



**UNIVERSITY OF MALAYA LAW
REVIEW**

STYLE & CITATION MANUAL

2022/2023

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INTRODUCTION

The University of Malaya Law Review Style & Citation Manual serves as a comprehensive guideline to student editors as well as prospective writers on general stylistic and citation conventions unique to this Law Review.

Student editors are to consult this manual during the editing process to ensure academic articles conform to the house style. Furthermore, they are expected to aim towards being proficient with the rules of usage, citation, and style to continuously maintain and improve the standards of the Law Review. On the other hand, prospective writers wishing to submit to the Law Review may refer to this manual to aid them in the process of authoring a note, comment, or article.

Containing references to the University of Malaya Citation Style for Legal Works (Third Edition) ('UMCLSW') developed by the Faculty of Law, Universiti Malaya, this manual is in the fourth edition and shall come into force on 1st December 2022. The Editor-in-Chief will periodically review and update the entire manual should certain styles or citation formats require clarifications or refinement in the future. The latest edition of the manual should be used by student editors and writers alike.

I. GENERAL FORMAT

- A. Manuscripts should be written in 12-point font size, using Times New Roman as the font type.
- B. The text should be 1.5-spaced and typed on one side of the A4-sized paper, leaving generous margins.

Left	3.5cm
Right	3.5cm
Top	2.5cm
Bottom	2.5cm

- C. With the exception of title pages, titles, and special headings, all text should be flushed to the left and justified.

<p>I. Text indent at 0.63cm; aligned at 0cm</p> <p>A. Text indent at 0.63cm; aligned at 0cm</p> <p>1. Text indent at 0.63cm; aligned at 0cm</p> <p>(a) Text indent at 1.6cm; aligned at 0.63cm</p> <p>(i) Text indent at 1.6cm; aligned at 0.70cm</p>
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- D. Each page of the submission should include page numbering centred at the bottom of the page. Introduction pages and table of contents should be numbered with lowercase roman numerals, e.g. i, ii, iii. Meanwhile, the main body of submissions should be numbered with Arabic numerals, e.g. 1, 2, 3. Page numbers should be in 12-point font size, with Times New Roman as the font type.
- E. All content should be written in British English to ensure consistency. However, the utilisation of American English must be retained should a text, name, quote, etc be originally written in said style.

II. ANATOMY OF SUBMISSIONS

A. Each submission should include three major sections: The Title Page, Abstract, and Main Body.

B. Major Submission Sections:

1. The Title Page

- (a) The title page should contain the title of the paper, the author's name, and the institutional affiliation.
- (b) Submissions should have a title which is both concise and descriptive. The title should be typed in uppercase letters, underlined, bolded, and centred in the upper half of the page. It is recommended that the title be no more than 12 words in length.

Example: **A COMPREHENSIVE SEXUAL HARASSMENT BILL: A STEP IN THE RIGHT DIRECTION?**

- (c) Beneath the title, type the author's name: first name, middle initial(s), and last name. Beneath the author's name, type the institutional affiliation of the author. This information must be centered to the middle of the page.

2. Abstract

- (a) All contributions should be accompanied by an abstract of no more than 200 words.
- (b) The abstract should be placed right after the title of the article. Before the first line of the abstract, centre, and bold the word '**Abstract**'.
- (c) The content of the abstract should be a concise summary of the key points of the submission. The abstract should be single-spaced.
- (d) Under the abstract, there shall be a list of capitalised keywords that best captures the essence of the article to improve its visibility in search engines.

Example: Criminal Law, Restorative Justice, Juvenile, Penal Code.

3. Main body

- (a) This page should include the main contents of the submission. The contents should comply with the guidelines outlined in the house style and general format section of this style and citation manual.
- (b) With the exception of the first paragraph, please indent the first line of all paragraphs at 1.0 cm. There should not be a space between paragraphs.
- (c) Footnotes should appear at the foot of each page. All citations done in the footnotes generally should comply with the UMCLSW (Third Edition) developed by the Faculty of Law, Universiti Malaya.

II. HOUSE STYLE

A. HEADINGS

1. The number of levels of headings should not exceed five.
2. There should not be extra spaces between the heading and body text below.
3. First level headings should be preceded by capitalised roman numerals, bolded, flushed to the left, and typed in capital letters.

Example: **I. THE NOTION OF A ‘CONSTITUTIONAL COURT’ IN MALAYSIA**

4. Second level headings should be preceded by capitalised alphabets, bolded, italicised, flushed to the left, and typed with initial capitals for main words only. Should the heading contain a colon (:) or semicolon (;), the proceeding word should be capitalised.

