



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

UNISSA THESIS MANUAL

A Guideline for Postgraduate Student, UNISSA

2019

CENTRE FOR POSTGRADUATE STUDIES
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

A Guideline for Post Graduate Student, UNISSA

Outlines of Research Proposal

1. The aim of research proposal

To convince others that you have: a worthwhile research project, the competence to do it, and the work-plan to complete it.

2. Definition of research proposal

A document that tells about:

- 1- What you plan to accomplish? What is the problem/topic you are going to discuss?
- 2- Why you want to do it? What is the significance/ importance of this topic?
- 3- How you are going to do it?

3. The Content of Research Proposal

3.1 Title

Should be: Brief, accurate, descriptive and comprehensive, clearly indicating the subject of investigation.

You need to be clear about the focus of your research.

3.2 Introduction

Introduction is a summary statement of the research project.

Its aim is to provide necessary background or context for your research problem. It is an overview of the context of the topic: Why you are interested in this topic? What is the importance of this topic? Why this topic needs to be investigated? Definition of terms included in the title.

3.3 The scope of research

The scope of research sets the boundaries of your proposed research.

You need it in order to provide a clear focus (specific issue, time limit, location, specific section of the community ... etc.). Usually, it should be indicated in the title.

3.4 Research Problem/ statement of problem

3.4.1 What is Research Problem?

- It is the purpose of your study
- The area of focus in your study
- The main problem/ issue that you are going to investigate/ study in your research

3.4.2 How to formulate it?

State in simple and clear language that problem/ issue and what you are going to investigate/ study?

The problem/ issue must be real, researchable, and ethical

3.5 Research Questions

Research questions are the major issues and sub-problems to be addressed by your research expressed in the form of questions.

- = They emanate from the research problem (the research problem detailed)
- = They must be related to the methodology used.

3.6 Research Objectives

The objectives you plan to achieve from answering the research questions. They accordingly answer the research questions = one objective for each research question

3.7 Literature Review

3.7.1 Why literature review?

- = Give credit to those who have laid the groundwork for your research.
- = Demonstrate your understanding of research issues related to your research problem.
- = Show your ability to integrate the existing literature.
- = Show your ability to critically evaluate relevant literature.
- = Indicate that your proposed research will make contribution to that area.

3.7.2 How you write it?

Method: You may review studies one by one or all together looking at various aspects of the problem (using subheadings)

Content: A brief description of the main issues discussed by the study. Focus on conclusions and methodology used to reach them.

- = You may disagree with the conclusions
- = You may consider the methodology used inappropriate
- = You may discover gaps in the study(ies)

You identify the area you are going to contribute to.

3.7.3 Common shortcomings in literature review

Being repetitive, failing to cite important literature, failing to critically evaluate cited literature.

3.7.4 How many studies you review?

What gives a full picture of the issues related to your research: what was done and what can you contribute.

- = All important literature. If too many studies focus on the most relevant, the most important and the recent studies.

3.8 Importance of Research

- = Its contribution to the body of knowledge;
- = Can the findings be used by policy makers, social workers ...etc. to make sound decisions or tackle certain problems?

3.9 Research Hypothesis

The hypothesis is formulated after collecting and organizing empirical facts (usually through observation).

- Making testable predictions
- Testing the hypothesis with new empirical material
- Evaluating the outcome of testing

3.10 Methodology / Research Design

It is your work plan to tackle your research problem. It includes the methods, steps, tools, techniques you are going to use.

3.10.1 Requirements: The methodology must be sound = the most appropriate and most valid way to address your research problem.

3.10.2 How you choose it?

The methodology is based on the nature of your research. Is your research qualitative or quantitative or a combination of both?

3.10.2.1 Library research = what sources you are going to use? (Primary, secondary). How you are going to make use of those sources? Citation, critical analysis ...etc., using online database.

3.10.2.2 Case study= Describe the case. Methods and techniques used in study.

3.10.2.3 Interview = Whom you are going to interview? The main points in your interviews.

3.10.2.4 Questionnaire = Prepare the questionnaire and the sample. Describe the techniques for choosing the sample.

3.10.2.5 Methodology in Empirical Research includes:

- = Hypothesis (the hypothesis to be tested during data analysis)
- = Research design (a questionnaire study or a laboratory experiment?)
- = Sampling (techniques of choosing the sample, size)
- = Measurement instruments (what instruments, and how they were developed)
- = Data collection procedures
- = Data analysis (techniques to be used in data analysis)

3.11 Research Limitations

State the shortcomings and weaknesses in your research. This comes within conclusions chapter

1. You identify the limitations that your research may have faced.
2. Explain the nature of those limitations and justify the choices that you made during the research process.
3. Suggest how those limitations could be overcome in future researches

Examples of limitations

- Methodological limitations (sample size, lack of available and/or reliable data, and lack of prior research studies on the topic)
- Financial limitations
- Limitations in access to data

3.12 Proposed Chapter Outline

This is like a preliminary contents page that suggests how you wish to present your work.

3.13 Time Frame

This is to help you manage your time effectively when conducting your research. Note that, in reality, you may need, for some segment, more than the time you expect.

3.14 References

Your references should provide the reader with a good sense of your grasp on the literature and how you can contribute to it. Be sure to reference texts and resources that you think will play a large role in your analysis. Publication details of literature cited. Referencing system should be consistent which contain: names of authors, title of book/journal, year of publication, volume, issue, and page number.

*Prepared by,
Centre for Postgraduate Studies
Sultan Sharif Ali Islamic University
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CHAPTER ONE

TECHNICAL SPECIFICATIONS AND FORMAT

1. 1. TECHNICAL SPECIFICATIONS

1. 1.1 Paper Specifications

1. 1.1.1 Size

Candidates must use A4 size papers (21.0 cm x 29.7 cm).

1.1.1.2 Quality

The original copy as well as duplicate copies must be on white simile paper, minimum quality 80 gs/m.

1.1.2 Guidelines for Typing

1.1.2.1 Typeface and Font Size

- a. For thesis/dissertation in English and Malay languages, candidates are required to use Times New Roman throughout the entire thesis/dissertation. The required font size is 12 points for the text and 10 points for footnotes.
- b. For texts in Arabic, candidates are required to use Traditional Arabic script. The required font size is 16 points for the text and 12 points for footnotes.
- c. For texts in Jawi, candidates are required to use Jawi script. The required font size is 16 points for the text and 12 points for footnotes.

1.1.2.2 Headings

All headings (except subheadings) must be in 14 points, **bold CAPITALS** and centered.

1.1.2.3 Text

The text must be justified.

1.1.2.4 Spacing

- a. For thesis/ dissertation in English and Malay languages, the general text must be typed with 1.5 spacing. Texts in Arabic language must be typed with 1.0 spacing.
- b. Declaration, acknowledgements, abstract, table of contents, list of tables and illustrations, quotation, footnotes, endnotes and references must be typed with 1.0 spacing.
- c. A new paragraph must begin 6 points space below the last sentence of the previous paragraph.

1.1.2.5 Paragraphing

- a. The first paragraph under each heading must begin from the left margin for Romanized script, and from the right margin for Arabic script.
- b. Subsequent paragraphs must have the first line indented 1.27 cm from the left margin (Romanized script), or from the right margin (Arabic script).

1.1.3 Printing and Duplication

- a. Only one side of the paper should be printed.

- b. The hardbound copy of the thesis/ dissertation must be printed using Laser Printer.
- c. The duplicated copies must be at least 600 x300 (DPI).

1.1.4 Examination Copies

Candidates should submit their theses/ dissertations in normal binding (using tape binding). The number of copies to be submitted to the Centre for Postgraduate Studies (CPS) is as follows:

- i. PhD Candidate must submit five (5) copies;
- ii. Master Candidate must submit three (3) copies.

1.1.5 Final Copies

1.1.5.1 Final Copies and CD-ROM

After the thesis/ dissertation has been approved by the Board of Examiners (BoE), the candidate shall submit five (5) hardbound copies of the thesis/ dissertation and a softcopy in a CD-ROM labeled with the following details: Name, Candidate's Identification number, Title of thesis/dissertation, Programme, Faculty/Centre and Year of Submission in *Hijri & Masihi* Calendar.

