Penerbit USM
(USM Press)

Guide for Authors

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GUIDE for
AUTHORS

Adapted from

The Chicago Manual of Style, 15th edn.
and
Guideline for Authors, Oxford University Press

PENERBIT
USM PUBLISHING GUIDE SERIES

Contents

Preface

Penerbit USM (USM Press) Guide for Authors is a compilation of the revised edition of the Press's many editorial and production style sheets. The style sheets were produced based on professional style guides, adapted according to the discipline of the particular manuscript being edited.

This Guide is designed for authors, copy-editors, proofreaders, designers and typesetters, concentrating on style appropriate to academic publications. As thus we would like to consider this Guide as our house style.

Many people have helped put together this Guide, and those most directly involved in the preparation of this edition are as listed below. We would like to thank Akhiar Salleh, Norazam Ariffin and Mohd Murad Shahiran for their support throughout the preparation of this Guide. Finally the editors are indebted to the work of *The Chicago Manual of Style,* 15th edition by The Chicago University Press and *Guideline for Authors* by Oxford University Press.

A'watif Ahmad
April 2009

Author's Tasks for Manuscript Submission

For all categories, except for the School Imprint category, submit the manuscript to:

Director
Penerbit Universiti Sains Malaysia
Universiti Sains Malaysia
11800 Pulau Pinang
Malaysia

For the School Imprint category, submit the manuscript to the Director of Penerbit Universiti Sains Malaysia through the secretary of your School Publications Committee. The secretary will submit the manuscript to Penerbit Universiti Sains Malaysia together with a letter of approval to publish the work.

Submit the following elements together:

- Physical manuscript (hard copy printout): numbered from the first page to the last page; print on one side of an A4 white printing paper; everything double-spaced including notes and bibliography references, and figure captions; 1 inch margins all around; if it is not a contributed volume, notes and bibliography references should be at the end of the manuscript.
- Disks: disks clearly labeled with author's name, short title, and system/program/version used; and font type used.
- Front matter: title page, dedication, table of contents, preface, acknowledgments (if not part of preface), introduction (if not part of text).
- Back matter: appendixes, glossary, notes, references, list of contributors. You will provide the index copy with return of the page proof. Illustrative material: tables, figures (line art and photographs), music examples, maps.
- Permissions: letters of permission to reprint (for the Press to keep) and credit lines (in the figure captions or table footnotes; for text, in the acknowledgments or unnumbered notes).
- Author's notes for copyediting and production: as necessary.

Author's Tasks during Production

Production begins once the manuscript is submitted to the Press. The Head of the Acquisition and Editorial Division will prepare a schedule based on the specific needs of your manuscript and will keep you informed. During production, you will have three tasks:

Review the copyediting done on your manuscript (3–4 weeks)
Proofread the page proof against the manuscript (3–4 weeks)
Prepare an index (1–2 weeks)

Bookmaking Stages and Time Frame

These are the bookmaking stages and the approximate time frame for an average manuscript (schedules vary, based on length, extent of art program and complexity of manuscript):

Editing and Design - Ca. 4–5 Months

In-house evaluation of manuscript
Copyediting
In-house review of copyediting
Review of copyediting by author
In-house review of author's changes
Preparation for correction
Design: interior, exterior (cover)

Production - Ca. 3–4 Months

In-house correction
In-house proofreading
Proofreading by author
In-house review of author's proofreading
In-house corrections

In-house review of corrected revised pages
Indexing (by author), in-house review of index, correction of index, proofreading of index,
author proofreading of index, final in-house correction and proofreading of index
In-house preparation of final files for printing

Printing and Binding-Ca. 1–2 Months

General Style Guidelines

- Generally the Press follows The Chicago Manual of Style, currently 16th edition.
- The author may follow the style of your discipline – for example, MLA (Modern Language Association), APA (American Psychological Association) CSE (Council of Science Editors) or AMA (American Medical Association) styles. If you have followed some other style, please include a copy of the guidelines for that style with the manuscript.
- Please make spelling, punctuation, capitalization, numbers, etcetera as consistent as possible throughout.

Spelling

- For manuscripts in English, please use either British spellings (and follow the first spellings in Oxford English Dictionary) OR American spellings (and follow the first spellings in Webster's English Dictionary); for manucripts in bahasa Malaysia, please follow spellings in Kamus Dewan.

Requesting Permissions

It is the responsibility of the author to obtain permission to use material from another source. Write for permission from the copyright holder as soon as you decide to use them. Be sure to allow enough time to avoid delaying the production of your book.

When you request permission, include as much information about your book as possible, such as the title, the author(s), and that the book is scholarly. You should also include specific information about the material you want to reproduce: title, author(s), year of publication, publisher, ISBN and page number(s) on which the material appears. If the material originally appeared in a journal, include the journal name, volume number and issue number. It will help to expedite the permissions process if you also include a copy of the original material (e.g., a photocopy of the table you wish to use as it appears in the original book).

When permission is granted, please send us a copy of the information: the type of material involved (text extract, figure or table), the manuscript

page number on which it appears, the name of the copyright holder and the source of the material, the date permission was requested, the date permission was granted, any fee due, the date the fee was paid, and (if necessary) any conditions required by the copyright holder. Be sure to keep copies of everything for your own file.

Contributed Volumes

In addition to following the guidelines for preparing manuscripts that are outlined here, editors of contributed volumes can facilitate the publication of their books by informing their contributors of some necessary details.

Give each contributor instructions on length of chapter, format of chapter, style of text (i.e., the stylistic choices you have made), style of documentation, the number of illustrations each may include and guidelines for following a consistent style in illustrations, and schedule. Please note that if your contributors follow different styles of documentation, our copyeditors will not always impose one consistent style throughout the book. Thus, if you feel it's important to maintain a consistent style, it's your responsibility to make sure the contributors follow your instructions.

Inform contributors that they are responsible for obtaining any needed permissions to quote or reproduce copyrighted material and for including the appropriate credit lines. Ask them to submit letters of permission along with their essays. If you are reprinting essays that have been published elsewhere, it's necessary to obtain permission. (See "Requesting Permissions.")

After all of the contributors have submitted their essays to you, review them to make sure they have followed your instructions. If possible, convert all electronic files into one version of word processing software and then print out the final manuscript following the instructions given in "Manuscript Preparation." Include notes and reference lists for each chapter with that chapter; do not combine individual reference lists into one list at the back of the manuscript. Prepare the front matter, including a list of contributors.

After the manuscript has been copy edited, it will be returned to you for a review of the copyediting. If you plan to send the essays to the contributors, it will be your responsibility to send them out, to let your contributors know when the essays are due back to you, and to coordinate the contributors' changes with your own before you return the manuscript to us.

Manuscript Preparation

A.   Preparing the Text

Parts

If you have grouped chapters into parts, each part title page should be typed on a separate page and numbered continuously with the rest of the manuscript. Include the part number and part title, typed headline style (in capital and lowercase letters). Please note that each part should compose of more than one chapter.

Chapters

Begin each chapter on a new page. Include the chapter number and chapter title, typed headline style (in capital and lowercase letters). Chapter titles should be short or succinct. Include the author's name (but not the author's affiliation) in contributed volumes.

Headings

Type each heading on a separate line, with a line space above and below, using headline style (capital and lowercase letters). Indicate the relative ranking of headings by adding codes for the different levels at the start of a heading: <A> for the first level, <B> for the second and <C> for the third. Do not use more than three levels of headings.

Typeface

Type your manuscript in a common typeface like Times New Roman. Use 11 point or 12 point for the type size.

Spacing and indentation

Type everything double-spaced, including front matter, quotations (extracts), appendixes, notes, bibliography and captions, as well as the text. In the text, use a single tab to indent paragraphs and do not insert

extra space between paragraphs. In the notes and bibliography, do not add extra space between individual notes or between bibliographical entries. Use one space, not two, after periods and colons.

Margins

Use 1 inch margins at the top, bottom, left and right of the page. Don't justify the right margins and type all headings flush left.

Page number

Set page numbers at the foot of the page. Number your manuscript continuously through the entire manuscript (including the front matter).

Tables and illustrations

Separate the tables, illustrations and captions from the rest of the manuscript. Add callouts in the manuscripts at the first mention to indicate where tables and illustrations should be positioned in the book. (See "Preparing Tables" and "Preparing Illustrations.")

Grammar

Split infinitives

- Split infinitives can be used when the alternative is more awkward or has a different meaning. Sometimes, it is better to rephrase the sentence.

    Examples:

    It is best to always get up early [always modifies get up]
    is not quite the same as It is always best to get up early [always modifies **best**].
    Or an unnatural phrasing can result: It is best to get up early always.

Prepositions

- A preposition comes before its object.
- A preposition can end a clause especially a relative clause, or a sentence.

    Examples:

This isn't the pen that Steve writes **with.**

Those are the guidelines an author should adhere to **is better than**
Those are the guidelines to which an author should adhere.

- A prepositional phrase with an adverbial or adjectival function should be as close as possible to the word it modifies.

    Example:

    Is a person **with blonde hair** named Sandy here?

- Clashing preposition
Recast the sentence when possible to avoid juxtaposed prepositions.

    Examples:

    He gives **in in** every argument.
    Recast: In every argument, he gives in; or
        Rather than continue arguing, he always gives in.

- **Phrasal prepositions.** A phrasal preposition consists of two or more separate words used as a prepositional unit. Examples: **according to, because of, by means of, with regard to.** These are just a matter of style. Use a simpler expression.

    Example:

    Use **about** to replace **with regard to**.

- Avoid overuse of prepositions in a sentence. A good ratio to strive for is one preposition for every 10 to 15 words.

Apostrophe

- Apostrophe is used to show possessive. The possessive of most singular nouns is formed by adding an apostrophe and an **s** and the possessive of plural nouns by adding an apostrophe only.

    Examples:

    the horse's mouth, puppies' paws, children's literature
    politics' true meaning

- In proper nouns, letters and numbers

Examples:

Williams's reputation
1999's.