Example: **A. *Relationship between Privacy and the Right to Be Forgotten***

5. Third level headings should be preceded by Arabic numbering, bolded, flushed to the left, and typed with initial capitals for the first word and proper nouns only.

Example: **1. Intention to create legal relations**

6. Fourth level headings should be preceded by lowercase alphabets in parentheses, bolded, flushed to the left, and typed with initial capitals for the first word and proper nouns only.

Example: **(a) Permission from the four schools of thought in Sunni Islam**

7. Fifth level headings should be preceded by lowercase roman numerals in parentheses, bolded, flushed to the left, and typed with initial capitals for the first word and proper nouns only.

Example: **(i) The homogenisation of FGC: The East-West dichotomy**

B. QUOTATIONS

1. Quotations should be clearly indicated, and it is vital that they are accurate.
2. Single quotation marks should be inserted at the beginning and end of every quotation, and double quotation marks for quotations within the quotation. Unless the punctuation is part of the quoted material, it goes outside the quotation marks.

Example: It is stated in the Companies Act 2016 that ‘in this Act, unless the context otherwise requires — “annual general meeting”, in relation to a public company, means a meeting of the company required to be held by section 340.’

3. Where words, phrases, or sentences are omitted within a quotation, the omission should be indicated by ellipses ‘...’
4. Where the quotation exceeds 40 words, it should be typed as a separate paragraph and indented once to the right with quotation marks.
5. Quotations shall not be italicised.

C. CONTENT TO BE ITALICISED

1. Italicise names of publications appearing in the body of the work.

Example: This principle was held in the case of *PP v Datuk Harun bin Haji Idris & Ors.*

2. When words or phrases within the italicised material would themselves be italicised, change those words or phrases to the ordinary type.

Example: Referring to the article written by Ms Choong Shaw Mei, ‘*Where Are You Heading, LAD? Application of Liquidated Damages Clauses in Termination or Abandonment Cases: How the UK Decision in Triple Point Technology, Inc v PTT Public Company Ltd May Impact Malaysian Law on Liquidated Damages*’...

3. Foreign words not currently absorbed into the English language should be italicised. This includes Latin terms used in legal terminology.

Example: ‘*nemo judex in causa sua*’, ‘*animus possidendi*’, ‘*ubi jus ibi remedium*’, etc.

Terms that have foreign origins but have since been absorbed into the English language should not be italicised.

Example:

etc	Benjji loves eating healthy food — vegetables, fruits, etc.
i.e.	After work, I’ll walk over to that new sports arena, i.e. Thunderdome.
e.g.	I like to eat citrus fruits, e.g. oranges, grapefruits, and limes.

4. Content that would normally be italicised under this section shall also be italicised in the footnotes.

D. GENDER PRONOUNS

1. The University of Malaya Law Review practises the usage of gender-neutral language.
2. Replace generic masculine pronouns such as ‘he’ and ‘his’ by rewriting sentences in one of the following ways:

	Methods	Original	Rewrite
a	Recast the sentence in the plural	A traffic offender would have to present his ID when requested by the police.	Traffic offenders would have to present their ID when requested by the police.
b	Use neutral words like ‘individual’ or ‘one’	A leader will be in charge of delegating tasks. He has wide discretion to carry out this responsibility.	A leader will be in charge of delegating tasks. This individual has wide discretion to carry out this responsibility.
c	Eliminate the pronoun altogether	A secretary is expected to edit a variety of documents. She must also prepare weekly updates.	A secretary is required to edit a variety of documents and prepare weekly updates.
d	Repeat the noun	The juvenile offender must submit documentation before release. His guidance counsellor will verify the documents.	The juvenile offender must submit documentation before release. The juvenile offender’s guidance counsellor will verify the documents.

3. Use gender-neutral occupational titles.

Example: Change ‘For our country to prosper, our Prime Minister needs to start thinking

like a businessman.’ to ‘For our country to prosper, our Prime Minister needs to start thinking like a businessperson.’

4. Avoid the generic term ‘man’, generic words, and expressions that contain ‘man’ and the use of ‘man’ as an adjective or verb.

Example: ‘Although he was but a layman, the plaintiff was led to believe that the defendant was the best man for the job.’ to ‘Although he was but a layperson, the plaintiff was led to believe that the defendant was the best person for the job.’

E. BULLET POINTS

All bullet points shall be in black circles.

F. PROVISIONS AND ABBREVIATIONS IN TEXT

1. Dates in the text should be written in the ‘day month year’ format.

Example: 19th November 2020

2. ‘Section’ shall be written as ‘Section’ in the text.

Example: Section 18(10)(a).

3. ‘Article’ shall be written as ‘Article’ in the text.

