



**UTHM**

Universiti Tun Hussein Onn Malaysia

**UNDERGRADUATE FINAL  
YEAR PROJECT REPORT  
WRITING GUIDE  
(*1<sup>st</sup> EDITION*)**

Office of Academic Management

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# **CHAPTER 1**

## **GENERAL REQUIREMENTS**

### **1.1 Introduction**

This guideline is intended to help Undergraduate students at Universiti Tun Hussein Malaysia understand the formatting and writing of a report for their respective Final Year Project (FYP). It is recommended that students thoroughly review this guideline and consult the Office of Academic Management (PPA) for clarification on any specific issues related to report preparation.

### **1.2 Definition**

In this guide, the term "report" denotes academic writing submitted to fulfil a Bachelor's Degree or Diploma requirement.

### **1.3 Language**

The report should be written in either English or Bahasa Malaysia. Consistency in language usage, including adherence to spelling norms (American or British), should be maintained throughout the report.

### **1.4 Report Title**

Report submission: responsible for ensuring the grammatical accuracy and representational alignment of the report title by the student and his/her respective supervisory committees. The selection of an appropriate report title requires adherence to the following guidelines:

- (i) Ensure essential keywords are in the report's title and abstract.
- (ii) For titles in Bahasa Melayu, use terms found in the *Kamus Dewan* or *Istilah Bahasa Melayu* for the relevant fields of study.
- (iii) Avoid the use of abbreviations and/or acronyms. Instead, use the complete terminology unless the term is commonly used in the field of study (e.g. ESL, DNA, PCR, GIS).
- (iv) Avoid the use of a colon (:), or dash (-) e.g. 'Bacillus subtilis amylase: Purification and Characterisation' or 'Bacillus subtilis amylase – Purification and Characterisation'. The title may be replaced with 'Purification and Characterisation of Bacillus subtilis amylase'.

(v) Ensure that when the common and scientific names of an organism (where applicable) are mentioned, the common name is stated first, followed by the scientific name (including variety if known) in parentheses.

(vi) The titles must reflect the report's content and should not exceed 15 words.

### **1.5 Number of Pages**

Adherence to the specific page count for reports is advised. A report should ideally **not exceed 100 pages**. This page count excludes tables, diagrams, and illustrations except those included in appendices.

### **1.6 Page Layout**

The text should be displayed in portrait mode. Figures and tables can be displayed in landscape mode.

### **1.7 Paper Quality and Size**

If the report is printed, only high-quality A4 size (210 mm x 297 mm) white simile paper, weighing 80 grams, should be used for the report.

### **1.8 Margin**

The margins should be customised, with 2.5 cm (top), 2.5 cm (bottom), 2.5 cm (right), and 4.0 cm (left), on every page, including the cover.

### **1.9 Typeface and Font Size**

The thesis must be typed using a single font style and size specified in Table 1.1 and justified using Microsoft Word or similar word processing software. However, a 10-point Courier New is permitted to present computer code. The thesis that contains sentences in Arabic, such as Al-Quran and Hadith, should be typed using a font type of traditional Arabic in font size 16. Any scientific names or terms in a different language should be italicised. Maintain the same font/typeface and size and a line spacing 1.5 throughout the text. Chapters must start on new pages, with titles centred between margins, typed in bold without underlining. Capitalise all words in chapter titles and only the first letter in sub-title words, except for the first word. All text should be on one side of the paper.

Table 1.1: Font Type and Size

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

### **1.10 Page Numbering**

Number the pages according to the sequence given in Table 2.1. The page number must be written at the bottom middle, which is standard normal. The page numbering system must conform to the following rules:

- (i) The preface of the report, starting from the title page, must be numbered using lowercase Roman numerals (i, ii, iii and so on); the text pages and the rest of the report must be numbered using Arabic numerals (1, 2, 3, and so on).
- (ii) The report's first page, the title page, is unnumbered 'i'.
- (iii) The first page of Chapter 1 is unnumbered but is considered page '1'. The same applies to the first page of all the following chapters, where the first page is unnumbered but is considered to number the subsequent pages.

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

Chapters and sub-chapters must be numbered using Arabic numerals. Chapters are numbered **CHAPTER 1, CHAPTER 2, CHAPTER 3**, and so on. Sub-chapters are nested, but their numbering is not indented, up to a maximum of 4 levels, as in the example shown below:

CHAPTER 2 First level (Chapter number)

2.1 Level 2 (sub-title);

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

2.1.1 Level 3 (sub-sub-title);

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

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

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

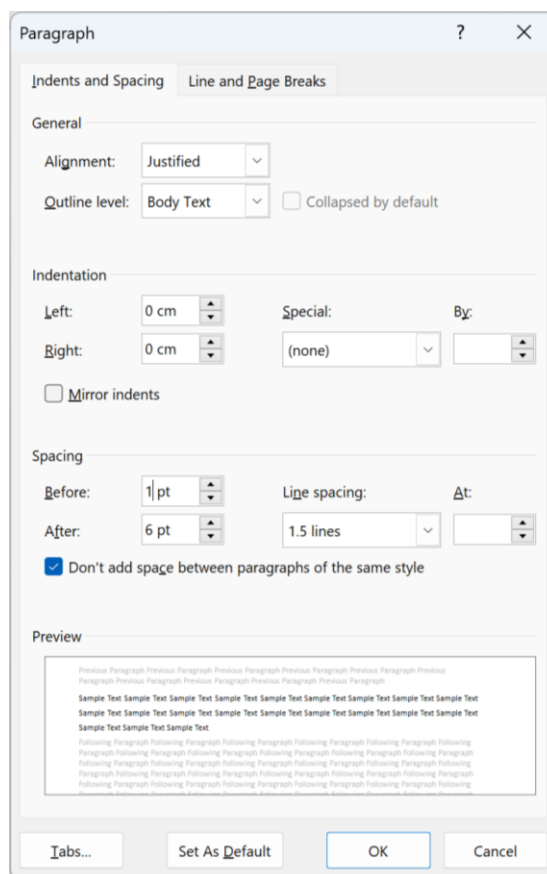
If a chapter title or sub-title at any level exceeds a single line, the spacing between the lines must be the same as that of the text. Subsequent sub-chapters beyond the fourth nesting level must be numbered using alphabets.