- Company's names that include a punctuation point

    Example:

    Yahoo!'s chief executive.

- Two nouns as a unit

    Examples:

    my aunt and uncle's house [when the entity **possessed** is the same)
    my aunt's and uncle's specific talents [when the entities are different]

- In compound nouns/noun phrases, the final element usually takes the possessive form. If plural compounds pose problems, use **of.**

    Examples:

    my daughter-in-law's profession
    the profession of both my daughters-in-laws

- The possessive is formed without an additional **s** for a name of two or more syllables that ends in an eez sound.

    Example:

     the Ganges' source

- Also omit the s when the noun ends in an **s** or **s** sound.

    Examples:

    for goodness' sake
    for Jesus' sake, but Jesus's contemporaries

- Certain expressions based on the old genitive case. The genitive here implies of

    Examples:

    an hour's delay
    six months' leave of absence (or a six-month leave of absence)

- No apostrophe to corporate names or when there is no possessive meaning.

  Examples:

  Publishers Weekly
  Diners Club

- Possessive with **of**. The possessive form may be preceded by of where **one of several** is implied.

  Examples:

  a cousin of Jim's
  a favourite phrase of Professor Deam's
  A friend of his

- Apostrophe also shows that a word is shortened.

  Examples:

  don't for do not
  it's for it is or it has otherwise write **it's**.

- However, in formal writing, do not shorten words or use contractions. Contraction is allowed in common usage as for firms and companies.

  Examples:

  Inc.
  Ltd.

Subject-verb agreement

- Subjects and verbs must agree in number.

  Examples:

  The **dog growls** when he is angry.
  The **dogs growl** when they are angry.

- Prepositional phrases between the subject and verb or the words that come between the subject and verb, usually do not affect agreement.

  Example:

  The colors of the rainbow **are** beautiful.

- The only time when the object of the preposition factors into the decision of plural or singular verb forms is when noun and pronoun subjects like some, half, none, more, all, etc. are followed by a prepositional phrase. In these sentences, the object of the preposition determines the form of the verb.

  Examples:

  All of the **chicken is** gone.
  All of the **chickens are** gone.

- When sentences start with **there** or **here**, the subject will always be placed after the verb.

  Examples:

  There **is** a problem with the balance sheet.
  Here **are** the papers you requested.

- Subjects do not always come before verbs in questions.

  Examples:

  Does *Lefty* usually **eat** grass?
  Where **are** the pieces of this puzzle.

- If two subjects are joined by **and**, they typically require a plural verb form.

  Example:

  The cow **and** the pig are jumping over the moon.

- A singular subject joined to words by **as well as, together with, along with** and **with**, the verb is singular.

  Examples:

  The man **as well as** his children was present.
  The teacher **with** the students has arrived.

- The verb is singular if the two subjects separated by **and** refer to the same person or thing.

  Example:

  Red beans and **rice is** my mom's favourite dish.

- If the words **each, every** or **no** come before the subject, the verb is singular.

Examples:

No smoking and drinking **is** allowed.
Every man and woman **is** required to check in.

- If the subjects are both singular and are connected by the words **or, nor, neither/nor, either/or** and **not only/but also** the verb is singular.

  Example:

  Jessica or Christian **is** to blame for the accident.

- The singular verb form is usually used for units of measurement.

  Example:

  Four quarts of oil **was** required to get the car running.

- If the subjects are both plural and are connected by the words or, nor, **neither/nor**, **either/or**, and **not only/but also**, the verb is plural.

  Example:

  Dogs and cats **are** both available at the pound.

- If one subject is singular and one plural and the words are connected by the words **or, nor, neither/nor, either/or** and **not only/but also**, use the verb form of the subject that is nearest to the verb.

  Example:

  Do your sisters or your girlfriend **want** any pizza?

- Indefinite pronouns typically take singular verbs.

  Example:

  Everybody **wants** to be loved.

- **Few, many, several** and **both** always take the plural form.

  Example:

  Few **were** left alive after the flood.

- If two infinitives are separated by **and** they take the plural form of the verb.

Example:

To sing and to dance **require** great skill.

● When gerunds are used as the subject of a sentence they take the singular verb form, but when they are linked by **and** they take the plural form.

Examples:

Standing in the water **was** a bad idea.
Swimming in the ocean and playing drums **are** my hobbies.

● Collective nouns like **herd, senate, class, crowd,** etc. usually take a singular verb form.

Example:

The herd **is** stampeding.

● When a collective noun suggests individual persons or things, a plural verb is used.

Example:

    The committee **have** just arrived.

● Some nouns like **numbe**r and **variety** are singular in form but they are followed by a plural verb when they are used in a plural sense. But when they are used in a singular sense, the singular verb is used.

Example:

A variety of dishes **were** served to the guests.
The variety of dishes **was** a delight to the guests.

Prefixes

Compounds formed with prefixes are normally closed, whether they are nouns, verbs, adjectives, or adverbs.

Examples:

anti: antihypertensive, antihero, but anti-inflamatory, anti-Hitlerian
co: coequal, coauthor, coordinate, cooperation, but co-opt, co-worker
inter: interfaith, interorganizational
intra: intramural, intrazonal, but intra-arterial
macro: macroeconomics, macromolecular

micro: microeconomics, micromethodical
mid: midthirties, mid-century, but mid-July, mid-1990s, mid-twentieth century
multi: multiauthor, multiconductor, but multi-institutional
non: nonviolent, nonnegotiable , but non-beer-drinking
post: postdoctoral, posttraumatic, but post-Vietnam
pre: premodern, preregistration, prewar, preemp, but Pre-Raphaelite
pro: proindustrial, promarket, but pro-life, pro-Canadian
re: reedit, reunify, reproposition, but re-cover, re-creation, (as distinct from recover, recreation)
semi: semiopaque, semiconductor, but semi-invalid
socio: socioeconomic, sociocultural, sociolinguistics
sub: subbasement, subzero
super: superannuated, superpowerful
supra: supranational, supraorbital, but supra-American
trans: transsocietal, transatlantic, but trans-American
ultra: ultrasophisticated, ultraorganized

Imbuhan awalan pinjaman (bahasa Melayu):

maha: maharaja, maharani, mahaguru, tetapi maha mulia, maha agung
tata: tatatertib, tatasusila, tatacara, tatabahasa
pra: prakata, prasyarat, prasejarah, tetapi pra-Melaka, pra-Islam
swa: swadaya, swalayan, swatenaga
tuna: tunaanggota, tunakerja, tunaaksara
eka: ekabahasa, ekamatra, ekanada
dwi: dwibahasa, dwifungsi, dwiwarna
tri: tribulan
panca: pancaindera, pancasila
bi: bilazim, biadab
pro: prokerajaan, prokomunis, tetapi pro-Amerika
anti: antikemajuan, antipenjajah, tetapi anti-Amerika, anti-Islam
poli: poliklinik, polisemi
auto: automatik, autograf, autonomi
sub: subbidang, substandard, subbudaya
supra: supranasional, suprakelas, suprasistem
tele: telesidang, telefon, telepati
sosio: sosioekonomi, sosiolinguistik, sosiobudaya
mikro: mikroekonomi, mikrogelombang, mikrosaat
makro: makroekonomi, makromedia,
multi: multinasional, multilateral, multidimensi
semi: semifinal, semikonduktor, semiparasit, semipro, tetapi semi-profesional
pasca: pascakolonial, pascamajlis, pascamati
ultra: ultrabunyi, ultramoden, ultrakonservatif

Capitalization

- Civil titles/academic titles

  Examples:

  George Washington, first president of the United States [the president]
  Francoise Meltzer, professor of comparative literature; Professor Meltzer [the professor]

- Titles of sovereigns and other rulers

  Examples:

  the Holy Roman Empire
  the Shah of Iran

- The first word in a subtitle after a colon

  Example:

  The Preferences Sentence Style: Guidelines for treating autoimmune diseases

- Names of degrees, fellowships and the like but lowercased when referred to generically

  Examples:

  Master of Business Administration (MBA) **but** a master degree in business administration
  a master's degree; a doctorate; a fellowship;

- Name of prehistoric cultural periods

  Examples:

  the Bronze Age, the Ice Age, the Iron Age, the Stone Age

- Courses of study
  Official names of courses of study are capitalized

  Examples:

  I am signing up for Beginning Archaeology.
  A popular course is Basic Manuscript Editing.

- Names of awards and prizes

  Examples:

  the Academy Award
  the Emmy Award

- Associations and conferences

  Examples:

  Girl Scouts of America; a Girl Scout; a Scout
  the 1999 International Conference on Y2K

- Religious works, events, concepts, services and objects

  Examples:

  the Creation
  the Fall
  al-Quran

- Titles of works

  Titles are capitalized unless prepositions and articles. But if preposition meant to stress on the title, then it may be capitalized. Also if used adverbially or adjectivally.

  Examples:

  A River Runs Through It
  Look Before You Leap

Punctuation

Typographic and aesthetic considerations

- **Roman or italic type**
  Punctuation marks are set as the main or surrounding text.

- **Boldface**
  Punctuation mark that follow depends on how boldface word is used.

- **Parentheses and bracket**
  Set as words they enclose. Alternatively, set in the same type – roman or italic as the surrounding text.

- One space follows punctuation marks that ends a sentence.

Period (.)

- **In relation with the closing parentheses or brackets**

    ◈ The period belongs inside if an entire sentence is enclosed.
    ◈ Outside if the sentence is within another sentence.

    Examples:

    This chapter only covers disease on human being and animals. (Plants pathology has been discussed in Chapter 3.)

    The universities' endeavours are largely hidden, emerging only when something goes disastrously awry (thanks again to the counterpart overseas as epitomised by the plagiarism scandal).

- **Omission**

    ◈ In display lines (chapter titles, subheads, other headings), running heads, column heads in tables, brief captions, datelines in correspondence, signature or addresses (except for run-in subheads)
    ◈ An expression that takes a period, question mark or exclamation point ends a sentence

    Examples:

    Avoid using op. cit.   Watch out!   What is your name?

