



# UMLR

**UNIVERSITY OF MALAYA LAW REVIEW**

**STYLE & CITATION MANUAL**

**2016/2017**

## **INTRODUCTION**

This manual is intended to offer student editors and writers of the University of Malaya Law Review guidance and clarification on general stylistic and citation conventions as well as those that are unique to this Law Review.

References contained in this manual include cross-references to itself (“UMLR Style and Citation Manual”), as well as citations to the Citation Style for Legal Works (2<sup>nd</sup> ed.) (“CSLW format”) developed by the Faculty of Law, University of Malaya.

Please read this comprehensive manual carefully. Student editors are expected to consult this manual when conducting cite-checking of assignments, and prospective writers wishing to submit to the Law Review should refer to it to guide them through the process of writing a note, comment, or article.

As this manual is in its second edition, the Editor-in-Chief will periodically review and update the entire manual should certain styles or format of citation are in need of clarification or reform in the future. Please ensure that you have the latest guide before editing.

Our goal is to train Law Review editors who are proficient with the rules of usage, citation, and style so that we can continuously improve the standards of our Law Review.

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## I. GENERAL FORMAT

- A. Manuscripts should be typewritten in 12-point font size, using Times New Roman as the font type.
- B. The text should be single-spaced and typed on one side of the A4 size paper, leaving generous margins.
- Margins:
    - Left - 3.5 cm
    - Right - 3.5 cm
    - Top - 2.5 cm
    - Bottom - 2.5 cm
- C. With the exception of title pages, titles, and special headings, all text should be left aligned and justified.
- D. Each page of 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 (Example: i, ii, iii, etc.) while the main body of submissions should be numbered with Arabic numerals (Example: 1, 2, 3, etc.)
- E. All content shall be written in British English to ensure consistency.

I. ANATOMY OF SUBMISSIONS

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

B. Major Submission Sections

1. 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 CRITICAL EXAMINATION OF INDIGENOUS RIGHTS IN MALAYSIA**)

(c) Beneath the title, type the author's name: first name, middle initial(s), and last name. The author's name shall not be italicised. Beneath the author's name, type the institutional affiliation of the author. Contact information and address of the author is not required. This information must be centred 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, bold and underline 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 a single paragraph double-spaced.
- (d) Under the abstract, shall be a list of keywords that best captures the essence of the article to improve visibility of the article 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) Footnotes should appear at the foot of each page. All citations done in the footnote must comply with the Citation Style for Legal Works (2<sup>nd</sup> ed.) citation style developed by the Faculty of Law, University of Malaya.

### III. HOUSE STYLE

#### A. Headings

1. The number of levels of headings should not exceed four.
2. First level headings should be preceded by capitalised roman numeral, centred, bolded, and typed in capitals. (Example: **I. FIRST-LEVEL HEADING IN CAPITALS**)
3. Second level headings should be preceded by capitalised alphabets, centred, bolded, and typed with initial capitals for main words only. (Example: **A. Second Level Heading with Initial Capitals for Main Words**)
4. 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 names only. (Example: **1. Third level heading with initial capitals for the first word and proper names only**)
5. 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 names only. (Example: **(a) Fourth level headings in with initial capitals for the first word and proper names only**)

B. Quotation

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. Punctuations associated with the word or phrase in question should come before the closing quotation mark. (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 forty words, it should be typed as a separate paragraph, indented once to the right.
5. The quotation shall not be italicised.

C. Content to be italicised

1. Italicise names of publications in the textual material (whether text appears in the body of the work or in footnotes). (Example: This principle was held in the case of *PP v Datuk Harun bin Haji Idris & Ors.*)
2. When words or phrases within italicised material would themselves be italicised, change those words or phrases to ordinary type. (Example: Referring to the article written by Eriqie Phang, ‘*An Analysis of the application of PP v Datuk Harun bin Haji Idris in modern day Malaysia*’...)
3. Foreign words not currently absorbed into the English language should be italicised. This includes Latin terms used in legal terminology. (Example: “*quid pro quo*”, “*animus possidendi*”, “*audi alteram partem*” etc.)
4. Content that would normally be italicised under this section shall also be italicised in the footnotes.