### **1.12 Spacing and Format**

Students must adhere to the following text spacing guidelines:

- (i) The spacing between the upper margin and a chapter number is three lines.
- (ii) The spacing between the chapter number and title is 1 line.
- (iii) The spacing between the chapter title and the first text is 1 line.
- (iv) The spacing between a sub-title and the last line of the preceding text is 1 line.
- (v) The spacing between a sub-title and the first line of the following text is 1 line.
- (vi) There should be no spacing between paragraphs.
- (vii) Start a sub-title, including its numbering, from the left margin.
- (viii) Start the first line of text of the first paragraph below the sub-title without any indent, beginning from the left margin; the following paragraphs should be indented one tab from the left margin.
- (ix) Do not start the first sentence of a new paragraph at the bottom of a page if the space available can only fit one line.
- (x) The text should be left justified except for the first line of the first paragraph in a section. (Refer to (viii) above). The author is responsible for removing any excess space between words.
- (xi) The spacing between the last line of text and a Table, Figure or Illustration should be 1 line.
- (xii) The spacing between a period (.) and the first letter of the following sentence of the same paragraph is at least one (1) character.
- (xiii) The spacing after a comma (,) is at least one (1) character.





### 1.13 Lettering and Drawing

The lettering and drawings should be clear to ensure that subsequent copies maintain satisfactory quality and retain all information without loss.

### 1.14 Printing of Documents

The report must be meticulously typed using a computer. The report is **not to be printed**. However, if faculty requires, the report should be reproduced using a high-quality printing method, such as a laser printer or an equivalent, to ensure optimal print clarity and fidelity.

### 1.15 Binding

The report is **not required** to be permanently bound. However, a student should bind their report if required by their respective Faculty, adhering to the following requirements:

#### 1.15.1 Cover

The report cover must be in A4 size (210mm x 297mm). The title, author's name and the words 'Universiti Tun Hussein Onn Malaysia' must be written on the report's front cover, as shown in **APPENDIX A** until **APPENDIX B**.

### **1.15.2 Cover Colour and Lettering**

For submission to the University, the report must be permanently bound. The colour codes for the cover are as follows (see **APPENDIX A** and **APPENDIX B**):

- (i) Bachelor's Degree : Grey (#ababab)
- (ii) Diploma : Grey (#ababab)

### **1.15.3 Spine**

The abbreviated name of the University, “UTHM”, the author’s name, the month and the year the report is approved\*, and the level of study must be stated on the spine (See **APPENDIX C**).

\*Date of status confirmation for Project Report

### **1.16 Submission of Report**

The report must be submitted to UTHM eReport Repository.

## CHAPTER 2

### REPORT STRUCTURE AND CONTENT

The standard report format typically comprises three main sections: preparatory pages, the main body (comprising chapters and sections), and supporting pages containing references, appendices, and the student's biodata. Additionally, if applicable, a list of publications authored primarily by the student during their research period should follow the biodata page.

Preliminary pages encompass the title page, dedication, English and Bahasa Melayu abstracts, acknowledgements, permission sheets, declaration form, table of contents, and listings. The complete report is to be prepared.

#### 2.1 Report Structure

A report comprises several sections arranged in the sequence shown in Table 1.1.

**Table 2.1:** Sequence of contents

NO	SECTION	REQUIREMENT	REMARKS
1	Blank Page	-	-
2	Declaration of Report Status	Required	Unnumbered
3	Title	Required	Unnumbered but considered as (i)
4	Student's Declaration	Required	Lowercase Roman numeral (ii)
5	Dedication	Optional	Lowercase Roman numeral
6	Acknowledgements	Optional	Lowercase Roman numeral
7	Abstract	Required	Lowercase Roman numeral
8	Table of Contents	Required	Lowercase Roman numeral
9	List of Tables	Required	Lowercase Roman numeral
10	List of Figures	Required	Lowercase Roman numeral
11	List of Symbols and Abbreviations	Required	Lowercase Roman numeral

**Table 2.1:** Continued

12	List of Appendices	Required	Lowercase Roman numeral
13	Text	Required	Arabic numeral starting with the page number
14	References	Required	Arabic numeral continued from Text
15	Appendices	Optional	Arabic numeral continued from References

## **2.2 Declaration of Report Status**

The status of a report must be declared by completing the **Report Status Form**. If this Report is classified as **CONFIDENTIAL**, The Library shall only publish the title and abstract of the Report. If the Report is classified as **RESTRICTED**, the Library shall only publish the title, abstract and introduction of the Report before the expiry of the embargo. Where the author classifies a report as **FREE ACCESS**, the Library shall publish the full text of the report, including tables, figures, appendices, and other additional information. Additionally, for the report under **CONFIDENTIAL or RESTRICTED** classification, an official letter from the relevant authority/organisation stating reasons and duration for such classification is to be attached to the report. The academic session should coincide with the session when the report was submitted to UTHM eReport Repository.

## **2.3 Title Page**

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

- (i) Title of the report.
- (ii) The student's full name.
- (iii) Statement on the purpose of the report submission.
- (iv) Name of the faculty or centre where the student is registered.
- (v) Name of the University; and
- (vi) The month and year the report was written and accepted.

## **2.4 Students' Declaration**

The declaration page states the report's originality. The author, the main supervisor, and all co-supervisors must sign it.

## **2.5 Dedication (Optional)**

The dedication message must be concise, must not exceed one paragraph and must not contain any numbers, graphs or figures.

## **2.6 Acknowledgment**

Acknowledgements must be written on a **single page only**. Its purpose is to record the author's appreciation for individuals or organisations that provided their direct or indirect assistance in preparing the report.

## **2.7 Abstract**

The abstract is a summary of the report written on a **single page only**. It should describe the rationale and objectives (problem statement), the methodology, and the findings and conclusion of the study undertaken. The abstract should be between **250-300 words** written in two languages, **Bahasa Melayu and English**. For English theses, the abstract begins in English and continues with its Malay translation on the next page. The abstract does not include any literature review, unexplained abbreviations, limitations, or suggestions for future research. It must be written with a **single spacing**.

## **2.8 Table of Content**

The table of contents must begin on a new page. The information is organised by chapter, topic and page number. Every chapter, topic and page number shown in the table of contents must correspond to the same chapter, topic and page number in the report. Subtitles may be displayed on up to three levels only.

## **2.9 List of Tables**

This page contains a list of all tables presented in the report. Information such as table numbers, table captions, and the corresponding page numbers where the tables appear must be shown clearly on the list. The list must be ordered by chapter.

## **2.10 List of Figures**

All illustrations included in the text, such as maps, charts, drawings, graphs, pictures and photos, are considered as 'Figures'. The list of figures contains all the figure numbers, titles and the corresponding page numbers on which they appear. The list of figures must be ordered by chapter.

### **2.11 List of Symbols and Abbreviations**

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

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

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

### **2.12 List of Appendices**

This page lists the appendices included with the report.

### **2.13 Text**

Text in the report must be organised in titled chapters. The titles must reflect the content of the chapter. Every chapter must begin on a new page. Chapters can be divided into sub-chapters with corresponding subtitles. Titles and sub-titles must be numbered.