Comma (,)

- Series comma

◈ To separate items in a series, except before the word **and** that follows the last item.

    Example:

    She lives with her parents, two brothers and a sister.

◈ With **etc., and so forth** and the like. A comma follows when it is the final item in a series.

Example:

Empty bottles, drums and so forth, can be found in the backyard.

◇ With **et al.** Treat as if the phrase is **and their group** and a comma follows.

Example:

The father, son et al., quit the club.

◇ **Omission**

⇒ In a series whose elements are all joined by conjunction (unless long and pauses helpful).

Example:

The system can be operated manually or automatically or dual functions.

● **Introductory words and phrases**

◇ A comma follows an adverbial or participial phrase at the beginning of a sentence.

Example:

Tired of hearing all the complaints, the team leader made his decision.

◇ Use of comma is not applicable to a single word or a very short phrase at the beginning of a sentence.

Example:

Last night Manchester United won the match.

Semicolon (;)

● Commonly used between two independent clauses not joined by a conjunction.

Example:

The renovated house looks different; everyone is impressed with the work.

● To separate items in a series involve internal punctuation or a very long and complex items.

Colon (:)

- With introductory phrase (**as follows, the following** etc.)

  Example:

  The "Five Cs" summarizes the copy editor's job as follows: make the copy, clear, correct, concise, comprehensible and consistent.

- Inappropriate uses
  - ◈ After **namely, for example** etc.
  - ◈ Before a series introduced by a verb/preposition **(include/with/ are).**

Question mark (?)

- To mark a direct question, to indicate an editorial doubt or express surprise or disbelief.

  Examples:

  What is your name?
  Is this how you settle the job?

Exclamation point (!)

- Exclamation point marks an outcry or emphatic or ironic comment

  Example:

  Watch out!

- Ends a question that is essentially an exclamation.

  Example:

  What have you done!

Hyphens and dashes

- **Hyphen (-)**

- ◈ In a **phrasal adjective (a compound modifier)**. A phrase that functions as a unit to modify a noun, and placed before noun or compound noun.

Examples:

video-game-magazine
nineteenth-century song-and-dance competition
the choral- and instrumental-music
left-handed and left-brained person
a twenty-four-hour-shop
two-thirds majority

◇ To separate numbers that are not inclusive (telephone or security numbers, ISBN) or letters when a word is spelled out.

Examples:

604-653 3888
978-985-861-365-1
In a spelling bee, she managed to spell e-p-y-t-h-o-m-o-l-o-g-y correctly.

● **En dash (–)**
◇ Allow one character space before and after an en dash in a sentence.
◇ Usage
⇒ Set of an amplifiying and explaining element.

◇ Inappropriate use
⇒ If the en dash functions as to if the word from precedes the first element.

Example:

from Chapter 4 **to** Chapter 8
NOT **from** Chapter 4–8

● **Em dash (—)**
◇ No space appears before and after the dash in a sentence
◇ Usage
⇒ Set off an amplifying and explaining element.

Example:

The result—relation between pH value and temperature—proved that the experiment was successful.

⇒ Indicating sudden break in thought, sentence structure or interruption in dialogue.

Example:

Finally, he—as she—managed to escape the haunted house.

$\Rightarrow$ To separate subject(s) from a pronoun that introduces the main clause.

Example:

Treatment, storage and disposal—the functional areas involve in disposal of hazardous wastes.

Parentheses ( )

● Set off material that is less closely related to the rest of the sentence.

Examples:

He suspected that the inert gases (helium etc.) could produce a similar effect.
The sample that we collected (under difficult conditions) contained an impurity.

Brackets

● **Square brackets [ ]**

◇ **In translation.** To enclose a word or phrase in the original language to avoid ambiguity.

Example:

University of Applied Sciences [Fachhochschulen] were founded in Germany and later adopted by Austria, Liechtenstein and Switzerland.

◇ **Within parentheses.** For bibliographic purposes

Example:

(For further reading see Richardson's analysis [1999].)

● **Angle brackets (< >)**

◇ Use in electronic manuscript preparation to enclose codes for the typesetter.

- ◇ Use also as single bracket as mathematical signs and in etymology.

- ● **Braces/curly brackets ({ })**

- ◇ Use in programming language, mathematical and other specialized writing.

Lists and Outline Style

Format

- ● Short and simple list: run-in (with the introduction and items in a complete sentence).

- ● Extremely long sentence or items contain several levels: vertical listing (outline).

General principles

- ● All items in a list should be syntactically alike – that is, all should be noun forms, phrases, full sentences or whatever the context requires. Unless numerals or letters are representing the order of tasks; chronology; or in a run-in list, to clearly separate the items; they may be omitted. Consistency is priority.

Run-in lists

- ● Numerals and letters that mark divisions in a run-in list are enclosed in parentheses.

  Examples:

  The qualifications are as follows: a doctorate in physics, five years' experience in a national laboratory and an ability to communicate.

  The book consisted of (a) preliminaries, (b) text, (c) back matters and (d) book cover.

  You are advised to pack (1) warm, study outer clothing and enough underwear to last ten days; (2) two pairs of boots, two pairs of sneakers, and plenty of socks; and (3) binoculars and a camera.

  The syndrome is grouped into three factors: (1) eating behaviour, (2) lifestyle and (3) environment.

Vertical lists: Punctuation and format

A vertical list is best introduced by a complete grammatical sentence, followed by a colon. Items carry no closing punctuation unless they consist of complete sentences.

Example:

. . . . .

To purge files protected by Delete Sentry, start with the following steps:

1. From the Microsoft Tools group, choose the Undelete icon.
2. To select the directory from which you want to purge files, choose the Drive/Dir button.
3. In the Undelete screen, select the files you want to purge.

Vertical lists in paragraph style

● When items in a numbered list consist of very long sentence or of several sentences, and do not require typographic prominence, the items may be set in regular text style as numbered paragraphs, with 0.4 inch indentation from left margin.

Vertical lists with subdivided items

● Where items in a numbered list are subdivided, both numerals and letters may be used.

Example:

Applicants will be tested for their skills in the following areas:
1. Punctuation
   a. Using commas appropriately
   b. Deleting unnecessary quotation marks
   c. Distinguishing colons from semicolons

2. Spelling
   a. Using a dictionary appropriately
   b. Recognizing homonyms
   c. Hyphenating correctly

3. Syntax
   a. Matching verb to subject
   b. Recognizing and eliminating misplaced modifiers
   c. Distinguishing phrases from clauses

Italics

Foreign words

- Italics are used for isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers.

- An entire sentence or a passage of two or more sentences in a foreign language is usually set in roman and enclosed in quotation marks or set off as block quotations according to their length.

- Foreign proper nouns, such as names of organizations, are not italicized.

- Foreign words and phrases familiar to most readers are not italicized.

  Examples:

  i.e. ad hoc   in situ   de facto

- Commonly used Latin words and abbreviations should not be italicized.

  Examples:

  ibid.   et al.   ca.   passim

Genus and species

- Whether in list or in running text, the specific (Latin) names of plants and animals are italicized. The genus name is capitalized and the species name (even if it is a proper adjective) is lowercased.

  Example:

  Many specific names, such as *Rosa caroliniana* and *Styrax californica,* reflect the locale of the first specimens described.

Legal cases

- The names of legal cases are italicized when mentioned in text (including versus, v.).

  Examples:

  Miranda v. Arizona
  Miranda lwn. Arizona

Bold

Emphasis

- Bold is used for emphasis occasionally. Overused, bold quickly lose their force. If a term emphasized appears many times in the text, use bold only for the first occurence.

Numbers

Numerals or words

- **General rule.** In nontechnical contexts, the following are spelled out:

  ◇ Numbers from one to nine
  ◇ Any number beginning a sentence

  ### Examples:

  Eleven children from six families were packed into two vans.
  The building is 300 years old.
  The population of our village now stands at 5,893.

- **Number beginning a sentence.** When a number begins a sentence, it is always spelled out. To avoid awkwardness, a sentence should be recast.

  ### Example:

  One hundred and ten candidates were accepted (**and** may be omitted)
       or
  In all, 110 candidates were accepted.

- **Very large numbers.** A mixture of numerals and spelled out numbers is sometimes used to express very large numbers (in the millions or more), especially when they are fractional.

  ### Examples:

  By the end of this century, the population of Malaysia had probably reached 22 million.
  A figure of 4.5 billion years is often given as the age of the solar system.

Physical quantities

- **General context**
- ✧ In nontechnical material, physical quantities such as distances, lengths, areas and so on are treated to the general rule (see "General rule").

Examples:

Within fifteen minutes the temperature dropped twenty degrees
The train approached at seventy-five miles an hour.

Three-by-five-inch index cards are now seldom used in index preparation

Examples:

an 8-point table with 6-point footnotes
120 square feet is equal to 11.15 square meters
a fuel efficiency of 3 liters per 100 kilometers

[In certain contexts, however, tradition and common sense clearly recommend the use of numerals.]

- **Simple fractions.** Simple fractions are spelled out.

Examples:

She has read three-quarters of the book.
Four-fifths of the students are boycotting the class.

[These fractions are considered as single quantity, therefore, they are hypenated.]

but

We cut the cake into four quarters; Mary took three quarters, and Sam one.

[When individual parts of a quantity are in question, the fraction is spelled open.]

- **Whole numbers plus fractions.** Quantities consisting of whole numbers and simple fractions may be spelled out if short, but better expressed in numerals.

Examples:

We walked for three and one-quarter miles.
Page proofs are usually issued on 8½ × 11 inch paper.
Susan is exactly 3 feet 5¼ inches tall.

- **Scientific contexts.** In mathematical, statistical, technical or scientific text, physical quantities and units of time are expressed in numerals, whether whole numbers or fractions, almost always followed by an abbreviated form of the unit.

