



**UTHM**

Universiti Tun Hussein Onn Malaysia

**POSTGRADUATE THESIS  
WRITING GUIDE  
(1<sup>ST</sup> EDITION)**

**Centre for Graduate Studies**

**POSTGRADUATE THESIS WRITING GUIDE (1<sup>ST</sup> EDITION)**  
**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

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ASSOC. PROF. Ts. Dr. NORHADILAH BINTI ABDUL HAMID

Dr. MOHD HISYAM BIN ABDUL RAHIM

ASSOC. PROF. Ts. ChM. Dr. FARIDAH BINTI ABU BAKAR

PROF. Dr. SHAHRUDDIN BIN MAHZAN @ MOHD ZIN

PROF. Ir. Ts. Dr. MOHD IRWAN BIN JUKI

PROF. Dr. MOHAMAD ZAKY BIN NOH

ASSOC. PROF. Ir. Dr. RAHISHAM BIN ABD RAHMAN

RAFIZATUL BINTI RABU

AZARUDDIN BIN ABU BAKAR

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## **CHAPTER 1**

### **GENERAL REQUIREMENTS**

#### **1.1 Introduction**

The purpose of this guideline is to facilitate Postgraduate students of Universiti Tun Hussein Onn Malaysia in comprehending the requisite formatting and preparation of a thesis. Student are advised to diligently review this guideline and should there any ambiguities or specific matters arising in relation to the preparation of the thesis, students are further advised to seek clarification from the Research Unit, Centre for Graduate Studies.

#### **1.2 Definitions**

In this guide, the term "thesis" refers to any academic documents submitted to meet the requirements for the awarding a doctoral of philosophy or doctoral or master's degree. The Postgraduate Thesis Writing Guide is also applies to the preparation of master's project report and / research dissertation, both of which are submitted in partial fulfilment of the fulfil partial requirements for the award of a master's degree, whether pursued through coursework or mixed- mode programme.

### **1.3 Language**

The thesis should be composed in either English or Bahasa Melayu. Consistency language usage, including adherence to a single spelling convention (American or British), must be observed throughout the entirety of the thesis.

### **1.4 Thesis Title**

The responsibility for ensuring the grammatical accuracy and representational alignment of the thesis if the thesis title is vested in the student and their respective supervisory teams. Adherence to the following guideline is required for the selection of an appropriate thesis title:

- a) It must be ensured that important keywords are included in both the title and abstract of the thesis.
- b) For titles in Bahasa Melayu, terms should be sourced from Kamus Dewan or Istilah Bahasa Melayu relevant to the fields of study.
- c) The use of abbreviations and/or acronyms should be avoided, with full terminology employed, unless the abbreviation or acronym is widely recognised in the field of study (e.g. ESL, DNA, PCR, GIS).
- d) The use of colons (:) or dashes (-) in the title should be avoided. Title such as '*Bacillus Subtilis Amylase*: Purification and Characterisation' or '*Bacillus Subtilis Amylase* – Purification and Characterisation' should be replaced with 'Purification and Characterisation of *Bacillus Subtilis Amylase*'.
- e) When both the common and scientific names of an organism are provided (where applicable), the common name should be listed



first, followed by the scientific name (including variety if known) in parentheses.

- f) The title must be reflective of the content of the thesis and should not exceed 20 words.

## **1.5 Number of Pages**

Pursuant to the Programme Standards prescribed by the Malaysian Qualifications Agency (MQA), compliance with the specified page limits for the thesis is required. It is mandated that master's project reports or theses shall not exceed 200 pages, and PhD dissertations or theses shall be restricted to a maximum of 300 pages. This page limit excludes tables, diagrams, and illustrations, with the exception of those incorporated within appendices.

Should the necessity arise to exceed the prescribed page limits, written authorization must be obtained from the Dean of the Centre for Graduate Studies. Such authorization is to be obtained through the submission of a form; application, which is to be processed through the student's respective supervisors.

## **1.6 Page Layout**

The text throughout the thesis should be presented in portrait mode. Figures and tables, on the other hand, may be presented in landscape mode.

## **1.7 Paper Quality and Size**

The thesis should be printed exclusively on high-quality A4 size (21 cm x 29.7 cm) white simile paper, with a weigh of 80 grams per square meter (gsm).

## **1.8 Margin**

The margins of the thesis shall be set to a customized specification of 2.5 cm (top), 2.5 cm (bottom), 2.5 cm (right) and 4.0 cm (left), on every page including the cover.

## **1.9 Typeface and Font Size**

The thesis should be typed using a single font style and size as specified in Table 1.1, and justified utilizing Microsoft Word, or a comparable word processing software. The presentation of computer code should be formatted using 10-point Courier New. Text containing sentences in Arabic, including those from the al AL-Quran and Hadith, should be rendered in the font type Traditional Arabic with a font size of 16. Scientific names and terms in languages other than the primary language of the thesis should be italicized. Consistency in font/typeface and size, along with a line spacing of 1.5, should be maintained throughout the entirety of the text. Chapters should commence on new pages, with titles centred between margins and typed in bold without underlining. All words in chapter titles should be capitalized, while only the initial letter in subtitle words, except for the first word, should be capitalized. All text should be printed on one side of the paper only.

**Table 1.1:** Font Type and Size

<b>Font Type</b>	<b>Font Size</b>
Times New Roman	12
Arial	11
Verdana	10

### **1.10 Page Numbering**

The pages should be numbered in accordance with the sequence outlined in Table 2.1. The page number must be positioned at the bottom centre of each page, using standard normal format. The page numbering system must conform to the following rules:

- a) The preface of the thesis, commencing from the title page, should be numbered using lowercase Roman numerals (i, ii, iii, et seq.); the textual content pages and subsequent sections of the thesis should be numbered using Arabic numerals (1, 2, 3, et seq.).
- b) The initial page of the thesis, being the title page, should remain an unnumbered page, implicitly recognized 'i'.

### **1.11 Numbering of Chapters and Subtitles**

Chapters and sub-chapters should be numbered utilizing Arabic numerals. Chapters should be designated as CHAPTER 1, CHAPTER 2, CHAPTER 3, et seq. Sub-chapters should be sequentially numbered in a nested structure, without intention, up to a maximum of **FOUR (4)** levels as demonstrated in the example provided below:

## **CHAPTER 2 First level (Chapter number)**

### **2.1 Level 2 (sub-title);**

(The text of the thesis shall start from this line)

#### **2.1.1 Level 3 (sub-sub-title);**

(The text of the thesis shall start from this line)

##### **2.1.1.1 Level 4 (sub-sub-sub-title)**

(The text of the thesis shall start from this line)

Should a chapter title or sub-title at any level extend beyond a single line, the spacing between the lines shall be consistent with that of the main body text. Sub-chapters exceeding the fourth nesting level shall be numbered utilizing alphabetical characters.

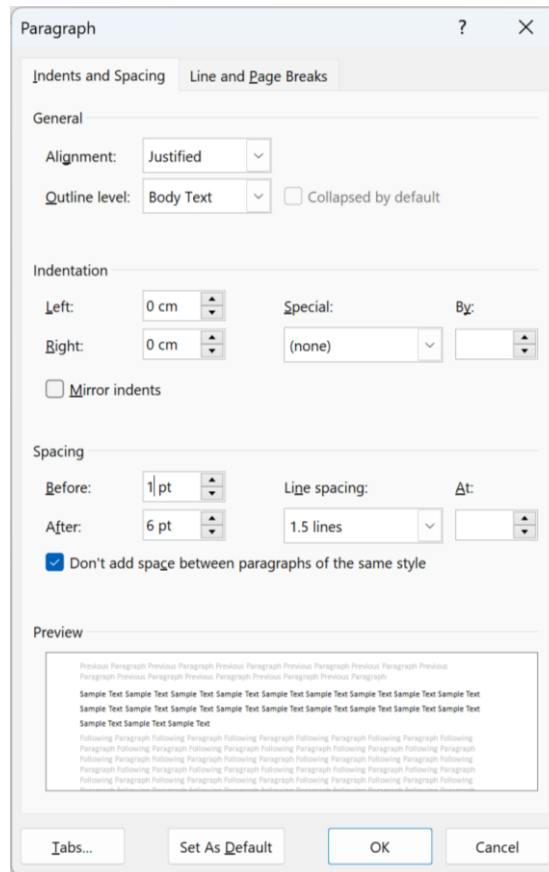
## **1.12 Spacing and Format**

Students should adhere to the following text spacing guidelines:

- a) The spacing between the upper margin of the page and the chapter number should be set at **THREE (3)** lines.
- b) The spacing between the chapter number and the chapter title should be set at **ONE (1)** line.
- c) The spacing between the chapter title and the first line of text should be set at **ONE (1)** line.

- d) The spacing between a subtitle and the last line of the preceding text should be set at **ONE (1)** line.
- e) The spacing between a subtitle and the first line of the following text should be set at **ONE (1)** line.
- f) There should be no spacing between paragraphs.
- g) A subtitle, including its numbering, should be aligned with the left margin.
- h) The first line of text in the first paragraph following a subtitle should commence from the left margin without any indentation. Subsequent paragraph should be indented by one tab from the left margin.
- i) The first sentence of any new paragraph shall not commence at the bottom of a page if the available space is insufficient to accommodate more than one line of text.
- j) All text should be left justified, except for the first line of the initial paragraph in each section, as referenced in clause (viii) above. The author is responsible for eliminating any excessive spacing between words.
- k) The spacing between the final line of text and any Table, Figure or Illustration should be equivalent to **ONE (1)** line.
- l) The spacing between a period (.) and the first letter of the next sentence of the same paragraph is at least **ONE (1)** character.
- m) The spacing after a comma (,) is at least **ONE (1)** character.

The setting for the spacing format is as shown in Figure 1.1 below:



**Figure 1.1:** Paragraph setting

### **1.13 Lettering and Drawing**

The lettering and drawings should be clear and distinct, ensuring that all subsequent reproductions maintain acceptable quality and preserve all information without any degradation or loss.

### **1.14 Printing and Documents**

The thesis manuscript should be diligently prepared utilizing a computer and reproduced through a high-quality printing method, such as a laser printer or its equivalent, to ensure maximum print clarity and fidelity.

## **1.15 Binding**

The thesis should be bound with a **230-gsm glossy soft cover**, finished with either a laminate or UV coating for durability and professional appearance. Submission of the thesis is contingent upon receiving formal approval from the Graduate Studies Committee or any other relevant academic body overseeing the program.

While it is not mandatory to submit a hardbound copy for institutional purposes, students are allowed to prepare a hardbound version of their thesis for personal archival or future reference.



### **1.15.1 Cover**

The thesis cover should be of **A4 size (210mm x 297mm)**. The title, author's name, degree, submission year and the text 'Universiti Tun Hussein Onn Malaysia' must be inscribed on the front cover of the thesis as specified in **APPENDIX D** and **APPENDIX H**. For students under a **dual/joint degree programmes**, the cover must include the **names of both institutions**, formatted as shown in **APPENDIX E** and **APPENDIX I**. The back cover should include the abstract, a simple vitae and the UTHM logo, as specified in **APPENDIX F** and **APPENDIX J**.

### 1.15.2 Cover Colour and Lettering

For submission to the University, the thesis must be permanently bound. The colour of the thesis cover should refer to the UTHM colour codes as shown in Figure 1.2. The colour codes for the cover are as follows:

- a) Doctor of Philosophy Thesis : Blue (Code: Hex 312783)
- b) Master's Thesis : Red (Code: Hex E30613)

	Cyan	100		Cyan	0
	Magenta	100		Magenta	100
	Yellow	0		Yellow	100
	Black	0		Black	0

**Figure 1.2:** UTHM Corporate Colour

### 1.15.3 Spine

The abbreviated name of the University, "UTHM", the author's name, the month and the year the thesis is approved\* and the level of study must be stated on the spine (See **APPENDIX C**, **APPENDIX G**, and **APPENDIX K**).

Date of status confirmation for Master's Project Report/master's Thesis/Doctoral Thesis (Refer Conventional Thesis Template).



## **CHAPTER 2**

### **THESIS STRUCTURE AND CONTENT**

#### **2.1 Introduction**

The standard thesis format generally consists of three main principal sections: preparatory pages, the main body (including chapters and sections), and supporting pages containing references, appendices, and the student's curriculum vitae. If applicable, a list of publications authored primarily by the student during their research period should follow the curriculum vitae page.

Preliminary pages encompass the blank page, declaration of thesis status, examiners' declaration, title, student's declaration, dedication, acknowledgements, abstracts in English and Bahasa Melayu, table of contents, and listings. The complete thesis is to be bound in a single volume.

#### **2.2 Thesis Structure**

A thesis is made up of several sections, arranged in the sequence shown in Table 2.1.

**Table 2.1:** Sequence of Contents

<b>NO</b>	<b>SECTION</b>	<b>REQUIREMENT</b>	<b>REMARKS</b>
1.	Blank Page	-	-
2.	Declaration of Thesis Status	Required	Unnumbered
3.	Examiners' Declaration	Required	Unnumbered
4.	Title	Required	Unnumbered but considered as (i)
5.	Student's Declaration	Required	Lowercase Roman numeral (ii)
6.	Dedication	Optional	Lowercase Roman numeral
7.	Acknowledgements	Optional	Lowercase Roman numeral
8.	Abstract	Required	Lowercase Roman numeral
9.	Table of Contents	Required	Lowercase Roman numeral
10.	List of Tables	Required	Lowercase Roman numeral
11.	List of Figures	Required	Lowercase Roman numeral
12.	List of Symbols and Abbreviations	Required	Lowercase Roman numeral
13.	List of Appendices	Required	Lowercase Roman numeral
14.	Text	Required	Arabic numeral starting with the page number
15.	References	Required	Arabic numeral continued with text

**Table 2.1:** Continued

16.	Appendices	Optional	Arabic numeral continued with text
17.	Vitae	Required	Unnumbered

### **2.3 Declaration of Thesis Status**

The status of a thesis must be declared by completing the Thesis Status Form. In the event that the thesis is designed as **CONFIDENTIAL**, the Library shall be permitted to publish solely the title and abstract of the thesis. Should the thesis be classified as **RESTRICTED**, the Library shall be authorized to publish the title, abstract and introduction of the thesis only until the embargo period expires. For thesis classified as **OPEN ACCESS**, the library shall be required to publish the complete text of the thesis, inclusive of tables, figures, appendices, and all supplementary information.

Additionally, for thesis classified as **CONFIDENTIAL** or **RESTRICTED**, an official letter from the relevant authority or organization detailing the justification and duration for such classification must be appended to the thesis. The academic session referenced should correspond to the current academic session during which the hardbound copy of the thesis was submitted to Centre for Graduate Studies (CGS), Universiti Tun Hussein Onn Malaysia.

## **2.4 Examiner's Declaration**

The names of the members of the viva voce examination panel should be included in the thesis. This requirement is not applicable to the master's project report.

## **2.5 Title Page**

The title page must contain the following information in the following order:

- a) Title of the thesis.
- b) Full name of the student.
- c) Statement in the purpose of the thesis submission.
- d) Name of the faculty or centre where the student is registered.
- e) Name of the University; and
- f) The month and year the thesis was written, accepted and approved by the Standing Committee of Senate for Graduate Studies (*Jawatankuasa Tetap Senat Pengajian Siswazah*) must be specified. This requirement applies to these prepared for postgraduate programme in research mode.

## **2.6 Student's Declaration**

The declaration page should contain a statement affirming the originality of the thesis. This statement shall be signed by the author, the primary supervisor and all co-supervisors.

## **2.7 Dedication (Optional)**

The dedication message shall remain concise, shall not exceed one paragraph, and shall exclude any inclusion of numbers, graphs, or figures.

## **2.8 Acknowledgement**

The acknowledgements should be confined to a single page and should serve the purpose of recording the author's appreciation for individuals or organisations that have provide assistance, either directly or indirectly, in the preparation of the thesis.

## **2.9 Abstract**

The abstract should constitute a concise summary of the thesis, confined to a single page, and should set of forth the rationale, objectives (problem statement), methodology, findings and conclusion of the study undertaken. The abstract should comprise between 300 – 350 words, rendered in both Bahasa Melayu and English. In the case of thesis written in English, the abstract should commence in English and be followed Malay by its Bahasa Melayu translation on the succeeding page. The abstract should not encompass any literature review, unexplained abbreviations, limitations or suggestions for future research, and it is required be written in single-spacing.

## **2.10 Table of Content**

The Table of Contents should begin on a new page. It should be structured by chapter, topic and page number. Each chapter, topic, and page number listed in the Table of Contents must precisely correspond to those in the thesis. Subtitles should be limited to a maximum of three hierarchical levels.

## **2.11 List of Tables**

This page should include a comprehensive list of all tables featured within the thesis. The list should clearly delineated table numbers, table captions and the corresponding page numbers on which each tables appears. The list should be organized in accordance with the chapter arrangements.

## **2.12 List of Figures**

All illustrations incorporated within the text, including but not limited to maps, charts, drawings, graphs, pictures and photographs, shall be collectively referred to as 'Figures'. The list of figures must include all figure numbers, titles and the corresponding page numbers where the figures are presented. The List of figures should be organized by chapter.

### **2.13 List of Symbols and Abbreviations**

This page lists all the symbols, abbreviations, nomenclature and terminology used in the text. The order of writing them is as follows:

Roman letter	-	alphabetical order
Greek letter	-	alphabetical order
Superscript	-	alphabetical order
Subscript	-	alphabetical order

For further information on spelling and abbreviations, students are advised to refer to the latest edition of the Oxford Advanced Learner's Dictionary published by Oxford University Press.

### **2.14 List of Appendices**

This page should specify the appendices included with the thesis.

### **2.15 Text**

The text within the thesis must be organized into titled chapters. Each title must accurately reflect the content of the corresponding chapter. Every chapter should commence on a new page. Chapters may be subdivided into sub-chapters, each with appropriate subtitles. All titles and subtitles must be numbered sequentially.

There is no limitation on the total number of chapters within a thesis. Typically, a thesis will adhere to the following fundamental structure:

a) *Introduction*

This chapter shall detail the aim, objectives, and scope of the research, as well as outline the structure of the thesis.

b) *Literature Review*

The literature review represents a critically written and comprehensive account of published works on a topic by recognized scholars and researchers. It shall be directly pertinent to the thesis, providing detailed information on relevant theories, models, materials and techniques utilized in the research.

c) *Methodology*

This chapter should provide a detailed accounts of the research methods and procedures employed in the thesis. It must describe the research design, data collection techniques, and analytical methods utilized. This chapter should also elucidate the rationale behind the chosen methodologies and any specific protocols or instruments applied in the research process.

d) *Data Analysis and Results (for social science) / Results and Discussions (for Science and Technology)*

This chapter should explain the data analysis techniques and present the results through written text, figures, tables, and/or other appropriate methods.

e) *Discussion and Conclusions (for Social Science) / Conclusions and Recommendations (for Science and Technology).*

This chapter should analyse the results and research findings by comparing them with the prior research referenced in the Literature Review Chapter. Conclusions shall be derived from the research



findings and their implications. Furthermore, it should address potential directions for future research.

Should translation of the thesis be required, it must be written in adherence to the most recent edition of *Gaya Dewan* published by Dewan Bahasa dan Pustaka.