There is **no restriction** on the total number of chapters in a report. Generally, a report will have the following basic structure:

#### *(a) Introduction*

This chapter describes the research's aim, objectives, and scope, as well as the report's structure.

#### *(b) Literature review*

The literature review is a critically written and comprehensive account of published works on a topic by accredited scholars and researchers. It is directly related to the report and provides information on theories, models, materials, and techniques used in the research.

#### *(c) Methodology*

This chapter explains in detail the samples, instruments, materials, procedures and data-gathering methods used in the research.

*(d) Data analysis and results (for Social Science) / Results and Discussions (for Science and Technology).*

This chapter explains the data analysis techniques and results through written text, figures, tables, and/or other means.

*(e) Discussion and conclusions (for Social Sciences) / Conclusion and Recommendation (for Science and Technology).*

In this chapter, the writer discusses the results and research findings by comparing them with the previous research mentioned in the literature review chapter. Based on the research findings and their implications, conclusions are drawn, and future works are discussed.

Students who need to translate their theses are advised to refer to the latest edition of Gaya Dewan published by Dewan Bahasa dan Pustaka.

### **2.13.1 References in Text**

When information or ideas are taken from a source, the source's author must be acknowledged in the text. References cited in the text must be written according to the style prescribed in **CHAPTER 3: FORMAT OF REFERENCES**.

### **2.13.2 Tables in the Text**

Tables in the report must be numbered in Arabic numerals, linked to the respective chapter number (e.g., the third table in Chapter 4 is labelled "Table 4.3"). The caption must appear above the table, justified, without a period at the end, and single-spaced between lines for each table, and the text within the table should be written using the font size used in the document (as per section 1.9) and single-spaced between the lines.

If a table spans multiple pages, denote its continuation on the subsequent page as, for instance, "Table 4.3 (continued)." Refer to Table 2.1 on pages 7-8 as a reference.

When a table is sourced, provide the source at the end of its caption. Tables should only be included after citation in the text. Additionally, all tables referenced in the text must be listed in the list of tables.

### 2.13.3 Figures in the Text

Figures in the report must be numbered in Arabic numerals and linked to the respective chapter number (e.g., the third figure in Chapter 4 is labelled "Figure 4.3"). The caption must appear below the figure, be justified, and be single-spaced between lines for each figure. The text within the figure should be written using the font size used in the document (as per section 1.9) and single-spaced between the lines.

When a figure is sourced, provide the source at the end of its caption. The figure should only be included after the citation in the text. Additionally, all figures referenced in the text must be listed in the list of figures.

#### 2.13.3.1 Maps and aerial photographs

Maps and aerial photographs intended for inclusion in a report must obtain prior written permission from the respective authorities (if necessary).

#### 2.13.3.2 Mathematical equations

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

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

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad (\text{Equation / Eq. 4.4})$$

### 2.14 References

References are the sources referred to when preparing a report and cited in the text of the report. Report writers must list down all cited materials in the list of references. The list of references must be prepared according to the format prescribed in **CHAPTER 3: FORMAT OF REFERENCES.**

### 2.15 Appendices (Optional)

The appendix section allows an author to include materials that can provide additional information in the text to support the study. These materials include tables, charts, computer programmes and questionnaires. Here are some guidelines for the appendix.



- (a) Research data, tables, examples of questionnaires, maps, photos, and other materials that are too long to be included in the text or are not directly required to comprehend the text can be included as appendices. Generally, tables and graphics of more than two pages should be put in the appendix section.
- (b) Depending on the type and quantity of the materials, Appendices are labelled as **APPENDIX A, APPENDIX B**, etc. They can also be given specific titles.

## CHAPTER 3

### FORMAT OF REFERENCES

#### 3.1 Introduction

Whether published or not, sources referred to in a report must be stated. The source of information must be acknowledged in the text and the reference list. Proper acknowledgement is essential because it will help others locate and verify the sources. Furthermore, proper citation can avoid allegations of plagiarism. Acknowledgements in the text must be linked to the list of references using the **American Psychological Association (APA), Institute of Electrical and Electronic Engineers (IEEE) and Footnote.**

#### 3.2 American Psychological Association (APA)

##### 3.2.1 Citing references in the text

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

- (i) In the Author (Date) style, the year of publication must be placed in brackets after the name of the author. For example:
  - i. According to Mohamed (2005), a large proportion of scheduling problems in various sectors, such as economics and engineering, can be classified as constrained optimisation problems.
- (ii) If a reference is not cited in the sentence, the author's name and year of publication must be written within brackets. For example:
  - i. Therefore, research on effective solution methods for constraint optimisation has become the focus of current research (Mohamed, 2005).
- (iii) If two people author a reference source, state both authors' names. For example:
  - i. The maintenance schedule has been researched for a long time, for example, in the power generation by Kralj & Petrovic (1995).
- (iv) If a reference contains three authors, state all three names the first time it is referred to in the text. For the second and subsequent times it is mentioned, state only the first author's name followed by "*et al.*" and year. For example:
  - i. A study by Alias, Black, and Gray (2002) shows that engineering students have lower spatial visualisation ability than required. Since this ability is essential in solving engineering problems, it

needs to be improved among engineering students (Alias *et al.*, 2002).

- (v) For a reference with four or more authors, state only the first author's name followed by “*et al.*” and year.
- (vi) Use lowercase letters (a, b, c) to differentiate between two or more publications published in the same year by the same author. For example:
  - i. An example of an application that uses a constraint programming language is ILOG Solver by Puget and Albert (1994a). In addition, Puget and Albert (1994b) also found that the use of objects is widespread, especially within artificially intelligent programming.
- (vii) Secondary sources may not be cited. The report authors must refer to the original reference source. An example of a secondary source is given below:
  - i. Ali (in Abu, 2000) emphasised that ...

### **3.2.2 Writing cited information**

There are three main ways to acknowledge the source of an idea or information cited in the text, namely (a) quotation, (b) paraphrasing and (c) summarising. The examples that follow are based on the following excerpt:

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

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

#### **3.2.2.1 Quotation**

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

- (i) Emphasis on the writer

The author's name is written at the beginning of the sentence to emphasise the writer. For example:

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

(ii) Emphasis on the idea

The author’s name is written at the end of the sentence to emphasise the idea. For example:

Many discussions have been made on the cost of working out of phase with our biological clocks. “The cost to the nation’s health of working out of phase with our biological clocks is probably incalculable at present” (Rajaratnam, 2001, p. 1000). Therefore, ...