  Examples:

50 km	4.5 L	240 V
21 ha	85 g	10.5˚C

  but

  We took the measurements in kilojoules. (**not** ...in kJ)

  [Note that a unit of measurement used **without** a numeral should always be spelled out, even in scientific contexts.]

- **Abbreviations and symbols.** If an abbreviation or symbol is used for the unit of measure, the quantity is always expressed by a numeral.

  Examples:

3 mi	7 h	35 mm	
55 mph	3 g3' 6"		
35%–50%	10˚C–15˚C	6¾" × 9"	2 cm × 5 cm

  [For two or more quantities, the abbreviation or symbol is repeated.]

Percentages and decimal fractions

- **Percentages.** Percentages are always given in numerals. Note that **percent** is not interchangeable with the noun **percentage** (e.g. 1 percent is a very small percentage). Note also that no space appears between the numeral and the symbol %.

  Examples:

  Only 45 percent of the citizens voted.

  With 90–95 percent of the work complete, we can relax.

  Her seven-year loan carries an interest rate of 4.2 percent.

  [In humanistic the word percent is useds.]

  Only 20% of the ants were observed to react to the stimulus.

  The treatment resulted in a 10%–15% reduction in discomfort.
  [In scientific and statistical copy or in humanistic copy with numerous percentage figures, the symbol % is more appropriate.]

- **Decimal fractions: use of the zero.** When a quantity equals less than 1.00 or always less than 1.00 (as in probabilities, correlation and the like), a zero is always appears before the decimal point.

  Examples:

  a mean of 0.73   the ratio of 0.85
  $p < 0.05$ $R = 0.10$

Money

Examples:

The twenty million dollars was quickly invested.

Children can ride for seventy-five cents.

Prices ranged from $0.95 or $1.00 up to $9.95 or $10.00.

Geoffrey found 5¢, Miranda 12¢, Nathan 26¢ and Maria 35¢.

- **Other currencies using the dollar symbol.** In context where the symbol $ may refer to non-US currencies, these currencies should be clearly identified.

  Examples:

  Three hundred Canadian dollars = C$300 **or** Can$300

  $749 in New Zealand dollars = NZ$749

  If you subtract A$15.69 from US$25, . . .

- **Other currencies.** They are treated the same as US currency; no space between the amount of money and the currency symbols.

  Examples:

  RM25 (Ringgit Malaysia)   ¥38/38 yen (Japan Yen)
  £67 (British Pound)   €1/EUR41 (Euro)

- **Very large monetary amounts.** Sums of money may be expressed by a mixture of numerals and spelled out numbers. For **billion**, see "Very large numbers."

  Examples:

  A price of $3 million was agreed on.
  The military requested an additional £7.3 billion.

Divisions in publications

- **Books.** Numbers referring to pages, chapters, parts, volumes, illustrations are set as numerals. Pages of the front matter are usually in lowercase roman numerals, those for the rest of the book in arabic numerals.

  Examples:

  The preface will be found on pages vii–xiv and the introduction on pages 1–35.

  See Part 3, especially Chapters 9 and 10, for further discussion; see also Volume 2, Table 15 and Figures 7–9.

- **Legal instruments.** Arabic or roman numerals are used to distinguish divisions of legal instruments and other documents. When in doubt, prefer Arabic.

  Examples:

  Proposition XII (**or** Proposition 12)
  Title IX (**or** Title 9)
  the Fifth Amendment (**or** Amendment V)

Time of day

- **Spelled out forms.** Times of day in even, half and quarter hours are usually spelled out in text. With **o'clock,** the number is always spelled out.

  Examples:

  Her day begins at five o'clock in the morning.
  The meeting continued until half past three.

- **Numerals.** Numerals are used (with zeros for even hours) when exact times are emphasized. The abbreviations a.m. and p.m. are set in small caps (AM and PM).

  Example:

  The first bus leaves at 5:30 AM and the last at 11:10 PM.

- **Noon and midnight.** Numerals should never be used to express noon or midnight (except in the twenty-four-hour system).

   Example:

   The meeting began at 9:45 AM and was adjourned by noon.

- **The twenty-four-hour system.** In the twenty-four-hour system of expressing time, four digits always appear, with no punctuation between hours and minutes.

   Examples:

1200 = noon	2400 or 0000 = midnight
0001 = 12:01 AM	1438 = 2:38 PM
1500 hours (or 1500 h)	0415 = 4:15 AM

Plurals and punctuation of numbers

- **Plurals**
◇ Spelled out numbers form their plurals as other nouns do.
◇ Numerals from their plurals by adding s. No apostrophe is needed.

   Examples:

   The contestants were in their twenties and thirties.

   The family was at sixes and sevens.

   Among the scores were two 240s and three 238s.

   Jazz developed in 1920s, became popular in the 1930s.

Expressing digits

- **Space between digits.** In technical context hair spaces are used to group three digits, left and right of the decimal point.

   Examples:

1542	32 987
4 000 501	3 426 869

   but

   0.000007 (decimal numbers require no space)

   2501.4865 (four-digit numbers require no space)

- **Comma between digits.** In non-technical context, comma are used to group three digits

  Examples:

1,542	32,987
4,000,501	3,426,869

Inclusive numbers

- **When to use the en dash.** An en dash used between two numbers (without space) implies **up to and including** or **through**.

  Examples:

  Please refer to pages 75–110.
  Here are the figures for 1999–2000.

- **When not to use en dash.** If **from** or **between** is used before the first of a pair of numbers, the en dash should not be used; instead, **from** should be followed by **to** or **through**, **between** by **and**. Avoid **between…and** where precision is required.

  Examples:

  from 75 to 110
  from 1 January 1898 through 31 December 1903
  between 150 and 200

  [But, inclusive spelled out numbers should not be joined by an en dash.]

  women aged forty-five to forty-nine years
  sixty- to seventy-year-olds
  [Instead, hyphens are used.]

- Inclusive years. Write the years in full.

  Examples:

the war of 1914–1918	327–321 BCE (a six-year span)
the winter of 2000–2001	327–21 BCE (a 306-year span)
in 1504–1505	115 BC–AD 10

Dates

Form of date

- Day-month-year system

  Example:

  31 July 2005

- Names of days and months are capitalized.

  Examples:

  Tuesday
  November

- Where month and year only are given, or a specific day (such as a holiday) with a year, neither systems uses a comma.

  Examples:

  In March 2003 she turned seventy.

  On Thanksgiving Day 1998 they celebrated their seventy-fifth anniversary.

- In text, the full date should always be spelled out. In documentation, tables and in illustration, if numerous dates occur, months may be abbreviated, and the day-month-year form, requiring no punctuation, may be neater.

  Example:

  5 Oct 2003

- When a place and date are included at the end of a preface or foreword, these must appear flush left, with space between them and the text.

Day

- The following abbreviated system (in documentation, tables and illustrations) may be used:

  Examples:

Sun	Thurs
Mon	Fri
Tues	Sat
Wed	

- When a day is mentioned without the month or year, the number, an ordinal, is usually spelled out.

  Example:

  On 5 November, McManus declared victory. By the twenty- fifth, most of his supporters had deserted him.

Month

- The following abbreviated system (in documentation, tables and illustrations) may be used:

Jan	July
Feb	Aug
Mar	Sept
Apr	Oct
May	Nov
June	Dec

Year

- Years are expressed in numerals unless they stand at the beginning of a sentence.

  Examples:

  We all know what happened in 1776.
  Twenty twenty-one should be an interesting year.

- A slash is sometimes used in dates instead of an en dash, or even in combination with an en dash, to indicate the last part of one year and the first part of the next.

  Examples:

  Enrollment has increased between 1998/1999 and 2001/2002.
  The fiscal years 1991/1992–1998/1999 were encouraging in several respects.

- Where inclusive dates occur in book titles, chapter titles, subheads, table titles and figure captions, repeat all digits.

  Examples:

  An English Mission to Muscovy, 1589–1591
  In Chapter 4, "From Meeting to Marriage, 1932–1938,"
  Table 12   Profitability, risks and returns of investment strategies, 1978–1993

- An en dash may be used by itself after a date to indicate that something (a publication or a person's life) is still going on. No space follows the en dash.

  Examples:

  Professors Plato's survey (1999–) will cover the subject in the final volume.
  Jane Doe (1950–) or Jane Doe (b. 1950)

- In astrophysical contexts, the abbreviations MYR and GYR, standing for megayear (one million years) and gigayear (one billion years) are sometimes used.

  Examples:

  3 MYR
  7 GYR

Decade

- Decades are either spelled out (as long as the century is clear) and lowercased or expressed in numerals. No apostrophe appears between the year and the **s**.

  Examples:

  the 1980s and 1990s
  the eighties and nineties

Era

- Era designations are usually expressed as:

  AD (*anno Domini*, in the year of the lord)

  BC (before Christ)

  AH (*anno Hegirae*, in the year of [Muhammad's] Hegira, or *anno Hebraico*, in the Hebrew year)

  H (Hijrah)
  SM (sebelum Masihi)

- For simplicity and consistency, small capitals and no periods are recommended.

Examples:

Britain was invaded successfully in 55 BC and AD 1066.

Islam masuk ke Cordoba pada tahun 93 H / 711 M di bawah pimpinan Tariq bin Ziad yang memimpin angkatan tentera Islam untuk membuka Andalusia.

Taman Tergantung Babylon telah dibina pada tahun 600 SM.

- Inclusive dates used with BC, where the higher number comes first, should be given in full to avoid confusion.

Examples:

350–345 BC
115 BC–AD 10

Historical periods

- Numerical designation of a period is lowercased unless it is considered part of proper name.

Examples:

the Eighteen Dynasty
the Fifth Republic

but
the twenty-first century
the nineteen hundreds

Natural phenomena and historical events

- Names of natural phenomena and historical events are often capitalized. If identified by a place-name or a year, they are usually lowercased.