1.1.5.2 Colour of the Final Copies of Thesis

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

Type of Degree	Colour of Cover
Postgraduate Diploma	Black
Master Degree	Navy blue
Doctor of Philosophy	Maroon

1.1.5.3 Information on the Cover

1.1.5.3.1 Front Cover

Details on the front cover should be printed in gold CAPITALS, centered, font size 14 points, single spacing, for all theses/ dissertations, and should be in the following order:

- i. **Title of Thesis:** Arranged in inverted pyramid – 6.0 cm from the top of the page.
- ii. **Full Name of Candidate:** As appears in the candidate's Identification Card
- iii. **Candidate's Identification Number:** As appears in the candidate's Identification Card.
- iv. **Name of Faculty/Centre:** Name of Faculty/Centre.
- v. **Name of the university:** Universiti Islam Sultan Sharif Ali.
- vi. **Year of Submission:** Year of submission in *Hijri & Masihi* Calendar– 6.0 cm from the bottom of the page.

(See – APPENDIX Q)

1.1.5.3.2 Spine of Thesis/ Dissertation

Details on the spine should be printed in gold CAPITALS, font size 14 points, in the following order:

- i. **Name of Candidate:** 3.0 cm from the top of the cover.
- ii. **Title of Thesis/ Dissertation:** Arranged in inverted pyramid and centered.
- iii. **Degree:** Abbreviated name of Degree (Ph.D / M.A /Postgraduate Dip.).
- iv. **Year of Submission:** Year of submission in *Hijri & Masihi* Calendar.
- v. **UNISSA:** Abbreviated name of Universiti Islam Sultan Sharif Ali (UNISSA)- typed 3.0 cm from the bottom of the cover.

(See – APPENDIX R)

1.2 FORMAT

1.2.1 Margins

The margins in text pages should have the following dimensions:

Top margin	2.5 cm from the top of the page.
Bottom margin	2.5 cm from the bottom of the page.
Right margin	2.5 cm from the right of the page
Left margin	3.8 cm from the left of the page.

1.2.2 Pagination

1.2.2.1 Page Numbers

Page numbers should appear at the bottom right side, 1.5 cm from the bottom edge of the page. Use the same font as the rest of the text, without adornment.

1.2.2.2 Pagination for Romanized Script

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

Reminder

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

1.2.2.3 Numbering of Chapters and Sub-Chapters

- a. Chapters must be written as follows: CHAPTER ONE, CHAPTER TWO, CHAPTER THREE, and so on.
- b. Sub-chapters must be numbered using Arabic numerals (1, 2, 3 etc.), and nested, but not indented, up to a maximum of 3 levels as in the example shown below:

CHAPTER TWO (first level- chapter title)

2.1 **Sub-Title**(Level 2);

2.1.1 **Sub-Sub-Title** (Level 3);

2.1.1.1 **Sub-Sub-Sub-Title** (Level 4).

- c. Subsequent sub-chapters beyond the fourth nesting level must be numbered using alphabets (a,b,c, etc.)
- d. The use of letters in parenthesis in the main body, e.g. (a), (b), (c) is appropriate as a means of differentiating sub-topics of the same topic. However, it is not required to be listed in the Table of Content.
- e. If a chapter title or chapter sub-title at any level exceeds a single line, the spacing between the lines must be the same as that of the text (1.5 spacing).

1.3 SEQUENCE OF CONTENTS

The sequence of the contents of the thesis/dissertation and its layout should be as follows:

THE *BASMALAH*

TITLE PAGE

APPROVAL

DECLARATION

COPYRIGHT

ACKNOWLEDGEMENT

ABSTRACT

TRANSLATION OF ABSTRACT

TABLE OF CONTENT

LIST OF FIGURES

LIST OF TABLES

LIST OF SYMBOLS/ ABBREVIATIONS/ NOMENCLATURE/ TERMINOLOGY

LIST OF CASES

LIST OF STATUTES

THE BODY OF TEXT

REFERENCES

APPENDICES/ LIST OF THE QURANIC VERSES & HADITH

1.3.1 THE *BASMALAH*

The *Basmalah* (بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ) should be typed in *Traditional Arabic* - 65 point in the centre of the page.

(See – APPENDIX B)

1.3.2 TITLE PAGE

This page should provide the following information (centered, single spacing, font size 14 points, CAPITALS) in the following order:

- i. **Title of Thesis:** The title of the thesis/ dissertation should be typed in an inverted pyramid – 6.0 cm from the top of the page.
- ii. **Full Name of Candidate:** The name of the candidate must be typed in full as it appears in the candidate’s identification card.
- iii. **Candidate’s Registration Number:** The registration number of the candidate must be typed as it appears in the candidate’s card.
- iv. **Purpose of Submission of Thesis:** Candidates must use one of the following phrases, whichever is applicable, to indicate the degree for which the thesis/ dissertation is submitted.

TYPE OF DEGREE	PHRASES
Postgraduate Diploma	A PROJECT PAPER SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF THE POSTGRADUATE DIPLOMA OF..... (Name of the programme).
Master’s Thesis (by Research)	A THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF THE DEGREE OF MASTER OF..... (specialization)
Master’s Dissertation (by Coursework and Dissertation)	A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF THE DEGREE OF MASTER OF..... (Name of the programme).
Doctor of Philosophy	A THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY OF... (specialization)

- v. **Faculty/Centre:** Name of the Faculty/ Centre conferring the degree.
- vi. **The Name of University:** Candidates should type “Universiti Islam Sultan Sharif Ali”.
- vii. **The Name of Country:** Candidates should type “Negara Brunei Darussalam”.
- viii. **Date of Submission:** The month and year of submission in *Hijri & Masihi* should be typed two (2) spaces after the name of the country and 6.0 cm from the bottom of the page.

(See – APPENDIX C)

1.3.3 APPROVAL PAGE

This page should provide the following information:

- i. **Title of Thesis/ Dissertation:** The title of the thesis/ dissertation as approved by the Senate should be typed and centered in an inverted pyramid – 3.0 cm from the top of the page.
- ii. **Full Name of Candidate:** The name of the candidate must be typed in full as it appears in the candidate's identification card.
- iii. **Candidate's Registration Number:** The registration number of the candidate must be typed as it appears in the candidate's card.
- iv. **Name and Signature of Supervisor and Co-Supervisor (if any):** The full name of the supervisor and co-supervisor (if any) and signature.
- v. **Name and Signature of Dean/ Director of Faculty/Centre:** The full name of the Dean/Director of the programme and signature.

(See – APPENDIX D)

1.3.4 DECLARATION PAGE

The word “DECLARATION” must be in **BOLD UPPER CASE**, centered and 3.0 cm from the top of the page, then followed by the *Basmalah* (بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ).

This page should provide the following information:

- i. **Declaration Statement:** As it is shown in the appendix.
- ii. **Signature of Candidate:** The candidate must sign this page.
- iii. **Full Name of Candidate:** The name of the candidate must be typed in full as it appears in the candidate's identification card.
- iv. **Registration Number:** The registration number of the candidate must be typed as it appears in candidate's card.
- v. **Date of Submission:** The candidate must type the date of submission in Hijri & Masihi.

(See – APPENDIX E)

1.3.5 COPYRIGHT PAGE

The word “COPYRIGHT” must be typed in **BOLD UPPER CASE**, centered and 3.0 cm from the top of the page.

This page should provide the following information:

- i. **Statement of Copyright:** As shown in appendix (F);
- ii. **Signature of Candidate:** The candidate must sign this page;
- iii. **Date of Submission:** The candidate must type the date of submission in *Hijri & Masihi*.

(See – APPENDIX F)

1.3.6 ACKNOWLEDGEMENT

- a. The word “ACKNOWLEDGEMENT” should be in **BOLD UPPER CASE**, centered and 3.0 cm from the top of the page.

- b. The text of the acknowledgement should be justified and not exceed one page. Dedications are not allowed.
- c. The acknowledgement should include: Praise to Allah, supervisors, the faculty/institute/school/department where the research was held, financial sponsors, general dedication.