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

According to a renowned scholar (Rajaratnam, 2001),

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

### **3.2.2.2 Paraphrasing**

The paraphrasing method acknowledges information taken from the original author by rewording the original text without altering its meaning or providing the writer’s interpretation. For example:

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

### **3.2.2.3 Summarising**

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

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

### **3.2.3 Writing the reference list**

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

#### **3.2.3.1 Writing the names of authors**

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

- (i) Name : John Neville Pavlovic  
Written as : Pavlovic, J. N.
- (ii) Name : Mohd Noor Abdullah  
Written as : Abdullah, M. N.
- (iii) Name : Syed Muhammad Naquib Al-Attas  
Written as : Al-Attas, S. M. N.
- (iv) Name : Malik ibn Anas  
Written as : Ibn Anas, M.
- (v) Name : Tan Beng Keat  
Written as : Tan, B. K.
- (vi) Name : Raymond Tan Beng Keat  
Written as : Tan, R. B. K.
- (vii) Name : Srinivasan Venkataraman  
Written as : Venkataraman, S.

- (viii) Name : S. N. Gupta  
Written : Gupta, S. N.
- (ix) Name : Pretam Singh  
Written as : Singh, P.
- (x) Name : Yasunori Matsufuji  
Written as : Matsufuji, Y.

### 3.2.4 References from different types of sources

In report writing, references can be made to various types of sources. The following examples can guide the writing of the different types of sources in the reference list. At the end of your work, list full details of all sources you have cited in your text in a section headed **References**. You must follow the latest APA formatting guidelines.

#### A. Books

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

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

An example of a reference by one author:

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

An example of a reference by two or three authors:

Creame, P. & Lea, M. R. (2003). *Writing at University*. 2nd ed. Maiden: Open University Press.

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

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

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

As an example:

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

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

As an example:

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

### **Edited Book**

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

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

As an example:

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

### **E-Book**

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

As an example:

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

### **Book Chapter**

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

As an example:

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

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

## **B. Journal**

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

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

As an example:

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

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

## **Article in Press**

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

As an Example:

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

## **Special issue of a journal**

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

As an example:

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

## **C. Government Documents**

The general format for corporate documents is as follows:

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



As an example:

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

Government Website with Individual Authors

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

As an example:

Rutte, M. (2021, January 15). Statement by Prime Minister Mark Rutte on the government's resignation. Government of the Netherlands. <https://www.government.nl/documents/speeches/2021/01/15/statement-by-prime-minister-mark-rutte-on-the-government%E2%80%99s-resignation>

#### **D. Theses/Dissertation**

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

##### **Unpublished:**

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

As an example:

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

##### **Published elsewhere:**

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

As an example:

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

### **E. Conference Paper**

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

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

As an example:

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

### **Conference paper publishes in a journal**

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

As an example:

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

### **Conference paper published in a book**

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

As an example:

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

### **F. Laws**

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

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

As an example:

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

## **G. Patents**

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

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

As an example:

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

## **H. Map**

### **In Print:**

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

For example:

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

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

### **Online:**

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

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

As an example:

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

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

## **I. Newspaper**

### **Newspaper clippings**

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

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

As an example:

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

### **Online Newspaper**

#### **With Author**

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

As an example:

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

#### **With no author**

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

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

As an example:

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

## **J. Translated sources**

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

### **Translated book/ebook**

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

As an example:

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

### **Translated chapter from an edited book/ebook**

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

As an example:

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

### **Translated journal article**

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

As an example:

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

## **K. Interviews**

### **Newspaper Interview**

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

As an example:

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

### **Podcast Interview:**

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

As an example:

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

### **Interview from YouTube**

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

As an example:

The New Yorker. (2018, April 4). *Malcolm Gladwell explains where his ideas come from* [Video]. YouTube. <https://youtu.be/zv8iFupg9M>

### **L. Magazine**

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

As an example:

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

### **M. Image**

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

As an example:

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

### **N. Film**

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

As an example:

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

#### **O. TV Programme**

As an example:

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

#### **P. Song**

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

*Note:*

Recorded by artist: The full artist's name should be stated in order, not just surname and initials.

Medium of recording: Medium of recording could be CD, MP3, visual album etc.

Example

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

#### **Q. Website**

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

As an example:

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

### 3.3 Institute of Electrical and Electronics Engineers (IEEE)

This referencing style sheet gives general guidelines based on the IEEE's citation and referencing guide: <https://www.ieee.org/documents/ieeecitationref.pdf>

The IEEE style is numeric, where citations are numbered [1] in the order of appearance. This citation leads the reader to a complete reference to the source in the list of references at the end of your work. Each citation number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket [2]. Once the source has been cited, the same number is re-used for all subsequent citations to the same source.

#### 3.3.1 Citing references in the text

Here are some examples of IEEE style citations.

“... as shown by Norhadilah [3], as previously stated.”

“The model was first forward in 1985 [1]”

“As an example, see [12].

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

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

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

When incorporating citations within the text, it is common practice to include the authors' names directly; however, when dealing with sources that have three or more authors, the usage of "*et al.*" as an abbreviation for subsequent mentions is appropriate (e.g., Fan *et al.* [4] extensively discuss lasers). Conversely, for general citations within the text, employing numeric references enclosed in square brackets suffices without explicitly mentioning the authors' names. Yet, in the comprehensive reference list appended at the conclusion of the work, it is imperative to consistently



provide the complete names of the authors for each respective source. It is pertinent to note that the abbreviation "*et al.*" is permissible for referencing authors in the reference list only when the source comprises six or more authors.

### **3.3.2 References from Different type of Sources**

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

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

- (i) Align references left
- (ii) Single-space each entry, double-space between every new entry
- (iii) Place number of entries at left margin, enclose in square brackets
- (iv) Indent text of entries.

#### **A. Books**

##### **Book**

*Basic Format:*

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

As an example:

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

## **Books, Monographs (Online)**

*Basic format:*

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

As an example:

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

[2] *The Terahertz Wave eBook*. ZOmega Terahertz Corp., 2014. [Online]. Available: [http://dl.z-thz.com/eBook/zomega\\_ebook\\_pdf\\_1206\\_sr.pdf](http://dl.z-thz.com/eBook/zomega_ebook_pdf_1206_sr.pdf). Accessed: May 19, 2014.

[3] P. B. Kurland and R. Lerner, Eds., *The Founders' Constitution*. Chicago, IL, USA: Univ. of Chicago Press, 1987. Accessed: Feb. 28, 2010. [Online]. Available: <http://press-pubs.uchicago.edu/founders>

## **Book Translated**

*Basic Format:*

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

As an example:

[2] K. Ichiro, *Thai Economy and Railway 1885-1935*, Tokyo: Nihon Keizai Hyoronsha (in Japanese), 2000.

[3] M. Gorkii, "Optimal design," *Dokl. Akad. Nauk SSSR*, vol. 12, pp. 111-122, 1961 (Transl.: in L. Pontryagin, Ed., *The Mathematical Theory of Optimal Processes*. New York, NY, USA: Interscience, 1962, ch. 2, sec. 3, pp. 127- 135)

## **Book With Chapter Title**

*Basic Format:*

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

As an example:

[1] T. Ogura, "Electronic government and surveillance-oriented society," in *Theorizing Surveillance: The Panopticon and Beyond*. Cullompton, U.K.: Willan, 2006, ch. 13, pp. 270–295.