Examples:

El Nino
the Great Plague; the plague
the Great Fire of London; the Great Fire
Hurricane Mitch; the 1998 hurricane
The Northridge earthquake of 1994
The Bali bombing
September 11 incident

- Use the pronoun **it**, not **he** or **she**, when referring to named storms, hurricanes and the like.

Holidays

The names of secular and religious holidays or specially designated days or season are capitalized.

Examples:

Christmas Day
Father's Day
Hari Ulang Tahun Pengisytiharan Tapak Warisan Dunia
but
election day
inauguration day

Currency

Where the value of a currency in any particular year is in question, the date may be inserted in parentheses, without intervening space, after the currency symbol.

Examples:

USD(1992)2.47

£(2002)15 050

Quotations

Introduction

- Whether quoting, paraphrasing or using other's ideas in a manuscript, a credit to the source of a quotation must be given by the authors.
- Accuracy in quoting the work of others is important; therefore authors are fully responsible to check all quotations carefully against the original source to avoid discrepancies.
- If you have quoted any literary work in its entirety – a poem or song, for example – or more than a few contiguous lines or stanzas at a time, or if the quoted material dominates your own text, you must obtain permission from the copyright holder.
- All direct quotations must have a page citation.
- All quotations should be set in roman type.

Capitalization in quotations

The first letter is capitalized if it reads as a separate sentence and the first letter is lowercased if it reads continuously with the text.

Two styles of quotations

- **Run-in**
Run-in quotations of 39 words or fewer into the text, enclose them in quotation marks. Single quotation marks enclose quotations within quotations; double marks, quotations within these; and so on.

- **Block**
  - ◇ Set off quotations of 40 words or more without enclosing them in quotation marks. Use double quotation marks to set off quoted material within the block quotation.
  - ◇ Indent by 0.4 inch from left and right margin; 1 point smaller than text font size with the same type font as text; add a line of space above and below to clearly set them off the text.
  - ◇ For poetry, set off if two or more lines of verse are quoted.

Ellipsis

- Three dots ellipsis symbol (…) appears on the same line to indicate omission of word, phrase, line, paragraph or more from quoted passage.
- Do not use ellipsis symbol before the first word of the quotation, even if the beginning of the original sentence has been omitted; or after the last word of a quotation, even if the end of the original sentence has been omitted, unless the sentence as quoted is deliberately incomplete.

The three-or-four-dot method

- **Three-dots**
  - ◇ Indicate an omission within a quoted sentence.
  - ◇ Space occurs both before the first dot and after the final dot.
  - ◇ It may precede or follow a comma, colon, semicolon, question mark or exclamation point.
  - ◇ Three-dots are used at the end of a quoted sentence that is left grammatically incomplete.

- **Four-dots**
    - ◇ Indicate the omission of one or more sentence.
    - ◇ The first dot is a true period (no space between it and the preceding word).
    - ◇ What precedes and follows should be grammatically complete sentences as quoted, even if part of either sentence has been omitted.

    Example:

    The spirit of our American radicalism is destructive and aimless. … On the other side, the conservative party … is timid, and merely defensive of poverty. … It does not build, nor write, nor cherish the arts, nor foster religion, nor establish schools.

Use of brackets [ ]

- In legal writing, textual commentary and other contexts where silently changing from capital to lower case or vice versa might mislead readers, or reference to the original text more difficult.

    Example:

    According to article 6, section 6, she is given the power "[t]o extend or renew any existing indebtness."

- Interpolarisations, such as clarifying ambiguity, providing missing word or letter, or giving the original word in translation the exact sense.

    Example:

    Marcellus, doubtess in anxious suspense, asks Barnardo, "What, has this thing [the ghost of Hamlet's father] appear'd again tonight?"

Use of [sic]

- Sets in roman, inserts in brackets following a word misspelled or wrongly used in the original.

Use of italics

- To emphasize certain word or phrase in quoted material which is not italic in the original passage.
- Use information like **italics mine, italics added, emphasis mine** or

emphasis added.

- This information is enclosed in brackets and placed directly after the added italics.

   Example:

   Occasionally it may be important to point out that *italics in a quotation were indeed in the original*. Whatever device is chosen should be explained in the *prefatory material or note* [italics added] and used consistently. (*The Chicago Manual of Style* 2003)

Punctuation in quotation

- **Use of colon**

◇ A formal introductory phrase, such as **thus** or **the following**.

- **Use of comma**

◇ Introduce a brief quoted material.
◇ Often used after **said, replied, asked** and similar verbs.

Translation of quotations

- When necessary, a translation of the quotation usually follows the original in brackets [ ].

   Example:

   A line from Goethe, "Wer nie sein Brot mit Tränen aß" [Who never ate his bread with tears], comes to mind.

   vrai dire, Abélard n'avoue pas un te rationalisme: "je ne veux pas être si philosophe, êcrit-il, que je résiste á Paul, ni si aristotélicien que je me sépare du Christ."

   [As a matter of fact, Abelard admits no such rationalism. "I do not wish to be so much of a philosopher," he writes, "that I resist Paul, nor so much of an Aristotelian that I separate myself from Christ."]

- If adding a translation or the original in text creates too much clutter, placed it in a note, enclosed in quotation marks, not in parentheses or brackets.
- Authors should give credit to the source of that translation if using a published translation.

Style of Mathematical Expressions

Displaying mathematical expressions

- All mathematical expressions or equations must be embedded in the text. They should be typed in MathType and numbered consecutively.
- Ordinary italic letters are used to represent various kinds of mathematical objects. All letters used in mathematical terms should be set in italics.
- Mathematical expressions should be displayed, that is, set on a separate line clear of text and centered, if they are important to the exposition, if they are numbered, or if they tend to affect line spacing if typeset in the body of the text.
- If different mathematical expressions are displayed on the same line, the expressions should be separated by spacing, together with words or punctuation.

   Example:

   If $a = b$, then for all real numbers x,
   $$a + x = b + x, \quad ax = bx, \quad -a = -b.$$

- If different mathematical expressions are displayed on separate consecutive lines, each expression should be centered on the line.

   Example:

   If $a = b$, then for all real numbers x,
   $$a + x = b + x,$$
   $$ax = bx,$$
   $$-a = -b.$$

Numbering displayed mathematical expressions

- Displayed mathematical expressions may be numbered or labeled, as many definitions, theorems, lemmas and other formal parts of the exposition.
- Mathematical expressions that are referenced later in the text should be numbered or otherwise labeled.
- Displayed mathematical expressions that present important results are often numbered or labeled, as are important steps in a calculation or proof.
- All numbered mathematical expressions must be displayed.

Example:

> WRONG
> Hence it is apparent that $1^3 + 2^3 + \cdots + n^3 = (1 + 2 + \cdots + n)^2$.   (1.1)
>
> RIGHT
> Hence it is apparent that
> $$1^3 + 2^3 + \cdots + n^3 = (1 + 2 + \cdots + n)^2. \qquad (1.1)$$

- Displays are centered on the line (without regard to the equation number or label).
- The number or label, enclosed in parentheses to prevent misreading, is usually put at the right margin, but it may be placed at the left margin.
- In cross-references, display numbers or labels are enclosed in parentheses to match the marginal enumerations.

  Example:

  Recalling Equation (1.1), we may conclude that . . .

- A range of equations is referred to by giving the first and last equation numbers, joined by an en dash.

  Example:

  From Equations (2)–(5) we obtain . . .

Mathematical expressions and punctuation

- Mathematical expressions are sentences or parts of sentences, and they should be punctuated accordingly.
- Punctuation of displayed expressions requires special attention. In general, if several expressions appear in a single display, they should be separated by commas or semicolons.

  Example:

  $$x_1 + x_2 + x_3 = 3,$$
  $$x_1 x_2 + x_2 x_3 + x_3 x_1 = 6,$$
  $$x_1 x_2 x_3 = -1.$$

- Consecutive lines of a single multiline expression should not be punctuated.

Example:

$$(|a + b|)^2 = (a + b)^2 = a^2 + 2ab + b^2$$
$$\leq a^2 + 2|a|\,|b| + b^2$$
$$= |a|^2 + 2|a|\,|b| + |b|^2$$
$$= (|a| + |b|)^2.$$

- Displayed equations must carry ending punctuation if they end a sentence.
- All ending punctuation and the commas and semicolons separating expressions should be aligned horizontally on the baseline, even when preceded by constructs such as subscripts, superscripts, or fractions.

Elided lists

- In elided lists, commas should come after each term in the list and after the ellipsis points if the list has a final term.

  Examples:

$y = 0, 1, 2, \ldots$	NOT	$y = 0, 1, 2 \ldots$
$x_1, x_2, \ldots , x_n$	NOT	$x_1, x_2, \ldots x_n.$

- The ellipsis points should be on the baseline when the terms of the list are separated by commas.

Elided operations and relations

- In elided sums or elided relations, the ellipsis points should be centered between the operation or relation signs.

  Examples:

$x_1 + x_2 + \cdots + x_n,$	NOT	$x_1 + x_2 + \cdots + x_n$
$a_1 < a_2 < \cdots < a_n,$	NOT	$a_1 < a_2 < \cdots < a_n.$

- When the multiplication sign is not explicit, the elided product may be denoted with ellipsis point either on the baseline or vertically centered.

  Example:

$a_1 a_2 \cdots a_n$	OR	$a_1 a_2 \cdots a_n.$

- If the multiplication dot is present, then ellipsis points should be on the baseline and not centered.

  Example:

  $$a_1 \cdot a_2 \cdots\cdots a_n, \qquad \text{not} \qquad a_1 \cdot a_2 \cdots\cdots a_n.$$

- If the multiplication cross is present, then ellipsis points should be centered.