D. Gender pronouns

1. University of Malaya Law Review practices the usage of gender-neutral language.
2. Replace generic masculine pronouns (he, his) by rewriting sentences in one of the following ways:
  - (a) Recast the sentence in the plural. (Example: Change “A traffic offender would have to present his ID when requested by the police.” to “Traffic offenders would have to present their ID when requested by the police.”)
  - (b) Use both pronouns (Example: Change “A homeowner is entitled to the defence of his private property.” to “A homeowner is entitled to the defence of his or her private property.”)
  - (c) Use neutral words like individual or one. (Example: Change “A leader will be in charge of delegating tasks. He has wide discretion to carry out this responsibility.” to “A leader will be in charge of delegating tasks. This individual has wide discretion to carry out this responsibility.”)

- (d) Eliminate the pronoun altogether. (Example: Change “A secretary is expected to edit a variety of documents. She must also prepare weekly updates.” to “A secretary is required to edit a variety of documents and prepare weekly updates.”)
- (e) Repeat the noun. (Example: Change “The juvenile offender must submit documentation before release. His guidance counsellor will verify the documents.” To “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 need to start thinking like a businessman.” To “For our country to prosper, our Prime Minister need 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. Abbreviations

1. Dates should be written in the ‘day, textual month and year’ format. (Example: 2<sup>nd</sup> February 2017)

2. 'Section' shall be abbreviated as 's.', and 'Sub-section' shall be abbreviated as 'ss.'

(Example: ss.18 of s.17)

#### IV) CITATION FORMAT

A. Authors and editors should ensure that citations and footnotes conform to the Citation Style for Legal Works (2<sup>nd</sup> ed.) developed by the Faculty of Law, University of Malaya.

B. To refer to previously cited content, do not use 'ibid' nor 'supra', but instead use "see footnote 3 above."

C. Guidelines to cite a case in footnotes in the CSLW format would be;

1. There are three basic elements for a CSLW Style reference for most court decisions:

(a) Name of the case: Name v Name

(b) Source reporting the decision: Year, Volume, Source Page

(c) Court jurisdiction

2. Name of the Case

- (a) Start the reference with the name of the case as listed at the beginning of the written court decision. In most cases, this is the name of the parties involved.

(Example: *PP v Datuk Harun bin Haji Idris*)

### 3. Case Reporters

- (a) You will often find court decisions printed in bound volumes called case reporters. These reporters are the second element of the reference. Identify the year the volume was published, volume number, the name of the reporter, and the first page number of the case and cite the reporter according to that order.

The year the volume was published should be cited in parenthesis. (Example: [1976] 2 MLJ 116)

- (b) Abbreviate the name of the reporter. Check the first few pages of the reporter; some reporters list their abbreviated names there, in the front matter.

### 4. Court Jurisdiction

- (a) Finish the reference with the name of the court in parentheses. Abbreviate the court's name and jurisdiction. (Examples: (HC) – High Court, (CoA) – Court of Appeal, (FC) – Federal Court, etc.)

### 5. Reference Examples

(a) Name v Name, [Year] Volume Source Page (Court)

*Datuk Syed Kechik bin Syed Mohamed & Anor v The Board of Trustees of the Sabah Foundation & Ors, [1999] 1 MLJ 257 (FC)*

D. Text Citation

1. To cite the reference in the text, give the case name, in italics, and the year.

2. Text citation example

(a) Name v Name (Year)

*Datuk Syed Kechik bin Syed Mohamed & Anor v The Board of Trustees of the Sabah Foundation & Ors* (1999)

E. Please refer to Citation Style for Legal Works (2<sup>nd</sup> ed.) for guidelines to citing other forms of content. A copy will be provided to each member of the Law Review, and prospective writers wishing to have access to a copy can do so by emailing a request to [umlawreview@outlook.com](mailto:umlawreview@outlook.com).