Example: Article 12 of the Federal Constitution.

4. Abbreviations of names, nouns, etc should be inserted in round brackets, enclosed with single quotation marks as follows.

Example: Ministry of Health (‘MOH’)

G. PERIODS IN TITLES

In British English, the periods in titles are omitted.

Example: Mr, Mrs, Ms, Dr

H. DASHES, HYPHENS, AND SLASHES

1. Hyphenation (-) should comply with the latest edition of the Oxford or Cambridge Dictionary. If a compound expression does not appear in the Oxford or Cambridge Dictionary, it should be hyphenated.

Example: re-enact, home-based

2. The em-dash (—) may be used to indicate an interruption in a sentence or to substitute a colon. It may also be used on both sides of a parenthetical remark or apposition. Tip: To produce an em-dash in Word, hold the ‘alt’ key and type ‘0151’. An em-dash may also be produced by entering a double hyphen (--) between two words without a space if the AutoFormat feature is activated.

Example: There was no clear ratio in the decision — indeed, with seven judgments, this was to be expected.

3. Forward slashes (/) are used to separate alternatives.

I. OXFORD COMMA

The University of Malaya Law Review uses Oxford commas in the text.

IV. CITATIONS

Most citations under this section are adopted from the UMCSLW (Third Edition). Student editors and prospective writers are encouraged to refer to the UMCSLW (Third Edition) for materials not listed in this manual.

A. GENERAL

1. To refer to previously cited content, do not use ‘*ibid*’ or ‘*supra*’; use ‘See footnote 3 above.’
2. Indicate the pinpoint reference (page, chapter, section or subsection, paragraph, or schedule) to any sources referred to. In the following example, the starting page is 261 whereas the pinpoint reference is 262.

Example: *Tan Tek Seng v Suruhanjaya Perkhidmatan Pendidikan & Anor* [1996] 1 MLJ 261, 262.

3. As a general rule, footnote numbering should be placed immediately after the punctuation.

Example: The modern state has discarded its traditional and confined role as protector to assume multi-faceted functions.³⁰

However, there is an exception to this general rule where the footnote numbering is not immediately after the punctuation.

Example: The decision of the Privy Council in *South-East Asia Fire Bricks* sent ripples of discontent amongst administrative lawyers,⁵⁸ academics,⁵⁹ and judges⁶⁰ who chafed under the restrictive and orthodox stand thrust upon the Malaysian courts.

4. Should more than one material be cited at once in the same footnote, the following format must be adopted.

Example: *Tan Tek Seng v Suruhanjaya Perkhidmatan Pendidikan & Anor* [1996] 1 MLJ 261, 262; *Government of Malaysia & Ors v Loh Wai Kong* [1979] 2 MLJ 33, 35.

5. Footnotes including an elaboration or extract of an article or a paragraph shall be cited in the following manner.

Example:

³⁰ HRH Sultan Azlan Shah. (1986, Dec 19). The Right to Know. *Lectures and Speeches by HRH Sultan Azlan Shah*, 58-59. Retrieved from <https://www.sultanazlanshah.com/image/data/PDF/2004%20Book%202/Lecture_3.pdf>

. Site accessed on 1 Sept 2021:

‘It is, after all, to them that the citizen turns (to), to ensure that his rights are upheld. For this reason, the judges should always maintain their independence, to ensure that the rights of the individual are upheld. They should be bold enough to strike at and to declare unlawful any interference on the freedom of the press or of the right to know which is not in accordance with the law. Except where they themselves are clearly satisfied that a particular act of the executive which restricts these rights is necessary for the maintenance of the security and peace of the nation, they should always aim to protect these rights. It should not be overlooked that the right to know and the right to free expression are as basic and important as any other fundamental right enshrined in the Federal Constitution.

It should further be pointed out that neither the executive nor even the Parliament should attempt to curb the course of justice. Judicial independence is a cornerstone in any democratic country, as every lawyer and politician knows. The judges are independent of all — the executive, Parliament and from within themselves — and are free to act in an independent and unbiased manner. No member of the Government, no Member of Parliament, and no official of any Government department has any right whatever to direct or influence the decisions of any of the judges. It is the sure knowledge of this that gives the public their confidence in the judges.

The judges are not beholden politically to any Government. They owe no loyalty to Ministers. They have longer professional lives than most Ministers. They, like civil servants, see Governments come and go. They are “lions under the throne” but that seat is occupied in their eyes not by Kings, Presidents or Prime Ministers but by the law and their conception of the public interest. It is to that law and to that conception that they owe their allegiance. In that lies their strength.’