  Example:

  $$a_1 \times a_2 \times \cdots \times a_n.$$

Abbreviations

Introduction

- **Usage**
  - ◈ Use only in contexts where they are clear; too many of a particular abbreviation might mislead the reading.
  - ◈ Some are almost never used in their spelled-out form (IQ, UN, IT) and may be used without explanation
  - ◈ Begin from the first page of the text, not in the prelims.
  - ◈ For edited volumes, begin from the first page of every chapter.
  - ◈ Normally spelled out at first occurrence, followed immediately in parentheses.
  - ◈ List of abbreviations should appear in the prelims and its location should always be given in the table of contents.

- **Abbreviations with periods** use only for common Latin words.

  Examples:

  ibid.   etc.   e.g.   i.e.

- **No space between elements**
  - ◈ between letters of initialisms and acronyms

  Examples:

  CID   SPA

◇ between letters on either side of an ampersand within an initialism

Examples:

R&D   D&C

● **Space** is usually left between abbreviated words.

Examples:

Assoc. Prof. Marina Azmi   Brig. Gen. Zainuddin Salman

● **Romanize** all abbreviations including abbreviations for terms that would be italicized if spelled out.

Example:

OED *(Oxford English Dictionary)*

● **Articles (*a, an* or *the*) preceding an abbreviation**
◇ Acronyms: rarely preceded by an article, unless used adjectivally
◇ Initialisms: preceded by an article

Examples:

a PTA member an HIV test an FAM coach

● **Hyphenate** an abbreviation for compound words that are treated as single word.

Example:

US-Malaysian relations

Names and titles

● **Initials in personal names** are not followed by a period or a character space.

Examples:

PD James Jamie L Curtis JFK FDR

● **Social titles** are abbreviate only when precede the full name or surname, and the title may be omitted when an academic degree or professional designation follows a name.

Examples:

Ms   Mrs   Messrs   Mr
Dr Tan Ah Beng   Tan Ah Beng, PhD

- **Islamic context** - titles are abbreviated following the name and set in small caps.

  Examples

  Allah SWT, Muhammad SAW, Ali RA

- **Agencies, organizations, governmental, fraternal and broadcasting companies**

  ◈ Abbreviations appear in full capital and without periods.

  Examples:

  UN   WHO   CNN   MARA   USM

  ◈ Lowercase acronyms of five or more letters.

  Examples:

  Felda   Felcra   Nafta   Asean   Unesco   Unicef

Geographical terms

- **Compass points,** that are abbreviated in technical text, are set without periods.

  Examples:

  N   E   S   W   NE   SE   SW   NW   NNE   ENE   ESE

- **Latitude and longitude**

  ◈ The words are not abbreviated in nontechnical running text or when standing alone.

  Examples:

  longitude 90° west   the polar latitudes

  ◈ The words are abbreviated in technical context.

Example:

lat 42°15'09" N, long 89°17'45" W

◈ The words can be dropped since the compass points identifies the coordinate.

Example:

42°15'09" N, 89°17'45" W

Units

The International System (SI)

Absence of periods

● No periods are used after any of the SI abbreviations and no letter *s* should be added to plural abbreviations.

    Most abbreviations are lowercased; exceptions are those that stand for terms derived from proper names (A for **ampere**, etc.) and those that must be distinguished from similar lowercased forms. All units are lowercased in their spelled out form except for degree (˚C).

Base units

● There are seven fundamental SI units:

Quantity	Unit	Abbreviation
length	meter	m
mass	kilogram	kg
time	second	s
electric current	ampere	A
thermodynamic temperature	kelvin	K
amount of substance	mole	mol
luminous intensity	candela	cd

- Although weight and mass are usually measured in the same units, they are not interchangeable. Weight is a force due to gravity that depends on an object's mass.
- No degree sign is used with the abbreviation K.

Grams

- Although for historical reasons the kilogram rather than the gram was chosen as the base unit, prefixes are applied to the term gram – megagram (Mg), milligram (mg), nanogram (ng) and so forth.

Derived units

- Some derived units are expressed algebraically in terms of base units or other derived units:

Derived unit	Symbol	
	Nontechnical Context	Technical Context
square meter	m^2	m^2
cubic meter	m^3	m^3
meter per second	m/s	ms^{-1}
meter per second, squared	m/s^2	ms^{-2}
kilogram per cubic meter	kg/m^3	kgm^{-3}

Special names

Certain derived units have special names and symbols:

Derived unit	Symbol	
	Nontechnical Context	Technical Context
joule per kelvin	J/K	JK^{-1}
newton meter	N.m or Nm	Nm
newton per meter	N/m or Nm^{-1}	Nm^{-1}
kilogram per cubic meter	kg/m^3	kgm^{-3}

Numerals with SI units

- Only numbers between 0.1 and 1 000 should be used to express the quantity of any SI unit. Thus 12 000 meters is expressed as 12 km (not 12 000 m) and 0.003 cubic centimeter as 3 mm^3 (not 0.003 cm^3).

Non-SI units accepted for use

- Certain widely used units such as liter (L, capitalized to avoid confusion with the numeral 1), metric ton (t) and hour (h) are not officially part of the international system but are accepted for use within the system.

Documentation of Sources

Author-date style

The style used by many in the physical, natural and social sciences. This style comprises two indispensable parts: reference list, titled References (a complete list of sources cited) and in-text citation.

- **References**

◇ A reference list is always arranged alphabetically by author last name.
◇ Single-author entry precedes a multiauthor entry beginning with the same name. Only the name of the first author is inverted
◇ Use three-em dash to replace the name(s) after the first appearance for successive entries by the same author(s). The entries, however, are arranged chronologically by year of publication not alphabetized by title.

   Example:

   Schuman, H and J Scott. 1987. Problems in the use of survey questions to measure public opinion. *Science* 236: 957–959.
   _____. 1989. Generations and collective memories. *American Sociological Review* 54: 659–381.

◇ In a printed work, if a URL has to be broken at the end of a line, the breaks should be made after a double slash (//) or single slash (/); before a tilde (~), a period, a comma, a hyphen, an underscore (_), a question

mark, a number sign or a percent symbol; or before or after an equal sign or an ampersand.

Examples:

http://www.penerbit.usm.my/pen2009/struktur/%20organisasi.php

http://www.usm.my/my/main.asp?tag=penerbitan

◇ Acceptable abbreviations in the reference list for parts of the books and other publications are as the following tables:

Abbreviations in English	
Abbreviation	**Full term**
chap.	chapter
edn.	edition
rev. edn.	revised edition
2nd edn.	second edition
ed. (eds.)	editor (editors)
trans.	translator(s)
nd	no date
p (pp)	page (pages)
vol.	volume (as in vol. 4)
vols.	volumes (as in 4 vols.)
no.	number
pt.	part
tech. rep.	technical report
suppl.	supplement
n. pub.	no publisher
np	no place
anon.	anonymous
comp.	compiler
n (nn)	note (notes)

Abbreviations in bahasa Melayu	
Singkatan	**Ejaan penuh**
tn	tanpa nama
ed.	editor
peny.	penyusun
pent.	penterjemah
t. th.	tanpa tarikh
cet.	cetak/cetakan
terj.	terjemahan
lap. tek.	laporan teknikal
jil.	jilid
no.	nombor
bhg.	bahagian
bil.	bilangan
tt	tanpa tempat
tp	tanpa penerbit
hlm.	halaman
lamp.	lampiran
n	nota
ruj.	rujukan

Notes-and-bibliography style

This style is recommended for literature, history and the arts.

- **Notes**

- ⬦ Footnotes are placed at the foot of a page.
- ⬦ Endnotes are placed at the end of an article in a book, at the end of the chapter or at the end of the manuscript.
- ⬦ Bibliographic notes are not encouraged. Include only notes that offer further explanation to the main text but might disturb the flow of the main text.

- **Bibliographies**

A bibliography includes all works cited, whether in text or in the notes, other than personal communications (see "Personal communications") and some particularly relevant works the author has consulted, even if not mentioned earlier.

- ⬦ Bibliography list is always arranged alphabetically by author last name Bibliography of works by a single author is usually arranged chronologically.
- ⬦ Single-author entry precedes a multiauthor entry beginning with the same name. Only the name of the first author is inverted.
- ⬦ Use three-em dash to replace the name(s) after the first appearance for successive entries by the same author(s).
- ⬦ Works divided into sections are not encouraged.

Personal communications

- References to conversations (whether face-to-face or by telephone) or to letters, e-mail messages and the like received by the author are usually run into the text or given in a note. An e-mail address belonging to an individual should be omitted.

  Example:

  2. Constance Conlon, e-mail message to author, 17 April 2000.

- For in-text citation, the terms personal communication (or pers. comm..) is used after the name(s) following a comma.

Example:

(HJ Brody, pers. comm.).

In-text citations

- In-text citation must agree exactly, in both name and date with the corresponding entries in the reference list, and there must be an entry for every text citation.

- The in-text citation or at the end of a block quotation consist of: author's last name, year of publication, and page number(s) if needed or for any direct quotations.

  Examples:

  (Pacini 1974)
  (Piaget 1980, 126)

- For multiple references (two or more references), the references in a single parenthetical citation are separated by semicolons.

  Example:

  (Armstrong and Malacinski 1989; Beigl 1989)

- Additional works by the same author(s) are given by date only, separated by commas except where page numbers are required.

  Example:

  (Whittaker 1967, 1975; Wiens 1989a, 328; 1989b)

- Citation (source) for block quotation is given in parentheses at the end of the quotation with same type size and appears after the final punctuation mark. No period either precedes or follows the closing parentheses.

- When a reference list includes two or more works published in the same year by the same author(s), in-text citation and the reference list must use the letters *a*, *b* and so on (set in roman).

  Example:

  (Beijing Zoo 1974a)
  (Beijing Zoo 1974b)

- To cite a source in-text for **notes** style, place a superscript arabic numeral at the end of a sentence clause, and/or quotation.

  Example:

  "Nonrestrictive relative clauses are parenthetic, as are similar clauses introduced by conjunctions indicating time or place."[1]

- If notes are used with a full bibliography, use a concise notes citation version; author's last name, date and page number. If notes are not used with a bibliography, use a full citation the first time a source is cited.