[2] L. Li, J. Yang, and C. Li, "Super-resolution restoration and image reconstruction for passive millimeter wave imaging," in *Image Restoration—Recent Advances and Applications*, A. Histace, Ed., Rijeka, Croatia: InTech, 2012, pp. 25–45.

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

*Basic Format:*

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

[x] X. Editor, Ed. *Title of Published Book*. City of Publisher, State (only U.S.), Country: Abbrev. of Publisher, year.

As an example:

[1] L. Stein, "Random patterns," in *Computers and You*, J. S. Brake, Ed., New York, NY, USA: Wiley, 1994, pp. 55–70.

[2] C. Bennett, "What happens when you book an airline ticket? The collection and processing of passenger data post9/11," in *Global Surveillance and Policing: Borders, Security, Identity*, E. Zureik and M. Salter, Eds., Cullompton, U.K.: Willan, 2005, pp. 113–138.

[3] W. R. Leonard and M. H. Crawford, Eds. *Human Biology of Pastoral Populations*. New York, NY, USA: Cambridge Univ. Press, 2002.

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

*Basic Format:*

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

As an example:

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

## **B. Journal Citation**

### **Journal Article with Single Author**

*Basic Format:*

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

As an example:

- [1] M. Mefire, "Static regime imaging of certain 3D electromagnetic imperfections from a boundary perturbation formula," *J. Comput. Math.*, vol. 32, no. 4, pp. 412–441, Jul. 2014, [doi: 10.4208/jcm.1401-m4214](https://doi.org/10.4208/jcm.1401-m4214).

### **Journal Article with Three Authors**

*Basic Format:*

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

As an example:

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

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

*Basic Format:*

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

As an example:

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

### **DOIs and URLs**

*Basic Format:*

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

As an example:

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

## **Citing an article with an article number**

*Basic Format:*

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

As an example:

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

## **Citing journal articles in other languages**

*Basic Format:*

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

As an example:

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

## **C. Conferences and Conference Proceedings**

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

*Basic Format:*

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

As an example:

[1] D. Caratelli, M. C. Viganó, G. Toso, and P. Angeletti, “Analytical placement technique for sparse arrays,” presented at the 32nd ESA Antenna Workshop, Noordwijk, The Netherlands, Oct. 5–8, 2010.

[2] J. G. Kreifeldt, “An analysis of surface-detected EMG as an amplitude-modulated noise,” presented at the 1989 Int. Conf. Medicine and Biological Engineering, Chicago, IL, USA, Nov. 9–12, 1989.

- [3] G. W. Juette and L. E. Zeffanella, "Radio noise currents on short sections on bundle conductors," presented at the IEEE Summer Power Meeting, Dallas, TX, USA, Jun. 22–27, 1990, Paper 90 SM 690-0 PWRS.
- [4] J. Arrillaga and B. Giessner, "Limitation of short-circuit levels by means of HVDC links," presented at the IEEE Summer Power Meeting, Los Angeles, CA, USA, Jul. 12–17, 1990, Paper 70 CP 637.

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

The general form for citing conference proceedings is to list the author and title of the paper, followed by the name of the conference in italics using standard abbreviations. Write out all the remaining words, but omit most articles and prepositions like "of the" and "on." That is, the *Proceedings of the 1996 Robotics and Automation Conference* become *Proc. 1996 Robot. Automat. Conf.* If an ordinal number is in the conference name, use the numerical form instead of spelling it out (e.g., "1st" instead of "First"). Include the location if given. "USA" must be included for U.S. locations after city and state.

*Basic Format:*

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

As an example:

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

## Conference Proceedings With DOI

### *Basic Format*

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

As an example:

- [1] G. Veruggio, “The EURON roboethics roadmap,” in *Proc. Humanoids ’06: 6th IEEE-RAS Int. Conf. Humanoid Robots*, 2006, pp. 612–617, doi: [10.1109/ICHR.2006.321337](https://doi.org/10.1109/ICHR.2006.321337)
- [2] J. Zhao, G. Sun, G. H. Loh, and Y. Xie, “Energy-efficient GPU design with reconfigurable in-package graphics memory,” in *Proc. ACM/IEEE Int. Symp. Low Power Electron. Design (ISLPED)*, Jul. 2012, pp. 403–408, doi: [10.1145/2333660.2333752](https://doi.org/10.1145/2333660.2333752).

## Conference Proceedings with Editors

### *Basic Format:*

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

As an example:

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



## Conference Proceedings with Location

*Basic Format:*

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

As an example:

[1] L. S. Carmichael, N. Ghani, P. K. Rajan, K. O'Donoghue, and R. Holt, "Characterisation and comparison of modern layer-2 Ethernet survivability protocols," in *Proc. 37th Southeastern Symp. Syst. Theory (SSST 2005)*, Tuskegee, AL, USA, Mar. 20–22, 2005, pp. 124–129.

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

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

*Basic Format:*

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

As an example:

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

## Conference Paper Online

*Basic Format:*

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

As an example:

[1] Process Software Corp., Framingham, MA, USA. Intranets: Internet technologies deployed behind the firewall for corporate productivity. Presented at INET'96 Annu. Meeting. [Online]. Available: <http://www.process.com/Intranets/wp2.htm>

- [2] J. A. Taylor. (Nov. 2006). Assessment: A tool for development and engagement in the first year of university study. Presented at Engaging Students: 9th Pacific Rim in Higher Education (FYHE) Conf., Griffith, Australia. [Online]. Available: [http://www.fyhe.com.au/past\\_papers/2006/Papers/Taylor.pdf](http://www.fyhe.com.au/past_papers/2006/Papers/Taylor.pdf)
- [3] V. Chandrasekaran, S. Sanghavi, P. A. Parrilo, and A. S. Willsky. (2009). Sparse and low-rank matrix decompositions. Presented at IFAC 2009. [Online]. Available: <http://www.sciencedirect.com/science/article/pii/S1474667016388632>

### **Conference Proceedings Online**

*Basic Format:*

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

As an example:

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

### **D. Course**

*Basic Format:*

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

As an example:

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

## **Coursepack**

*Basic Format:*

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

As an example:

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

## **E. Datasets**

*Basic Format:*

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

As an example:

[1] S. Ansolabehere, M. Palmer, and A. Lee, January 20, 2014, “Precinct-Level  
Election Data. V1,” distributed by Harvard Election Data Archive,  
<http://hdl.handle.net/1902.1/21919> UNF:5:5C9UfGjdLy2ONVPtgr45qA==

## **Online Dataset Reference Using DOI**

*Basic Format:*

[x] Author, Date, “Title of Dataset,” Source, doi: xxx

As an example:

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

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

*Basic Format:*

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

As an example:

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

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

*Basic Format:*

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

As an example:

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

### **F. Handbooks**

*Basic Format:*

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

As an example:

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

### **G. Lectures**

#### **Lecture Notes**

*Basic Format:*

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

As an example:

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

## **H. Legal Citations**

*Note:* In text, italicise the names of court cases.