6. All editors are encouraged to ensure the citation is valid, accurate, and accessible — tallying with the subject matter of the sentence or body text.
7. Should a material not contain the full necessary information, editors are to cite it as follows:

Material has no date of publication	Please state ‘(n.d.)’ in place of the date of publication.
Material has no author	Please cite the website name in place of the author’s name.
Material has no volume/issue number	Please omit it entirely.

8. All footnotes should be in 10-point font size, in Times New Roman font type. Further, all footnotes should be single-spaced and aligned to the left.

Disclaimer:

For the ease of reference, please note that all footnotes in this manual are typed in 12-point font size and are 1.5-spaced.

B. PRIMARY SOURCES

1. DOMESTIC LEGISLATION

a) Federal Constitution

Format	Short title (Gazette Notification Number) (Jurisdiction) Pinpoint reference.
Examples	<ul style="list-style-type: none">• Federal Constitution (Malaysia) art 4.• Laws of the Constitution of Negeri Sembilan 1959 (G.N 214/1959 Rep. 1979) (Negeri Sembilan) art 5.

b) Acts of Parliament

i. Principal Acts

Format	Short title (Act Number) (Jurisdiction) Pinpoint reference.
Example	Intellectual Property Corporation of Malaysia Act 2002 (Act 617) (Malaysia) s 2.

ii. Revised Acts

Format	Short title (Act Number Rev. Year) (Jurisdiction) Pinpoint reference.
Example	Census Act 1960 (Act 16 Rev. 1969) (Malaysia) s 6.

iii. Amending Acts

Format	Short title (Act Number) (Jurisdiction) Pinpoint reference.
Example	Copyright (Amendment) Act 2002 (Act A1139) (Malaysia) s 4.

c) State Enactments/ Ordinances

Format	Short title (Enactment/Ordinance Number) (Jurisdiction) Pinpoint reference.
Example	Labour Ordinance 1952 (Cap 76) (Sarawak) s 9.

d) Subsidiary Legislation

Format	Short title (Gazette Notification Number) (Jurisdiction) Pinpoint reference.
Example	Printing Presses and Publications (Control of Undesirable Publications) (No. 12) Order 2007 (P.U.(A) 377/2007) (Malaysia) o 2.

e) Bills

Format	Short title (Jurisdiction) Pinpoint reference.
Example	Development Financial Institutions Bill 2001 (Malaysia) cl 4.

f) Gazettes

Format	<i>Gazette Title</i> (Gazette Number) Date (Jurisdiction) Pinpoint reference.
Example	<i>Gazette: Proposed Copyright Bill</i> (No. 2391) 12 Jun 1967 (Malaysia) pp 1105.

2. CASES

a) Case Names

i. General Rule

Rule	<p>In citing cases, the name of the case and source wherein the same is reported must be sufficiently descriptive for the case to be traced. The names cited are in fact the names of the parties to the litigation.</p> <p>Square brackets enclosing the date of the report are utilised where the date is an essential part of the report citation. Round brackets or parenthesis enclose the date where the reports have a sequential volume numbering without recourse to the year.</p> <p>A 'v' that stands for versus should generally separate the parties' names. It should not be followed by a full stop and should not be</p>
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	<p>italicised in footnotes. However, the ‘v’ should be italicised in body text.</p> <p>Note: Should a case only be cited in Bahasa Malaysia, please retain it.</p>
Format	<i>Case name</i> [Year] Volume Law Report Series Starting page, Pinpoint reference.
Examples	<ul style="list-style-type: none"> • <i>Choa Choon Neoh v Spottiswoode</i> (1869) 1 Ky 2156, 216. • <i>Aminah v Superintendent of Prison</i> [1968] 1 MLJ 92. • <i>Khoo Say Lock v Pengarah Tanah dan Galian Selangor & Ors</i> [2018] MLJU 143, 144.

ii. Parties’ Names

Rule	<p>A citation to a case should include the parties’ names in italics as they appear on the first page of the report, except that:</p> <ul style="list-style-type: none"> • Full stops should not be used in abbreviations • Where the parties are individuals, names shall generally appear in full, given names and initials should be omitted • Only the first plaintiff and first defendant should be cited, (‘& Anor’ or ‘& Ors’) should not be used to indicate other parties • Where the case involves more than one action, only the first action should be cited
Examples	<ul style="list-style-type: none"> • <i>Public Prosecutor v Alfred a/l Vincent</i> [2004] 6 MLJ 105. • <i>Lim Meng See v PP</i> (1950) 16 MLJ 86.