### **2.15.1 References in Text**

Information or ideas derived from a source must have the author of that source acknowledged within the text. References cited in the text must be formatted in accordance to the style prescribed in CHAPTER 3: FORMAT OF REFERENCES.

### **2.15.2 Tables in Text**

Tables in the thesis must be numbered sequentially with Arabic numerals, correlating with the chapter number (e.g., the third table in Chapter 4 should be designed as “Table 4.3”). Captions must be placed above each table, justified, and must not end with a period. Single spacing is required between lines of the caption and between the text within the table and the caption. The font size used for the captions must align with the font size specified in Section 1.9 of the document.

Should a table span multiple pages, the continuation on subsequent pages must be denoted as “Table 4.3 (Continued)”. For guidance, refer to Table 2.1 on page 12-13.

Should a table be obtained from a source, the source must be cited at the end of the table's caption. Tables should be included only after citation within the text. Additionally, all tables referenced in the text must be listed in the List of Tables.

### **2.15.3 Figures in Text**

Figures in the thesis must be numbered using Arabic numerals, corresponding to the respective chapter number (e.g., the third figure in Chapter 4 shall be labelled "Figure 4.3"). The caption must appear below the figure, justified, and single-spaced between lines. The text within the figure and the caption must be written in the font size prescribed in Section 1.9 of the document and single-spaced between lines.

Should a figure be obtained from a source must be cited at the end of its caption. Figures should be included only after they have been cited in the text. Additionally, all figures referenced in the text must be listed in the List of Figures.

#### **2.15.3.1 Maps and Aerial Photographs**

Inclusion of Maps and aerial photographs in the thesis requires obtaining prior written authorization from the appropriate authorities, when necessary.

### 2.15.3.2 Mathematical Equations

Mathematical equations must be written by employing the equation editor in MS WORD or CAMBRIA MATH and be numbered using Arabic numerals. Equation numbers must be written at the end of the equation and linked to the chapter number. For example, the numbers (Equation or Eq. 4.3) and (Equation or Eq. 4.4) are given to the third and fourth equations respectively that appear in Chapter 4, as follows:

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left( a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) \quad (\text{Equation or Eq. 4.3})$$

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad (\text{Equation or Eq. 4.4})$$

### 2.16 References

A reference is a formal citation or mention of a source utilized to substantiate or support information within the document or academic work. It generally includes specific details such as the author's name, title of the work, publication date, and any other pertinent information required for locating the source. References are intended to acknowledge the origin of the information and facilitate verification or further research.

## **2.17 Appendices**

The appendices section shall contain supplementary material that is relevant to the main body of the thesis but not essential to its primary arguments. This section may include detailed data, raw results, technical information, or additional documents that support the thesis, but which are considered too extensive or detailed for inclusion in the main text. The purpose of the appendices is to provide access to such supporting materials while maintaining the focus and conciseness of the principal content. Each appendix must be clearly labelled and referenced within the main text to ensure proper context and relevance.

- a) Research data, tables, examples of questionnaires, maps, photos and other materials that are deemed too lengthy for inclusion in the main text or not directly required for comprehension of the text may be included in the appendices. Tables and graphics that exceed two pages in length should generally be placed in the appendices section.
- b) Appendices should be labelled as APPENDIX A, APPENDIX B, and so forth, depending on the type and quantity of the materials included. Specific titles may also be assigned to appendices as appropriate.

## **2.18 Vitae**

A comprehensive write-up that delineates a student's educational background, professional experience, skills, accomplishments, and other pertinent information, offering a detailed overview of their carrier and achievements should be prepared on a single page.

## **CHAPTER 3**

### **FORMAT OF REFERENCES**

#### **3.1 Introduction**

Sources referenced in a thesis, whether published or unpublished, must be explicitly stated. The source of information must be acknowledged in the text and in the reference list. Proper acknowledgement is crucial as it facilitates the location and verification of original sources and helps to prevent allegations of plagiarism. Citations in the text must be linked to the reference list using the American Psychological Association (APA) style, Institute of Electrical and Electronic Engineers (IEEE) style, or Footnote. It is imperative that the references conform to the APA 7<sup>th</sup> edition format and the most recent IEEE 2023 edition standards. Formatting requirements for APA and IEEE references may be subject to change with updates to the latest editions.

## **3.2 American Psychological Association (APA)**

This subtitle explains the APA format for citation and references.

### **3.2.1 Citing References in Text**

A reference can be written in a sentence itself or at the end of a sentence.

- a) In the Author (Date) style, the year of publication must be placed in brackets after the name of the author. For example:

According to Mohamed (2005), a large proportion of scheduling problems in the various sectors, such as economics and engineering, can be classified with a class of problems known as constrained optimisation.

- b) If a reference is not cited in the sentence itself, the author's name and year of publication must be written within brackets. For example:

Therefore, research on effective solution methods for constraint optimisation has become the focus of current research (Mohamed, 2005).

- c) If a source of reference is authored by two people, state both authors' names. For example:

Maintenance scheduling has been researched for a long time, for example in the generation of power by Kralj & Petrevic (1995) ...

- d) If a reference contains three authors, state all three names the first time it is referred to in the text. For the second and subsequent times

it is mentioned, state only the first author's name followed by "et al." and year. For example:

A study by Alias, Black & Gray (2002) shows that engineering students have lower spatial visualisation ability than required. Since this ability is important in solving engineering problems, it needs to be improved among engineering students (Alias et al., 2002).

- e) For a reference with four or more authors, state only the name of the first author followed by "et al." and year.
- f) Use lowercase letters (a, b, c) to differentiate between two or more publications published in the same year by the same author. For example:

An example of an application that uses a constraint programming language is ILOG Solver by Puget and Albert (1994a). In addition, Puget and Albert (1994b) also found that the use of objects is widespread, especially within artificially intelligent programming.

- g) Secondary sources may not be cited. The thesis authors must refer to the original reference source. An example of a secondary source is given below:

Ali (in Abu, 2000) emphasised that ...

### **3.2.2 Writing Cited Information**

There are three main ways to acknowledge the source of an idea or information cited in the text, namely (a) quotation, (b) paraphrasing and



(c) summarising. The examples that follow are based on the following excerpt:

Biological time is not only scientifically important, but it also greatly affects the productivity and health of a nation. The cost to the nation's health of working out of phase with our biological clocks is probably incalculable at present. In the short term, poor sleep, gastrointestinal problems, higher accident rate, and social problems are evident. (p. 1000)

Source: Rajaratnam, S. (2001). Health in a 24-hr society. *Lancet*, 358, pp. 999 – 1005.

### **3.2.2.1 Quotation**

The words of an author may be quoted exactly by the writer to support an argument. When a direct quotation from a source is taken, it should run into the text with double quotation marks if it is reasonably brief (three (3) or fewer sentences) with the end-of-sentence period in the normal place.

#### **a) Emphasis on the writer**

To give emphasis to the writer, the author's name is written at the beginning of the sentence. For example:

Rajaratnam (2001) concluded that, "The cost to the nation's health of working out of phase with our biological clocks is probably incalculable at present." (p. 1000). Furthermore...

b) Emphasis on the idea

To emphasise the idea, the author's name is written at the end of the sentence. For example:

A lot of discussion has been made on the cost of working out of phase with our biological clocks. "The cost to the nation's health of working out of phase with our biological clocks is probably incalculable at present" (Rajaratnam, 2001, p. 1000).  
Therefore, ...

A quotation containing more than three sentences must be set off from the text as a paragraph on its own with a 1 cm indent, placing the period at the end of the quoted text with no period after the reference citation page number. Single spacing should be used for block quotations. For example:

According to a renowned scholar (Rajaratnam, 2001),

Biological time is not only scientifically important, but it also greatly affects the productivity and health of a nation. The cost to the nation's health of working out of phase with our biological clocks is probably incalculable at present. In the short term, poor sleep, gastrointestinal problems, higher accident rate, and social problems are evident. (p. 1000).

### **3.2.2.2 Paraphrasing**

The paraphrasing method is used to acknowledge information taken from the original author by rewording the original text without altering its meaning nor providing the writer's own interpretation. For example:

Rajaratnam (2001) argues that while the notion of biological time is of scientific importance, it is also economically and socially significant at a national level. He points to the health, productivity and social problems which may be attributed to individuals working “out of phase” with their internal clocks.

### **3.2.2.3 Summarising**

The writer may summarise cited text in his/her own words to present the key points of an author’s arguments or ideas, without altering the meaning. For example:

In his conclusion, Rajaratnam (2001) points to the possible economic and social costs incurred by a nation, when individuals work “out of phase” with their biological clocks.

### **3.2.3 Writing the Reference List**

All sources of reference that are cited in the thesis must be listed at the end of the text under the title “REFERENCES”. Do not use the word “BIBLIOGRAPHY” because it indicates a list of all sources that was referred to including those not cited in the text. The reference list must be in alphabetical order. Two or more sources by one author must be listed in chronological order. For example, a 2002 publication by Suradi must be listed before his 2007 publication.

### 3.2.3.1 Writing the Names of Authors

In general, an author's surname (family name) or patronymic name (father's name) is written first followed by the initials of his/her other names. This is a common system used in academic writing internationally. Examples of how to write an author's name are as follows:

- a) Name : John Neville Pavlovic  
Written as : Pavlovic, J. N.
- b) Name : Mohd Noor Abdullah  
Written as : Abdullah, M. N.
- c) Name : Syed Muhammad Naquib Al-Attas  
Written as : Al-Attas, S. M. N.
- d) Name : Malik ibn Anas  
Written as : Ibn Anas, M.
- e) Name : Tan Beng Keat  
Written as : Tan, B. K.
- f) Name : Raymond Tan Beng Keat  
Written as : Tan, R. B. K.
- g) Name : Srinivasan Venkataraman  
Written as : Venkataraman, S.
- h) Name : S. N. Gupta  
Written : : Gupta, S. N.

- i) Name : Pretam Singh  
Written as : Singh, P.
- j) Name : Yasunori Matsufuji  
Written as : Matsufuji, Y.

### 3.2.4 References from Different Types of Sources

In thesis writing, references can be made to various types of sources. The following examples can be used as a guide in writing the different types of sources in the reference list. At the end of your work, list full details of all sources which you have cited in your text in a section headed References must follow latest APA formatting guidelines [1] [2] [3].

#### a) Books

The major elements that must be included when an article is taken from a book are as follows:

Author (Year). *Title of book*. Edition. Location: Publisher.

An example of a reference by one author:

Race, P. (2002). *How to Get a Good Degree: Making the Most of Your Time at University*. Buckingham: Open University Press.

An example of a reference by two or three authors:

I, P. & Lea, M. R. (2003). *Writing at University*. 2<sup>nd</sup> ed. Maiden: Open University Press.

Delamont, S., Atkinson, P. & Parry, O. (2004). *Supervising the Doctorate: A Guide to Success*. 2<sup>nd</sup> ed. Maidenhead: Society for Research into Higher Education & Open University Press.

For publications that have more than one author, the word “and” and “dan” is replaced by the symbol “&”. If the book has an editor, the name of the editor must also be written. The general format is as follows:

Editor (Ed.) (Year). *Title of book*. Location: Publisher.

As an example:

Martin, A.M. (Ed.) (1991). *Peat as an Agent in Biological Degradation of Waste*. London: Elsevier.

The page numbers are required if the editor edits part of the book.

As an example:

Lees, R. H. (Ed.) (1974). *Chemical Nomenclature Usage*. Chischester: Ellis Horwood. Pp. 314-362.

#### *Edited Book*

This reference format is very similar to the book format apart from one extra inclusion: (Ed(s)). The basic format is as follows:

Author surname, initial(s). (Ed(s)). (Year). *Title* (ed.). Place: Publisher

As an example:

Williams, S.T. (Ed.). (2015). *Referencing: A guide to citation rules* (3<sup>rd</sup> ed.). New York, NY: My Publisher

#### *E-Book*

Last name of the chapter author, initial(s). (Year). Chapter title. In editor initial(s), surname (Ed.). *Title* (ed., pp. chapter page range).

Retrieved from URL

As an example:

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2<sup>nd</sup> ed., pp. 50-95). Retrieved from <https://www.mendeley.com/referencemanagement/reference-manager>

### *Book Chapter*

Author, A. A., & Author, B. B. (Date). Title of chapter: Subtitle. In A. Editor & B. Editor (Eds.), *Title of book: Subtitle* (edition\*, pages of chapter). Publisher. DOI or URL (if electronic)

As an example:

Le Couteur, D., Kendig, H., Naganathan, V., & McLachlan, A. (2010). The ethics of prescribing medications to older people. In S. Koch, F. M. Gloth & R. Nay (Eds.), *Medication management in older adults* (pp. 29-42). Springer. [https://doi.org/10.1007/978-1-60327-457-9\\_3](https://doi.org/10.1007/978-1-60327-457-9_3)

Martin, A. (2006). Literacies for the digital age. In A. Martin & D. Madigan (Eds.), *Digital literacies for learning* (pp. 3-25). Facet.

## **b) Journal**

The major elements that must be included when an article is taken from a journal are as follows:

Last name, Initials. (Year). Article title. *Journal Name*, Volume (Issue), Page range. DOI or URL

As an example:

Andreff, W. (2000). The evolving European model of professional sports finance. *Journal of Sports Economics*, 1(3), 257-276. <https://doi.org/10.1177/152700250000100304>.

Mounier-Kuhn, P. (2012). Computer science in French universities: Early entrants and latecomers. *Information & Culture: A Journal of History*, 47(4), 414–456. <https://doi.org/10.7560/IC47402>

*Article in Press*

Last name, Initials. (in press). Article title. *Journal Name*.

As an Example:

Smith, J. M., & Davis, H. (in press). Language acquisition among autistic children. *Journal of Developmental Psychology*.

*Special issue of a journal*

Last name, Initials. (Ed. Or Eds.). (Year). Title of issue [Special issue]. *Journal Name*, Volume (Issue).

As an example:

Pollak, S. D., Camras, L. A., & Cole, P. M. (Eds.). (2019). New perspectives on the development of human emotion [Special issue]. *Developmental Psychology*, 55(9).

**c) Government Documents**

The general format for corporate documents is as follows:

Organization Name. (Year, Month Day). *Page title*. Site Name.  
URL.

As an example:

Occupational Safety and Health Administration. (2021, January 29). *Protecting workers: Guidance on mitigating and preventing the spread of COVID-19 in the workplace*. <https://www.osha.gov/coronavirus/safework>



### *Government Website with Individual Authors*

Author last name, Initials. (Year, Month Day). *Page title*. Site Name. URL

As an example:

Rutte, M. (2021, January 15). *Statement by Prime Minister Mark Rutte on the government's resignation*. Government of the Netherlands.

<https://www.government.nl/documents/speeches/2021/01/15/statement-by-prime-minister-mark-rutte-on-the-government%E2%80%99s-resignation>

### **d) Thesis and Dissertation**

The major elements that must be included when the information is taken from a thesis are as follows:

*Unpublished:*

Author last name, Initials. (Year). *Dissertation title* [Unpublished type of dissertation/thesis]. University Name.

As an example:

Smith, J. (2020). *Effects of cognitive behavioral therapy on agoraphobic patients* [Unpublished master's thesis]. University of Amsterdam.

*Published elsewhere:*

Author last name, Initials. (Year). *Dissertation title* [Type of dissertation/thesis, University Name]. Archive Name. URL

As an example:

Behrens, B. (2020). *Linguistic markers of maternal focus within emotional conversations: The role of depressive symptoms and maltreatment* [Master's thesis, University of Notre Dame]. CurateND. <https://curate.nd.edu/show/9k41zc80w8w>

**e) Conference Paper**

The general format for writing a reference from a proceeding is as follows:

Author name, Initials. (Year, Month Day–Day). *Paper title* [Paper presentation]. Conference Name, City, State, Country. URL

As an example:

Jang, S. (2019, August 8–11). *Deconstructing the opposition of natural/arbitrary in Coleridge's theory of language* [Paper presentation]. NASSR 2019: Romantic Elements, Chicago, IL, United States

*Conference paper publishes in a journal*

Author name, Initials. (Year). Paper title. *Journal Name*, Volume (Issue), page range. DOI or URL

As an example:

Elgafy, A., & Lafdi, K. (2010). Nanoparticles and fiber walls interactions during nanocomposites fabrication. *Journal of Scientific Conference Proceedings*, 2(1), 15–23. <https://doi.org/10.1166/jcp.2010.1003>

*Conference paper published in a book*

Author name, initials. (Year). Paper title. In Editor initials. Last name (Ed.), *Book title* (pp. Page range). Publisher. DOI or URL

As an example:

Shareef, M., Ojo, A., & Janowski, T. (2010). Exploring digital divide in the Maldives. In J. Berleur, M. D. Hercheui, & L. M. Hilty (Eds.), *What kind of information society? Governance, virtuality, surveillance, sustainability, resilience* (pp. 51–63). Springer. [https://doi.org/10.1007/978-3-642-15479-9\\_5](https://doi.org/10.1007/978-3-642-15479-9_5)

**f) Laws**

The major elements that must be included when the information is taken from a law article are as follows:

Name of Law, Title number U.S.C. § Section number (Year). URL.

As an example:

Anti-Smuggling Act, 19 U.S.C. § 1701 (1935).  
<https://www.loc.gov/item/uscode1958-004019005/>

**g) Patents**

The major elements that must be included when the reference is a patent are as follows:

Inventor name, Initials. (Year). *Title of patent* (Country/Region Patent No. Number). Issuing Body. URL

As an example:

Ghatak, S. (2019). *Immunization testing system* (U.S. Patent No. 10,788,482). U.S. Patent and Trademark Office.  
<https://rb.gy/ik0fb0>

## **h) Map**

*In Print:*

Author, A. A. (Date). *Title* [Map]. Publisher.

For example:

Roberts, C. W. (2005). *Australia 1:100 000 geological series: Sheet 8159, Rollingstone, Queensland* [Map]. Department of Natural Resources and Mines.

Queensland Department of Natural Resources and Mines. (2003). *Australia 1:100 000 geological series: Sheet 7763, Mungana, Queensland* [Map]

*Online:*

Author, A. A. (Date). *Title* [Map]. Publisher. URL

Author, A. A. (Date). [*Description*]. Retrieved Month, Date, Year, from URL

As an example:

Google. (n.d.). [*Cardwell – Google Maps*]. Retrieved November 18, 2021, from <https://www.google.com.au/maps/place/Cardwell+QLD+4849/@-18.266691,146.0237931,14.82z>

Department of Lands, N.S.W. (1961). *Map of the town of Cowra and suburban and adjacent lands: Parishes of Cowra and Mulyan, Counties of Bathurst and Forbes, Land District of Cowra, N.S.W.* [Map]. Department of Lands, Sydney. <https://nla.gov.au/nla.obj-241287008/view>

## **i) Newspaper**

*Newspaper clippings*

The major elements that must be included when an article is taken from a newspaper are as follows:

Author (Date). Title of article. *Name of newspaper*. Page numbers.

As an example:

Latiff, A. B. A. (2001, Februari 14). Hatinya telah dimiliki. *Utusan Mingguan*. P. 12.