### **U.S. Supreme Court Decisions**

[1] *Olmstead v. United States*, U.S. Reports, vol. 277, 1928, p. 438.

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

### **Lower-Court Decisions**

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

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

### **U.S. Laws**

[1] U.S. Code, Title 18, section 3123(a)(1),(2), 2000 and 2002 Supplement.

[2] *Uniting and Strengthening America by Providing Appropriate Tools to Intercept and Obstruct Terrorism*, Public Law No. 107-56, section 209, U.S. Statutes at Large, vol. 115, 2001, p. 285.

[3] *Omnibus Crime Control and Safe Streets Act of 1968*, Public Law No. 90-351, sections 801– 804, U.S. Statutes at Large, vol. 82, pp. 211–223 (codified as amended in US Code, Title 18, sections 2510–2522, 2000 and 2002 Supplement).

## **I. Manuals / Software**

*Basic Format:*

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

As an example:

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

### **Manual (Print)**

*Basic Format:*

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

As an example:

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

### **Manual (Online)**

*Basic Format:*

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

As an example:

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

## **J. Software**

*Basic Format:*

- [x] *Title of Software.* (version or year), Publisher Name. Accessed: Date (when applicable). [Type of Medium]. Available: site/path/file

As an example:

- [1] *Antenna Products.* (2011). Antcom. Accessed: Feb. 12, 2014. [Online]. Available: <http://www.antcom.com/documents/catalogs/L1L2GPSAntennas.pdf>
- [2] *Ngspice.* (2011). [Online]. Available: <http://ngspice.sourceforge.net>
- [3] *MSDN Library Visual Studio 6.0.* (2001). Microsoft.

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

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

- [1] mtaOnline1, Fazi Mosque, U.K. An Occasionally Accurate History of Australia: Part I. (Oct. 23, 2006). Accessed: Oct. 6, 2010. [Online Video]. Available: <http://www.youtube.com/watch?v=IJjNsCVHc34>
- [2] Doane Academy, Burlington, NJ, USA. Second Grade Bossy R. (Feb. 28, 2013). Accessed: Jun. 3, 2018. [Online Video]. Available: <https://www.youtube.com/watch?v=PUKHo1Y-BcM>

## **L. Patent**

*Basic Format:*

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

As an example:

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

### **Patent Online**

*Basic Format:*

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

As an example:

- [1] Musical toothbrush with adjustable neck and mirror, by L. M. R. Brooks. (1992, May 19). Patent D 326 189 [Online]. Available: NEXIS Library: LEXPAT File: DESIGN
- [2] Screwless clip mounted computer drive, by D. Williams. (2005, Apr. 26). U.S. Patent 6,885,550 [Online]. Available: <http://patft.uspto.gov/netacgi/6,885,550>

### **M. Periodicals**

*Basic Format:*

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



As an example:

- [1] M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure," *IEEE Trans. Biomed. Eng.*, vol. 58, pp. 2787–2793, Oct. 2011, doi: [10.1109/TBME.2011.2158315](https://doi.org/10.1109/TBME.2011.2158315)
- [2] M. Ito *et al.*, "Application of amorphous oxide TFT to electrophoretic display," *J. Non-Cryst. Solids*, vol. 354, no. 19, pp. 2777–2782, Feb. 2008.
- [3] R. Fardel, M. Nagel, F. Nuesch, T. Lippert, and A. Wokaun, "Fabrication of organic light emitting diode pixels by laser-assisted forward transfer," *Appl. Phys. Lett.*, vol. 91, no. 6, Aug. 2007, Art. no. 061103.
- [4] J. Zhang and N. Tansu, "Optical gain and laser characteristics of InGaN quantum wells on ternary InGaN substrates," *IEEE Photon. J.*, vol. 5, no. 2, Apr. 2013, Art no. 2600111.
- [5] S. Preu, G.H.Döhler, S.Malzer, L.J.Wang, and A. C. Gossard, "Tunable continuous-wave terahertz photo mixer sources and applications," *J. Appl. Phys.*, vol. 109, Mar. 2011, Art. no. 061301.
- [6] S. Azodolmolky *et al.*, "Experimental demonstration of an impairment aware network planning and operation tool for transparent/translucent optical networks," *J. Lightw. Technol.*, vol. 29, no. 4, pp. 439–448, Sep. 2011.
- [7] H. Eriksson and P. E. Danielsson, "Two problems on Boolean memories," *IEEE Trans. Electron. Devices*, vol. ED-11, no. 1, pp. 32–33, Jan. 1959.
- [8] F. Aronowitz, "Theory of travelling-wave optical maser," *Phys. Rev.*, vol. 134, pp. A635–A646, Dec. 8, 1965.
- [9] Ye. V. Lavrova, "Geographic distribution of ionospheric disturbances in the F2 layer," *Tr. IZMIRAN*, vol. 19, no. 29, pp. 31–43, 1961 (Transl.: E. R. Hope, Directorate of Scientific Information Services, Defence Research Board of Canada, Rep. T384R, Apr. 1963).
- [10] E. P. Wigner, "On a modification of the Rayleigh–Schrodinger perturbation theory," (in German), *Math. Naturwiss. Anz. Ungar. Akad. Wiss.*, vol. 53, p. 475, 1935.

- [11] E. H. Miller, "A note on reflector arrays," *IEEE Trans. Antennas Propag.*, to be published.\*\*\* *Always use this style when the paper has been accepted or scheduled for a future publication, i.e., do not use "to appear in."*\*\*\*
- [12] C. K. Kim, "Effect of gamma rays on plasma," submitted for publication. \*\*\* *Always use this style when the paper has not yet been accepted or scheduled for publication, i.e., do not use "to appear in."*\*\*\*
- [13] W. Rafferty, "Ground antennas in NASA's deep space telecommunications," *Proc. IEEE*, vol. 82, no. 5, pp. 636-640, May 1994.
- [14] P. Kopyt *et al.*, "Electric properties of graphene-based conductive layers from DC up to terahertz range," *IEEE THz Sci. Technol.*, to be published. doi: [10.1109/TTHZ.2016.2544142](https://doi.org/10.1109/TTHZ.2016.2544142).
- [15] T. Brunswiler *et al.*, "Formulation of percolating thermal underfills using hierarchical self-assembly of microparticles and nanoparticles by centrifugal forces and capillary bridging," *J. Microelectron. Electron. Packag.*, vol. 9, no. 4, pp. 149-159, 2012, doi: [10.4071/imaps.357](https://doi.org/10.4071/imaps.357).
- [16] L. T. Wu *et al.*, "Real-time analytic sensitivity method for transient security assessment and prevent control," *Proc. Inst. Elect. Eng.*, vol. 135, pt. C, pp. 107-117, Mar. 1988.
- \*\*\**Authors may refer to this journal as Proc. IEE, but the abbreviation must be as listed above. Proc. IEE is printed in the U.K. and must not be confused with the Proc. IEEE.*\*\*\*
- [1] *Special Issue on Artificial Neural Network Applications, Proc. IEEE*, vol. 84, pp. 1353-1576, Oct. 1996.