iii. Corporations and Firms

Rule	Where a party is a corporation or firm, the following abbreviations should be used. 'Trading as' or 't/a', trading names, or former company names should not be included.
Examples	<ul style="list-style-type: none"> • <i>Preston Corp Sdn Bhd v Edward Leong & Ors</i> [1982] 2 MLJ 22. • <i>Leong Moh Sawmill Co Sdn Bhd (in liq) v Standard Chartered Bank</i> [1996] 2 MLJ 614. • <i>Cheow Chew Khoon v Abdul Johari bin Abdul Rahman</i> [1995] 1 MLJ 457. [Not: <i>Cheow Chew Khoo (t/a Cathay Hotel) v Abdul Johari...</i>]

List of abbreviations:

Word	Abbreviation
And	&
Berhad	Bhd
Company	Co
Corporation	Corp
Limited	Ltd
Proprietary	Pty
Incorporated	Inc
Sendirian Berhad	Sdn Bhd
(in liquidation)	in liq

iv. The Government and States

Rule	<p>Where a party is the Government of Malaysia, ‘Government of Malaysia’ or ‘Kerajaan Malaysia’ should be used. Where a party is a Malaysian state, the name of the state should be used.</p> <p>Where a party is a Public Prosecutor, the term ‘Pendakwa Raya’ or ‘Public Prosecutor’ should be used in the text. ‘PP’ should be used in the footnotes. Where a party is a particular Ministry, the Director or Head of the Department should be used followed by the relevant bodies or jurisdictions.</p>
Examples	<ul style="list-style-type: none">• <i>Government of Malaysia v Government of the State of Kelantan</i> [1968] 1 MLJ 129.• <i>Moh Yattim bin Baharom v Kerajaan Malaysia</i> [2010] 8 MLJ 662.• <i>Pendakwa Raya v Mohd Safwan bin Husain</i> [2017] MLJU 441.• <i>Lee Jock Mee v Pengarah, Jabatan Pengangkutan Jalan, Perak</i> (2000) 2 AMR 2119.

v. The Crown

Rule	<p>The abbreviation ‘R’ is used when the Crown is the first-named party. When the Crown is the respondent, ‘The King’ or ‘The Queen’ (when appropriate) shall be written in full.</p>
Examples	<ul style="list-style-type: none">• <i>R v Duffy</i> [1949] 1 All ER 932.• <i>Thambiah v The Queen</i> [1966] 1 MLJ 70.

vi. ‘Re’ and ‘Ex parte’

Rule	<p>‘Re’ means ‘in the matter of’ and is commonly used when a court acts in an advisory or guardianship capacity, as it does in cases involving the interpretation of wills or trusts.</p> <p>‘Ex parte’ indicates that the party to an action is acting in the absence of the other party and when cited should not be</p>
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	abbreviated.
Examples	<ul style="list-style-type: none"> • <i>Ex parte: Guan Teik Sdn Bhd (substituting Lim Oo Guan, deceased)</i> [2010] 1 MLJ 1. • <i>Re Baby M (An Infant) (Adoption: Consent)</i> [1994] 2 MLJ 635.

b) Year and Volume

Rule	<p>Every case citation must refer to the law report in which the judicial decision is reported.</p> <p>For domestic reports published from 1932-1964, the sequential volume numbering system was used. Hence, volume 30 of the MLJ published in 1964 is cited as (1964) 30 MLJ. However, from 1965, two or more volumes were published annually and the volume numbering system was discontinued. Hence, from that year onwards, MLJ is cited in reference to the year in square brackets, followed by the volume (e.g. [1965] 1 MLJ).</p>
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c) Identifying the Judge

Rule	Where appropriate, the judge or judges responsible for the judgement being cited may be identified in parenthesis after the pinpoint reference.
Example	<i>Alma Nudo Atenza v Public Prosecutor and another appeal</i> [2019] 4 MLJ 1 (Richard Malanjum CJ).

d) Name of Courts

Rule	Generally, the name of the court is not included in a citation of a case. However, where the author believes that it is important to identify the court, the name of the court may be included in parenthesis. Where a decision has gone on appeal it is essential that the decision of the superior court be indicated in the citation of a case of first instance.
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Examples	<i>Alma Nudo Atenza v Public Prosecutor and another appeal</i> [2019] 4 MLJ 1 (Federal Court).
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e) Unreported Decisions

Rule	Unreported decisions should be cited by its name, the court which decided it, the name of the judge or judges, date given in full, and whenever possible the number assigned to the case in the court records. Full information is essential in order to facilitate the acquisition of the judgment by the reader possibly from the court.
Examples	<i>Pendakwa Raya v Dato' Sri Mohd Najib bin Hj Abd Razak</i> (High Court Kuala Lumpur, Mohd Nazlan Bin Mohd Ghazali J, Aug 21, 2020. Criminal Suit no. WA-45-2-07/2018, WA-45-3-07/2018 and WA-45-5- 08/2018 Unreported).