*Online Newspaper*

*With Author*

Author surname, initial(s). (Year, Month Day). Title. *Title of Newspaper*, column/section, p. or pp. Retrieved from URL

As an example:

Mitchell, J.A. (2017). Changes to citation formats shake the research world. *The Mendeley Telegraph*, Research News, pp.9. Retrieved from <https://www.mendeley.com/referencemanagement/reference-manager>

*With no author*

Title of article: Subtitle. (Date). *Title of Newspaper*, page numbers of the whole article. OR

Title of article: Subtitle. (Date). *Title of Newspaper*. URL

As an example:

Mrs. Obama says 'lovely frame' in box during awkward handoff. (2018, February 1). *AP News*. <https://www.apnews.com/31f3520500c94a6ebfdbd2a0db5f4b60>

## **j) Translated Sources**

The elements that must be included when information is taken from a translated source are as follows:

*Translated book/ebook*

Author, A. A. (Year). *Title of book* (A. A. Translator, Trans.) (ed.).  
Publisher. (Original work published Year)

As an example:

Coelho, P. (1993). *The alchemist* (A. R. Clarke, Trans.).  
HarperOne. (Original work published 1988)

*Translated chapter from an edited book / ebook*

Author, A. A. (Year). Title of chapter (A. A. Translator, Trans.). In  
A. A. Editor (Ed.), *Title of book* (ed., pp. x-x). Publisher.  
(Original work published Year)

As an example:

Heidegger, M. (2008). On the essence of truth (J. Sallis, Trans.).  
In D. F. Krell (Ed.), *Basic writings* (pp. 111–138). Harper  
Perennial Modern Thought. (Original work published  
1961)

*Translated journal article*

Author, A. A. (Year). Title of article (A. A. Translator, Trans.). *Title  
of Periodical*, Volume(Issue), Page-Page.  
<https://doi.org/xx.xxxx> (Original work published Year)

As an example:

Piaget, J. (1972). Intellectual evolution from adolescence to  
adulthood (J. Bliss & H. Furth, Trans.). *Human  
Development*, 15(1), 1–12. [https://doi.org  
/10.1159/000271225](https://doi.org/10.1159/000271225) (Original work published 1970)

## k) Interviews

### *Newspaper Interview*

Interviewer name, Initials. (Year, Month Day). Interview title.  
*Newspaper Name*. URL

As an example:

Dundas, D. (2019, November 8). Zadie Smith on fighting the algorithm: "If you are under 30, and you are able to think for yourself right now, God bless you." *Toronto Star*. [Shorturl.at/eiyzW](https://shorturl.at/eiyzW)

### *Podcast Interview*

Host name, Initials. (Host). (Year, Month Day). Episode title (No. Number). [Audio podcast episode]. In *Podcast Name*. Production Company. URL

As an example:

O'Brien, J. (Host). (2020, September 24). Margaret Atwood. [Audio podcast episode]. In *Full Disclosure with James O'Brien*. LBC. <https://podcasts.apple.com/gb/podcast/margaretatwood/id1454408831?i=1000492394615>

### *Interview from Youtube*

Author name, Initials. (Year, Month Day). *Video title* [Video]. YouTube. URL

As an example:

The New Yorker. (2018, April 4). *Malcolm Gladwell explains where his ideas come from* [Video]. YouTube. <https://youtu.be/zvv8iFupg9M>

**l) Magazine**

Author surname, initial(s). (Year, month day). Title. *Title of the Magazine*, pp.

As an example:

Mitchell, J.A. (2017). How citation changed the research world. *The Mendeley*, pp. 26-28

**m) Image**

Author surname, initial (s). (Publication date). Title of image [media type]. Retrieved from URL

As an example:

Millais, J.E. (1851-1852). Ophelia [painting]. Retrieved from [www.tate.org.uk/art/artworks/42illais-ophelia-n01506](http://www.tate.org.uk/art/artworks/42illais-ophelia-n01506)

**n) Film**

Producer surname, initial (Producer), & Director surname, initial (Director). (Year of Release). *Title of film* [Motion Picture]. Country of Origin: Studio.

As an example:

Hitchcock, A. (Producer), & Hitchcock, A. (1954) *Rear window*. United States of America: Paramount Pictures.

**o) TV Programme**

As an example:

Catlin, M., and Walley-Beckett, Moire (Writers), & Johnson, R (Director). (2010). Fly [Television series episode]. In Schnauz, T. (Executive Producer). *Breaking bad*. Culver City, CA: Sony Pictures Television



**p) Song**

Writer surname, initial(s). (Year of copyright). Song Title  
[Recorded by artist name]. On *Album Title* [medium of  
recording]. Location of label: label. (Date of recording)

Note:

Recorded by artist: The full artist's name should be stated in  
order, not just surname and initials. Medium of recording: Medium of  
recording could be CD, MP3, visual album etc.

As an example,

Beyonce, Diplo, MNEK, Koenig, E., Haynie, E., Tillman, J., and  
Rhoden, S.M. (2016) Hold up [Recorded by Beyonce]. On  
*Lemonade* [visual album]. New York, NY: Parkwood  
Records (August 16)

**q) Website**

Author surname, initial(s). (Year, month day). *Title*. Retrieved  
from URL

As an example:

Mitchell, J.A. (2017, May 21). *How and when to reference*.  
Retrieved from <https://www.howandwhentoreference.com>.

**3.3 Institute of Electrical and Electronics Engineering (IEEE)**

This references style sheet gives general guidelines based on the IEEE's  
citation and referencing guide 2023, from [4] and from [5] :

The IEEE style is a numeric style, where citations are numbered [1] in  
the order of appearance. This citation leads the reader to a full reference

to the source in the list of references at the end of your work. Each citation number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket [2]. Once the source has been cited, the same number is re-used for all subsequent citations to the same source.

### 3.3.1 Citing References in Text

Here are some examples of IEEE style citations:

"... as shown by Norhadilah [3], as previously stated"

"The model was first forward in 1985 [1]"

"As an example, see [12]."

"Several recent studies [2], [5], [9], [17], [23] have suggested that..."

"as shown by Brown [4], [5]; as mentioned earlier [2], [4]–[7], [9]; Smith [4] and Brown and Jones [5]; Wood et al. [7]"

References range in text will not include an en dash. All references will be written out. For example, "[1] – [4]" will now be "[1] [2],[3],[4]."

Page numbers are required within citations where material is directly quoted or refer to a specific part of the source, such as a detail difficult to find. Give page number within the square brackets, for example [1, p. 3].

When incorporating citations within the text, it is common practice to include the authors' names directly; however, when dealing with sources that have three or more authors, the usage of "et al." as an abbreviation for subsequent mentions is appropriate (e.g., Fan et al. [4] extensively discuss lasers). Conversely, for general citations within the text, employing numeric

references enclosed in square brackets suffices without explicitly mentioning the authors' names. Yet, in the comprehensive reference list appended at the conclusion of the work, it is imperative to consistently provide the complete names of the authors for each respective source. It is pertinent to note that the abbreviation "et al." is permissible for referencing authors in the reference list only when the source comprises six or more authors.

### **3.3.2 References from Difference Type of Sources**

At the end of your work, list of full details of resources which you have cited in your text in a section headed References, in numerical order. References listed must follow IEEE formatting guidelines. The research list should allow anyone reading your work to identify and find the material to which you have referred.

In IEEE style your reference list should be formatted in the following way:

- a) Align references left.
- b) Single-space each entry, double-space between entry.
- c) Place number of entries at left margin, enclose in square brackets.
- d) Indent text of entries

Here are the examples of referencing in accordance with the variations in source types.

## a) Books

Basic Format:

- [x] J. K. Author, "Title of chapter in the book," in *Title of His Published Book*, xth ed. City of Publisher, (State), Country: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

As an example:

- [1] B. Klaus and P. Horn, *Robot Vision*. Cambridge, MA, USA: MIT Press, 1986.
- [2] L. Stein, "Random patterns," in *Computers and You*, J. S. Brake, Ed. New York, NY, USA: Wiley, 1994, pp. 55–70.
- [3] R. L. Myer, "Parametric oscillators and nonlinear materials," in *Nonlinear Optics*, vol. 4, P. G. Harper and B. S. Wherret, Eds. San Francisco, CA, USA: Academic, 1977, pp. 47–160.
- [4] M. Abramowitz and I. A. Stegun, Eds., *Handbook of Mathematical Functions* (Applied Mathematics Series 55). Washington, DC, USA: NBS, 1964, pp. 32–33.

### *Books, Monographs (Online)*

Basic format:

- [x] J. K. Author, "Title of chapter in the book," in *Title of Published Book*, xth ed. City of Publisher, State, Country: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx. [Online]. Available: <http://www.web.com>

As an example:

- [1] G. O. Young, "Synthetic structure of industrial plastics," in *Plastics*, vol. 3, Polymers of Hexadromicon, J. Peters, Ed., 2nd ed. New York, NY, USA: McGraw-Hill, 1964, pp. 15–64. [Online]. Available: <http://www.bookref.com>.

- [2] *The Terahertz Wave eBook*. Zomega Terahertz Corp., 2014. [Online]. Available: [http://dl.z-thz.com/eBook/zomega\\_ebook\\_pdf\\_1206\\_sr.pdf](http://dl.z-thz.com/eBook/zomega_ebook_pdf_1206_sr.pdf). Accessed: May 19, 2014.
- [3] P. B. Kurland and R. Lerner, Eds., *The Founders' Constitution*. Chicago, IL, USA: Univ. of Chicago Press, 1987. Accessed: Feb. 28, 2010. [Online]. Available: <http://press-pubs.uchicago.edu/founders>

### *Book Translated*

Basic Format:

- [x] J. K. Author, "Title of chapter in the book," in *Title of Published Book*, X. Editor, Ed., xth ed. City of Publisher, State (only U.S.), Country: Abbrev. of Publisher (in Language), year, ch. x, sec. x, pp. xxx–xxx.

As an example:

- [1] K. Ichiro, *Thai Economy and Railway 1885–1935*, Tokyo: Nihon Keizai Hyoronsha (in Japanese), 2000.
- [2] M. Gorkii, "Optimal design," *Dokl. Akad. Nauk SSSR*, vol. 12, pp. 111–122, 1961 (Transl.: in L. Pontryagin, Ed., *The Mathematical Theory of Optimal Processes*. New York, NY, USA: Interscience, 1962, ch. 2, sec. 3, pp. 127–135)

### *Book With Chapter Title*

Basic Format:

- [x] J. K. Author, "Title of chapter in the book," in *Title of Published Book*, X. Editor, Ed., City of Publisher, State (only U.S.), Country: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

As an example:

- [1] T. Ogura, "Electronic government and surveillance-oriented society," in *Theorizing Surveillance: The Panopticon and Beyond*. Cullompton, U.K.: Willan, 2006, ch. 13, pp. 270–295.
- [2] L. Li, J. Yang, and C. Li, "Super-resolution restoration and image reconstruction for passive millimeter wave imaging," in *Image Restoration—Recent Advances and Applications*, A. Histace, Ed., Rijeka, Croatia: InTech, 2012, pp. 25–45.

#### *Book With Editor(s)*

Basic Format:

- [x] J. K. Author, "Title of chapter in the book," in *Title of Published Book*, X. Editor, Ed., City of Publisher, State (only U.S.), Country: Abbrev. of Publisher, year, pp. xxx–xxx.
- [x] X. Editor, Ed. *Title of Published Book*. City of Publisher, State (only U.S.), Country: Abbrev. of Publisher, year.

As an example:

- [1] L. Stein, "Random patterns," in *Computers and You*, J. S. Brake, Ed., New York, NY, USA: Wiley, 1994, pp. 55–70.
- [2] C. Bennett, "What happens when you book an airline ticket? The collection and processing of passenger data post9/11," in *Global Surveillance and Policing: Borders, Security, Identity*, E. Zureik and M. Salter, Eds., Cullompton, U.K.: Willan, 2005, pp. 113–138.
- [3] W. R. Leonard and M. H. Crawford, Eds. *Human Biology of Pastoral Populations*. New York, NY, USA: Cambridge Univ. Press, 2002.

*Book With Series Title, Volume Title, and Edition*

Basic Format:

- [x] J. K. Author, "Title of chapter in the book," in *Title of His Published Book*, X. Editor, Ed., xth ed. City of Publisher, State (only U.S.), Country: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

As an example:

- [1] A. Taflove, Computational Electrodynamics: The Finite-Difference Time-Domain Method in *Computational Electrodynamics II*, vol. 3, 2nd ed. Norwood, MA, USA: Artech House, 1996.
- [2] R. L. Myer, "Parametric oscillators and nonlinear materials," in *Nonlinear Optics*, vol. 4, P. G. Harper and B. S. Wherret, Eds., San Francisco, CA, USA: Academic, 1977, pp. 47–160.
- [3] M. Abramowitz and I. A. Stegun, Eds., *Handbook of Mathematical Functions* (Applied Mathematics Series 55). Washington, DC, USA: NBS, 1964, pp. 32–33.
- [4] E. F. Moore, "Gedanken-experiments on sequential machines," in *Automata Studies* (Ann. of Math. Studies, no. 1), C. E. Shannon and J. McCarthy, Eds., Princeton, NJ, USA: Princeton Univ. Press, 1965, pp. 129–153

**b) Journal Citation**

*Journal Article with Single Author*

Basic Format:

- [x] Author initials. Last name, "Article title," *Journal Name*, vol. Volume, no. Number, pp. Page range, Month Year, DOI.

As an example:

- [1] M. Mefire, "Static regime imaging of certain 3D electromagnetic imperfections from a boundary perturbation formula," *J. Comput.*

*Math.*, vol. 32, no. 4, pp. 412–441, Jul. 2014, doi: 10.4208/jcm.1401-m4214.

#### *Journal Article with Three Authors*

Basic Format:

[x] A. A. Author et al., "Title of article," *Abbrev. Title of Periodical*, vol. x, no. x, pp. xxx–xxx, Abbrev. Month, Year, doi: xxx.

As an example:

[1] J. Dumortier, M. Carriquiry, and A. Elobeid, "Interactions between U. S. electrification, climate change, and global agricultural markets," *Environ. Resource Econ.*, vol. 84, no. 1, pp. 99–123, Aug. 2023, doi: 10.1007/s10640-022-00716-8.

#### *Journal Article with More than Six Authors*

Basic Format:

[x] A. A. Author et al., "Title of article," *Abbrev. Title of Periodical*, vol. x, no. x, pp. xxx–xxx, Abbrev. Month, Year, doi: xxx.

As an example:

[1] M. Wagner et al., "Gala: An open-access platform for interactive learning with sustainability case studies," *IEEE Trans. Learn.*, vol. 14, no. 6, pp. 788–801, Dec. 2021, doi:10.1109/TLT.2022.3148723.

#### *DOIs and URLs*

Basic Format:

[x] Author initials. Last name, "Article title," *Journal Name*, vol. Volume, no. Number, pp. Page range, Month Year. [Online]. Available: URL.



As an example:

- [1] Z. Sheng, "A preconditioner determined by a subdomain covering the interface," *J. Comput. Math.*, vol. 12, no. 1, pp. 71–77, Jan. 1994. [Online]. Available: <https://www.jstor.org/stable/43692582>

*Citing an article with an article number*

Basic Format:

- [x] Author initials. Last name, "Article title," *Journal Name*, vol. Volume, no. Number, pp. Page range, Month Year, Art. no. Article number, DOI.

As an example:

- [1] H. Straub and O. Breitenstein, "Estimation of heat loss in thermal wave experiments," *J. Appl. Phys.*, vol. 109, Mar. 2011, Art. no. 064515, doi: 10.1063/1.3549734.

*Citing journal articles in other languages*

Basic Format:

- [x] Author initials. Last name, "Article title," (in Language), *Journal Name*, vol. Volume, no. Number, pp. Page range, Month Year, DOI.

As an example:

- [1] E. P. Wigner, "On a modification of the Rayleigh–Schrodinger perturbation theory," (in German), *Math. Naturwiss. Anz. Ungar. Akad. Wiss.*, vol. 53, p. 475, 1935.

### **c) Conferences and Conference Proceedings**

The general form for citing conference proceedings is to list the author and title of the paper, followed by the name of the conference in italics using standard abbreviations. Write out all the remaining

words but omit most articles and prepositions like “of the” and “on.” That is, Proceedings of the 1996 Robotics and Automation Conference becomes Proc. 1996 Robot. Automat. Conf. If an ordinal number is in the conference name, use the numerical form instead of spelling it out (e.g., “1st” instead of “First”). Include the location if given. For U.S. locations, “USA” must be included after city and state.

### *Conference Paper (Paper Presented at a Conference)*

Basic Format:

[x] J. K. Author, “Title of paper,” presented at the Abbreviated Name of Conf., City of Conf., Abbrev. State, Country, Month and day(s), year, Paper number.

As an example:

- [1] D. Caratelli, M. C. Viganó, G. Toso, and P. Angeletti, “Analytical placement technique for sparse arrays,” presented at the 32nd ESA Antenna Workshop, Noordwijk, The Netherlands, Oct. 5–8, 2010.
- [2] J. G. Kreifeldt, “An analysis of surface-detected EMG as an amplitude-modulated noise,” presented at the 1989 Int. Conf. Medicine and Biological Engineering, Chicago, IL, USA, Nov. 9–12, 1989.
- [3] G. W. Juetten and L. E. Zeffanella, “Radio noise currents on short sections on bundle conductors,” presented at the IEEE Summer Power Meeting, Dallas, TX, USA, Jun. 22–27, 1990, Paper 90 SM 690-0 PWRS.
- [4] J. Arrillaga and B. Giessner, “Limitation of short-circuit levels by means of HVDC links,” presented at the IEEE Summer Power Meeting, Los Angeles, CA, USA, Jul. 12–17, 1990, Paper 70 CP 637.

*Conference Proceedings in Print (Paper Presented at a Conference)*

Basic Format:

- [x] J. K. Author, "Title of paper," in *Abbreviated Name of Conf.*, (location of conference is optional), (Month and day(s) if provided) year, pp. xxx-xxx.

As an example:

- [1] A. Amador-Perez and R. A. Rodriguez-Solis, "Analysis of a CPW-fed annular slot ring antenna using DOE," in *Proc. IEEE Antennas Propag. Soc. Int. Symp.*, Jul. 2006, pp. 4301-4304.
- [2] G. R. Faulhaber, "Design of service systems with priority reservation," in *Conf. Rec. 1995 IEEE Int. Conf. Commun.*, pp. 3-8.  
\*\*\* If the year is given in the conference title, it may be omitted from the end of the reference as shown here.\*\*\*
- [4] S. P. Bingulac, "On the compatibility of adaptive controllers," in *Proc. 4th Annu. Allerton Conf. Circuit Syst. Theory*, New York, NY, USA, 1994, pp. 8-16.
- [5] W. D. Doyle, "Magnetization reversal in films with biaxial anisotropy," in *1987 Proc. INTERMAG Conf.*, pp. 2.2-1-2.2-6.

*Conference Proceedings With DOI*

Basic Format

- [x] J. K. Author, "Title of paper," in *Abbreviated Name of Conf.*, (location of conference is optional), year, pp. xxx-xxx, doi: xxx

As an example:

- [1] G. Veruggio, "The EURON roboethics roadmap," in *Proc. Humanoids '06: 6th IEEE-RAS Int. Conf. Humanoid Robots*, 2006, pp. 612-617, doi: 10.1109/ICHR.2006.321337

- [2] J. Zhao, G. Sun, G. H. Loh, and Y. Xie, "Energy-efficient GPU design with reconfigurable in-package graphics memory," in *Proc. ACM/IEEE Int. Symp. Low Power Electron. Design (ISLPED)*, Jul. 2012, pp. 403–408, doi: 10.1145/2333660.2333752.

