</em> not <em>Reg</em> nor <em>The Queen</em> etc)</td>
</tr>
<tr>
<td><em>Ginsberg v New York</em> 14 US 629 at 625 (Sup Ct 1968).</td>
</tr>
<tr>
<td>(In citations of American reports the date follows the reference, as it is an American practice)</td>
</tr>
<tr>
<td><em>BE Smallwood Sdn Bhd v R Dundas &amp; Anor</em> [1984] 2 MLJ 223.</td>
</tr>
</tbody>
</table>

If the name of the case is given in the text, it is not necessary to repeat it in the footnote. For example:

It is well represented in the case law of *Phipps v Boardman* and in the earlier Court of Appeal decision in *Boulting v Association of Cinematograph, Television and Allied Technicians.*

The relevant footnotes would appear as follows:

* [1967] 2 AC 46 (HL).
* 32 [1963] 2 QB 606 (CA).

**Note:**

a. The "v" in versus is in lower case and there is no period after the "v".

b. Initials are joined together and each initial is in upper case.
c. There is no period after abbreviated words like Sdn, Bhd, Inc etc

2. Abbreviation of law reports
   
   Abbreviate the law report according to the instructions in its title page.

3. Date
   
   Give the date for every reference, whether or not that date is an integral part of the citation.

   Eg:

   (1981) 27 SASR 100 (not 27 SASR 100)

   If the date is *not* an integral part of the citation and signifies the year the judgment was handed down

   (a) use round brackets;

   (b) give the year in which the individual decision was handed down, not the date on which the entire volume was produced.

   Eg:

   (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.

   If the date is an integral part of the citation and represents the volume number use square brackets.

   Eg:


4. Reference to particular pages
   
   Always give the page number on which the report commences as well as your specific page references.

   Eg:


| Citation of articles in periodicals/journals | • The name of the article to be in title case. Use double apostrophes (inverted commas) |
Eg:


- **Abbreviation of periodicals**

  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.

Eg:


- **Notes**

  For notes, comments etc, where no author is given, cite as follows:

Eg:


- **Date/reference to particular pages**

Eg:

[1980] EIPR 30 at 34.

### Citation of newspaper articles

The name of the article to be in title case. Use double apostrophes (inverted commas), and italicize the name of the publisher

"Civil Servants Told Not to be Biased", *New Sunday Times* 8 December 2002 at 12.

If the newspaper article is sourced from the web and there is no page number available, provide the web address and date of access.

November 2013.

If the article is in Malay, cite the Malay title followed by the translation in parentheses (round brackets).

<table>
<thead>
<tr>
<th>Citation of Conference Papers</th>
<th>When citing conference papers that were only available at a conference or directly from the author, give the author, the title in quotation marks and then, in brackets, the title, location and date of the conference. Eg: Fatimah Wan Yusoff, “Remedying Reliance: The Future Development of Promissory and Proprietary Estoppel in Malaysian” (Conference on Law, Kuala Lumpur, 7 July 2012). If a conference paper has been published, cite the published version instead; papers that are available online should include a web address and date of access. Eg: Fatimah Wan Yusoff, “Remedying Reliance: The Future Development of Promissory and Proprietary Estoppel in Malaysian”, (Conference on Law, Kuala Lumpur, 7 July 2012) <a href="http://www.conferenceonlawkl.com.my/2012/July">http://www.conferenceonlawkl.com.my/2012/July</a> accessed 19 November 2013.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation of Titles of Books and Theses; Published Papers</td>
<td>The title of the publication is to be in title case. Eg: Farrar, John and Hannigan, O, <em>Farrar’s Company Law</em> (Butterworths London 4th edn 1998). Note: Cite in the following order: author/authors - title (in italics) - (Publisher - Place - edition - year) Note that &quot;edn&quot; is in lower case, and the various pieces of information within brackets are not separated by a comma 1. <em>Italics</em> Italicise the title of the book not the author’s name unless it is an integral part of the title (eg <em>Farrar’s Company Law</em>).</td>
</tr>
</tbody>
</table>
2. **Publisher**

Include the name of the publisher and the place of publication.

3. **Several volumes**

If the work consists of more than one volume, give the volume number immediately after the title.

Eg:

*Frankel, the Regulation of Money Managers vol 2 (1978) at 670.*

Cf parliamentary debates where the volume number comes after the year.

4. **Date**

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.

5. **Reference to particular pages and/or paragraphs**

Place the page and/or paragraph number or numbers immediately after the bracket enclosing the edition and date of publication.

Use p or pp (for plural) only if it is necessary to distinguish a page number from a paragraph number in the same work.