B. SECONDARY SOURCES

1. BOOKS AND OTHER NON-PERIODICAL PUBLICATIONS

a) General Rules for Citing Authors

i. Western Names

Rule	Cite Western names by surname, followed by initials or given name. Names with suffixes (e.g. Jr. and III), use commas to separate surnames, initials, and suffixes.
Examples	<ul style="list-style-type: none"> • Thomas Ashe cited as Ashe, T. • Herbert Lionel Adolphus Hart cited as Hart, H. L. A. • Oliver Wendell Holmes Jr. cited as Holmes, O. W. Jr. • John Smith III cited as Smith, J. III

ii. Chinese Names

Rule	Cite Chinese names by surname, followed by initials or given name. If a Christian name is included, cite by surname followed by the Christian name and other given name in initials.
Examples	<ul style="list-style-type: none"> • Roger Tan Kor Mee cited as Tan, R. K. M. • Lim Wei Jiet cited as Lim, W. J.

iii. Malay Names

Rule	Cite Malay names in direct order and in full, inclusive of any inherited titles.
Examples	<ul style="list-style-type: none">• Izura Masdina Mohamed Zakri cited as Izura Masdina Mohamed Zakri.• Tunku Sofiah Jewa cited as Tunku Sofiah Jewa.

iv. Indian/ Sikh Names

Rule	Cite Indian/Sikh names by surname, if known, followed by given name. Otherwise cite in direct order and in full.
Examples	<ul style="list-style-type: none">• Usharani Balasingam cited as Balasingam, U.• Hardeev Singh cited as Hardeev Singh.

v. Conferred Titles

Rule	In citing local names, conferred titles such as Tun, Tan, Sri, Dato', Datin, etc are omitted. (Note: This rule does not apply to citation of cases)
Examples	<ul style="list-style-type: none">• Tun Mohamed Suffian Hashim cited as Mohamed Suffian Hashim.• Datin Grace Xavier cited as Xavier, G.

vi. Compound or Multiple Surnames

Rule	In the case of hyphenated surnames or hyphenated first names, enter as follows.
Examples	<ul style="list-style-type: none">• Joseph Gordon-Levitt cited as Gordon-Levitt, J.• Jean-Baptiste Lamarck cited as Lamarck, J. –B.• Thio Li-ann cited as Thio, L. –a.

b) Books

i. Works by a Single Author

Format	Author. (Year). <i>Title</i> . (ed.). Place of Publication: Publisher, Pinpoint reference.
Examples	Hudson, A. (2010). <i>Equity and Trusts</i> . (6th ed.). Abingdon, UK: Routledge-Cavendish, 41.

ii. Works by Two or More Authors

Format	Authors. (Year). <i>Title</i> . (ed.). Place of Publication: Publisher, Pinpoint reference.
Examples	Lunney, M., & Oliphant, K. (2003). <i>Tort Law: Text and Materials</i> . Oxford, England: Oxford University Press, 95.
Note	Use a comma and an ampersand to indicate the other authors and place a full stop after the last author's name. In the event that there are more than six authors, replace all authors between the sixth author and the last author with three ellipses and add the last author's name.

c) Articles

i. Journal Articles

Format	Author. (Year). Title of article. <i>Title of Periodical</i> , Volume number (Issue), Starting page, Pinpoint reference.
Examples	<ul style="list-style-type: none">• Abu Bakar Munir. (2012). Personal Data Protection Act: Doing Well By Doing Good. <i>Malayan Law Journal Articles</i>, 1(2), 83, 84.• Thio, L. -a. (2006). Apostasy and Religious Freedom: Constitutional Issues Arising from the Lina Joy Litigation. <i>Malayan Law Journal Articles</i>, 2, 1, 4.• Pojanowski, J. A. (2019). Neoclassical Administrative Law. <i>Harvard Law Review</i>, 133, 852, 860. Retrieved from <https://papers.ssrn.com/sol3/papers.cfm?abstract_id=334534>. Site accessed on 25 Oct 2020.
Note	Include the digital object identifier (DOI) or the URL for

	online journal articles.
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ii. Newspaper Articles