**Article Referred to in the Same Issue:**

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

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

### **Periodical With Article ID**

*Basic Format:*

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

As an example:

- [1] J. Zhang and N. Tansu, "Optical gain and laser characteristics of InGaN quantum wells on ternary InGaN substrates," *IEEE Photon. J.*, vol. 5, no. 2, Apr. 2013, Art no. 2600111.
- [2] R. Fardel, M. Nagel, F. Nuesch, T. Lippert, and A. Wokaun, "Fabrication of organic light emitting diode pixels by laser-assisted forward transfer," *Appl. Phys. Lett.*, vol. 91, no. 6, Aug. 2007, Art. no. 061103.
- [3] S. Preu, G. H. Döhler, S. Malzer, L. J. Wang, and A. C. Gossard, "Tunable continuous-wave terahertz photo mixer sources and applications," *J. Appl. Phys.*, vol. 109, Mar. 2011, Art. no. 061301.
- [4] L. Kuang *et al.*, "A numerical method for analysing electromagnetic scattering properties of a moving conducting object," *Int. J. Antennas Propag.*, vol. 2014, 2014, Art. no. 386315, doi: [10.1155/2014/386315](https://doi.org/10.1155/2014/386315).

### **Periodical With DOI**

*Basic Format:*

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

As an example:

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

### **Periodical in Other Language**

*Basic Format:*

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

As an example:

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

### **Periodicals Online**

*Basic Format:*

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

As an example:

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

### **N. Virtual Journal**

*Basic Format:*

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

As an example:

- [1] J. Smith, T. Jones, and B. Simpson, Eds., “IEEE Biometrics Compendium Issue 30 December 2017,” in *IEEE Biometrics Compendium*, Dec. 2017. [Online]. Available: <http://ieeexplore.ieee.org/virtual-journals/biocomp/issue/30/>

- [2] T. Robertson, Ed., “RFIC Virtual Journal–Issue 6,” in *IEEE RFIC Virtual Journal*, Oct. 2014. [Online]. Available: <http://ieeexplore.ieee.org/virtual-journals/rfic/issue/6/>
- [3] “RFID Virtual Journal–Issue 10,” in *IEEE RFID Virtual Journal*, Nov. 2015. [Online]. Available: <http://ieeexplore.ieee.org/virtual-journals/rfid/issue/10>

## O. Reports

*Basic Format:*

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

As an example:

- [1] E. E. Reber, R. L. Michell, and C. J. Carter, “Oxygen absorption in the earth’s atmosphere,” Aerospace Corp., Los Angeles, CA, USA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.
- [2] J. H. Davis and J. R. Cogdell, “Calibration program for the 16-foot antenna,” Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.
- [3] R. E. Haskell and C. T. Case, “Transient signal propagation in lossless isotropic plasmas,” USAF Cambridge Res. Labs., Cambridge, MA, USA, Rep. ARCRL-66-234 (II), 1994, vol. 2.
- [4] M. A. Brusberg and E. N. Clark, “Installation, operation, and data evaluation of an oblique-incidence ionosphere sounder system,” in “Radio Propagation Characteristics of the Washington-Honolulu Path,” Stanford Res. Inst., Stanford, CA, USA, Contract NOBSR-87615, Final Rep., Feb. 1995, vol. 1.
- [5] P. Diamant, S. L. Richert, and W. L. Lapatkin, “V-line surface-wave radiation and scanning,” Dept. Elect. Eng., Columbia Univ., New York, NY, USA, Sci. Rep. 85, Aug. 1991.

## Report Online

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

*Basic Format:*

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

As an example:

- [1] R. J. Hijmans and J. van Etten, "Raster: Geographic analysis and modeling with raster data," R Package Version 2.0-12, Jan. 12, 2012. [Online]. Available: <http://CRAN.R-project.org/package=raster>
- [2] "Teralyzer," Lytera UG, Kirchhain, Germany. Accessed: Jun. 5, 2014. [Online]. Available: [http://www.lytera.de/Terahertz\\_THz\\_Spectroscopy.php?id=home](http://www.lytera.de/Terahertz_THz_Spectroscopy.php?id=home)
- [3] F. Zhao, "Smartphone solutions white paper," Shenzhen, China, Huawei, White Paper, 2012. [Online]. Available: [http://www.huawei.com/ilink/en/download/HW\\_193034](http://www.huawei.com/ilink/en/download/HW_193034)
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## **P. Standards**

*Basic Format:*

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

As an example:

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

## Standard Online

*Basic Format:*

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

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

As an example:

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

## Q. Theses and Dissertations

*Basic Format:*

[x] J. K. Author, "Title of report," M.S. report, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

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

As an example:

[1] J. O. Williams, "Narrow-band analyser," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, USA, 1993.

[2] N. Kawasaki, "Parametric study of thermal and chemical nonequilibrium nozzle flow," M.S. report, Dept. Electron. Eng., Osaka Univ., Osaka, Japan, 1993.

[3] N. M. Amer, "The effects of homogeneous magnetic fields on developments of *tribolium confusum*," Ph.D. dissertation, Radiation Lab., Univ. California, Berkeley, Tech. Rep. 16854, 1995. \*\*\* *The state abbreviation is omitted if the university's name includes the state name, i.e., "Univ. California, Berkeley."* \*\*\*

[4] C. Beclé, *These de doctoral d'état*, Univ. Grenoble, Grenoble, France, 1968.

## Report Online

*Basic Format:*

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

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

As an example:

[1] F. Jensen, "Electromagnetic near-field far-field correlations," Ph.D. dissertation, Dept. Elect. Eng., Tech. Univ. Denmark, Lyngby, Denmark, 1970. [Online]. Available: [www.tud.ed/jensen/diss](http://www.tud.ed/jensen/diss)

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## **R. Government Documents**

*Basic Format:*

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

As an example:

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

## **Government Online**

*Basic Format:*

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

As an example:

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

## **S. Websites**



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

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

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

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

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

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

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

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

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

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

#### **3.4.1 Numbering Footnotes**

- (i) Footnote numbering employs superscript numbers at the pertinent locations within the text on a page.
- (ii) Use the same superscript number at the bottom of the page along with the note or additional information, ensuring it is on the same page.
- (iii) The length of the separator line between the text and the footnote should be no less than 40mm.