<table>
<thead>
<tr>
<th>Citation of edited books</th>
<th>Elster, Jon, (ed), <em>Karl Marx: A Reader</em> (Cambridge University Press Cambridge 1986).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Note the &quot;ed&quot; is in lower case.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Citation of chapters in edited book</th>
<th>When citing a chapter or essay 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:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eg:</td>
</tr>
<tr>
<td></td>
<td>Stone, Alan, “The Place of Law in the Marxian Structure-Superstructure Archetype” in Kahel Rokumoto (ed)</td>
</tr>
</tbody>
</table>
The starting page is that on which the chapter cited begins. |
| --- | --- |
| 1. Reference to more than one page | The starting page is that on which the chapter cited begins.  
| 2. Reference to more than one page | Use (pp 44–47) and not (pp 44 – 7) |
| Citation of names of authors in footnotes and bibliography | Names of authors should be cited in the following way:  
Western names; by surname, followed by initials or given name  
Eg:  
Cornish, William Randall  
Cornish, WR  
Chinese names; by surname, followed by initials or given name  
Eg:  
Khaw, Lake Tee  
Khaw, LT  
Malay names; in the way it is usually written (omit the "bin" or "binti")  
Eg:  
Salleh Buang  
Ahmad Mohamed Ibrahim  
Tunku Intan Mainura Tunku Maakmar  
Indian names; in the way it is usually written (omit "A/L" or "A/P")  
Eg:  
Visu Sinnadurai |
<table>
<thead>
<tr>
<th>Citation of Legislation/Statutes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Where there are four or more authors, only name the first author followed by et al.</strong></td>
</tr>
<tr>
<td>Eg:</td>
</tr>
<tr>
<td>Six authors are listed in the book, <em>Introduction to Sociology</em>, ie, Bilton, Tony, Bonnett, Kevin, Jones, Philip, Stanworth, Michelle and Webster, Webster. The citation should appear as:</td>
</tr>
<tr>
<td><strong>Citation of Legislation/Statutes</strong></td>
</tr>
<tr>
<td><strong>Short Title</strong></td>
</tr>
<tr>
<td>Give the short title of the Act. Older UK Acts may not have short titles. Cite them as follows, always giving the date of enactment:</td>
</tr>
<tr>
<td>Eg: 13 Eliz c 7 (1571)</td>
</tr>
<tr>
<td><strong>Citation</strong></td>
</tr>
<tr>
<td>A citation in a footnote is not required when citing legislation if the information is provided in the text, as in the following sentence:</td>
</tr>
<tr>
<td>The Medical Act 1971 provides for the establishment of the Malaysian Medical Council.</td>
</tr>
<tr>
<td>Where the text does not include the name of the Act or the relevant section, this information should be provided in a footnote:</td>
</tr>
<tr>
<td>The Malaysian Medical Council has the power to issue guidelines.*</td>
</tr>
<tr>
<td>After the short title of the Act give the year of enactment followed by an abbreviation of the appropriate jurisdiction in brackets.</td>
</tr>
<tr>
<td>Do <em>not</em> underline (italicise) any part of the citation nor place a comma between the title and year of enactment.</td>
</tr>
</tbody>
</table>
### Citation of Treaties

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 date in bracket. Lastly cite the volume, treaty series and page. Use this format for both a footnote and a bibliography.

Eg:


### Citation of Reports of Committees/Commissions

Cite the name of the Committee/Commission first, followed by the full title of the report in italics and the date of the report in bracket.

Eg:


### Citation of Parliamentary Debates

Cite the name of the country, followed by the words Parliamentary Debates in italics, the chamber, the date of the debate, the pages referred to and the name of the speaker in bracket.

Eg:


### Citation of electronic sources (online journals, electronic books, websites and blogs)

Cite in full and indicate the date accessed

If you source a publication online which is also available in hard copy, cite the hard copy version. Publication online should only be cited where hard copy version does not exist.
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 2010’.

Eg:


| **Citation of Interviews** | 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.  

Eg:  

Interview with Hazel Biggs, Dean, Faculty of Law, the University of Southampton (Southampton, United Kingdom, 4 August 2010).  

If the interview was conducted by someone else, the interviewer’s name should appear at the beginning of the citation:  

Eg:  

Suzanne Ost, Interview with Hazel Biggs, Dean, Faculty of Law, the University of Southampton (Southampton, United Kingdom, 3 June 2010). |
| **Citation of Personal Communications/ Written Correspondence** | When citing personal communications, such as emails and letters, give the author and recipient of the communication, and the date. If you are yourself the author or recipient of the communication, say ‘from author’ or ‘to author’ as appropriate.  

Eg:  

Letter from John Harris to Lady Ashton (20 November 2011)  

Email from the Faculty of Law to author (16 May 2008)  

Letter from P Cunliffe-Lister, the British Agent for Borneo to the High Commissioner for the Malay States, (23 October 1934), National Archives Malaysia |
| **Numeral** | 1. Use words if up to nine: and if used in a descriptive sense.  

2. 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>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Sequence of numerals&lt;br&gt;Reproduce the entire number of numerals necessary for the citation&lt;br&gt;Eg: 360-365 (not 360-5 nor 260-65)&lt;br&gt;1998–1999 (not 1998 – 99)</td>
</tr>
<tr>
<td>4.</td>
<td>A number beginning a sentence is spelled out regardless of its size.&lt;br&gt;Eg: One hundred and twenty-eight students were included in the survey.</td>
</tr>
<tr>
<td>5.</td>
<td>Use figures in quoting percentages</td>
</tr>
</tbody>
</table>

**Abbreviations**

1. **Footnotes**

In the footnotes use the following abbreviations:

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

2. **Text**
The basic rule is that no abbreviations should be used in the text except in a very few situations below.

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

Do not follow the last letter of an abbreviation with period: 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)

**Italicise**

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) words other than English, eg, Malay, Arabic, French etc

**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 at litem, consensus ad idem, non est factum, caveat emptor, caveat venditor, sui generis etc.
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 stated.

Books

Journal Articles

Cases

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.

Treaties

Reports of Committees/Commissions

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