Examples

- **Books**

◈ One author

Reference:
Doniger, W. 1999. *Splitting the Difference*. Chicago: University of Chicago Press.
Notes:
1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.
Bibliography:
Doniger, W. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

◈ Two or three authors

In-text citation:
(Cowlishaw and Dunbar 2000, 104–107)
(Schellinger, Hudson and Rijsberman 1998)
Reference:
Cowlishaw, G and R Dunbar. 2000. *Primate Conservation Biology*. Chicago: University of Chicago Press.
Schellinger, P, C Hudson and M Rijsberman. 1998. *Encyclopedia of the Novel*. Chicago: Fitzroy Dearbon.

◈ Four or more authors

In-text citation:
(Laumann et al. 1994, 262)
Reference:
Laumann, EO, JH Gagnon, RT Michael and S Michaels. 1994. *The Social Organization of Sexuality: Sexual Practices in the United States.* Chicago: University of Chicago Press.

◈ Editor, translator or compiler instead of author

For works edited, translated or compiled by a person, the name is followed by an abbreviation (ed., trans., comp., etc.) and alphabetization by title of work is maintained, regardless of the added abbreviation.

Reference:
Translator in place of author
Lattimore, R, trans. 1951. *The Iliad of Homer.* Chicago: University of Chicago Press.

Editor in place of author
Soltes, OZ, ed. 1999. *Georgia: Art and Civilization through the Ages*. London: Philip Wilson.

◈ Chapter or other part of a book

Reference:
Phibbs, B. 1987. Herrlisheim: Diary of a battle. In *The Other Side of Time: A Combat Surgeon in World War II*. Boston: Little, Brown.
Wiens, JA. 1983. Avian community ecology: An iconoclastic view. In Perspective in Ornithology, ed. AH Brush and GA Clark, Jr. Cambridge: Cambridge University Press.

◈ Preface, foreword, introduction or similar part of a book

Reference:
Rieger, J. 1982. Introduction to *Frankenstein; or, The Modern Prometheus,* by Mary Wollstonecraft Shelley. Chicago: University of Chicago Press.

- **Editions**

Reference:
Anderson, JL and D Richie. 1982. *The Japanese Film Art Industry.* 2nd edn. Princeton, NJ: Princeton University Press.

- **Multivolume works**

Volume numbers are always given in arabic numerals.

Reference:
Wright, S. 1968–1978. *Evolution and the Genetics of Populations.* 4 vols. Chicago: University of Chicago Press.

- **Journal articles**

In reference-list style, the issue number is often in parentheses.

Reference:
Smith, JM. 1998. The origin of altruism. *Nature* 393: 639–640.
Allison, GW. 1999. The implications of experimental design for biodiversity manipulations. *American Naturalist* 153 (1): 26–45.

- **Newspaper articles**

◇ The month, day and year are the indispensable elements.
◇ If published in several sections or editions, the particular section's number or name may be given but page numbers are best omitted.
◇ Online news, adding a URL will show that an online edition was consulted.

Reference:
Niederkorn, WS. 2002. A scholar recants on his "Shakespeare" discovery. *New York Times,* 20 June, Arts section, Midwest edition.
New York Times. 2002. In Texas, ad heats up race for governor. 30 July.
Shamrahayu, AA. 2011. Islam: Cabaran demi cabaran. Berita Harian Online, 20 December 2011. http://www.bharian.com.my/bharian/articles/Islam_Cabarandemicabaran/Article (accessed 20 December 2011).

- **Magazines**

◇ Weekly or monthly magazines, even if numbered by volume and issue, are usually cited by date only.
◇ Being an essential element, the date is not enclosed in parentheses.
◇ When page numbers are included, a comma rather than a colon separates them from the date of issue.

Reference:
Martin, S. 2002. Sports-interview shocker. *New Yorker,* 6 May.

● **Theses or dissertations**

For theses and dissertations, the word **unpublished** is unnecessary.

Reference:
Schwarz, GJ. 2000. Multiwavelength analyses of classical carbon-oxygen
    novae (outbursts, binary stars). PhD diss., Arizona State University.
.
● **Paper presented at the meeting or conference**

Reference:
Doyle, B. 2002. Howling like dogs: Metaphorical language in Psalm 59.
    Paper presented at the annual international meeting for the Society of
    Biblical Literature, 19–22 June, Berlin, Germany.

● **Website**

Reference:
Evanston Public Library Board of Trustees. 1999. Evanston Public Library
    strategic plan, 2000–2010: A decade of outreach. Evanston Public
    Library. http://www.epl.org/library/strategic-plan-00.html (accessed 1
    June 2005).

● **Scriptural references**

◇   Sacred works

References to the sacred and revered works of other religious tradition
may, according to context, be treated in a similar manner to classical
references. Al-Quran is set in roman, and citations to its sections use
arabic numerals and colons.

Examples:

(al-Quran 19: 17–21)
(al-Nisa': 80)

No.	Surah	No.	Surah	No.	Surah
1	al-Fatihah	39	al-Zumar	77	al-Mursalat
2	al-Baqarah	40	al-Mu'min	78	al-Naba'
3	Ali 'Imran	41	Fussilat	79	al-Nazi'at
4	al-Nisa'	42	al-Syura	80	'Abasa
5	al-Ma'idah	43	al-Zukhruf	81	al-Takwir
6	al-An'am	44	al-Dukhan	82	al-Infitar
7	al-A'raf	45	al-Jathiyah	83	al-Mutaffifin
8	al-Anfal	46	Ahqaf	84	al-Inshiqaq
9	al-Tawbah	47	Muhammad	85	al-Buruj
10	Yunus	48	al-Fath	86	al-Tariq
11	Hud	49	al-Hujurat	87	al-A'la
12	Yusuf	50	Qaf	88	al-Ghashiyah
13	al-Ra'd	51	al-Dhariyat	89	al-Fajr
14	Ibrahim	52	al-Tur	90	al-Balad
15	al-Hijr	53	al-Najm	91	al-Shams
16	al-Nahl	54	al-Qamar	92	al-Layl
17	al-Isra'	55	al-Rahman	93	al-Duha
18	al-Kahfi	56	al-Waqi'ah	94	al-Inshirah
19	Maryam	57	al-Hadid	95	al-Tin
20	Taha	58	al-Mujadalah	96	al-'Alaq
21	al-Anbiya'	59	al-Hashr	97	al-Qadr
22	al-Hajj	60	al-Mumtahanah	98	al-Bayyinah
23	al-Mu'minun	61	al-Saff	99	al-Zalzalah
24	al-Nur	62	al-Jumu'ah	100	al-'Adiyat
25	al-Furqan	63	al-Munafiqun	101	al-Qari'ah
26	Al-Syu'ara'	64	al-Taghabun	102	al-Takathur
27	al-Naml	65	al-Talaq	103	al-'Asr
28	al-Qasas	66	al-Tahrim	104	al-Humazah
29	al-'Ankabut	67	al-Mulk	105	al-Fil
30	al-Rum	68	al-Qalam	106	Quraysh
31	Luqman	69	al-Haqqah	107	al-Ma'un
32	al-Sajdah	70	al-Ma'arij	108	al-Kawthar
33	al-Ahzab	71	Nuh	109	al-Kafirun
34	Saba'	72	al-Jinn	110	al-Nasr
35	Fatir	73	al-Muzzammil	111	al-Masad
36	Yasin	74	al-Muddaththir	112	al-Ikhlas
37	al-saffat	75	al-Qiyamah	113	al-Falaq
38	Sad	76	al-Insan	114	al-Nas

- **Translation**

◈ Translation added

If translation of a title is needed, it follows the original title and is enclosed in square brackets, without italics.

Reference:
Pirumova, NM. 1977. *Zemskoe liberal'noe dvizhenie: Sotsial'nye korni I evoliutsiia do nachala XX veka* [The zemstvo liberal movement: Its social roots and evolution to the beginning of the twentieth century]. Moscow: Izdatel'svo "Nauka."

Indexes

The author is responsible for preparing the index to the book.

Do not worry about including every name, noun or page number; index only what your readers are likely to want to find and cannot find from the table of contents. Index key terms, key ideas and key people; omit passing references. Index the notes only if substantive material is included in them. Do not index the bibliography or the front matter, except for the introduction if there is one. Our books generally combine authors and subjects in one index.

We are not able to send you the typesetter's disks to use in preparing your index. After we receive the index and set it into type, we send you a copy to proofread against the manuscript.

We send you a duplicate set of page proof for this task. Here are the general steps involved:

- Compile the index using your duplicate proof. Software programs are available for this purpose, but you will want to add analyses of concepts in the text to the keywords found by a computer search.
- Submit the index on disk and in hard copy form, double-spaced.
- Proofread the typeset index and answer any queries the editor has written on the proof.

Main headings, subentries and locators

An entry consists of a heading (or main heading), locators, and subentries and cross-references as needed.

- **Main headings**

The main heading is normally a noun or noun phrase – the name of a person, a place, an object or an abstraction. An adjective alone should never constitute a heading; it should be paired with a noun to form a noun phrase. A noun phrase is sometimes inverted to allow the keyword – the word a reader is most likely to look under – to appear first.

Examples:

agricultural collectivilization, 143–46, 198
capitalism, American commitment to, 383
cold war, 396–437
Russell, George William, 312–14

- **Subentries**

An entry that requires more than five locators should be broken up into subentries to spare readers unnecessary excursions. A subentry consists of a subheading and page references.

Subheadings often form a grammatical relationship with the main heading, whereby heading and subheading combine into a single phrase. Other subheadings form divisions or units within the larger category of the heading. Both kinds can be used within one index.

Examples:

capitalism
    as creation of society, 7
    students protests against, 491, 493

Malaysian peoples
    Malay, 140–44
    Chinese, 146–48
    Indian, 148–50

The first word of a main heading and a subentryshould begin with a lowercase letter unless they capitalized in the text (a proper noun, a genus name, the title of a work and so on).