Format	Author. (Year, Month Date). Title of article. <i>Title of Newspaper</i> . Retrieved from <URL>. Pinpoint reference.
Examples	<ul style="list-style-type: none"> • Mazwin Nik Anis. (2020, Oct 28). Police Approval Needed to Enter CMCO Areas. <i>The Star</i>, 6. • Vanar, M., & Loh, I. (2020, Oct 25). Time for Unity to Overcome Challenges Facing Malaysia, Says Shafie. <i>The Star</i>. Retrieved from <https://www.thestar.com.my/news/nation/2020/10/25/time-for-unity-to-overcome-challenges-facing-malaysia-says-shafie>. Site accessed on 26 Oct 2020.
Note	The newspaper title in italics is followed by the words ‘Retrieved from’ and the URL of the newspaper articles/reports (if relevant). If the citation comes from an online source, the date the site was accessed shall be included at the end. However, if the exact date cannot be ascertained, the editor shall include the date the article was first received. An exception to the general format is when citing a physical copy of the newspaper, a comma will follow the title of the newspaper.

iii. Magazine Articles

Format	Author. (Year, Month Date). Title of article. <i>Title of Magazine, Volume</i> , Starting page. Retrieved from <URL>. Pinpoint reference.
Examples	Graham, D. A. (2020, Oct 22). Biden Seizes Trump’s Populist Mantle. <i>The Atlantic</i> . Retrieved from < https://www.theatlantic.com/ideas/archive/2020/10/biden-seizes-trumps-populist-mantle/616832/ >. Site accessed on 26 Oct 2020.
Note	The starting page is followed by the words ‘Retrieved from’ and the URL of the magazine article (if relevant). If the

	citation comes from an online source, the date the site was accessed shall be included at the end. However, if the exact date cannot be ascertained, the editor shall include the date the article was first received.
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2. INTERNATIONAL MATERIALS

a) Indian Legislations

Reference should be made to the Bluebook, ‘Foreign Jurisdictions - T2.18 India’.

b) Other International Materials

Reference should be made to Part IV International Materials of the Australian Guide for Legal Citation (Third Edition).

3. MISCELLANEOUS

a) Seminar/ Conference Papers

i. Published Conference Papers in Book Form

Format	Author. (Year). Title of the conference paper. In Editor (Ed.). <i>Name and place of the conference</i> (Pagination). Place of Publication, Country: Publisher.
Examples	Hasmah Zainuddin, & Azizah Hamzah. (2007). International Trade Agreement of Intellectual Property Rights (TRIPs), Copyright Issues & Burden to Enforce in Malaysia. In K. Y. Choi (Ed.). <i>Korean studies in Southeast Asia: Strategic Cooperation and Development in Research and Education: Proceedings of the 2nd International Conference of the Korean Studies Association of Southeast Asia University of Malaya, Kuala Lumpur</i> (pp 121-138). Kuala Lumpur, Malaysia: University of Malaya.

ii. Proceedings Published Regularly Online

Format	Author. (Year). Title of the conference paper. <i>Name of the conference Vol</i> , Starting page, Pinpoint reference.
Examples	Herculano-Houzel, S., Collins, C. E., & Lent, R. (2008). The Basic Non-Uniformity of the Cerebral Cortex. <i>Proceedings of the</i>

	<i>National Academy of Sciences</i> 105, 245, 247. Retrieved from <doi: 10.1073/pnas.0805417105>. Site accessed on 6 Dec 2018.
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iii. Unpublished Conference Papers

Format	Author. (Year, Month). <i>Title of the conference paper</i> . Paper presented at the Name of Conference, place of the Conference.
Examples	Raja Aziz Addruse. (2003, Sept). <i>Human Right Advocacy in Court</i> . Paper presented at the Conference on Human Rights and the Administration of the Law, Kuala Lumpur.

iv. Websites

Format	Author. (Year, Month Day). Document Title. <i>Website name</i> . Retrieved from <URL>. Site accessed on Day Month Year.
Examples	World Health Organization. (2020, Mar 8). The Beijing Declaration Turns 25. <i>World Health Organization</i> . Retrieved from < https://www.who.int/news/item/08-03-2020-women-s-health-and-rights-25-years-of-progress >. Site accessed on 5 Oct 2020.

v. Hansards

Format	Jurisdiction, Parliamentary Debates, <i>Chamber</i> , Session, Full Date, Page/Column No (Speaker).
Examples	<ul style="list-style-type: none"> • Malaysia, Parliamentary Debates, <i>Representative</i>, Eleventh Parliament, Second Session, 4 Apr 2005, pp 3 (Jamaludin Mohd. Jarjis). • Malaysia, Parliamentary Debates, <i>Senate</i>, Eleventh Parliament, First Session, 21 Dec 2004, pp 100 (Rohani Abdul Karim).