(See – APPENDIX G)

1.3.7 THE ABSTRACT AND ITS TRANSLATION

- a. The word ABSTRACT must be in **BOLD UPPER CASE**, centered and 3.0 cm from the top of the page.
- b. The abstract must be in three languages: English, Malay and Arabic together with a translation of the title.
- c. The abstract and its translated versions must be typed on separate pages, each consisting of one paragraph, single-spaced.
- d. The length of the abstract should be between 200 to 300 words.
- e. The abstract – in essence – should contain:
 - i. A brief description of the statement of problem/ objective;
 - ii. The methodology and scope of the work;
 - iii. The major findings/ particular contribution to the field.
- f. An abstract should not contain:
 - i. Critics;
 - ii. Additional issues not included in the thesis/ dissertation;
 - iii. Appendices, tables, ...etc.;
 - iv. References or literature review.

(See – APPENDIX H)

1.3.8 TABLE OF CONTENTS

- a. The table of contents must begin on a new page with the word CONTENTS in **BOLD UPPER CASE**, centered, and 3.0 cm from the top of the page.
- b. The table of contents lists the chapters, topics and sub-topics together with their page numbers.
- c. Sub-topics and topics should be labelled according to the chapter:

CHAPTER ONE

1.1 Topic 1

1.1.1 Sub-topic 1

1.1.1.1 Sub-Sub-topic 1

CHAPTER TWO

2.1 Topic 1

2.1.1 Sub-topic 1

2.1.1.1 Sub-Sub-topic 1

(See – APPENDIX I)

1.3.9 LIST OF FIGURES

- a. The list must begin on a new page with the heading **LIST OF FIGURES** in **BOLD UPPER CASE**, centered, and 3.0 cm from the top of the page.
- b. The list should contain all the titles of the figures that appear in the thesis/ dissertation with page number.
- c. The list should be numbered according to the chapters. For example, figures in Chapter 1 are numbered sequentially: Figure 1.1, Figure 1.2 and so on.

(See – APPENDIX J)

1.3.10 LIST OF TABLES

- a. The list must begin on a new page with the heading **LIST OF TABLES** in **BOLD UPPER CASE**, centered, and 3.0 cm from the top of the page.
- b. The list should contain all the titles of the tables that appear in the thesis/ dissertation with page number.
- c. The list should be numbered according to the chapters. e.g.: tables in Chapter 1 are numbered sequentially: Table 1.1, Table 1.2 and so on.

(See – APPENDIX J)

1.3.11 LIST OF ILLUSTRATIONS

- a. The list of illustrations should begin on a new page with the heading **LIST OF ILLUSTRATIONS** in **BOLD UPPER CASE**, centered, and 3.0 cm from the top of the page.
- b. The list should contain all the titles of the illustrations (maps, graphs, charts, diagrams, algorithms, etc.) and pictures (photographs, slides, micrographs, graphics, animations, drawings, etc.). The titles of illustrations must be worded exactly as they appear in the text of the thesis.
- c. The list of illustrations should be numbered according to the chapters.

(See – APPENDIX J)

1.3.12 LIST OF ABBREVIATIONS AND SYMBOLS

- a. The list of abbreviations and symbols should begin on a new page with the heading **ABBREVIATIONS AND SYMBOLS** in **BOLD UPPER CASE**, centered, and 3.0 cm from the top of the page.
- b. Abbreviations must be listed according to alphabetical order (a, b, c...etc.).

(See – APPENDIX K)

1.3.13 LIST OF CASES

- a. The list of cases should begin on a new page with the heading **LIST OF CASES** in **BOLD UPPER CASE**, centered, and 3.0 cm from the top of the page.
- b. The list must be arranged in alphabetical order (a, b, c...etc.).

(See – APPENDIX L)

1.3.14 LIST OF STATUTES

- a. The list of statutes should begin on a new page with the heading LIST OF STATUTES in **BOLD UPPER CASE**, centered, and 3.0 cm from the top of the page.
- b. The list must be arranged in alphabetical order (a, b, c...etc.).
- c. Bruneian statutes should be listed separately from those of other countries.

(See – APPENDIX M)

1.3.15 THE BODY OF THE TEXT

1.3.15.1 General Guidelines

- a. The text must be organized in titled chapters.
- b. The titles must reflect the content of the chapters.
- c. Every chapter must begin on a new page.
- d. Chapters can be divided into sub-chapters with corresponding sub-titles.
- e. Titles and sub-titles must be numbered.

1.3.15.2 Format of the Text

- a. The format of the text may be according to one of the following:

Format 1	Chapter one: introduction Chapter two: literature review Chapter three: methodology Chapter four: results and discussion Chapter five: conclusion
Format 2	Chapter one: introduction Chapter two: title Chapter three: title ...etc. Chapter x: conclusion

- b. There is no restriction on the total number of chapters in a dissertation/ thesis. The number of chapters differs according to the content of study.

1.3.15.3 Word Length

- a. The total number of words does not include footnotes, quotations, appendices, formulae, tables, diagrams and illustrations.
- b. A candidate who wants to be exempted from the required word length must apply to the Postgraduate Committee through his/ her supervisor and respective Faculty at least three months before the submission of the dissertation/ thesis for examination.

TYPE OF DEGREE	WORD LENGTH
Doctor of Philosophy	<ul style="list-style-type: none"> The thesis should not be less than 60,000 and not exceed 100,000 words.
Master	<ul style="list-style-type: none"> A thesis for master by research should not be less than 40,000 and not exceed 60,000 words. A dissertation submitted in partial fulfilment of the requirements should not be less than 20,000 and not exceed 40,000 words.
Postgraduate Diploma	<ul style="list-style-type: none"> A project paper submitted in partial fulfilment of the requirements should not be less than 10,000 and not exceed 20,000 words.

1.3.15.4 Typing Specifications

- The heading of each CHAPTER, except for References and Appendices, should be typed 5.0 cm from the top of the page, and centered. A subheading or the first line of the text begins two spaces below the chapter title.
- The last paragraph on a page must have at least two (2) lines of printed text. If it does not make up two (2) lines, that portion should be moved to the following page as a new paragraph.
- The last word in the last line on a page must not be disconnected by a hyphen (-).
- Each new page must contain at least one line of text.

1.3.15.5 Tables and Illustrations

- The explanation for a table or an illustration in a text should precede the respective table or illustration.

Example:

...as shown in Figure 4.2, ...

Table 5.1 shows the number...

- When tables and illustrations are included in a thesis/dissertation, the following guidelines must be observed:

i. Tables

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

If the table occupies more than one page, the continued table on the following page should indicate that it is a continuation, for example: 'Table 3.7, continued'. The header row should also be repeated.

ii. Figures

The title of each figure that contains graphs, illustrations or photographs should be positioned **below** it. If a figure is presented in landscape view, the

head of the figure must be along the bound edge of the thesis. Figures must be numbered according to the chapters. Font size for all titles and contents is 10 points.

(SEE APPENDEIX N)

1.3.15.6 Quotations

- a. Quotations inserted into a sentence should not exceed 40 words and must be placed within quotation marks "...";
- b. A quotation exceeding 40 words must be typed separately in a new paragraph, single space and indented from both sides 1.5cm without the use of quotation marks; and
- c. A quotation in a foreign language (other than the language used in writing the thesis/dissertation) should be typed in italics.

1.3.16 BIBLIOGRAPHY

1.3.16.1 General Guidelines

- a. A bibliography is a list of the books, articles, etc. that the candidate has used and referred to in the conduct of his writing of the thesis/dissertation.
- b. The heading should begin on a new page, written in **BOLD UPPER CASE**, centered and 3.0 cm from the top of the page.
- c. The list of references must be typed single-spaced and justified.
- d. This section should contain all the sources mentioned in the text. Sources not referred to in the text need not to be listed.
- e. Titles of publications must be in italics. For book or journal titles, use Title Case except for prepositions (a, an, and, for, in, on, the, ...etc.).
- f. Bibliography can be classified into different categories, such as Arabic references, English references, Malay references, newspapers, journals & magazines, internet, CDs, etc. These categories should be written in **Bold Title Case**.
- g. Titles of works in Arabic must be written in transliteration.

(SEE APPENDEIX O)

A reference should contain and be arranged as follows:

Author's (s') name. (Year of publication). Title of the reference in *Italic Title Case*. Editor (Ed.) or compiler (comp.) or translator (trans.) (if any). Edition 'ed.'. Place of publication: Publisher.

Example:

Finney, J. (1970). *Time and again*. New York: Simon and Schuster.