#### *Conference Proceedings with Editors*

Basic Format:

- [1] J. K. Author, "Title of paper," in *Abbreviated Name of Conf.*, X. Editor, Ed. (location of conference is optional), year, pp. xxx-xxx.

As an example:

- [1] A. Amador-Perez and R. A. Rodriguez-Solis, "Analysis of a CPW-fed annular slot ring antenna using DOE," in *Proc. IEEE Antennas Propag. Soc. Int. Symp.*, A. Amador-Perez and R. A. Rodriguez-Solis, Eds. Jul. 2006, pp. 4301–4304.
- [2] D. B. Armstrong, G. J. Fogarty, and D. Dingsdag, "Scales measuring characteristics of small business information systems," in *Proc. Res., Relevance Rigour. Coming of Age: 18th Australasian Conf. Inf. Syst.*, W-G. Tan, Ed. 2007, pp. 163–171.
- [3] P. Funes, B. Orme, and E. Bonabeau, "Evolving emergent group behaviors for simple human agents," in *Proc. 7th Eur. Conf. Artif. Life*, P. Dittrich and J. T. Kim, Eds. Sep. 2003, pp. 76–89.

#### *Conference Proceedings with Location*

Basic Format:

- [x] J. K. Author, "Title of paper," in *Abbreviated Name of Conf.*, City, State, Country, year, pp. xxx-xxx.

As an example:

- [1] L. S. Carmichael, N. Ghani, P. K. Rajan, K. O'Donoghue, and R. Holt, "Characterization and comparison of modern layer-2 Ethernet survivability protocols," in *Proc. 37th Southeastern Symp. Syst.*

*Theory (SSST 2005)*, Tuskegee, AL, USA, Mar. 20–22, 2005, pp. 124–129.

- [2] D. Sarkar and K. V. Srivastava, “SRR-loaded antipodal Vivaldi antenna for UWB applications with tunable notch function,” in *Proc. Int. Symp. Electromagn. Theory*, Hiroshima, Japan, 2013, pp. 466–469.

*Conference Proceedings with Series Title, Volume Title, and Edition*

Basic Format:

- [x] J. K. Author, “Title of paper,” in *Abbreviated Name of Conf.* in Volume Title, in Series Title, ed., year, pp. xxxxxx.

As an example:

- [1] A. Amador-Perez and R. A. Rodriguez-Solis, “Analysis of a CPW-fed annular slot ring antenna using DOE,” in *Proc. IEEE Antennas Propag. Soc. Int. Symp.*, in Slot Ring Antennas II, vol. 3, 2nd ed., Jul. 2006, pp. 4301–4304.

*Conference Paper Online*

Basic Format:

- [x] J. K. Author. (Date). Title. Presented at Abbreviated Conf. title. [Type of Medium]. Available: site/path/file

As an example:

- [1] Process Software Corp., Framingham, MA, USA. Intranets: Internet technologies deployed behind the firewall for corporate productivity. Presented at INET’96 Annu. Meeting. [Online]. Available: <http://www.process.com/intranets/wp2.htm>
- [2] J. A. Taylor. (Nov. 2006). Assessment: A tool for development and engagement in the first year of university study. Presented at Engaging Students: 9th Pacific Rim in Higher Education (FYHE) Conf., Griffith, Australia. [Online]. Available: [http://www.fyhe.com.au/past\\_papers/2006/Papers/Taylor.pdf](http://www.fyhe.com.au/past_papers/2006/Papers/Taylor.pdf)

- [3] V. Chandrasekaran, S. Sanghavi, P. A. Parrilo, and A. S. Willsky. (2009). Sparse and low-rank matrix decompositions. Presented at IFAC 2009. [Online]. Available: <http://www.sciencedirect.com/science/article/pii/S1474667016388632>

#### *Conference Proceedings Online*

Basic Format:

- [x] J. K. Author, "Title of paper," in *Abbreviated Name of Conf.*, (location of conference is optional), year, pp. xxx-xxx. [Online]. Available: <http://www.url.com>

As an example:

- [1] T. Schubert, "Real challenges and solutions for validating system-on-chip high level formal verification of next generation microprocessors," in *Proc. 40th Design Automation Conf. (DAC'03)*, Jun. 2-6, 2003. [Online]. Available: <http://www.computer.org/csdl/proceedings/dac/2003/2394/00/2394001abs.html>
- [2] J. Yanamadala et al., "Segmentation of the visible human project (VHP) female cryosection images within MATLAB environment," in *Proc. 23rd Int. Meshing Roundtable*, London, U.K., Oct. 2014. [Online]. Available: <http://www.imr.sandia.gov/papers/imr23.htm>

#### **d) Course**

Basic Format:

- [1] Name of University. (Year). Title of course. [Online]. Available: URL

As an example:

- [1] Argosy University Online. (2012). Information literacy and communication. [Online]. Available: <http://www.myeclassonline.com>

## *Coursepack*

Basic Format:

- [x] J. K. Instructor. Title of coursepack. (Semester). Title of course.  
University/Publisher location: University/Publisher name.

As an example:

- [1] Q. Oden. Mud and Bones – Geology Coursepack. (2014, Winter).  
GEOG 042. Cranbrook, Canada: College of the Rockies.

## **e) Datasets**

Basic Format:

- [x] Author, Date, Year. "Title of Dataset," distributed by  
Publisher/Distributor, <http://url.com> (or if DOI is used, end with a  
period)

As an example:

- [1] S. Ansolabehere, M. Palmer, and A. Lee, January 20, 2014,  
"Precinct-Level Election Data. V1," distributed by Harvard Election  
Data Archive, <http://hdl.handle.net/1902.1/21919>  
[UNF:5:5C9UfGjdLy2ONVPtgr45qA==](https://doi.org/10.3886/ICPSR30122.v2)

### *Online Dataset Reference Using DOI*

Basic Format:

- [x] Author, Date, "Title of Dataset," Source, doi: xxx

As an example:

- [1] U.S. Department of Health and Human Services, Aug. 2013,  
"Treatment Episode Dataset: Discharges (TEDS-D):  
Concatenated, 2006 to 2009," U.S. Department of Health and  
Human Services, Substance Abuse and Mental Health Services  
Administration, Office of Applied Studies, doi:  
10.3886/ICPSR30122.v2.

### *Online Dataset Reference Using a DOI Resolver*

Basic Format:

[x] Author, Date, "Title of Dataset," Source, doi: URL.

As an example:

[1] U.S. Department of Health and Human Services, Aug. 2013, "Treatment Episode Dataset: Discharges (TEDS-D): Concatenated, 2006 to 2009," U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Office of Applied Studies, doi: <http://dx.doi.org/10.3886/ICPSR30122.v2>.

### *Online Dataset Reference Using a Website Address*

Basic Format:

[x] Author, Date, "Title of Dataset," Source. [Online]. Available: <http://www.url.com>

As an example:

[1] U.S. Department of Health and Human Services, Aug. 2013, "Treatment Episode Dataset: Discharges (TEDS-D): Concatenated, 2006 to 2009," U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Office of Applied Studies. [Online]. Available: <http://www.icpsr.umich.edu/icpsrweb/SAMHDA/studies/30122/version/>

## **f) Handbooks**

Basic Format:

[x] *Name of Manual/Handbook*, x ed., Abbrev. Name of Co., City of Co., Abbrev. State, year, pp. xxx-xxx.



As an example:

- [1] *Transmission Systems for Communications*, 3rd ed., Western Electric Co., Winston-Salem, NC, USA, 1985, pp. 44–60.
- [2] *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, USA, 1989.
- [3] *RCA Receiving Tube Manual*, Radio Corp. of America, Electronic Components and Devices, Harrison, NJ, Tech. Ser. RC-23, 1992.

## **g) Lectures**

*Lecture Notes*

Basic Format:

[x] J. K. Author. (Year). Title of lecture [Type of Medium]. Available: URL

As an example:

- [1] J. Barney. (2011). Documenting literature [PowerPoint slides]. Available: <http://moodle.cotr/english/gill>

## **h) Legal Citations**

Note: In text, italicize the names of court cases.

*U.S. Supreme Court Decisions*

- [1] *Olmstead v. United States*, U.S. Reports, vol. 277, 1928, p. 438.
- [2] *Olmstead v. United States*, U.S. Reports, vol. 277, 1928, p. 478 (Justice Brandeis, dissenting).

*Lower-Court Decisions*

- [1] *U.S. v. Councilman*, *Federal Supplement*, 2nd Series, vol. 245, 2003, p. 321 (U.S. District Court for the District of Mass.).

- [2] U.S. v. Councilman, *Federal Reporter*, 3rd Series, vol. 373, 2004, p. 204 (U.S. Court of Appeals for the First Circuit).

#### *U.S. Laws*

- [1] U.S. Code, Title 18, section 3123(a)(1),(2), 2000 and 2002 Supplement.
- [2] Uniting and Strengthening America by Providing Appropriate Tools to Intercept and Obstruct Terrorism, Public Law No. 107-56, section 209, *U.S. Statutes at Large*, vol. 115, 2001, p. 285.
- [3] Omnibus Crime Control and Safe Streets Act of 1968, Public Law No. 90-351, sections 801– 804, *U.S. Statutes at Large*, vol. 82, pp. 211–223 (codified as amended in US Code, Title 18, sections 2510–2522, 2000 and 2002 Supplement).

#### **i) Manuals**

Basic Format:

- [x] J. K. Author (or Abbrev. Name of Co., City of Co. Abbrev. State, Country). *Name of Manual/Handbook*, x ed. (year). Accessed: Date. [Online]. Available: <http://www.url.com>

As an example:

- [1] L. Breimann. *Manual on Setting Up, Using, and Understanding Random Forests v4.0*. (2003). Accessed: Apr. 16, 2014. [Online]. Available: [http://oz.berkeley.edu/users/breiman/Using\\_random\\_forests\\_v4.0.pdf](http://oz.berkeley.edu/users/breiman/Using_random_forests_v4.0.pdf)
- [2] M. Kuhn. *The Caret Package*. (2012). [Online]. Available: <http://cranrproject.org/web/packages/caret/caret.pdf>
- [3] Antcom, Torrance, CA, USA. *Antenna Products*. (2011). Accessed: Feb. 12, 2014. [Online]. Available: <http://www.antcom.com/documents/catalogs/L1L2GPSAntennas.pdf>

### *Manual (Print)*

Basic Format:

- [x] *Name of Manual/Handbook*, x ed., Abbrev. Name of Co., City of Co., Abbrev. State, Country, year, pp. xxx–xxx.

As an example:

- [1] *Transmission Systems for Communications*, 3rd ed., Western Electric Co., Winston-Salem, NC, USA, 1985, pp. 44–60.
- [2] *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, USA, 1989.
- [3] *RCA Receiving Tube Manual*, Radio Corp. of America, Electronic Components and Devices, Harrison, NJ, USA, Tech. Ser. RC23, 1992.
- [4] *Microsoft Office 97 Visual Basic Programmer's Guide*, Microsoft Professional Editions Series, Microsoft, Redmond, WA, USA, 1997.

### *Manual (Online)*

Basic Format:

- [x] J. K. Author (or Abbrev. Name of Co., City of Co. Abbrev. State, Country). *Name of Manual/Handbook*, x ed. (year). Accessed: Date. [Online]. Available: <http://www.url.com>

As an example:

- [1] L. Breimann. *Manual on Setting Up, Using, and Understanding Random Forests v4.0*. (2003). Accessed: Apr. 16, 2014. [Online]. Available: [http://oz.berkeley.edu/users/breiman/Using\\_random\\_forests\\_v4.0.pdf](http://oz.berkeley.edu/users/breiman/Using_random_forests_v4.0.pdf)
- [2] M. Kuhn. *The Caret Package*. (2012). [Online]. Available: <http://cranr-project.org/web/packages/caret/caret.pdf>

## j) **Software**

Basic Format:

[x] J. K. Author. *Title of Software*. Date Repository or Achieve. (version or year), Publisher Name. Accessed: Date (when applicable). [Type of Medium]. Global Persistent Identifier. Available: site/path/file

As an example:

[1] *Antenna Products*. (2011). Antcom. Accessed: Feb. 12, 2014. [Online]. Available: <http://www.antcom.com/documents/catalogs/L1L2GPSAntennas.pdf>

[2] D. W. Arning et al. *Mixed Mode-Mixed Level Circuit Simulator*. (2011). Ngspice. Accessed: Jan. 11, 2019. [Online]. Available: <http://ngspice.sourceforge.net>

[3] *MSDN Library Visual Studio 6.0*. (2001). Microsoft.

## k) **Online Video (E.g., YouTube)**

[X] Format: Video Owner/Creator, Location (if available). *Title of Video: In Initial Caps*. (Release date). Accessed: Month Day, Year. [Online Video]. Available: <http://URL.onlinevideo.org>

As an example:

[1] mtaOnline1, Fazi Mosque, U.K. *An Occasionally Accurate History of Australia: Part I*. (Oct. 23, 2006). Accessed: Oct. 6, 2010. [Online Video]. Available: <http://www.youtube.com/watch?v=IJjNsCVHc34>

[2] Doane Academy, Burlington, NJ, USA. *Second Grade Bossy R*. (Feb. 28, 2013). Accessed: Jun. 3, 2018. [Online Video]. Available: <https://www.youtube.com/watch?v=PUKHoiY-BcM>

## **i) Patent**

Basic Format:

- [x] J. K. Author, "Title of patent," U.S. Patent x xxx xxx, Abbrev. Month, day, year.
- [x] J. K. Author, "Title of patent," Country Patent xxx, Abbrev. Month, day, year.

As an example:

- [1] J. P. Wilkinson, "Nonlinear resonant circuit devices," U.S. Patent 3 624 125, Jul. 16, 1990.
- [2] T. Mei and T. Yang, "Circuit and method for average-current regulation of light-emitting diodes," U.S. Patent 7 898 187 B1, 2011, Mar. 1, 2012.
- [3] W. W. Black and A. Clavin, "Dipole augmented slot radiating element," U.S. Patent 3594806, Jul. 1971.
- [4] S. P. Voinigescu et al., "Direct m-ary quadrature amplitude modulation (QAM) operating in saturated power mode," U.S. Patent Appl. 20110013726A1, Jan. 20, 2011.
- [5] K. Klionovski, "Broadband dual-band microstrip antenna," (in Russian), RU Patent Utility Model 167296, Dec. 27, 2016.

*Patent Online*

Basic Format:

- [x] Name of the invention, by inventor's name. (year, month day). Patent Number [Type of medium]. Available: site/path/file

As an example:

- [1] Musical toothbrush with adjustable neck and mirror, by L. M. R. Brooks. (1992, May 19). Patent D 326 189 [Online]. Available: NEXIS Library: LEXPAT File: DESIGN

- [2] Screwless clip mounted computer drive, by D. Williams. (2005, Apr. 26). U.S. Patent 6,885,550 [Online]. Available: <http://patft.uspto.gov/netacgi/6,885,550>

## m) Periodicals

Basic Format:

- [x] J. K. Author, "Name of paper," *Abbrev. Title of Periodical*, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year.
- [x] J. K. Author, "Name of paper," *Abbrev. Title of Periodical*, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year, doi: xxx.

As an example:

- [1] M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure," *IEEE Trans. Biomed. Eng.*, vol. 58, pp. 2787–2793, Oct. 2011, doi: 10.1109/TBME.2011.2158315
- [2] M. Ito et al., "Application of amorphous oxide TFT to electrophoretic display," *J. Non-Cryst. Solids*, vol. 354, no. 19, pp. 2777–2782, Feb. 2008.
- [3] R. Fardel, M. Nagel, F. Nuesch, T. Lippert, and A. Wokaun, "Fabrication of organic light emitting diode pixels by laser-assisted forward transfer," *Appl. Phys. Lett.*, vol. 91, no. 6, Aug. 2007, Art. no. 061103.
- [4] J. Zhang and N. Tansu, "Optical gain and laser characteristics of InGaN quantum wells on ternary InGaN substrates," *IEEE Photon. J.*, vol. 5, no. 2, Apr. 2013, Art. no. 2600111.
- [5] S. Preu, G.H.Döhler, S.Malzer, L.J.Wang, and A. C. Gossard, "Tunable continuous-wave terahertz photo mixer sources and applications," *J. Appl. Phys.*, vol. 109, Mar. 2011, Art. no. 061301.
- [6] S. Azodolmolky et al., "Experimental demonstration of an impairment aware network planning and operation tool for transparent/translucent optical networks," *J. Lightw. Technol.*, vol. 29, no. 4, pp. 439–448, Sep. 2011.

- [7] H. Eriksson and P. E. Danielsson, "Two problems on Boolean memories," *IEEE Trans. Electron. Devices*, vol. ED-11, no. 1, pp. 32–33, Jan. 1959.
- [8] F. Aronowitz, "Theory of traveling-wave optical maser," *Phys. Rev.*, vol. 134, pp. A635–A646, Dec. 8, 1965.
- [9] Ye. V. Lavrova, "Geographic distribution of ionospheric disturbances in the F2 layer," *Tr. IZMIRAN*, vol. 19, no. 29, pp. 31–43, 1961 (Transl.: E. R. Hope, Directorate of Scientific Information Services, Defence Research Board of Canada, Rep. T384R, Apr. 1963).
- [10] E. P. Wigner, "On a modification of the Rayleigh–Schrodinger perturbation theory," (in German), *Math. Naturwiss. Anz. Ungar. Akad. Wiss.*, vol. 53, p. 475, 1935.
- [11] E. H. Miller, "A note on reflector arrays," *IEEE Trans. Antennas Propag.*, to be published.\*\*\* Always use this style when the paper has been accepted or scheduled for a future publication, i.e., do not use "to appear in."\*\*\*\*
- [12] C. K. Kim, "Effect of gamma rays on plasma," submitted for publication. \*\*\* Always use this style when the paper has not yet been accepted or scheduled for publication, i.e., do not use "to appear in."\*\*\*\*
- [13] W. Rafferty, "Ground antennas in NASA's deep space telecommunications," *Proc. IEEE*, vol. 82, no. 5, pp. 636–640, May 1994.
- [14] P. Kopyt et al., "Electric properties of graphene-based conductive layers from DC up to terahertz range," *IEEE THz Sci. Technol.*, to be published. doi: 10.1109/TTHZ.2016.2544142.
- [15] T. Brunswiler et al., "Formulation of percolating thermal underfills using hierarchical self-assembly of microparticles and nanoparticles by centrifugal forces and capillary bridging," *J. Microelectron. Electron. Packag.*, vol. 9, no. 4, pp. 149–159, 2012, doi: 10.4071/imaps.357.

- [16] L. T. Wu et al., "Real-time analytic sensitivity method for transient security assessment and prevent control," *Proc. Inst. Elect. Eng.*, vol. 135, pt. C, pp. 107–117, Mar. 1988.

\*\*\*Authors may refer to this journal as *Proc. IEE*, but the abbreviation must be as listed above. *Proc. IEE* is printed in the U.K. and must not be confused with the *Proc. IEEE*.\*\*\*

- [17] *Special Issue on Artificial Neural Network Applications, Proc. IEEE*, vol. 84, pp. 1353–1576, Oct. 1996.