- **Locators**

Locators are usually page numbers (they can also be paragraph numbers, section numbers, etc.). When discussion of a subject continues for more than a page, paragraph or section, the first and last numbers (inclusive numbers) are given: 34–36 (if pages), 10.36–41 (if paragraphs) and so on. The abbreviations "ff." or "et sec." should never be used in an index. Scattered references to a subject over several pages or sections are usually indicated by separate locators (34, 35, 36; 8.12, 8.18, 8.19). The term "passim" may be used to indicate scattered references over a number of not necessarily sequential pages or sections (e.g., 78–88 passim).

Cross-references

Cross-references should be used with discretion. They are of two main kinds – *see* and *see also*.

- ***See* references**

See references direct a reader from, for example, an informal term to a technical one, a pseudonym to a real name, an inverted term to a non-inverted one, or vice versa. They are also used for variant spellings, synonyms, aliases, abbreviations and so on. **The choice of the term under which the full entry appears depends largely on where readers are most likely to look.** No *see* entry should lead to another *see* entry (a "blind cross-references").

- ***See* references following a main entry**

When a *see* reference follows a main entry, it is preceded by a period and *See* is capitalized and italized If two or more *see* references are needed, they are arranged in alphabetical order and separated by semicolons.

   Examples:

   baking soda. *See* sodium bicarbonate
   The Hague. *See* Hague, the
   universities. *See* Harvard University; Princeton University; University of Chicago

- ***See* references following a subentry**

When a *see* reference follows a subentry, it is put in parentheses and *see* is lowercased.

> ***Example:***
>
> Statistical material, 16, 17, 89
> > coding of, for typesetter (*see* typesetting)

- ***See* references to a subheading**

When a *see* reference directs readers to a subentry under another main heading, *see* precedes the main heading and the wording of its subentry, which are separated by a colon.

> ***Example:***
>
> *Pride and Prejudice. See* Austen, Jane: *Pride and Prejudice*

See also references

See also references are placed at the end of an entry when additional information can be found in another entry. They follow a period. *See* is capitalized, and both words are in italics.

> ***Example:***
>
> copyright, 96–101. *See also* permission to reprint

Index style

All indexes are set in flush-and-hang style. The first line of each entry (the main heading) is set flush left, and any following lines are indented.

When there are subentries, each subentry begins a new line and is indented (one em).

General principles of indexing

- **Choosing between variants**

When names appear in the text in more than one form, or in an incomplete form, the author must decide which form to use for the main entry and which for the cross-reference.

- **Abbreviations and acronyms**

Organizations that are widely known under their abbreviations should be indexed according to the abbreviations. Lesser-known organizations are better indexed under the full name, with a cross-reference from the abbreviation if it is used frequently in the work.

Example:

MLA. *See* Modern Language Association

B. Preparing Tables

Placement and title

- All tables should appear as close to the corresponding text as possible.
- Every table must be explicitly mentioned in the text.
- The maximum size of a table should not exceed 5 inch width and 8 inch height.
- Place the label "Table" followed by an arabic numeral above the table and flush left. A title should appear on the same line, separated by 0.3 inch.
- Table titles should be set in sentence case.
- References in the text may use any of these forms:

  Refer to Table 5
  As listed in Table 5
  (Table 5)

Table title

Table 13.4 Monthly returns in developed equity market (percent)

— Column head

Market	Annualized mean[a]	Risk[b]	Sharpe ratio[c]
A. Sample period: 1985:02–1989:12			
Canada	16.0	17.8	0.9
France	37.1	27.0	1.4
Germany	32.9	27.0	1.2
Italy	35.3	28.0	1.3
Japan	38.5	23.4	1.6
United Kingdom	27.6	24.5	1.1
United States	18.5	17.6	1.1
World	25.9	15.4	1.7
B. Sample period: 1990:01–1997:06			
Canada	8.3	13.6	0.6
France	9.9	16.9	0.6
Germany	10.9	17.8	0.6
Italy	5.5	25.7	0.2
Japan	0.2	26.8	0.0
United Kingdom	13.8	16.1	0.9
United States	16.4	11.9	1.4
World	9.7	13.2	0.7

The stub

The body and the cells

Source: Morgan Stanley Capital International.

Note: End-of-month total returns are in US dollars.

[a]The annualized mean is the monthly percentage change times twelve.

[b]The annualized standard deviation is the monthly standard deviation times the square root of twelve.

[c]The Sharpe ratio is the annualized mean divided by the annualized standard deviation.

— Footnote

- List of tables

  A list of tables is required only when there is cross reference in the text.

  Example:

  Table 2   Description of species pools used in the simulations

Column heads (top row)

- Column heads should be set in sentence case.
- The explanatory tags may consist of symbol or an abbreviation ($, %, km) are usually in parentheses.

The stub (the left-hand column)

- In the stub, entries are aligned on the left. If the entries are words, they should be set in sentence case.
- Symbols or abbreviations ($, %, km) are acceptable in the stub. Any nonstandard abbreviations must be defined in a table footnote.

The body and the cells

- Whenever possible, columns should carry the same kinds of information.
- If a column head does not apply to one of the entries in the stub, the cell should either be left blank or be filled in by en dash (–). Alternatively, the abbreviations na for "not applicable" and nd for "no data" may be used, with definitions given in a note.
- Move all symbols (%, $) or units (km, cm) from body to either column head or stub column, or in title (if symbol applies to all data in table).
- A column consisting of numerals without decimal point is aligned on the last number. If the numerals have decimal points, the column is aligned on the decimal point.

Table footnote

- Assign footnotes to elements within a table in a left-to-right, top-to-bottom sequence. Appear immediately below the table they belong to and must be numbered separately from the text notes.
- If data for table are taken from other sources, the note is unnumbered and is introduced by *Source:* or *Sources:* (italics and followed by a colon).
- A note applying to the table as a whole follows any source note, is unnumbered and is introduced by *Note:* (italics and followed by a colon).

C.   Preparing Illustrations

Illustration

● **Placement**

An illustration should appear as close to the first text reference to it. It may precede the reference only if it appears on the same page or if the text is too short to permit placing all figures and tables after their references.

● **Appearance**

All materials must be in black and white. If the elements in figure need to be differentiated, use shades/stripes, instead of colour codes. Authors/editors are fully responsible in ensuring the quality and sharpness of figures as we will not reproduce or correct any figure.

● **Size**

The maximum size of an illustration should not exceed 5 inch width and 8 inch height.

● **Text references and numbering**

Each illustration carries the number of the chapter followed by the illustration number, usually separated by a period.

   Example:

   Figure 3.1 – indicating the first figure in Chapter 3

Where a figure consists of several parts, the parts may carry letters "a, b, c, etc.", within parenthesis.

All text references to them should be by the numbers:

Example:

Figure 3.1 shows ...

In text, the word figure is typically set in roman and spelled out except in parenthetical references ("Fig. 1").

Caption to illustration

- **Placement**

A caption, which is the explanatory material usually appears outside (below) an illustration.

- **Syntax, punctuation and capitalization**

A caption may consist of a word or two, an incomplete or a complete sentence. No punctuation is needed after a caption.

- **Caption with number**

An illustration number may be separated from the caption by a 0.3 inch space.
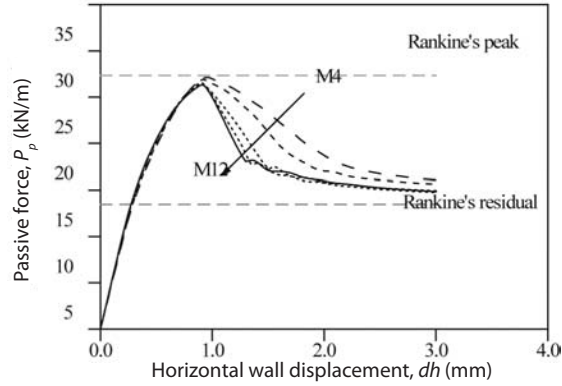
Example:

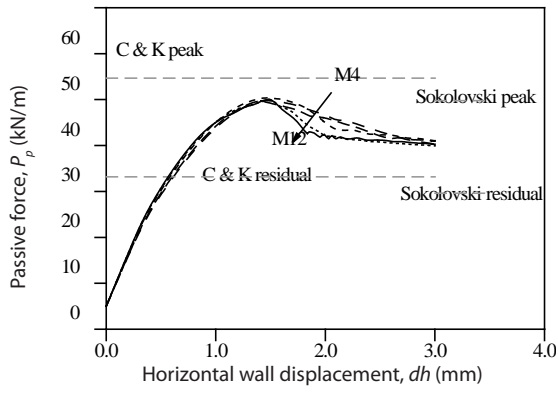Figure 3.1   Idealized random distribution curve

- **Parts**

If a figure or table has parts, a lowercase letter is assigned to identify each

part and must be stated clearly in the caption (e.g., Figure 1a, Figure 1b, etc.). See example.

Example:

(a)

(b)

Figure 3.1   Load displacement response: (a) smooth wall and (b) rough wall

Source: Rousseuw (1986).

● **Key to the symbols**

When symbols are used in a map or chart, the symbols must be identified either in a key/legend within the figure or more commonly, in the caption.

● **Source**

A brief statement of the source of an illustration, known as credit line, is mandatory and appears at the end of a caption.

● **List of illustrations**

A list of illustrations is required only when there is cross reference in the text.

Bibliography

20 rules of subject verb agreement. nd. http://www.your dictionary.com/ grammar-rules/20-Rules-of subject-verb-agreement.html (accessed 1 March 2010).

Oxford University Press. 2003. Guideline for authors. http://intranet.lternet .edu/committees/publications/oxford/OUPguide.html (accessed 8 May 2006).

The University of Chicago Press. 2003. *The Chicago Manual of Style*. 15th edn. Chicago: University of Chicago Press.

The use of the apostrophe in the English language. 2008. http://www. fourmilab.ch/documents/apostrophe/ (accessed 1 March 2010).