Abdul Nasir bin Haji Abdul Rani. (2008). *Isu-Isu Ekonomi: Teori Analisis Dari Perspektif Ekonomi Islam*. Hajah Hasimah Haji Hanafi (Ed.). Brunei: Dewan Bahasa Dan Pustaka.

Notes:

- a. If the date of publication is not stated, use abbreviation (n.d.). If the place of publication is not stated, use abbreviation 'n.pl.' If the name of publisher is not stated, use abbreviation 'n.pb.'
- b. The edition number is to be stated only if it is other than the 1st edition.

1.3.16.2 Order of References

- a. If the Quran is one of the references, it must be placed on top of all references, then followed by others.
- b. The list of references should be arranged according to alphabetical order (a, b, c...etc.).
- c. If a reference is preceded by preposition "al", such as "al-Shafi'i", it should be listed under the letter "S" and not the letter "A".
- d. The reference written by an individual author is listed before another reference in which the same author is the first writer.

Example:

Muhammad Syukri Salleh. (2009)...

Muhammad Syukri Salleh & Abdul Fatah Che Hamat. (2011)...

- e. In the case of co-authored references in which the first author is the same person, the works should be listed according to the alphabetical order of the name of the second author, and so on.

Example:

Jamaluddin Md. Jahi, Kadir Arifin. (2005). ...

Jamaluddin Md. Jahi, Moh. Jailani Mohd. Nor. (2008)...

- f. References written by the same author should be listed according to the year of publication.

Example:

Abdul Nasir bin Haji Abdul Rani. (2008)...

Abdul Nasir bin Haji Abdul Rani. (2012)...

Abdul Nasir bin Haji Abdul Rani. (2014)...

- g. References, written by the same author, which are published in the same year should be arranged in the order they are cited in the text.

Example:

Muhammad Zain Serudin. (2013a). *The Malay Islamic Monarchy*...

Muhammad Zain Serudin. (2013b). *Anugerah kefahaman Melayu Islam*...

- h. Where two authors have the same first name or the same surname, the references should be listed according to the alphabetical order of their fathers' names or according to the first initial.

Example:

Kotler, Neil G. (1998)...

Kotler, P. (2000)...

Mastura Tani. (1999)...
Mastura Rahmat. (2004)...

1.3.17 APPENDICES

- a. The heading of each APPENDIX should be on a new page, in **BOLD UPPERCASE**, centered and 3.0 cm from the top of the page.
- b. Appendices should be arranged as APPENDIX A, APPENDIX B, and so on.
- c. Titles of appendices listed in the table of contents should be exactly as they appear in the appendices.
- d. Materials that can be included in the appendices include glossaries, data from the study, diagrams, samples of questionnaires, and any other such material that is not directly relevant to the discussion in the text.

CHAPTER TWO

CITATION

2.1 Introduction

- a. Candidates are required to follow footnotes system throughout the thesis/dissertation.
- b. Footnotes are placed at the bottom of the page to give details of the references cited in the text, or to provide additional information on any point raised in the body of the text on that page.
- c. Footnotes should be typed single spacing and justified, using Times New Roman font, size 10.

2.2 Numbering of Footnotes

- a. Use superscript numbers at the relevant place on each page in the text.
- b. Use the same number at the bottom of the page and provide a note or additional information.
- c. There should be a line separating the footnotes from the rest of the text on the page not less than 4.0 cm long.
- d. Footnotes should be numbered continuously from the beginning of the text till the end.

2.3 Details in Footnotes

- a. When a reference is referred to for the first time in the text, the footnote must consist of the following:

Author's name. (Year of publication). *Title of the Book in Italic Title Case*. Editor (Ed.), or translator (trans.). Edition (ed.) (if any). Place of publication: Publisher. Vol. (if any). p./pp..

Example:

Khairul Hidayatullah Basir. (2018). *Managing Oil Wealth: Lessons for Brunei to Learn from Norway*. Negara Brunei Darussalam: UNISSA Press. p.15.

Abdul Nasir bin Haji Abdul Rani. (2008). *Isu-Isu Ekonomi: Teori Analisis Dari Perspektif Ekonomi Islam*. Hajah Hasimah Haji Hanafi (Ed.). Bandar Seri Begawan: Dewan Bahasa Dan Pustaka. pp.15-16.

Notes:

- If the date of publication is not stated, use abbreviation (n.d.). If the place of publication is not stated, use abbreviation 'n.pl.' If the name of publisher is not stated, use abbreviation 'n.pb.'
- The edition number is to be stated only if it is other than the 1st edition.

- b. If a source is referred to repeatedly, the information to be included in the footnote must be cut short as shown below;

Author's (s') name in short form (if possible). *Title of the Book* in short form (if possible) written in *Italic Title Case*. Volume (if any). Page number.

Example:

Khairul Hidayatullah. *Managing Oil Wealth*. p.15.

- c. Citation made in form of summary or conclusion of ideas taken from the original source is to be indicated by putting the word 'See:', and then followed by other required information.

Example:

See: Khairul Hidayatullah Basir. (2018). *Managing Oil Wealth: Lessons for Brunei to Learn from Norway*. Negara Brunei Darussalam: UNISSA Press. p.15.

- d. When a reference is authored or edited by two authors or editors, list both names in the order as they appear on the title page of the reference.

Example:

Siti Sara Haji Ahmad, Muhammad Syukri Salleh (Eds.). (2015). *Dasar dan Strategi Pembangunan Negara Zikir*. Negara Brunei Darussalam: UNISSA Press. p.15.

- e. If a reference is authored or edited by more than two authors or editors, only the first author's or editor's name is to be written. For subsequent names, use the abbreviation 'et al.'.

Example:

Abdol Rauh Yacob, Mahayudin Haji Yahaya, Muhammed Sahrin Haji Masri. (2015). *The West and the Muslim World: Imperialism and Diplomacy*. Negara Brunei Darussalam: UNISSA Press. p.20.

Should be written as follows:

Abdol Rauh Yacob, et al. (2015). *The West and the Muslim World: Imperialism and Diplomacy*. Negara Brunei Darussalam: UNISSA Press. p.20.

2.4 Citation from Compilations (comp. = compiler)

Citation from compilations should be according to the following format:

Name of compiler (comp.). (Year of publication). Title of the Compilation in *Italic Title Case*. Place of publication: Publisher, Vol. (if any). p./ pp.

Example:

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

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

2.5 Citation from Edited Works (Ed. = Editor)

Citation from edited works should be according to the following format:

Editor's name (Ed.). (Year of publication). Title of the Book in *Italic Title Case*. Edition (ed.). Place of publication: Publisher, Volume. (if any). p./ pp.

Example:

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

If the editors are more than two, write all names when cited for the first time, and the first name followed by *et al.* for subsequent citations.

Example:

Jamaluddin Md. Jahi, Kamaruzzaman Sopian, Mohd Jailani Mohd Nor & Abdul Hadi Harman Shah (Eds.). (2011). *Environmental Management 2000*. Bangi: Centre for Graduate Studies, Universiti Kebangsaan Malaysia. (**1st citation**)

Jamaluddin Md. Jahi, *et al.* (Eds.). (2011). *Environmental Management 2000*. Bangi: Centre for Graduate Studies, Universiti Kebangsaan Malaysia. (**subsequent citations**)

2.6 Citation from Coordinated Works (coord. = Coordinator)

Citation from coordinated works should be according to the following format:

Name of coordinator (coord.). (Year of publication). Title of the Book in *Italic Title Case*. Edition (ed.). Place of publication: Publisher, Vol. (if any). p./ pp.

Example:

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

Mohamed Ali (coord.). (2012). *Ijtihad in Contemporary Context*. Petaling Jaya: Sweet & Maxwell Asia.

2.7 Citation from Sources without Author

Works that are known by their titles should be written as follows:

Title of the Book in *Italic Title Case*. (Year of publication). Edition. Place of publication: Publisher, Volume. (if any). p./ pp..

Example:

The Encyclopaedia of Islam. (2006). 2nd ed. Leiden: E.J. Brill.

Kamus Dewan. (2011). Kuala Lumpur: Dewan Bahasa dan Pustaka.

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

2.8 Citation from Monographs

Citation from monographs should be as follows:

Author's name. (Year of publication). Title of the Monograph in *Italic Title Case*. Name of series. No. of monograph/ volume. Place of publication: Publisher, Volume. (if any). p./ pp.