*Article Referred to in the Same Issue:*

- [1] R. U. Aslip, "Surface and leaky wave antennas," *IEEE Trans. Circuits Syst. I, Fundam. Theory Appl.*, vol. 30, no.1, pp. 545–546, Jan. 2000.

NOTE: Handle it exactly as any other reference with no difference.

*Periodical With Article ID*

Basic Format:

- [x] J. K. Author, "Name of paper," *Abbrev. Title of Periodical*, vol. x, no. x, Abbrev. month, year, Art. no. xxx.

As an example:

- [1] J. Zhang and N. Tansu, "Optical gain and laser characteristics of InGaN quantum wells on ternary InGaN substrates," *IEEE Photon. J.*, vol. 5, no. 2, Apr. 2013, Art no. 2600111.
- [2] R. Fardel, M. Nagel, F. Nuesch, T. Lippert, and A. Wokaun, "Fabrication of organic light emitting diode pixels by laser-assisted forward transfer," *Appl. Phys. Lett.*, vol. 91, no. 6, Aug. 2007, Art. no. 061103.
- [3] S. Preu, G. H. Döhler, S. Malzer, L. J. Wang, and A. C. Gossard, "Tunable continuous-wave terahertz photo mixer sources and applications," *J. Appl. Phys.*, vol. 109, Mar. 2011, Art. no. 061301.
- [4] L. Kuang et al., "A numerical method for analyzing electromagnetic scattering properties of a moving conducting



object," *Int. J. Antennas Propag.*, vol. 2014, 2014, Art. no. 386315, doi: 10.1155/2014/386315.

#### *Periodical With DOI*

Basic Format:

[x] J. K. Author, "Name of paper," *Abbrev. Title of Periodical*, vol. x, no. x, pp. xxx–xxx, Abbrev. month, year, doi: xxx.

As an example:

[1] M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure," *IEEE Trans. Biomed. Eng.*, vol. 58, no. 10, pp. 2787–2793, Oct. 2011, doi: 10.1109/TBME.2011.2158315.

#### *Periodical in Other Language*

Basic Format:

[1] J. K. Author, "Name of paper," (in Language), *Abbrev. Title of Periodical*, vol. x, no. x, Abbrev. month, year, Art. no. xxx.

As an example:

- [1] E. P. Wigner, "On a modification of the Rayleigh–Schrodinger perturbation theory," (in German), *Math. Naturwiss. Anz. Ungar. Akad. Wiss.*, vol. 53, p. 475, 1935.
- [2] Y. V. Lavrova, "Geographic distribution of ionospheric disturbances in the F2 layer," *Tr. IZMIRAN*, vol. 19, no. 29, pp. 31–43, 1961 (Transl.: E. R. Hope, Directorate of Scientific Information Services, Defence Research Board of Canada, Rep. T384R, Apr. 1963).

## Periodicals Online

### Basic Format:

[x] J. K. Author, "Name of paper," *Abbrev. Title of Periodical*, vol. x, no. x, pp. xxx–xxx, Abbrev. Month, year. Accessed: Month, Day, Year, doi: 10.1109.XXX.123456. [Online]. Available: site/path/file

### As an example:

- [1] W. P. Risk, G. S. Kino, and H. J. Shaw, "Fiber-optic frequency shifter using a surface acoustic wave incident at an oblique angle," *Opt. Lett.*, vol. 11, no. 2, pp. 115–117, Feb. 1986. [Online]. Available: <http://ol.osa.org/abstract.cfm?URI=ol-11-2-115>
- [2] P. Kopyt et al., "Electric properties of graphene-based conductive layers from DC up to terahertz range," *IEEE THz Sci. Technol.*, to be published, doi: 10.1109/TTHZ.2016.2544142.

## n) Virtual Journal

### Basic Format:

[x] Name(s) of Ed(s), "Title of Issue," in *Title of Journal*, Abbrev. month year. [Online]. Available: URL

### As an example:

- [1] J. Smith, T. Jones, and B. Simpson, Eds., "IEEE Biometrics Compendium Issue 30 December 2017," in *IEEE Biometrics Compendium*, Dec. 2017. [Online]. Available: <http://ieeexplore.ieee.org/virtual-journals/biocomp/issue/30/>
- [2] T. Robertson, Ed., "RFIC Virtual Journal–Issue 6," in *IEEE RFIC Virtual Journal*, Oct. 2014. [Online]. Available: <http://ieeexplore.ieee.org/virtual-journals/rfic/issue/6/>
- [3] "RFID Virtual Journal–Issue 10," in *IEEE RFID Virtual Journal*, Nov. 2015. [Online]. Available: <http://ieeexplore.ieee.org/virtual-journals/rfid/issue/10>

## **o) Reports**

Basic Format:

[x] J. K. Author, "Title of report," Abbrev. Name of Co., City of Co.,  
Abbrev. State, Country, Rep. xxx, year.

As an example:

[1] E. E. Reber, R. L. Michell, and C. J. Carter, "Oxygen absorption in the earth's atmosphere," Aerospace Corp., Los Angeles, CA, USA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.

[2] J. H. Davis and J. R. Cogdell, "Calibration program for the 16-foot antenna," Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.

[3] R. E. Haskell and C. T. Case, "Transient signal propagation in lossless isotropic plasmas," USAF Cambridge Res. Labs., Cambridge, MA, USA, Rep. ARCRL-66-234 (II), 1994, vol. 2.

[4] M. A. Brusberg and E. N. Clark, "Installation, operation, and data evaluation of an oblique-incidence ionosphere sounder system," in "Radio Propagation Characteristics of the Washington-Honolulu Path," Stanford Res. Inst., Stanford, CA, USA, Contract NOBSR-87615, Final Rep., Feb. 1995, vol. 1.

[5] P. Diament, S. L. Richert, and W. L. Lupatkin, "V-line surface-wave radiation and scanning," Dept. Elect. Eng., Columbia Univ., New York, NY, USA, Sci. Rep. 85, Aug. 1991.

### *Report Online*

Ensure a year is included and add the URL to the end of the reference.

Basic Format:

[x] J. K. Author, "Title of report," Company, City, State, Country, Rep. no.,  
(optional: vol./issue), Date. Accessed: Date. [Online]. Available:  
site/path/file

As an example:

- [1] R. J. Hijmans and J. van Etten, "Raster: Geographic analysis and modeling with raster data," R Package Version 2.0-12, Jan. 12, 2012. [Online]. Available: <http://CRAN.R-project.org/package=raster>
- [2] "Teralyzer," Lytera UG, Kirchhain, Germany. Accessed: Jun. 5, 2014. [Online]. Available: [http://www.lytera.de/Terahertz\\_THz\\_Spectroscopy.php?id=home](http://www.lytera.de/Terahertz_THz_Spectroscopy.php?id=home)
- [3] F. Zhao, "Smartphone solutions white paper," Shenzhen, China, Huawei, White Paper, 2012. [Online]. Available: [http://www.huawei.com/ilink/en/download/HW\\_193034](http://www.huawei.com/ilink/en/download/HW_193034)
- [4] Bureau of Meteorology, "Bureau of Meteorology: Measuring Rainfall in Australia," 2009. [Online]. Available: <http://www.bom.gov.au/climate/cdo/about/definitionsrain.shtml#meanrainfall>
- [5] K. Kagaku, "Multipurpose chest phantom: Lungman." Accessed: Apr. 17, 2014. [Online]. Available: [http://www.kyotokagaku.com/products/detail03/pdf/ph-1\\_catalog.pdf](http://www.kyotokagaku.com/products/detail03/pdf/ph-1_catalog.pdf)
- [6] "Apple iPhone," Apple Inc., Palo Alto, CA, USA. Accessed: Feb. 25, 2013. [Online]. Available: <http://apple.com/iphone/>
- [7] S. Urazhdin, N. O. Birge, W. P. Pratt Jr., and J. Bass, "Current-driven magnetic excitations in permalloybased multilayer nanopillars," 2003. [Online]. Available: arXiv:cond-mat/0303149.

## **p) Standards**

Basic Format:

- [x] *Title of Standard*, Standard number, Corporate author, location, date.
- [x] *Title of Standard*, Standard number, date.

As an example:

- [1] *Parameter Values for Ultra-High Definition Television Systems for Switzerland, Production and International Programme Exchange*, Rec. ITU-R BT.2020-2, International Telecommunications Union, Geneva, Switzerland, Oct. 2015.
- [2] *IEEE Criteria for Class IE Electric Systems*, IEEE Standard 308, 1969.
- [3] *Letter Symbols for Quantities*, ANSI Standard Y10.5-1968.

#### *Standard Online*

Basic Format:

- [x] *Title of Standard*, Standard number, Corporate author, location, date. [Online]. Available: <http://www.url.com>
- [x] *Title of Standard*, Standard number, date. [Online]. Available: <http://www.url.com>

As an example:

- [1] *Frequency Response and Bias*, NERC Reliability Standard BAL-003-0.1b, May 2009. [Online]. Available: [http://www.nerc.com/files/BAL-003-0\\_1b.pdf](http://www.nerc.com/files/BAL-003-0_1b.pdf)

#### **q) Thesis and Dissertations**

Basic Format:

- [x] J. K. Author, "Title of thesis," M.S. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.
- [x] J. K. Author, "Title of dissertation," Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

As an example:

- [1] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, USA, 1993.
- [2] N. Kawasaki, "Parametric study of thermal and chemical nonequilibrium nozzle flow," M.S. thesis, Dept. Electron. Eng., Osaka Univ., Osaka, Japan, 1993.
- [3] N. M. Amer, "The effects of homogeneous magnetic fields on developments of tribolium confusum," Ph.D. dissertation, Radiation Lab., Univ. California, Berkeley, Tech. Rep. 16854, 1995. \*\*\*  
*The state abbreviation is omitted if the name of the university includes the state name, i.e., "Univ. California, Berkeley."\*\*\**
- [4] C. Beclé, These de doctoral d'état, Univ. Grenoble, Grenoble, France, 1968.

### *Thesis Online*

Basic Format:

- [x] J. K. Author, "Title of thesis," M.S. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, Country, year. [Online]. Available: <http://www.url.com>
- [x] J. K. Author, "Title of dissertation," Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, Country, year. [Online]. Available: <http://www.url.com>

As an example:

- [1] F. Jensen, "Electromagnetic near-field far-field correlations," Ph.D. dissertation, Dept. Elect. Eng., Tech. Univ. Denmark, Lyngby, Denmark, 1970. [Online]. Available: [www.tud.ed/jensen/diss](http://www.tud.ed/jensen/diss)
- [2] D. Schwartz, "Development of a computationally efficient full human body finite element model," M.S. thesis, Virginia Tech – Wake Forest Univ. School of Biomed. Eng. Sci., Winston-Salem, NC, USA, 2015. [Online]. Available: [https://wakespace.lib.wfu.edu/bitstream/handle/10339/57119/Schwartz\\_wfu\\_0248M\\_10697.pdf](https://wakespace.lib.wfu.edu/bitstream/handle/10339/57119/Schwartz_wfu_0248M_10697.pdf)

**r) Government Documents**

Basic Format:

[x] Legislative body. Number of Congress, Session. (year, month day). *Number of bill or resolution, Title*. [Type of medium]. Available: site/path/file

As an example:

[1] U.S. House. 102nd Congress, 1st Session. (1991, Jan. 11). *H. Con. Res. 1, Sense of the Congress on Approval of Military Action*. [Online]. Available: LEXIS Library: GENFED File: BILLS

*Government Online*

Basic Format:

[x] Legislative body. Number of Congress, Session. (year, month day). *Number of bill or resolution, Title*. [Type of medium]. Available: site/path/file

As an example:

[1] U.S. House. 102nd Congress, 1st Session. (1991, Jan. 11). *H. Con. Res. 1, Sense of the Congress on Approval of Military Action*. [Online]. Available: LEXIS Library: GENFED File: BILLS

**s) Websites**

The most basic entry for a website consists of the author name(s), page title, website title, web address, and date accessed:

[x] First Name Initial(s) Last Name. "Page Title." Website Title. Web Address (retrieved Date Accessed).

For an example:

[x] J. Smith. "Obama inaugurated as President." CNN.com.  
[http://www.cnn.com/POLITICS/01/21/obama\\_inaugurated/index.html](http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html) (accessed Feb. 1, 2009).

The first author's name should be first initial(s) and then the last name and a period. Titles and affiliations associated with the author should be omitted. A suffix, such as a roman numeral or Jr./Sr., should appear after the author's given name, preceded by a comma.

For a page with two or more authors, list them in the order as they appear on the website. Separate author names by a comma.

For an example

[1] J. Smith and J. Doe. "Obama inaugurated as President." CNN.com.  
[http://www.cnn.com/POLITICS/01/21/obama\\_inaugurated/index.html](http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html) (accessed Feb. 1, 2009).

Include the web address of the page. Next, place the text "accessed" and the date on which you accessed the website (written in the format of "month day, year") in parentheses. Conclude the citation with a period after the parentheses.

For informal websites (such as home page or fan websites) or websites without formal titles, use descriptive phrases in your citation in place of page or website titles.



### **3.4 System for Writing Footnotes**

A footnote is an annotation typed at the bottom of a page that elucidates or provides supplementary information regarding the content found on that page. This system of footnotes is also utilized to cite sources referenced in the text.

#### **3.4.1 Numbering a Footnotes**

- a) Footnote numbering employs superscript numbers at the pertinent locations within the text on a page.
- b) Use the same superscript number at the bottom of the page along with the note or additional information, ensuring it is on the same page.
- c) The length of the separator line between the text and the footnote should be no less than 40mm.
- d) The numbers used should be sequential, starting with number 1 and continuing consecutively throughout the thesis.

#### **3.4.2 Writing a Footnotes**

- a) The approved font size is designated as 10 points.
- b) Footnotes should be typed with single spacing.

### 3.4.3 Writing Information and references in Footnotes

- a) Complete reference details of the source material in footnotes should be provided upon its initial citation/incorporation.

As an example:

---

<sup>1</sup> Ishak Suliaman et al. (2007). *Autoriti Hadis Menangani Gerakan Antihadis*. Kuala Lumpur: Universiti Malaya Press. p. 2.

---

<sup>2</sup> Nik Anuar Nik Mahmud. (2000). *Konfrontasi Malaysia Indonesia*. Bangi: Universiti Kebangsaan Malaysia Press. p. 11.

- b) Repeated references within the thesis should be concise, including solely the author's name, book title, and page number as indicated in the footnotes.

As an example:

---

<sup>3</sup> Ishak Suliaman et al. *Autoriti Hadis Menangani Gerakan Antihadis*. p. 2.

---

<sup>4</sup> Nik Anuar Nik Mahmud. *Konfrontasi Malaysia Indonesia*. p. 11.

- c) Sequential citations within footnotes that correspond to the preceding reference should be indicated by *Ibid.*

### 3.4.4 References to Al-Quran

- a) Numerical indications denoting references to verses from the Quran should be positioned at the conclusion of the Quranic text itself, rather than at the conclusion of its translation. Citations should be structured based on the chapter (surah) number and verse (ayat) number.

As an example:

Allah Commands:

أُولَٰئِكَ عَلَىٰ هُدًى مِّن رَّبِّهِمْ وَأُولَٰئِكَ هُمُ الْمُفْلِحُونَ<sup>5</sup>

It means:

Those are upon [right] guidance from their Lord, and it is those who are the successful.

---

<sup>5</sup> Al-Quran, al-Baqarah 2:5

- b) The Quranic verses cited should originate from the Uthmani Mushaf, while translations of Quranic verses must adhere to the Tafsir Pimpinan al-Rahman to Pengertian Al-Quran published by Jabatan Kemajuan Islam Malaysia (JAKIM)

### 3.4.5 References to al-Hadith

- a) References to hadiths within a specific compilation are delineated by the volume, book or chapter designation, or the numerical identifier of the hadith within the collection.

#### **Example of references to al-Hadith:**

عَنْ أَنَسِ بْنِ مَالِكٍ، قَالَ: قُبِضَ رَسُولُ اللَّهِ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ وَهُوَ ابْنُ ثَلَاثٍ وَسِتِّينَ، وَأَبُو بَكْرٍ وَهُوَ ابْنُ ثَلَاثٍ وَسِتِّينَ، وَعُمَرُ وَهُوَ ابْنُ ثَلَاثٍ وَسِتِّينَ.<sup>25</sup>

It means:

Narrated Anas bin Malik (said): The Prophet (Muhammad S.A.W.) died at the age of sixty-three (63), Abu Bakr (R.A.) died at the age of sixty-three (63) and Umar (R.A.) also (died) at the age of sixty-three (63).

---

<sup>25</sup> Narrated Muslim, Book al-Fada'il, Chapter Kam Sinn al-Nabiy Sallallah 'Alaihi wa Sallam Yaum Qubid. Num. 2348. Refer to Abu al-Hussain Muslim bin al-Hajjaj bin Muslim (w. year) Sahih Muslim. Ed. Muhammad Fuad Abd al-Baqi. Beirut: Dar Ihya' al-Turath al-Arabi. 4:1825

### Example of Takhrij al-Hadith:

عَنْ أَبِي هُرَيْرَةَ رَضِيَ اللَّهُ عَنْهُ، قَالَ: قَالَ رَسُولُ اللَّهِ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ

( أُمُّ الْقُرْآنِ هِيَ السَّبْعُ الْمَثَانِي وَالْقُرْآنُ الْعَظِيمُ )<sup>26</sup>

It means:

Narrated Abu Hurairah (R.A.): Prophet Sallallah 'Alaihi wa Sallam said: Umm (the mother/foundation) Al-Quran (is al-Fatehah), the seven verses that are repeated and it is the great recitation (which is very glorious and gathers entire meaning of the Quran).

<sup>26</sup> Narrated al-Bukhari (D:256H): Sahih al-Bukhari, Num. 4704. Al-Tirmidzi (D:279H): Al-Jami' al-Kabir (Sunan al-Tirmidzi, Num. 3124. Abu Dawud (D:275H): Sunan Abi Dawud, Num. 1457. Al-Darimi (D:255H): Sunan al-Darimi, Num. 3374. Ahmad (D:241H): Al-Musnad, Num. 9496 & 9498. Status: Sahih.

### 3.4.6 Abbreviated Form in English and Bahasa Melayu

The Table 3.1 below presents a selection of abbreviations in both Bahasa Melayu and English for references.