vi. Social Media

(i) Facebook

Format	Author(s). (Year, Date). <i>Title (Up to 20 characters)</i> . Facebook. Retrieved from <URL>. Site accessed on Day Month Year.
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Examples	World Health Organization. (2020, Jan 15). <i>Urgent health challenges for the next decade: Elevating health in the climate debate. The climate crisis is a health crisis...</i> Facebook. Retrieved from < https://www.facebook.com/WHO/photos/a.167668209945237/2853056008073097/?type=3&theater >. Site accessed on 30 Oct 2022.
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(ii) Twitter

Format	Author(s) [@username]. (Year, Date). <i>Title (Up to 20 characters)</i> . Twitter. Retrieved from <URL>. Site accessed on Day Month Year.
Examples	Figure.NZ [@figurenz]. (2019, Oct 15). <i>Looking forward to resting up over the holidays? NZ #Health Survey figures show about 70% of adults meet sleep duration...</i> Twitter. Retrieved from < https://twitter.com/FigureNZ/status/1207422765986279424 >. Site accessed on 30 Oct 2022.

(iii) Instagram

Format	Author(s) [@username]. (Year, Date). <i>Title (Up to 20 characters)</i> . Twitter. Retrieved from <URL>. Site accessed on Day Month Year.
Examples	New Zealand Police [@newzealandpolice]. (2019, Nov 15). <i>Class of 2019 // Wellington dog section #fridayfloop.</i> Instagram. Retrieved from < https://www.instagram.com/p/B43Cl_-J9pN/ >. Site accessed on 30 Oct 2022.

vii. Case Studies and Research Papers

Format	Author(s). (Year). <i>Title of case study/research paper</i> . Number of case study. Retrieved from <URL>. Site accessed on Day Month Year.
Examples	Heisz, M., & Leech, L. (2005). <i>Sarbanes-Oxley Act of 2002: Understanding the Requirements and the Canadian Response</i> . Ivey ID: 9B05B009. Retrieved from < https://www.iveycases.com/ >. Site accessed on 30 Oct 2022.

viii. Religious Texts

Format	Print version: Religious work title. (Year). Publisher. Religious work published as website: Religious work title. (Year). Website title. URL. Annotated religious text: Editor (Ed.). (Year). Religious work title. Publisher.
Examples	<i>Holy Bible: King James version.</i> (2020). Christian Art Publishers. (Original work published 1769). <i>The Noble Quran.</i> (2022). Quran.com. Retrieved from < https://quran.com/ >. Site accessed on 30 Nov 2022.

ix. Institutional Reports and Publications

Format	Author(s). (Year). <i>Title of report.</i> (Report No.). Institution Name. Retrieved from <URL>. Site accessed on Day Month Year.
Examples	Velde, D. W. (2002). <i>Government Policies Towards Inward Foreign Direct Investment in Developing Countries: Implications for Human Capital Formation and Income Inequality.</i> (Report No. 193). OECD Development Centre. Retrieved from < https://www.oecd-ilibrary.org/development/government-policies-for-inward-foreign-direct-investment-in-developing-countries_248666671311 >. Site accessed on 18 Jul 2022.

x. Dictionaries and Encyclopedias

Format	Author(s). (Year). <i>Title.</i> In Editor's Name (Ed.), <i>Name of encyclopedia or dictionary</i> (Vol. 3, pagination). Retrieved from <URL>. Site accessed on Day Month Year.
Examples	Maher, J. (2010). <i>Work and Mothering.</i> In A. O'Reilly (Ed.), <i>Encyclopedia of Motherhood</i> (Vol. 3, pp 1278-1283).

	Retrieved from < https://philpapers.org/rec/OREEOM >. Site accessed on 30 Oct 2022.
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xi. Thesis/Dissertations

Format	Author(s). (Year). <i>Title</i> [Doctoral dissertation/Master's thesis, Institution]. Archive name. Retrieved from <URL>. Site accessed on Day Month Year.
Examples	Axford, J. C. (2007). <i>What Constitutes Success in Pacific Island Community Conserved Areas?</i> [Doctoral dissertation, University of Queensland]. UQ eSpace. Retrieved from < http://espace.library.uq.edu.au/view/UQ:158747 >. Site accessed on 30 Oct 2022.

V. ABBREVIATIONS

A. Abbreviations for Legislative Materials in Footnotes

Pinpoint reference	Abbreviation	Pinpoint reference	Abbreviation
Article	art	Section	s
Page	pp	Subsection	ss
Enactment	en.	Schedule	sch
Rule	r	Clause	cl
Order	o	Ordinance	Ord.

B. Abbreviations for Months of the Year

Month	Abbreviation	Month	Abbreviation
January	Jan	July	Jul
February	Feb	August	Aug
March	Mar	September	Sept
April	Apr	October	Oct
May	May	November	Nov
June	Jun	December	Dec