Example:

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

Syamsul Bahri Andi Galigo. (2013). *Pemikiran Tarbiyah Menurut Imam Ghazali*. Siri Monograf Pendidikan Islam. Vol. 9. Bandar Seri Begawan: Pusat Penerbitan Kolej Universiti Perguruan Agama Seri Begawan (KUPU SB).

2.9 Citation from Chapter in a Book and Entry in Encyclopedia

a. Citation from a chapter in a book should be as follows:

Author's name. (Year of publication). Title of Chapter. in editor's name (Ed.). Title of the Book in *Italic Title Case*. pp. Place of publication: publisher.

Example:

Rasinah Ahim. (2015). Dasar Sosioekonomi Negara Zikir. In Siti Sara Ahmad & Syukri Salleh (Eds.) *Dasar dan Strategi Pembangunan Negara Zikir*. pp. 113-135. Brunei Darussalam: UNISSA Press.

Fleishman, I.A. (2011). "Twenty Years of Consideration and Structure". In Fleishman, I.A. & Hunt. J.G. (Eds.). *Current Development in the Study of Leadership: Selected Readings*, pp. 1-37. Carbondale: Southern Illinois University Press.

b. Citation from an entry in encyclopedia should be as follows:

Author's name. (Year of publication). Entry Title. In Encyclopedia Title in *Italic Title Case*, (Vol. XX, pp. XX). Place of publication: Publisher.

Example:

Esposito, John L. (Ed.) (2009). Tribes. In *The Oxford Encyclopedia of the Islamic World*. (Vol. 5, pp. 390-398). Oxford: Oxford University Press.

2.10 Format of Writing Names

The element of the name by which the person is best known (surname, *nisbah*, ...etc) must be put first and followed by initial/ given name.

a. Names of Western authors or authors with a surname must be shortened to the surname, with the rest of his name in initials. The initials are written after the surname, preceded by a comma.

Examples:

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

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

K. Sarvananthan is written as Sarvananthan, K.

- b. Names of Arab authors should be written according to the *nisbah, kuniah, ...etc.*

Example:

Abd al-Qahir bin Tahir al-Baghdadi is written as al-Baghdadi, Abd al-Qahir bin Tahir. (listed alphabetically under alphabet B)

Jamal al-Din Muhammad bin Mukarram al-Ansari is written as Ibn Manzur, Jamal al-Din Muhammad bin Mukarram al-Ansari. (listed under alphabet I)

- c. Names that start with 'al-' should be listed under the first alphabet of the name. Example: Al-Bukhari, Muhamad bin Isma'il should be listed under alphabet B.

- d. Names of Malay and Sabah/Sarawak native authors that are written in full should be similarly recorded. A name that has initials is written as in the following examples:

Example:

Abd Nasir bin Haji Abd Rani is written as Abd Nasir bin Haji Abd Rani

Zakri A. H. is written as Zakri, A.H.

Awang Gira anak Ujan is written as Awang Gira anak Ujan

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

Example:

Ding Choo Ming is written as Ding, Choo Ming

- f. The name of a Chinese author that has initials is written as follows:

Example:

H.S. Lee is written as Lee, H.S.

- g. Names of Indian authors which are written in full should be similarly recorded.

Example:

S. Bhaskaran should be written as Bhaskaran,S.

Shanta Nair-Venugopal should be written as Nair-Venugopal, Sharta

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

Example:

Winarti Partaningrat is written as Partaningrat, Winarti.

- i. Names of Indonesian authors that has initials are recorded as in the following example.

Example:

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

2.11 Citation from the Qur'an and Hadith

- a. When citing from the translation of Al-Quran, the footnote should include the following:

The name of the Surah, the number of the Surah: The number of the verse. The name of the translator. (Date of publication). Title of the Translation in *Italic Title Case*. Edition (if any). Place of publication: Publisher.

Example:

Al-Fatihah, 1:1. Yusuf 'Ali, Abdallah. (n.d.). *The Glorious Kur'an Translation and Commentary*. Beirut: Dar al-Fikr.

- When reference is made to one particular Qur'anic translation, the details of the translation are to be given only for the first time mentioned in the footnotes. In the subsequent citations, only mention the Surah name (,) surah number (:) verse number.
 - For Malay translation of the Quran, students must refer to '*Mushaf Brunei Darussalam and Translations*'.
- b. When citing Hadith, the footnote must consist of the following:

Author's name. (Year of publication). Title of the Book in *Italic Title Case*. Editor (Ed.) or compiler (comp.) or translator (trans.) (if any). Edition (ed.) (if any). Place of publication: Publisher, Vol. (if any). p./ pp. Hadith number.

Example:

Muslim, Muslim ibn al-Hajjaj al-Nisaburi. (n.d.). *Sahih Muslim*. Muhammad Fu'ad Abed al-Baqi (Ed.). Beirut: Dar Ihya' al-Turath al-Arabi. Vol. 1, p. 25. Hadith no. 31.

2.12 Citation from Journals and Magazines

- a. When citing articles from journals, the footnote should be written as follows:

Author's name. (Publication Year). Article title. *Periodical Title*, Volume (Issue), p/pp..

Example:

Shohibuddin Laming. (2017). Understanding Islamic Ethics and its Significance in Character Building. *UNISSA Journal*, 6(6), 1-45.

- b. When citing articles from journals that are found online, the Digital Object Identifier (DOI) or Uniform Resource Locator (URL) must be mentioned in the footnote and should be written as follows:

Author's name. (Publication Year). Article Title. *Periodical Title*, Volume (Issue), p/pp. DOI: XXXXXXXX or Retrieved from journal URL.

Example:

B.A. Hussainmiya (2014). Malcolm MacDonald and Brunei: Diplomacy with intimacy. *Journal of Southeast Asian Studies*, 45, pp 393-418.
DOI:10.1017/S0022463414000344.

Baxter, S. (2009). Learning through experience: The impact of direct experience on children's brand awareness. *Marketing Bulletin*, 20. Retrieved from http://marketing-bulletin.massey.ac.nz/V20/MB_V20_A2_Baxter.pdf, p.14.

- c. When citing articles from magazines, the footnote should be written as follows:

Author's name. (Year, month of publication). Article Title. *Magazine Title*, Volume (Issue), p/pp..

Example:

Tumulty, K. (2006, April). Should they Stay or Should they Go?. *Time*, 167(15), p.3.

2.13 Citation from Electronic Sources

- a. For articles taken from the internet, the footnote should provide information as below:

Author's name. (Full date of last modified). Title of Article. Retrieved from URL. [Date of access].

Example:

Simmons, B. (2015, January 9). The Tale of Two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/> [date of access: 15/12/2017].

- b. For articles taken from CDs, the footnote should provide information as below:

Author's name. (Year of production). Title of CD in *Italic Title Case*. [Type of material]. Place of production: producing Company.

Example:

Shocked, M. (1992). Over the waterfall. On *Arkansas traveler* [CD]. New York: PolyGram Music.

2.14 Citation from Public Documents

2.14.1 Published Public Documents

When citing from published public documents, the footnote must include complete information as follows:

Country (or State)/ Institution. (Year of publication). Title of Document in *Italic Title Case* (include relevant details).

i Parliament and State Assembly Acts

- a. Acts of Parliament should be written as follows:

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

Negara Brunei Darussalam (2000). *Shariah Courts Act (Revised Edition 2011)* Chapter 184).

- b. Enactments of State Assemblies should be written as follows:

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

- c. Parliamentary Debates (Statements or Hansard) should be written as follows:

Name of parliament. (year of debate). Parliament debate. *Date of debate (in italics)*. Volume number. Column number. Place of publication: Publisher/ or Retrieved from...

Example:

Majlis Mesyuarat Negara. (2018). LAPORAN Penuh (Hansard) Mesyuarat Pertama Dari Musim Permesyuaratan Keempat Belas. *Tahun 2018*. Jilid 1. Bandar SeriBegawan: Jabatan Majlis-Majlis Mesyuarat.

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

ii. Government Publications (Gazettes)

- a. Federal Government Gazettes should be written as follows:

Negara Brunei Darussalam. (2010). *Government Gazette* 2(48). Income Tax (Relief From Double Taxation) (Malaysia) Order, 2010.