**Table 3.1:** Abbreviated Form in English and Bahasa Melayu

<b>English</b>		<b>Bahasa Melayu</b>	
app.	appendix	lamp.	lampiran
art./arts.	article/articles	makal.	makalah
b.	born	l.	lahir
bk./bks.	book/books	bk.	buku
©	copyright	h.c.	hak cipta
ca.	(circa): about, approximately	ca.	lebih kurang
cf.	compare	band.	bandingan

**Table 3.1** : Continued

ch.	chapter (rujukan dalam bidang undang-undang)	bab	bab
chap./chaps.	chapter/chapters	bab	bab
col./cols.	column/columns	ruang	ruangan / lajur
comp./comps.	compiler / compilers; compiled by	pnys.	penyusun
dept./depts.	department / departments	bhg	bahagian
d.	died	jab.	jabatan
div./divs	division/divisions	w.	wafat
e.g.	( <i>exempligratia</i> ):for example	mis.	misal / misalnya / contoh
ed./eds.	edition / editions; editor, edited by	ed.	edisi, editor / oleh
et al.	( <i>et alia</i> ): and others	pnyt. et al.	penyunting dan pengarang-pengarang lain
et seq.	( <i>et sequers</i> ): and the following	dst.	dan seterusnya
etc.	( <i>et cetera</i> ): and so forth	dll./dsb.	dan lain-lain / dan sebagainya
fig./figs.	figure/figures	gamb. raj.	gambar / gambar rajah rajah
ibid.	( <i>ibiden</i> ): in the same place	ibid.	di tempat yang sama
id.	( <i>idem</i> ): the same	id.	yang sama
infra.	below	di bawah	di bawah
l.v.	( <i>locus variis</i> ): various places (of publication)	l.v.	aneka tempat penerbitan
ms/mss	manuscript/manuscripts	mss.	manuskrip
n.d.	no date	t.th.	tiada tarikh

**Table 3.1:** Continued

n.p.	no place; no publisher (baru-baru ini" (s.l.)" ( <i>sinoloco</i> ) digunakan sebagai tanda bahawa tempat penerbitan tidak disebut; dan "(s.n.)" ( <i>sine nomine</i> ) untuk menyatakan bahawa penerbitan tidaklah disebut dalam sesuatu penerbitan)	t.tp. t.pt.	tiada tempat tiada penerbit
no.	number	bil.	bilangan
n.s.	new series	s.b.	siri baru
o.s.	old series	s.l.	siri lama
p./ps.	page/pages	hlm.	halaman
par./pars.	paragraph/paragraphs	pgn.	perenggan
passim	here and there	passim	tersebar di sana sini
pt./pts.	part/parts	fs.	fasal
q.v.	( <i>quod vide</i> ): which see	r.s.	rujuk seterusnya
r.a.	<i>radhiallahu 'anhu</i>	s.a.w.	<i>sallallah 'alaihi wa sallam</i>
sc.	scene	adeg.	adegan
sec./secs/	section/sections	fs.	bahagian
sic.	so, thus	sic.	begitu, demikian
supp./supps.	supplement /	supp./supps.	supplement /
s.v.	(sub-verbo, sub-voce): under the word or heading	s.v.	s.v.
		trj.	trj.
		s.w.t	<i>subhanahu wa ta'ala</i>
trans.	translator; translated by	ptrj.	penterjemah
v./vv	verse/verses	ayat	ayat
viz.	( <i>videlicet</i> ): namely	i.i.	iaitu, iaini
vol./vols.	volume/volumes	jld.	jilid
vs.	( <i>versus</i> ): against (dalam bidang undang – undang)	lwn.	lawan

### **3.5 Additional Information**

The formatted thesis template, in Microsoft Word format shall be available for download from the Centre for Graduate Studies website.



## REFERENCES

- [1] "Scribbr," [Online]. Available: [scribbr.com/apa-examples/](https://www.scribbr.com/apa-examples/). [Accessed 2 May 2024].
- [2] "APA (7th Edition) Referencing Guide," James Cook University, Australia, [Online]. Available: <https://libguides.jcu.edu.au/c.php?g=922283&p=6656172>. [Accessed 2 May 2024].
- [3] "APA Format Citation Guide," Mendeley, [Online]. Available: <https://www.mendeley.com/guides/apa-citation-guide/>. [Accessed 2 May 2024].
- [4] *Reference Guide*, vol. 11, New Jersey, USA: IEEE Publication Operations, 2023. [Online]. Available: [https://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE\\_Reference\\_Guide.pdf](https://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE_Reference_Guide.pdf)
- [5] "Citation Styles," Nanyang Technological University, Singapore, [Online]. Available: <https://libguides.ntu.edu.sg/citationstyles/IEEE>. [Accessed 2 May 2024].

**EXAMPLE FOR REFERENCES (APA)**

American Psychological Association (2011). *What's New in the Sixth Edition of the Publication Manual*. Retrieved from <http://www.apastyle.org>

American Psychological Association (2004). *Publication Manual of the American Psychological Association*. 5th edition. Wisconsin, USA: George Banta Comp.

Dewan Bahasa dan Pustaka (1990). *Gaya Dewan Bahasa*. Kuala Lumpur.  
Hornby, A.S. (1994). *Oxford Advanced Learner's Dictionary of Current English*. Oxford: Oxford University Press

Turabian K. L. (1973). *A Manual for Writers of Term Papers, Theses and Dissertations*. 4th edition. Chicago: University of Chicago Press.

Universiti Kebangsaan Malaysia (2004). *Panduan Menulis Tesis*. Pusat Pengajian Siswazah.

WordNet (2006). *WordNet Search – 2.1*. Retrieved November 30, 2006, from <http://wordnet.princeton.edu>

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). *A guide to citation*. Retrieved from <https://www.mendeley.com/reference-management/reference-manager>

Millais, J.E. (1851-1852). *Ophelia* [painting]. Retrieved from [www.tate.org.uk/art/artworks/millais-ophelia-n01506](http://www.tate.org.uk/art/artworks/millais-ophelia-n01506)

Beyonce, Diplo, MNEK, Koenig, E., Haynie, E., Tillman, J., and Rhoden, S.M. (2016) *Hold up* [Recorded by Beyonce]. *On Lemonade* [visual album]. New York, NY: Parkwood Records (August 16)

Mitchell, J.A. (2017, May 21). *How and when to reference*. Retrieved from <https://www.howandwhentoreference.com>.

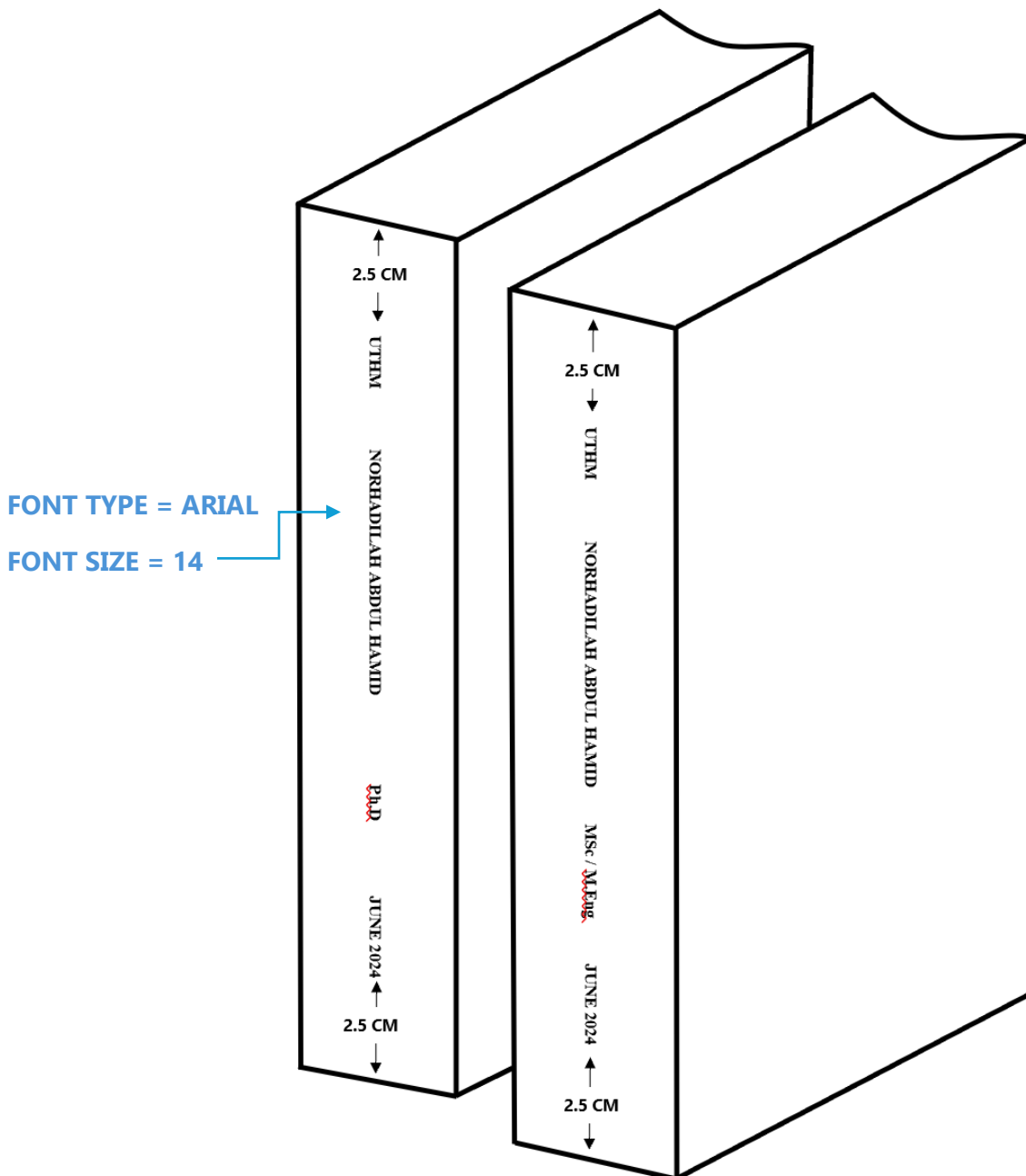
## EXAMPLE FOR REFERENCES (IEEE)

- [1] J. L. Stein, "Random patterns," in *Computers and You*, J. S. Brake, Ed. New York, NY, USA: Wiley, 1994, pp. 55–70.
- [2] G. O. Young, "Synthetic structure of industrial plastics," in *Plastics*, vol. 3, Polymers of Hexadromicon, J. Peters, Ed., 2nd ed. New York, NY, USA: McGraw-Hill, 1964, pp. 15–64. [Online]. Available: <http://www.bookref.com>.
- [3] K. Ichiro, *Thai Economy and Railway 1885–1935*, Tokyo: Nihon Keizai Hyoronsha (in Japanese), 2000.
- [4] T. Ogura, "Electronic government and surveillance-oriented society," in *Theorizing Surveillance: The Panopticon and Beyond*. Cullompton, U.K.: Willan, 2006, ch. 13, pp. 270–295.
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- [9] H. Straub and O. Breitenstein, "Estimation of heat loss in thermal wave experiments," *J. Appl. Phys.*, vol. 109, Mar. 2011, Art. no. 064515, doi: 10.1063/1.3549734.
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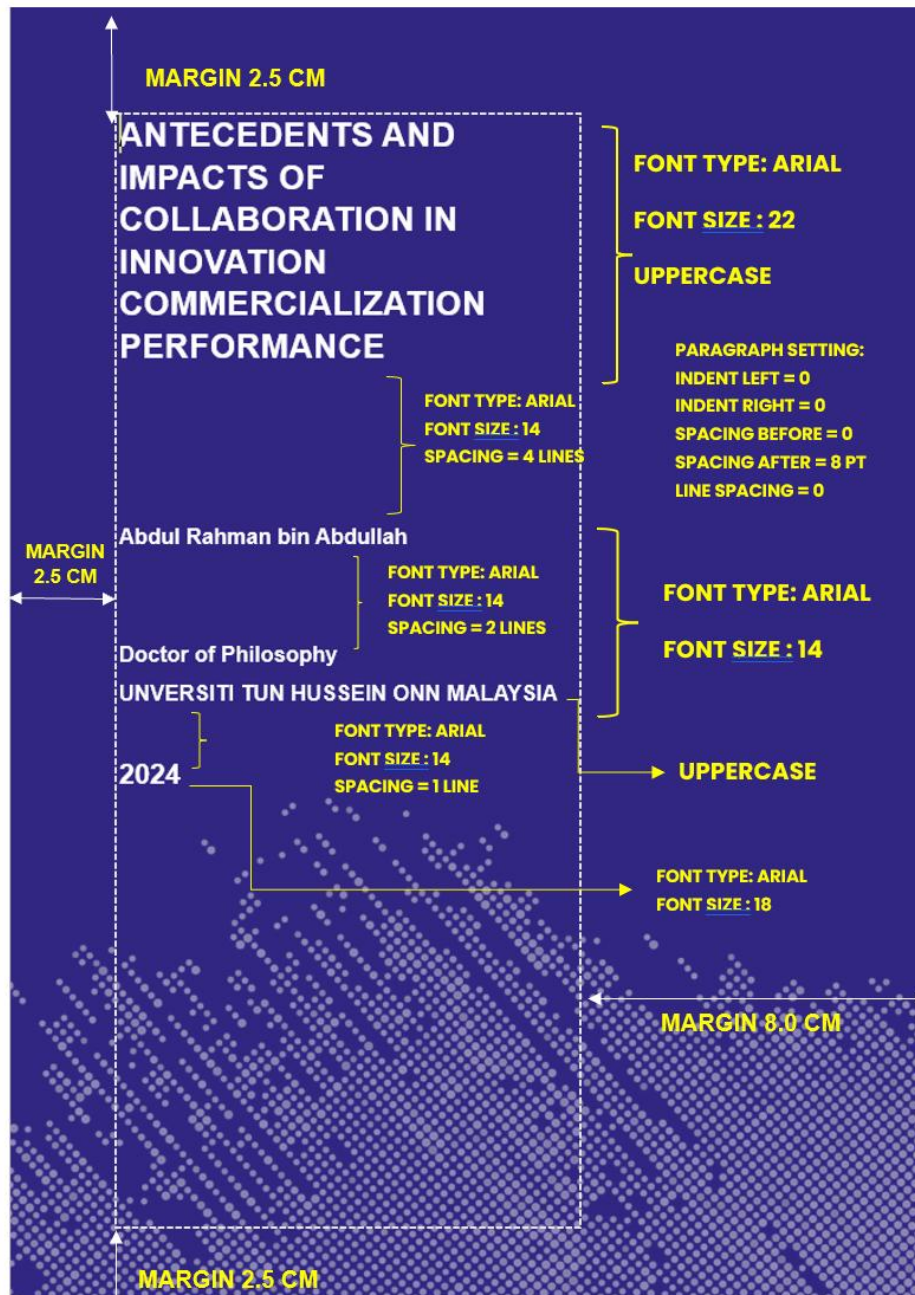
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EXAMPLE OF THE SPINE



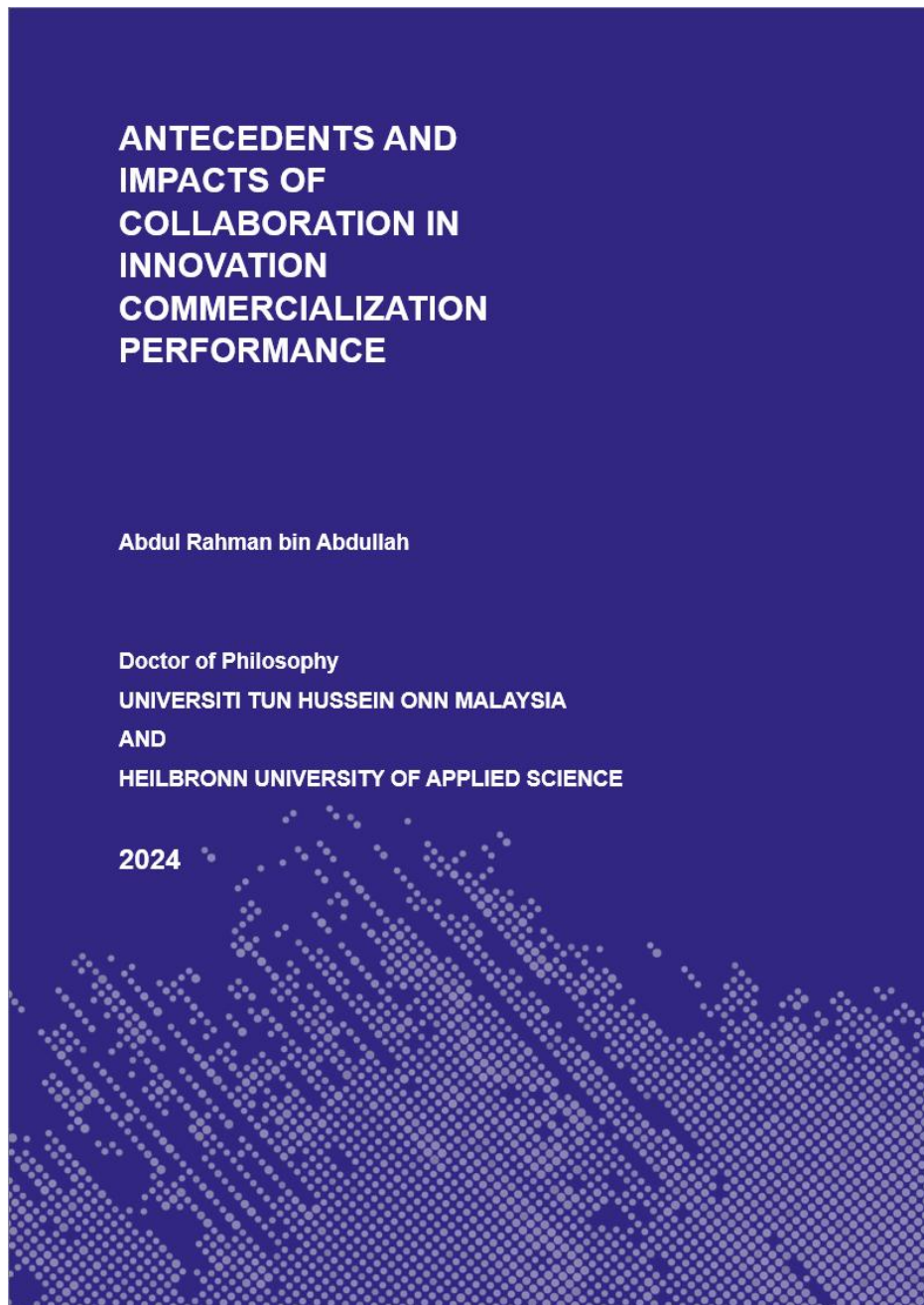
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**EXAMPLE OF PHD THESIS FRONT COVER FOR DUAL / JOINT DEGREE**

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EXAMPLE OF PHD THESIS BACK COVER

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**ABSTRACT**

Over the past decade, significant attention has been devoted to understanding the factors that influence the commercialization performance of innovations in the marketplace. Despite considerable research efforts, innovation commercialization rates remain concerningly low in many countries. Recent scholarly work suggests that successful innovation commercialization hinges on effective collaboration among the involved parties. While the importance of such collaboration is acknowledged, the dynamics between firms and innovators are not well understood. This study aims to enhance our understanding of innovation commercialization by predicting the antecedents of collaboration in innovation commercialization, examining the impact of collaboration on market performance and innovation survival, investigating the mediating role of collaboration, and determining the effect of transactional capacity on the relationship between collaboration and both market performance and innovation survival within the context of technology transfer. The research is framed using two theoretical perspectives: Transaction Cost Economics (TCE) and the Resource-Based View (RBV). These frameworks help explain both the mediating effects of collaboration and the moderating effects of transactional capacity. Data were collected via a survey of firms involved in innovation through technology transfer, yielding 104 usable responses. These responses were analyzed using statistical procedures and the Partial Least Squares (PLS) technique, with SmartPLS 3.0 employed to validate the research model and test the hypotheses. The study confirms that collaboration is crucial for enhancing market performance and innovation survival. Key findings include a significant positive relationship between the degree of innovation uncertainty, asset innovation specificity, and collaboration, and positive significant effects of collaboration on market performance and innovation survival. Additionally, the study found a significant mediating effect of collaboration between the degree of innovation uncertainty, asset innovation specificity, market performance, and innovation survival. Transactional capacity significantly moderates the relationship between collaboration and innovation survival, but not between collaboration and market performance. The theoretical contributions of this research extend the current understanding of the collaboration model. Practically, the study offers insights and recommendations on how collaboration and transactional capacity can enhance market performance and ensure the survival of innovations in the marketplace.

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**PICTURE FORMAT:**  
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EXAMPLE OF PHD THESIS SPINE

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**EXAMPLE OF MASTER THESIS FRONT COVER**

**(RED : CODE-HEX E30613)**



**ANTECEDENTS AND  
IMPACTS OF  
COLLABORATION IN  
INNOVATION  
COMMERCIALIZATION  
PERFORMANCE**

**Norhadilah binti Abdul Hamid**

**Master of Science**

**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

**2024**

**EXAMPLE OF MASTER THESIS FRONT COVER FOR DUAL / JOINT DEGREE  
(RED : CODE-HEX E30613)**



## EXAMPLE OF MASTER THESIS BACK COVER

(RED : CODE-HEX E30613)

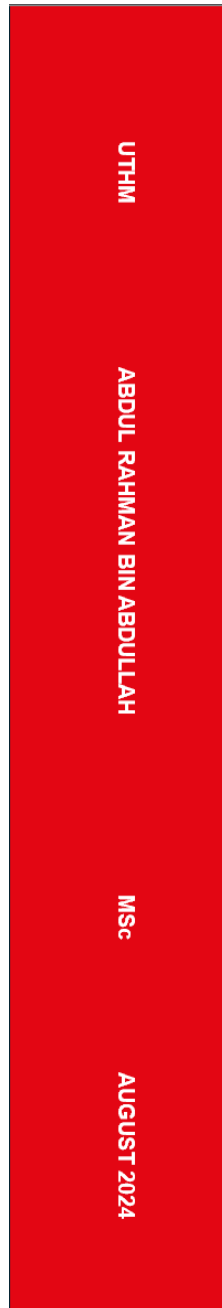
Over the past decade, significant attention has been devoted to understanding the factors that influence the commercialization performance of innovations in the marketplace. Despite considerable research efforts, innovation commercialization rates remain concerningly low in many countries. Recent scholarly work suggests that successful innovation commercialization hinges on effective collaboration among the involved parties. While the importance of such collaboration is acknowledged, the dynamics between firms and innovators are not well understood. This study aims to enhance our understanding of innovation commercialization by predicting the antecedents of collaboration in innovation commercialization, examining the impact of collaboration on market performance and innovation survival, investigating the mediating role of collaboration, and determining the effect of transactional capacity on the relationship between collaboration and both market performance and innovation survival within the context of technology transfer. The research is framed using two theoretical perspectives: Transaction Cost Economics (TCE) and the Resource-Based View (RBV). These frameworks help explain both the mediating effects of collaboration and the moderating effects of transactional capacity. Data were collected via a survey of firms involved in innovation through technology transfer, yielding 104 usable responses. These responses were analysed using statistical procedures and the Partial Least Squares (PLS) technique, with SmartPLS 3.0 employed to validate the research model and test the hypotheses. The study confirms that collaboration is crucial for enhancing market performance and innovation survival. Key findings include a significant positive relationship between the degree of innovation uncertainty, asset innovation specificity, and collaboration, and positive significant effects of collaboration on market performance and innovation survival. Additionally, the study found a significant mediating effect of collaboration between the degree of innovation uncertainty, asset innovation specificity, market performance, and innovation survival. Transactional capacity significantly moderates the relationship between collaboration and innovation survival, but not between collaboration and market performance. The theoretical contributions of this research extend the current understanding of the collaboration model. Practically, the study offers insights and recommendations on how collaboration and transactional capacity can enhance market performance and ensure the survival of innovations in the marketplace.



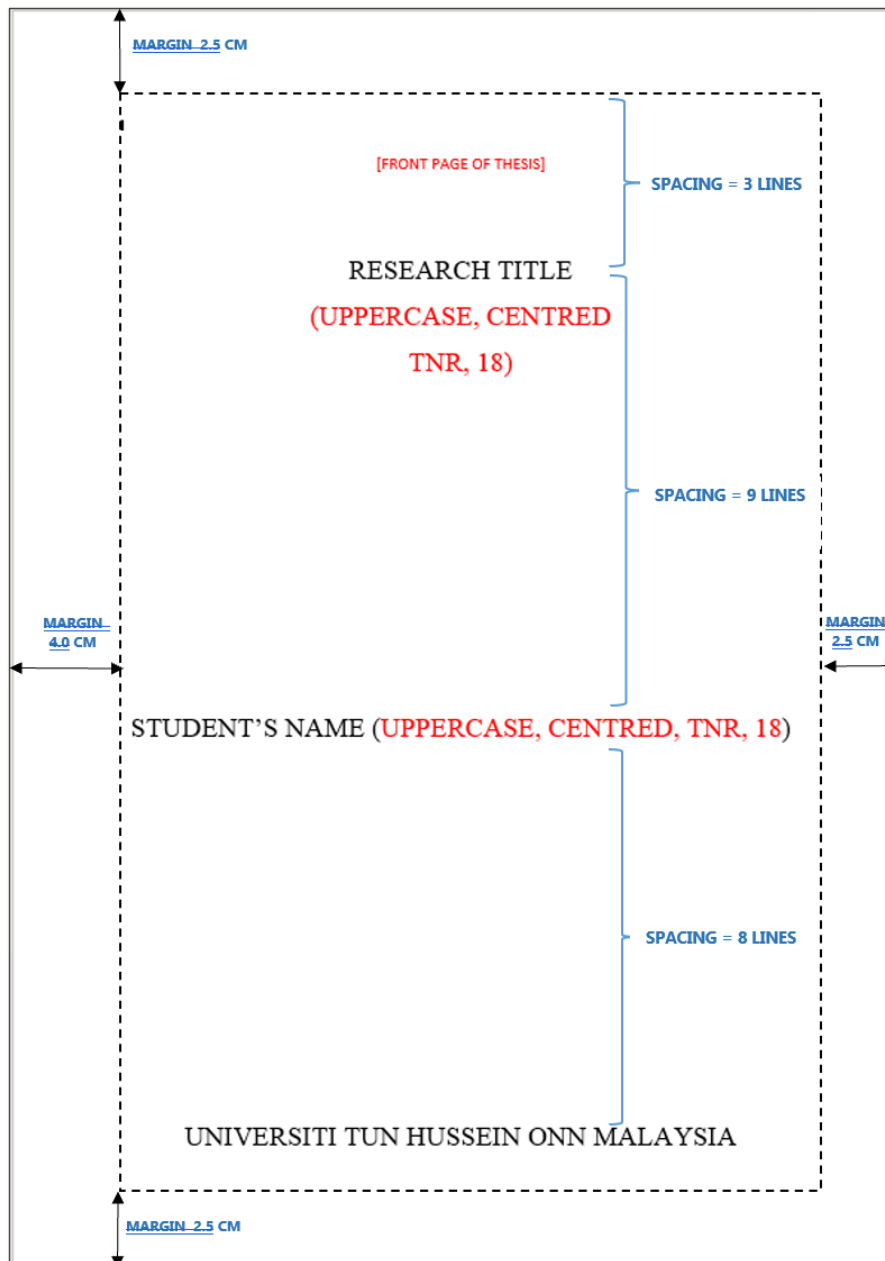
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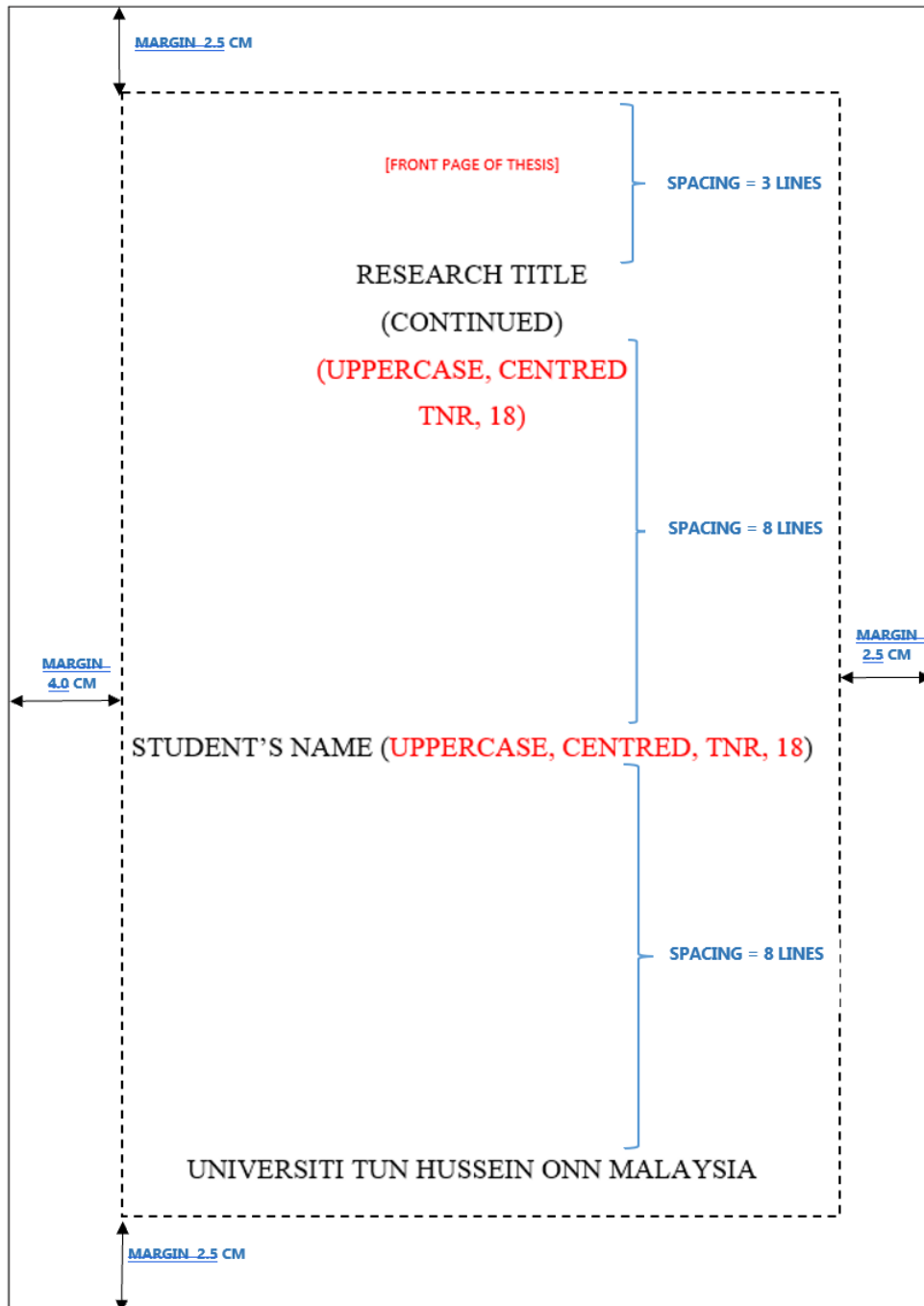
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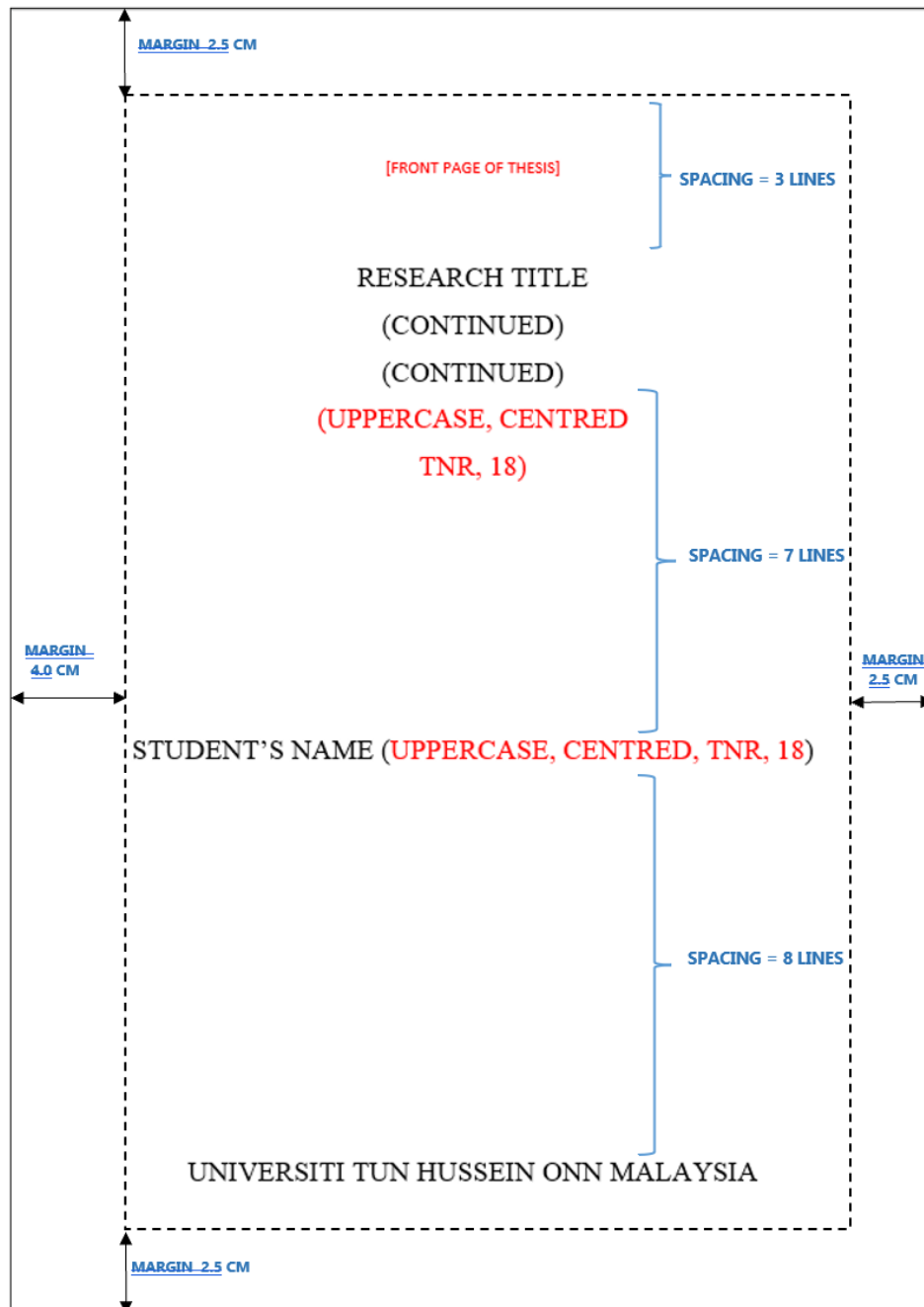


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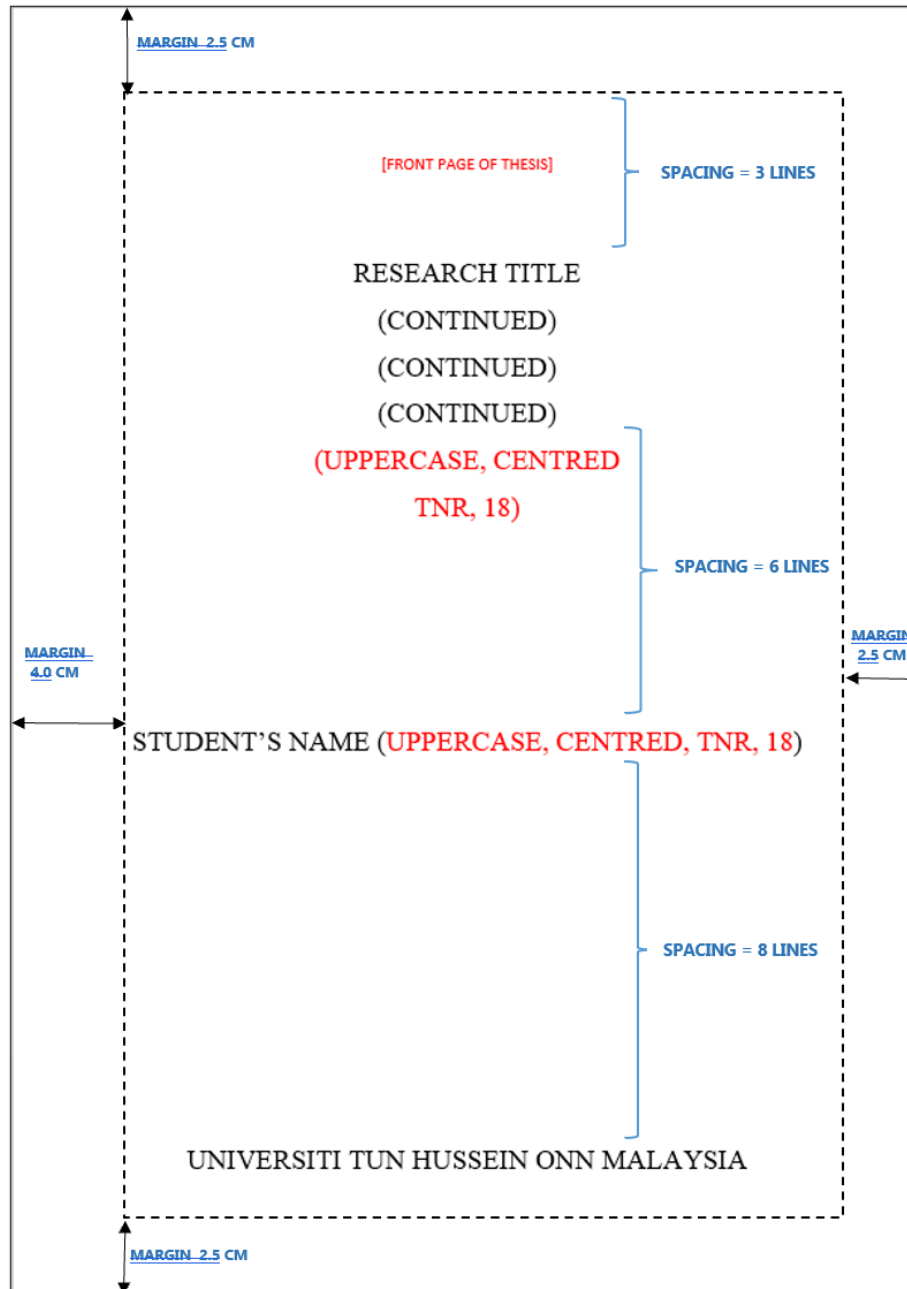