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

- b. Government Reports should be written as follows:

Brunei Darussalam. (2012). *Tenth National Development Plan 2012-2017*.

Ministry of Finance and Economy Brunei Darussalam. (2017). *Statistical Yearbook 2017*.

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

iii Committee Reports

Committee reports should be written as follows:

Jabatan Setiausaha Kerajaan. (1972). *Laporan Suruhanjaya Pelajaran*. Brunei: Percetakan Asia.

Jawatankuasa Tetap Bahasa Malaysia. (1987). *Pedoman Umum Ejaan Bahasa Malaysia*. 2nd Ed. Kuala Lumpur: Dewan Bahasa dan Pustaka.

2.14.2 Unpublished Public Documents

When referring to unpublished government documents such as correspondences that bear a collection number as authentication, include the details as follows:

Example:

The United Kingdom National Archives, Colonial Office (CO) 1030/460. (1957). Note of a meeting with H.H. the Sultan of Brunei, 11 Sept. 1957.

CO 943/1(59706). (1948). Memorandum by L.H.N. Davis, 'Tour of Brunei to announce the administrative change', 9 Mar. 1948, para 2.

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

2.14.3 Documents of International Organizations

Documents of international organizations should be written as follows:

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

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

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

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

2.15 Reference to Legal Cases

a. Case Citation

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

Example:

Mohamad Ezam Bin Noor v Ketua Polis Negara & Other Appeals

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

Example:

[2002] 4MLJ 449.

b. Citation for Cases Involving Firms or Organizations

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

Example:

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

c. 'Ex parte'

'Ex parte should be shortened to 'Ex p'.

Example:

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

d. Names of Cases to be Shortened

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

Example:

The first reference:

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

Subsequent references in the text:

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

The reference in the footnotes should be written as follows:

Woolwich (n 55) 176

e. Popular Names of Cases

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

Example:

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

f. Citing of Cases in the Footnotes

If more than one case is referred to, they should be typed in chronological order where the most recent case is typed last except if there are specific reasons for ignoring the chronological order. Cases should be separated with the use of semicolons (;).

Example:

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

g. Unreported Cases

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

Name of case (Court where the case was heard, date when decision was made) Page or paragraph where the related case may be found.

Example:

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

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

h. Electronically Published Decisions

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

Example:

Cox v Robinson [2000] QCA 454 (Supreme Court of Queensland Court of Appeal, 7 November 2000). <http://austlii.edu.au/au/cases/qld/QCA/2000/454.html> [7 January 2001]

j. Other Reports

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

Example:

Kent v Griffiths. The Times. 10 February 2000.

2.16 Unpublished Material

When citing from unpublished materials, provide the following information:

Name of author. (Year). “Title”. Folio number, box number, place of storage, or other identification data. Collection number. Place (institute, town, state) where material is produced/kept.

Example:

Hajah Hadiyati binti Haji Abdul Hadi. (2014). “Pembuktian Jenayah Zina dalam Perbandingan Islam: Kajian Pelaksanaannya di Mahkamah Syariah Negara Brunei Darussalam.” M.A Thesis, Fakulti Syariah dan Undang-Undang, Universiti Islam Sultan Sharif Ali.

Mann, A.E. (2006). “The Paleogeography of Australopithecus”. Ph.D. Dissertation, University of California, Berkeley.

2.17 Original Manuscript

When referring to original manuscripts, the footnote should be written as follows:

Hamzah Fansuri.(n.d). *Sharab al-'Ashiqin*. MSS. Cod. Or. 7291 (11), University Leiden Library.

2.18 Articles and News Reports in Newspapers / Letters to the Editor

a. News Reports/Articles with Writer's Name

When referring to articles and news reports with writer's name from newspapers, footnotes should be written as follows:

Author's name. (Year, Month Date of Publication). Article title. *Newspaper Title*, p./pp..

Example:

Azlan Othman. (2016, November 13). Offer Courses that Ensure Graduates' Marketability. *Borneo Bulletin Sunday*, p.1.

Imelda Farrah Zohre, H.A. (2015, April 14). Budayakan Bahasa Dalam. *Media Permata*, p.4.

b. News Reports/ Articles without Writer's Name

When referring to articles and news reports without writer's name from newspapers, footnotes should be written as follows:

Article Title. (Year, Month, Date of Publication). *Newspaper Title*, p./pp..

Example:

Syarikat Itali akan Sediakan Radar Kawalan Laluan Udara. (2011, October 30) *Utusan Malaysia*, p.3.

c. Letters to the Editor

When referring to letters to the Editor in newspapers, footnotes should be written as follows:

Author's name. (Year, Month, Date of Publication). Title. Letters to the Editor. *Newspaper Title*, p.

Example:

Fidani. (2009, October 30). Jangan Salahkan Imam, Bilal Saja. Surat kepada Editor. *Berita Harian*, p.13.

Izhab, Z. (2012, January 25). Effective Reading is the Way to Ensure Success of Science Students. Letters to the Editor. *New Straits Times*, p.9.

d. Newspaper Articles Found Online

When referring to a newspaper article found online, the footnote should be written as follows:

Author's name. (Year, Month, Date of Publication). Article Title. *Newspaper Title*, Retrieved from newspaper homepage URL.

Example:

Rosenberg, G. (1997, March 31). Electronic Discovery Proves an Effective Legal Weapon. *The New York Times*, Retrieved May 17, 2000 from <http://www.nytimes.com>.

2.19 Software and Software Manuals

a. Software

When referring to software, the footnote should be written as follows:

Rights-holder. (Year). Title of software (version number) [type of software]. Place: publisher.

Example:

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

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

b. Software Manuals

When referring to software manuals, the footnotes should be written as follows:

Author's name (if any). (Year). Title of the Manual [description of manual (if any)]. Place of publication: Publisher.

Example:

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

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

2.20 Films, Videos and Slides

a. Films

When referring to films, the footnote should be written as follows:

Producer's name. (Producer), & Director's name. (Director). (Release Year). *Title of Motion Picture* [Motion Picture]. Country of Origin: Studio.

Example:

Bender, L. (Producer), & Tarantino, Q. (Director). (1994). *Pulp fiction* [Motion Picture]. United States: Miramax.

Alan P. Sloan. (Producer). (1979). *Caves: The Dark Wilderness*. [Documentary film]. USA: Avatar Learning.

b. Videos from Online

When referring to videos from online, the footnote should be written as follows:

Author's name/screen name. (Year, Month Date of Publication). *Title of Video* [Video file]. Retrieved from URL.

Example:

Smith, Rick. (2013, September 20). *Favre to Moss!*. [Video file]. Retrieved from https://www.youtube.com/watch?v=gOP_L6hBjn8.

c. Slides

When referring to slides, the footnote should be written as follows:

Author's name. (Year). Title of Slides [Type of slides]. Place: publisher/ website.

Example:

Deacon, J.E. (1975). *The Galapagos Island: Birds* [Slides]. New York: Harper & Row.

Saito, T. (2012). *Technology and me: A Personal Timeline of Educational Technology* [PowerPoint slides]. Retrieved from <http://www.slideshare.net/Bclari25/educational-technology-ppt>.

4.21 Technical Reports

When referring to technical reports, the footnote should be written as follows:

Author's name. (Year of production). Title of Report. Description of report.

Example:

Hafriza Burhanudeen. (2003). *A Comparative Study of Linguistic Strategies Used by Counsels Representing Malaysia and the Republic of Indonesia in the Case Concerning Sovereignty over the Islands of Sipadan and Ligitan*. Technical report UKM SK/008/2003.

Che Husna Azhari & Wan Mohtar Wan Yusoff. (2009). *Penghidrogenan Selanjar Minyak Olein Sawi Mangkin Emas dan Platinum*. Research project final report UKM 69/85.

4.22 Working Papers, Reports and Minutes of Meeting

When referring to working papers, reports and minutes of meeting, the footnote should be written as follows:

Name of institution/ committee. (Year). Title of Report. Place, date.

Example:

Minutes of the Brunei State Council Minutes. (1947). Brunei. 7 Aug. 1947, BA FC/RBM/57.

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

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

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

2.23 Interviews

When conducting interviews, the footnote should be written as follows:

Name of interviewee. (Year, Month Date). Type of interview.

Example:

Abdul Aziz bin Hj Md Yussof, Dato Seri Setia. (2016, November 26). Personal interview.

Latest Reviewed by HoPGs Meeting dated 02 Aug 2018.

Reviewed by JPLI Retreat dated 24 January 2019.

APPENDIX A

Arabic Word Transliteration System

Transliteration Table:

Arabic / الحروف العربية	Roman / الكتابة بالحروف الرومانية	Example / الأمثلة	Transliteration / الكتابة الحرفية
ء	'	فقهاء	fuqahā'
ب	b	البخاري	al-Bukhārī
ت	t	الترمذي	al-Tirmidhī
ث	th	الحارث	al-Ḥārith
ج	j	الجرجاني	al-Jurjānī
ح	Ḥ	حبّان	Ḥibbān
خ	kh	خلدون	Khaldūn
د	d	الدارقطني	al-Dāruqṭnī
ذ	dh	الذهبي	al-Dhahabī
ر	r	الرافعي	al-Rāfi'ī
ز	z	الزبير	al-Zubayr
س	s	السرخسي	al-Sarakhsī
ش	sh	الشافعي	al-Shāfi'ī
ص	Ṣ	الصابوني	al-Ṣābūnī
ض	Ḍ	ضابط	Ḍābiṭ
ط	Ṭ	الطبري	al-Ṭabarī
ظ	Ẓ	ظاهر	Ẓāhir
ع	'	العبادي	al-'Abbādī
غ	gh	الغزالي	al-Ghazālī
ف	f	الفارسي	al-Fārisī

ق	q	القاسم	al-Qāsim
ك	k	الكرخي	al-Karkhī
ل	l	لقمان	Luqmān
م	m	مالك	Mālik
ن	n	ناصر	Nāṣir
هـ / ة	h	هارون / أسامة	Hārūn / Usāmah
و	w	الوليد	al-Walīd
ي	y	يحيى	Yaḥyā

Short Vowel:

Arabic	Roman	Example	Transliteration
ـِ	a	كُتِبَ	kutiba
ـِ	i	عِلِمَ	‘alima
ـُ	u	عُلبَ	ghuliba

Long Vowel:

Arabic	Latin	Example	Transliteration
ـِ / ـِ	ā	بَابُ / كُبْرَى	bāb / kubrā
ـِ	ī	وَكِيلَ	wakīl
ـُ	ū	عُلُومَ	‘ulūm

Diphthong:

Arabic	Latin	Example	Transliteration
ـِ	aw	قَوْلَ	qawl
ـِ	ay	لَيْلَ	layl
ـِ	iyy	شَافِعِيَّةَ	Shāfi‘iyyah
ـِ	uww	قُوَّةَ	quwwah

Exemptions:

- a. Arabic letter (ء) found at the beginning of a word is transliterated to the letter (a) and not to ('). Example: أكبر transliterated to: akbar (not 'kbar).
- b. Arabic letter (ة) found in a word without (ال) which is coupled with another word that contains (ال) at the beginning of it is transliterated to the letter (t) and not (h). Example: مكتبة الإمام transliterated to: Maktabat al-Imām (not Maktabah al-Imām).
- c. If the Arabic letter (ة) found in a word with (ال) in a single word or in the last word in a sentence, it is transliterated to the letter (h) and not (t). Example:
- المكتبة الأهلية- transliterated to: al-Maktabah al-Ahliyyah (not al-Maktabat al-Ahliyyah)
- قلعة- transliterated to: qal'ah (not qal'at)
- دار وهبة- transliterated to: DārWahbah (not DārWahbat)
- d. Arabic word which refers to a country or a place is exempted from transliteration. Example: (بروناي) transliterated to Brunei (not Barūnay).

APPENDIX B

The *Basmalah* Page

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

APPENDIX C

Example of Title Page

**QUALITY SERVICES FROM CUSTOMER PERCEPTION:
COMPARATIVE ANALYSIS BETWEEN ISLAMIC &
CONVENTIONAL BANK**

**QAISAR ALI
16MR503**

**A THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS
FOR THE AWARD OF THE DEGREE OF MASTER OF
ISLAMIC BANKING AND FINANCE**

**Faculty Of Islamic Economics and Finance
Universiti Islam Sultan Sharif Ali
Brunei Darussalam**

Zulkaedah 1439/ July 2018

APPENDIX D

Example of Approval Page

SUPERVISION

QUALITY SERVICES FROM CUSTOMER PERCEPTION: COMPARATIVE ANALYSIS
BETWEEN ISLAMIC & CONVENTIONAL BANK

QAISAR ALI

16MR503

Supervisor: _____

Signature: _____ **Date:** _____

Faculty Dean: _____

Signature: _____ **Date:** _____

APPENDIX E

Example of Declaration Page

DECLARATION

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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

Signature :

Name : Qaisar Ali

Registration Number : 16B503

Date of submission : 9 Zulkaedah 1439 / 11 July 2011

APPENDIX F

Example of Copyright Page

DECLARATION OF COPYRIGHT AND AFFIRMATION OF FAIR USE OF UNPUBLISHED RESEARCH

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QUALITY SERVICES FROM CUSTOMER PERCEPTION: COMPARATIVE ANALYSIS BETWEEN ISLAMIC & CONVENTIONAL BANK

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Affirmed by Qaisar Ali.

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Signature:

9 Zulkaedah 1439 / 11 July 2018
Date:

APPENDIX G

Example of Acknowledgement Page

ACKNOWLEDGEMENT

Praise to Allah, supervisors, the faculty/institute/school/department where the research was held, financial sponsors, general dedication.

APPENDIX H

Example of Abstract

ABSTRACT

QUALITY SERVICES FROM CUSTOMER PERCEPTION: COMPARATIVE ANALYSIS BETWEEN ISLAMIC & CONVENTIONAL BANK

The primary objective of this study is to analyse service quality perception of Brunei's Islamic and conventional bank customers through a comparative approach. The Carter service quality model was deployed as a measurement instrument to analyse, measure and compare the perception of both bank customers. The quantitative data was collected from 255 Islamic and conventional bank customers through purposive snowball sampling using self-administrated questionnaire. The data analysis revealed that Islamic bank customers perceived tangibility as the first, assurance second, empathy third, social responsibility fourth, innovation fifth, Shariah compliance as sixth, reliability as seventh and responsiveness as the eighth dimension of service quality. Whereas, conventional bank customers perceived assurance as first, innovation second, tangibility third, social responsibility as fourth, reliability fifth, responsiveness sixth and empathy as seventh based on their service quality perception. The comparison of mean analysis predicted that Islamic bank customers had better service quality perception compared to conventional bank customers. Similarly, satisfaction analysis found that Islamic bank customers are more satisfied with the provided services compared to conventional bank customers. The findings further predicted that modified Carter model is the most suitable instrument to determine service quality perception of the dual banking system in Brunei. The regulators and policymakers of Islamic and conventional banks may implement the findings of this study to improve customer perception through better quality assurance.

APPENDIX I

Example of Content Page

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APPENDIX J

Example List of Tables, Figures, Glossaries, Appendices, etc.

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APPENDIX K

Example of Abbreviation Page

ABBREVIATION

BIBD	Bank Islam Brunei Darussalam
Chap.	Chapter
DC	District of Columbia
Ed.	Editor
ed.	Edition
EFS	Enterprise Facilitation Scheme
fol.	folio
<i>ibid</i>	<i>ion beam induced deposition</i>
IKIM	Institut Kefahaman Islam Malaysia
IMF	International Monetary Fund
ISTAC	International Institute of Islamic Thought & Civilization
KDYMM	Kebawah Duli Yang Maha Mulia
MFS	Microcredit Financing Scheme
MPH	Malaya Publishing House
MS	manuscript
MSS	manuscripts
n.d.	no date / no year
No.	Number
n.pl.	no publisher
<i>Op. cit.</i>	<i>opus citatum est</i>
p.	page
pp.	pages
RTB	Radio Televisyen Brunei
Sdn. Bhd	Sendirian Berhad
Sec.	Section
SPSS	Statistical Package for Social Science
US	United States
v.	verse
vv.	verses
Vol.	Volume
WFO	World's Food & Agriculture Organization
...etc.	<i>et cetera</i>

APPENDIX L

Example of List of Cases

A bin M v. Public Prosecutor (Criminal Appeal No. 2 of 2009, Attorney General Library's Copy).