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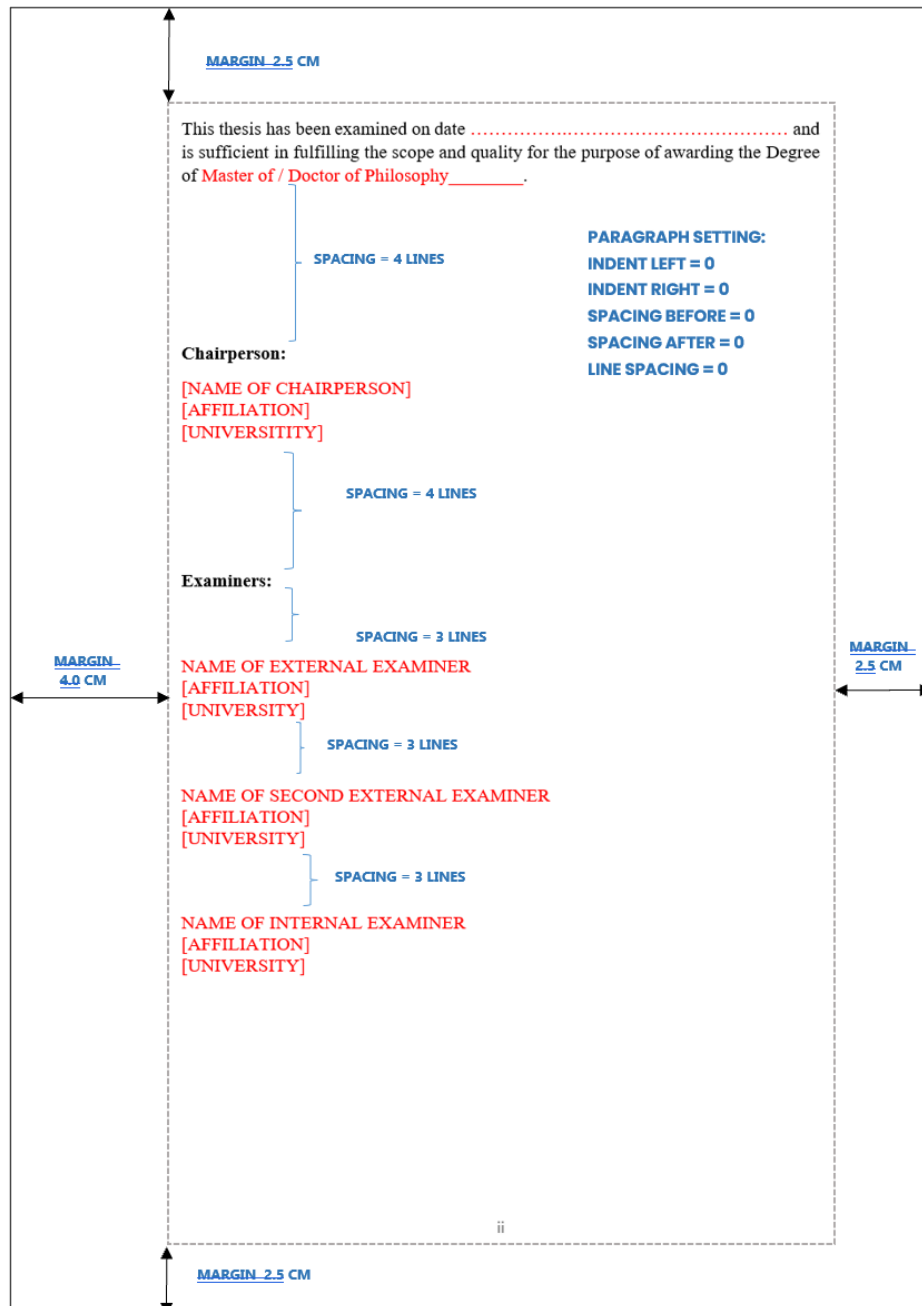


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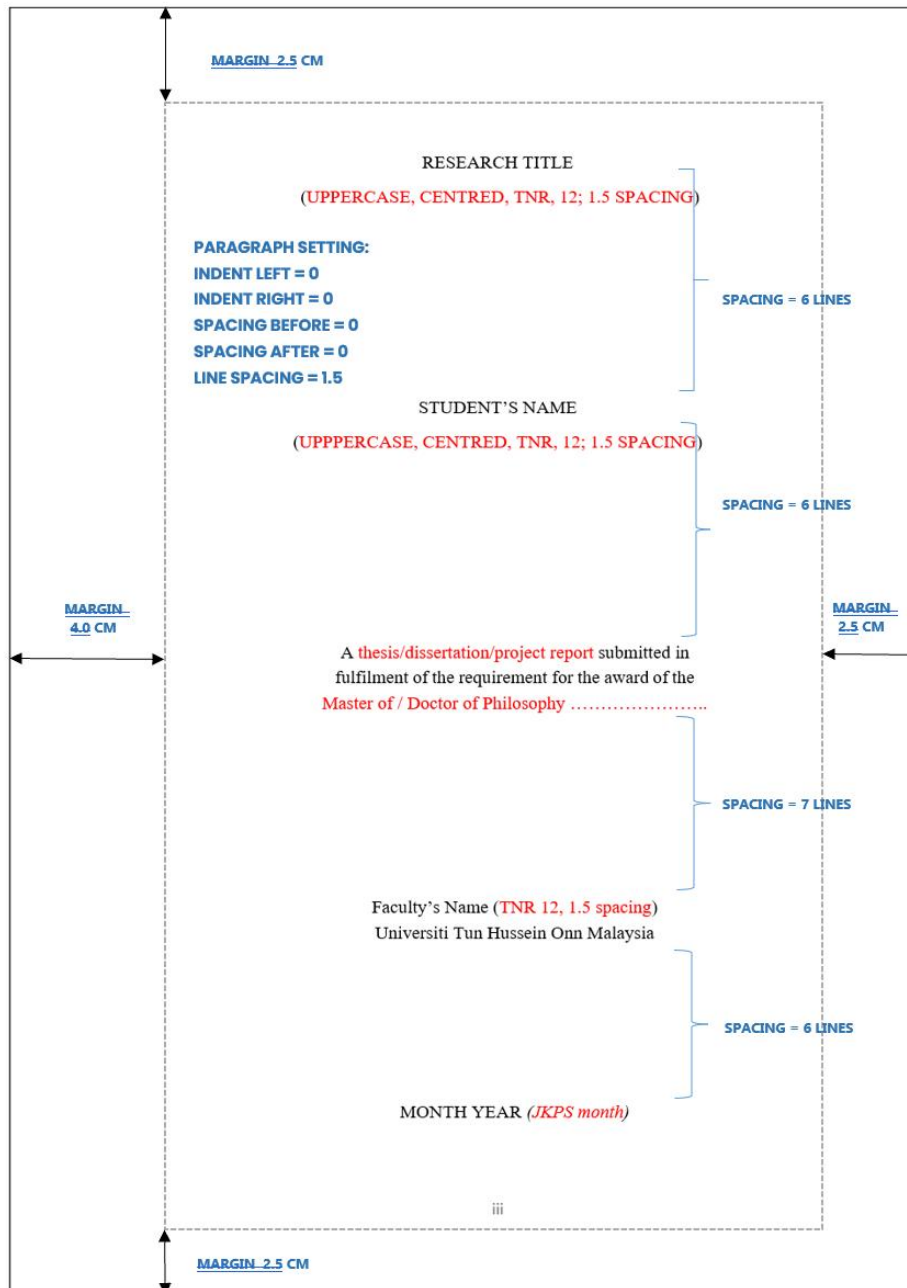




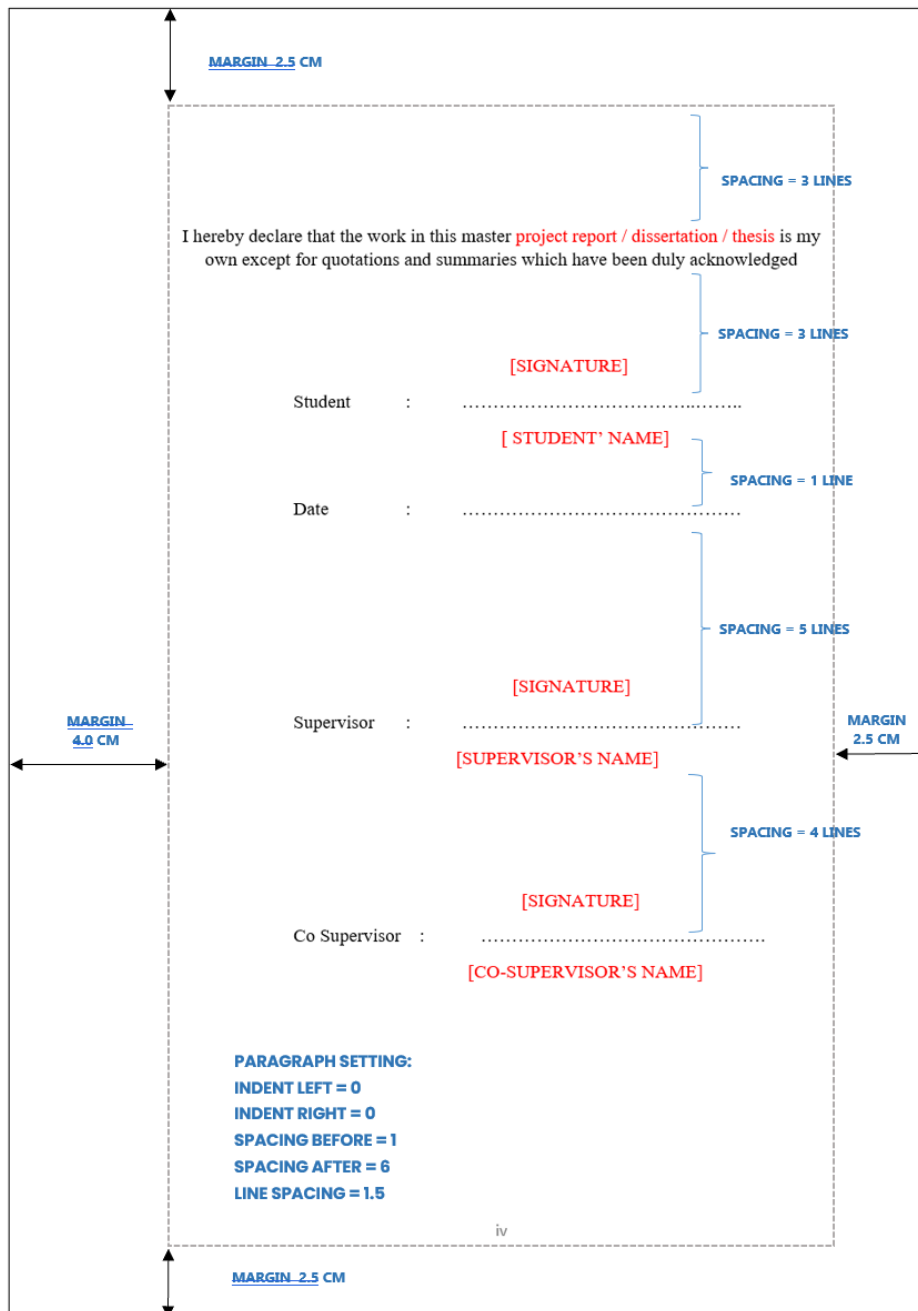
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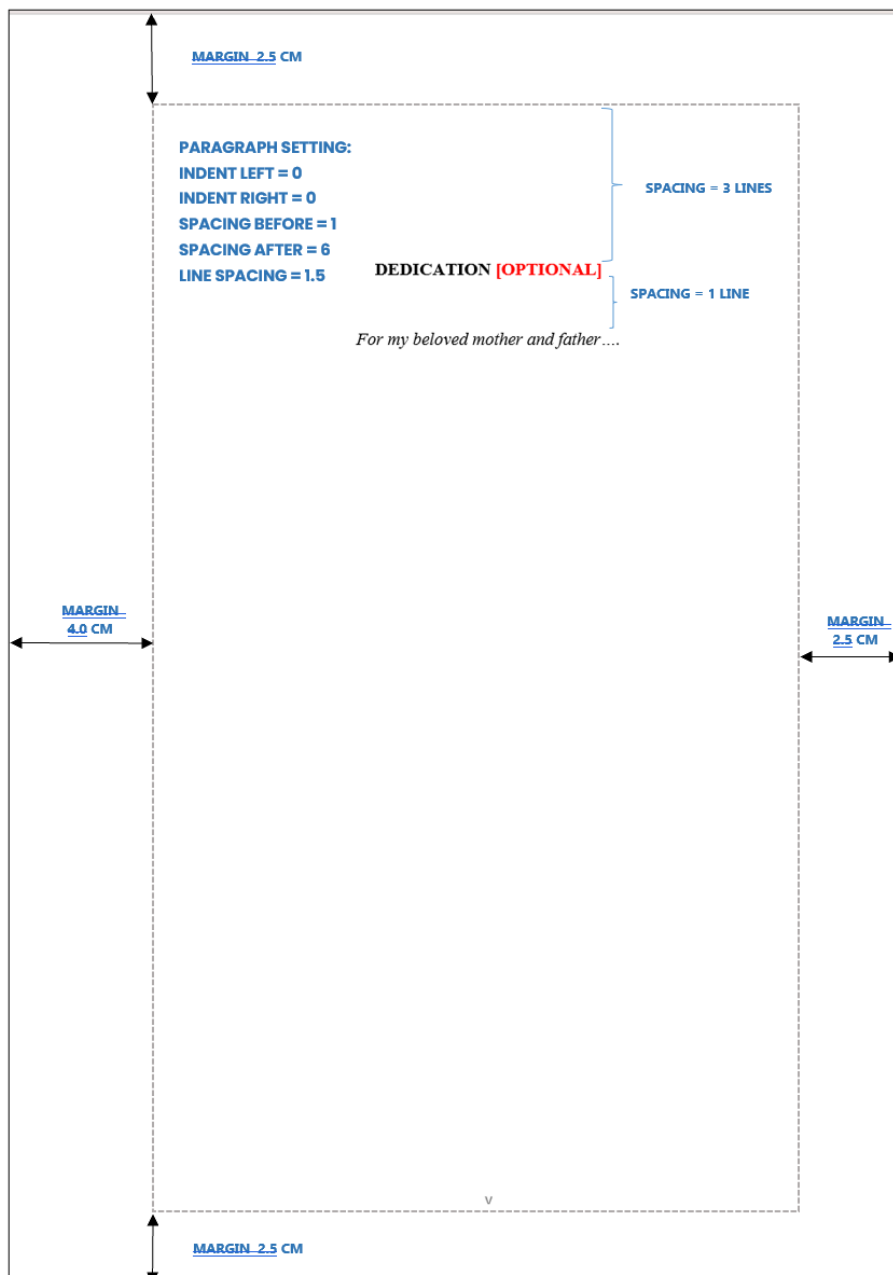
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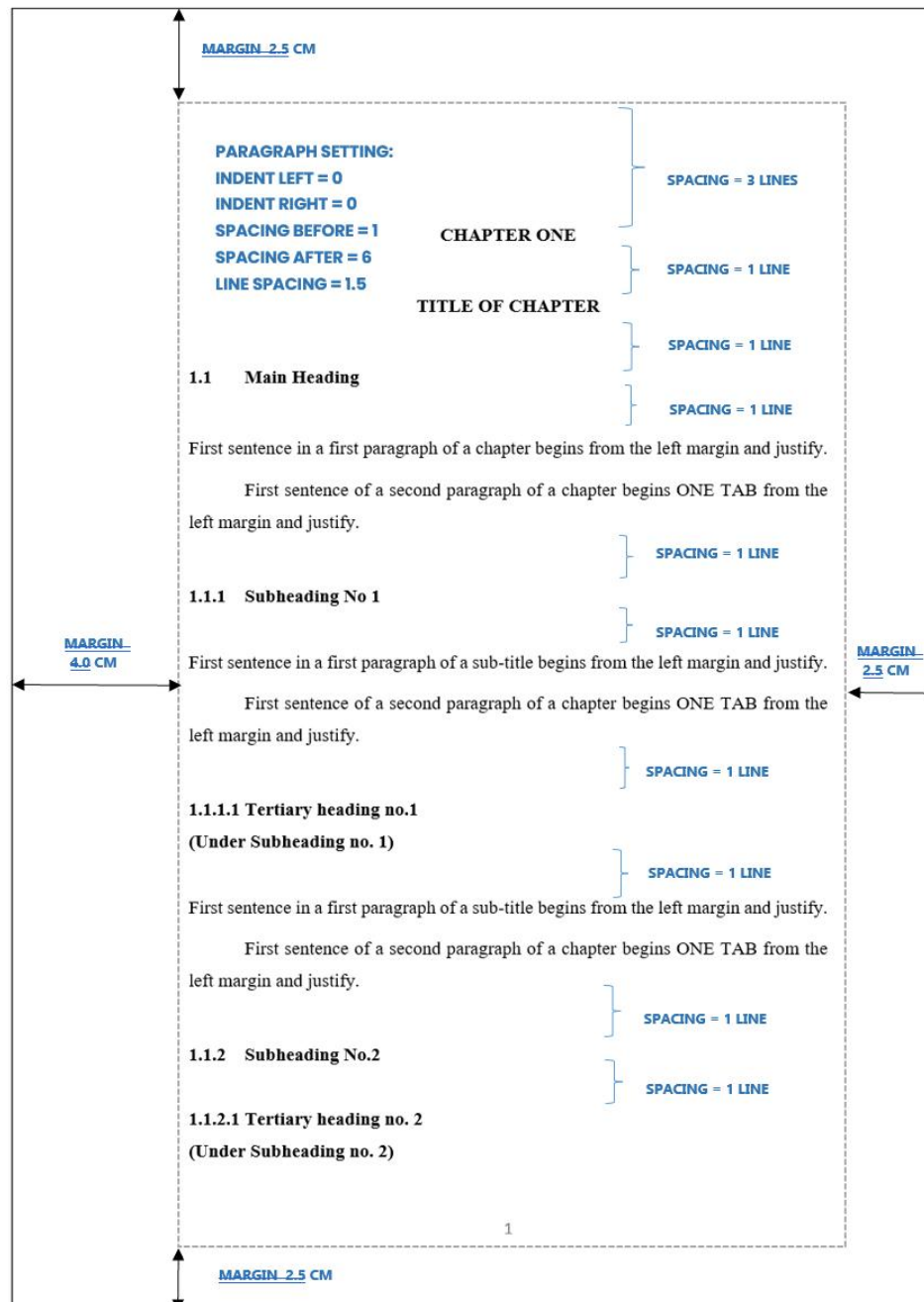
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**THESIS STRUCTURE**  
**(ALL SECTIONS REMAIN IDENTICAL FROM DEDICATION THROUGH TO THE**  
**ABSTRACT)**



**THESIS STRUCTURE  
(TEXT)**





## WRITING SPINE FORMAT

PROGRAMME	MASTER		DOCTOR OF PHILISOPHY	
	MALAY	ENGLISH	MALAY	ENGLISH
ENGINEERING	S. Kej.	M.Eng	Ph.D	Ph.D
EDUCATION	S. Pend.	M.Ed	Ph.D	Ph.D
SCIENCE / SOCIAL SCIENCE	S. Sn.	MSc	Ph.D	Ph.D
INFORMATION TECHNOLOGY	S. Tek. Mak.	M.Info.Tech	Ph.D	Ph.D
ENGINEERING TECHNOLOGY	S. Tek. Kej.	M. Eng.Tech	Ph.D	Ph.D
PHILOSOPHY	Sarjana Falsafah	Master of Philosophy	Doktor Falsafah	Doctor of Philosophy

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