Aleem Al-Fateh bin Hj. Abd. Hamid v. Public Prosecutor (High Court Criminal Revision No. 2 of 2000, Judgments of Courts of Brunei Darussalam).

Chin Hin Tin Joseph v. Public Prosecutor ([1981] 1 BLR 145).

Hjh. Siti Ajjah binti Hj. Ali Iwn. Pendakwa Syar'ie (Laporan Undang-Undang Syariah Brunei (2007), p.271).

APPENDIX M

Example of List of Statutes

Laws of Brunei

Islamic Adoption of Children Act, Revised Edition 2014 (Chapter 206).

Religious Council and Kadis Court Act, Revised Edition 1984 (Chapter 77).

Shariah Courts Act, Revised Edition 2011 (Chapter 184).

Shariah Courts Evidence Order 2001.

Other laws

Offence of Zina (Enforcement of Hudood) Ordinance 1979.

APPENDIX N

Example of Tables and Illustrations

Table 3.1: Example of table

Heading	Heading
Text	Text



Figure 3.3: Example of figure

APPENDIX O

Example of Bibliography Page

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APPENDIX P

Example of Footnotes Page

CHAPTER I:

AGRICULTURE IN ISLAMIC POINT OF VIEW

The Importance of Agriculture:

The importance of agricultural activities can be seen clearly from the Qur’ān and the Prophet Tradition. Allāh Subaḥānahu WaTa‘ālā says:

﴿مَثَلُ الَّذِينَ يُنْفِقُونَ أَمْوَالَهُمْ فِي سَبِيلِ اللَّهِ كَمَثَلِ حَبَّةٍ أَنْبَتَتْ سَبْعَ سَنَابِلٍ فِي كُلِّ سُنْبُلَةٍ مِائَةٌ حَبَّةٌ وَاللَّهُ يُضْعِفُ لِمَنْ يَشَاءُ وَاللَّهُ وَاسِعٌ عَلِيمٌ﴾

261. The parable of those who spend their substance In the way of Allah is that of a grain of corn: it groweth seven ears, and Each ear hath a hundred grains. Allah giveth manifold increase to whom He pleaseth: and Allah careth for all and He knoweth all things.

Means: “The likeness of those who spend their wealth in the way of Allāh, is as the likeness of a grain (of corn); it grows seven ears, and each ear has a hundred grains. Allāh gives manifold increase to whom He pleases”.¹

Imam al-Qurṭubī says that: “This verse is a clear proof of the high status and the importance of agricultural activity in the presence of Islam. Therefore, it is comparable in the sight of AllāhSubaḥānahuWaTa‘ālā”.²From the Prophet Tradition, Rasūlullāh Ṣallallāhu‘Alayhi Wasallam said:

«إِنْ قَامَتِ السَّاعَةُ وَبَيَدِ أَحَدِكُمْ فَسِيلَةٌ فَإِنْ اسْتَطَاعَ أَنْ يَغْرِسَهَا فَلْيَفْعَلْ»³

¹Al-Baqarah. 2:261.

² See: Al-Qurṭubī, Abu ‘Abdullāh. (1997). *Al-Jāme’ liAḥkām al-Qurān*. Beirut: Dār al-Kitāb al-‘Arabī. Vol. 3.p. 290.

³Aḥmad, IbnḤanbal. (n.d). *Mausū‘at al-Ḥadīth al-Sharīf: Musnad al-Imām Aḥmad IbnḤanbal*.(Beirut: Dar al-Kutub al-‘Ilmiyyah, CD-ROM).Egypt: The Ministry of Awqāf of The Supreme Council for Islamic Affairs. (Ṣahīh).

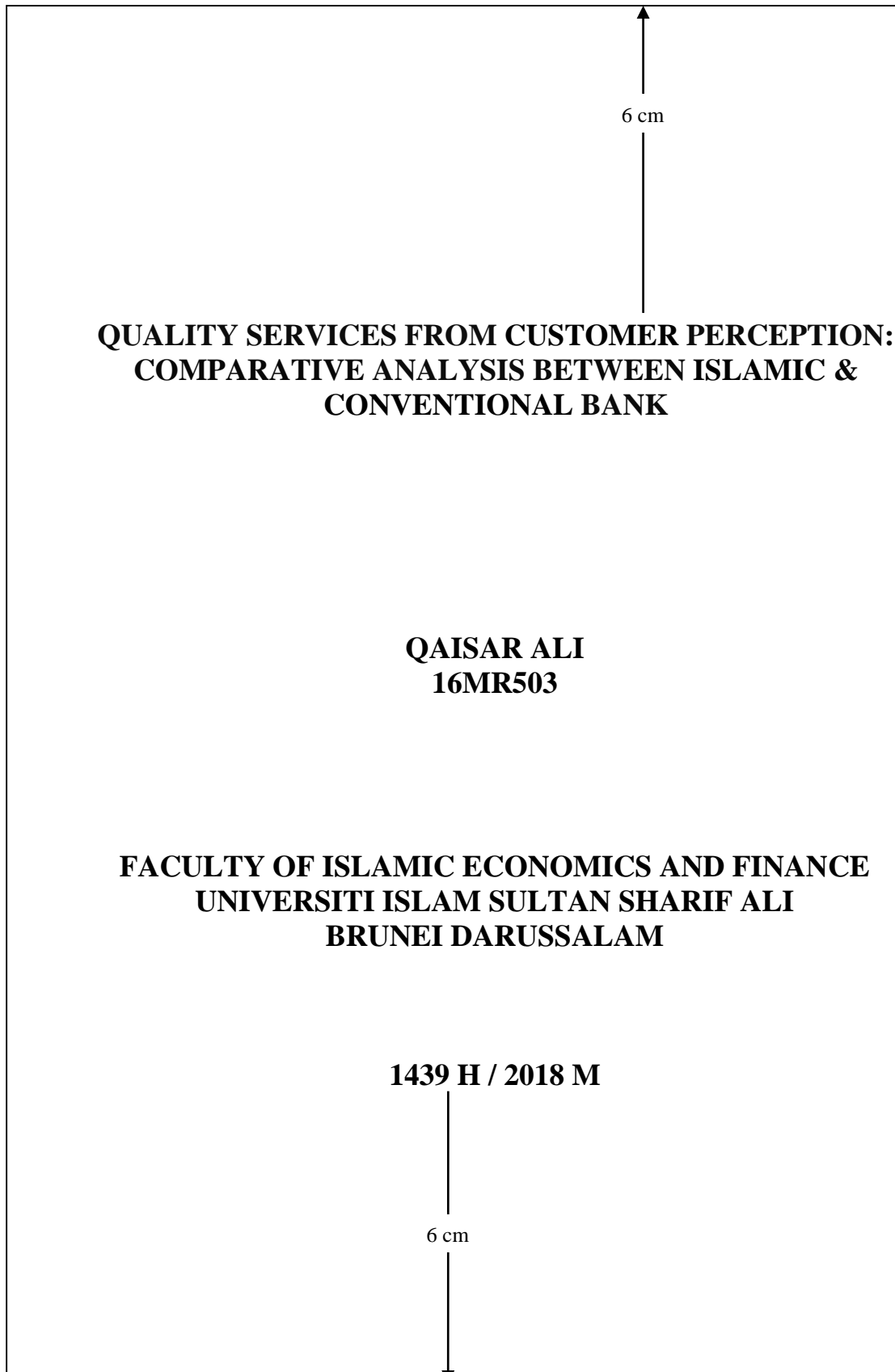
Means: “If the end of the world approaches and one of you has a seedling (or plant) in his hand, if he can plant it before the end comes let him do it”.

Realizing the importance of agricultural activity, Islam empowers the government to force the local communities to do farming if they refuse doing so voluntarily.⁴

⁴See: Al-Qurṭubī. (1997). *Al-Jāme‘ liAḥkām al-Qurān. Op. cit.* Vol. 3.p. 291.

APPENDIX Q

Example of Cover Page



APPENDIX R

Example of Spine

QAISAR ALI	QUALITY SERVICES FROM CUSTOMER PERCEPTION: COMPARATIVE ANALYSIS BETWEEN ISLAMIC & CONVENTIONAL BANK	Ph.D M.A PG. Dip.	1439 2018	UNISSA
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