- (iv) The numbers used should be sequential, starting with number 1 and continuing consecutively throughout the report.

### **3.4.2 Writing Footnotes**

- (i) The approved font size is designated as 10 points.  
(ii) Footnotes should be typed with single spacing.

### **3.4.3 Writing Information and References in Footnote.**

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

As an example:

---

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

---

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

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

As an example:

---

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

---

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

- (iii) Ibid should indicate sequential citations within footnotes that correspond to the preceding reference.

### **3.4.4 References to Al-Quran**

- (i) Numerical indications denoting references to verses from the Quran should be positioned after the Quranic text itself rather than after its translation.

Citations should be structured based on chapter (surah) and verse (ayat) numbers.

As an example:

Allah commands:

أُولَئِكَ عَلَىٰ هُدًى مِّن رَّبِّهِمْ وَأُولَئِكَ هُمُ الْمُفْلِحُونَ<sup>5</sup>

It means:

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

---

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

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

### 3.4.5 References to al-Hadith

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

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

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

It means:

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

<sup>25</sup> Hadith riwayat Muslim, Kitab al-Fada'il, Bab Kam Sinn al-Nabiy Sallallah 'alaihi wa Sallam Yaum Qubid. no. Hadith 2348. Lihat Abu al-Husain Muslim bin al-Hajjaj bin Muslim. (t.th.) Sahih Muslim. ed. Muhammad Fuad 'Abd al-Baqi. Beirut: Dar Ihya' al-Turath al-'Arabi. 4:1825.

**Example of Takhrij al-Hadith:**

وَسَلَّمَ عَلَيْهِ اللَّهُ صَلَّى اللَّهُ رَسُولُ قَالَ: قَالَ، عَنْهُ اللَّهُ رَضِيَ هُرَيْرَةَ أَبِي عَنْ  
 الْعَظِيمِ وَالْقُرْآنُ الْمَثْنِي السَّبْعُ هِيَ الْقُرْآنُ أُمَّ )<sup>26</sup>  
 )

It means:

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

<sup>26</sup> T:(al-Bukhari (256H): Şahih al-Bukhari), No. 4704 [Lafaz di atas]; (al-Tirmidhi (279H): al-Jami' al-Kabir (Sunan al-Tirmidhi)), No. 3124 dan beliau berkata: (صَحِيحٌ حَسَنٌ حَدِيثٌ هَذَا); (Abu Dawud (275H): Sunan Abi Dawud), No. 1457; (al-Darimi (255H): Sunan al-Darimi), No. 3374; (Aḥmad (241H): al-Musnad), No. 9496 & 9498 dan lain-lain. [Status: Şahih]

**3.4.6 Abbreviated Form in English and Bahasa Melayu**

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

<i>English</i>		<i>Bahasa Melayu</i>	
app.	appendix	lamp.	lampiran
art./arts.	article/articles	makal.	makalah
b.	born	l.	lahir
bk./bks.	book/books	bk.	buku
©	copyright	h.c.	hak cipta
ca.	(circa): about, approximately	ca.	lebih kurang
cf.	compare	band.	bandingan
ch.	chapter (rujukan dalam bidang undang-undang)	bab	bab
chap./chaps.	chapter/chapters	bab	bab
col./cols.	column/columns	ruang	ruangan / lajur
comp./comps.	compiler / compilers; compiled by	pnys.	penyusun
dept./depts.	department / departments	bhg	bahagian
d.	died	jab.	jabatan
div./divs	division/divisions	w.	wafat
e.g.	( <i>exempligratia</i> ): for example	mis.	misal/ misalnya/contoh

**Table 3.1:** Continued

ed./eds.	edition / editions; editor, edited by	ed.	edisi, editor / oleh
et al.	(et alia): and others	pnyt. et al.	penyunting dan pengarang- pengarang lain
et seq.	( <i>et sequers</i> ): and the following	dst.	dan seterusnya
etc.	(et cetera): and so forth	dll./dsb.	dan lain-lain / dan sebagainya
fig./figs.	figure/figures	gamb.	gambar / gambar raja
ibid.	( <i>ibiden</i> ): in the same place	raj. ibid.	raja di tempat yang sama
id.	( <i>idem</i> ): the same	id.	yang sama
infra.	below	di bawah	di bawah
l.v.	( <i>locus variis</i> ): various places (of publication)	l.v.	aneka tempat penerbitan
ms/mss	manuscript/manuscripts	mss.	manuskrip
n.d.	no date	t.th.	tiada tarikh
n.p.	no place; no publisher (baru-baru ini”(s.l.)” ( <i>sinoloco</i> ) digunakan sebagai tanda bahawa tempat penerbitan tidak disebut; dan “(s.n.)” ( <i>sine nomine</i> ) untuk menyatakan bahawa penerbitan tidaklah disebut dalam sesuatu penerbitan)	t.tp. t.pt.	tiada tempat tiada penerbit
no.	number	bil.	bilangan
n.s.	new series	s.b.	siri baru
o.s.	old series	s.l.	siri lama
p./ps.	page/pages	hlm.	halaman
par./pars.	paragraph/paragraphs	pgn.	perenggan
passim	here and there	passim	tersebar di sana sini
pt./pts.	part/parts	fs.	fasal
q.v.	( <i>quod vide</i> ): which see	r.s.	rujuk seterusnya
r.a.	<i>radhiallahu ‘anhu</i>	s.a.w.	<i>sallallah ‘alaihi wa sallam</i>
sc.	scene	adeg.	adegan
sec./secs/	section/sections	fs.	bahagian
sic.	so, thus	sic.	begitu, demikian
supp./supps.	supplement /	supp./supps.	supplement /
s.v.	(sub-verbo, sub-voce): under the word or heading	s.v.	s.v.
trans.	translator; translated by	trj.	trj.
v./vv	verse/verses	s.w.t	<i>subhanahu wa ta’ala</i>
viz.	( <i>videlicet</i> ): namely	ptrj.	penterjemah
vol./vols.	volume/volumes	ayat	ayat
vs.	( <i>versus</i> ): against (dalam bidang undang – undang)	i.i.	iaitu, iaini
		jld.	jilid
		lwn.	lawan

### **3.5 ADDITIONAL INFORMATION**

The formatted report template in Microsoft Word is available for download from the Office of Academic Management website.

## REFERENCES

### (APA FORMAT)

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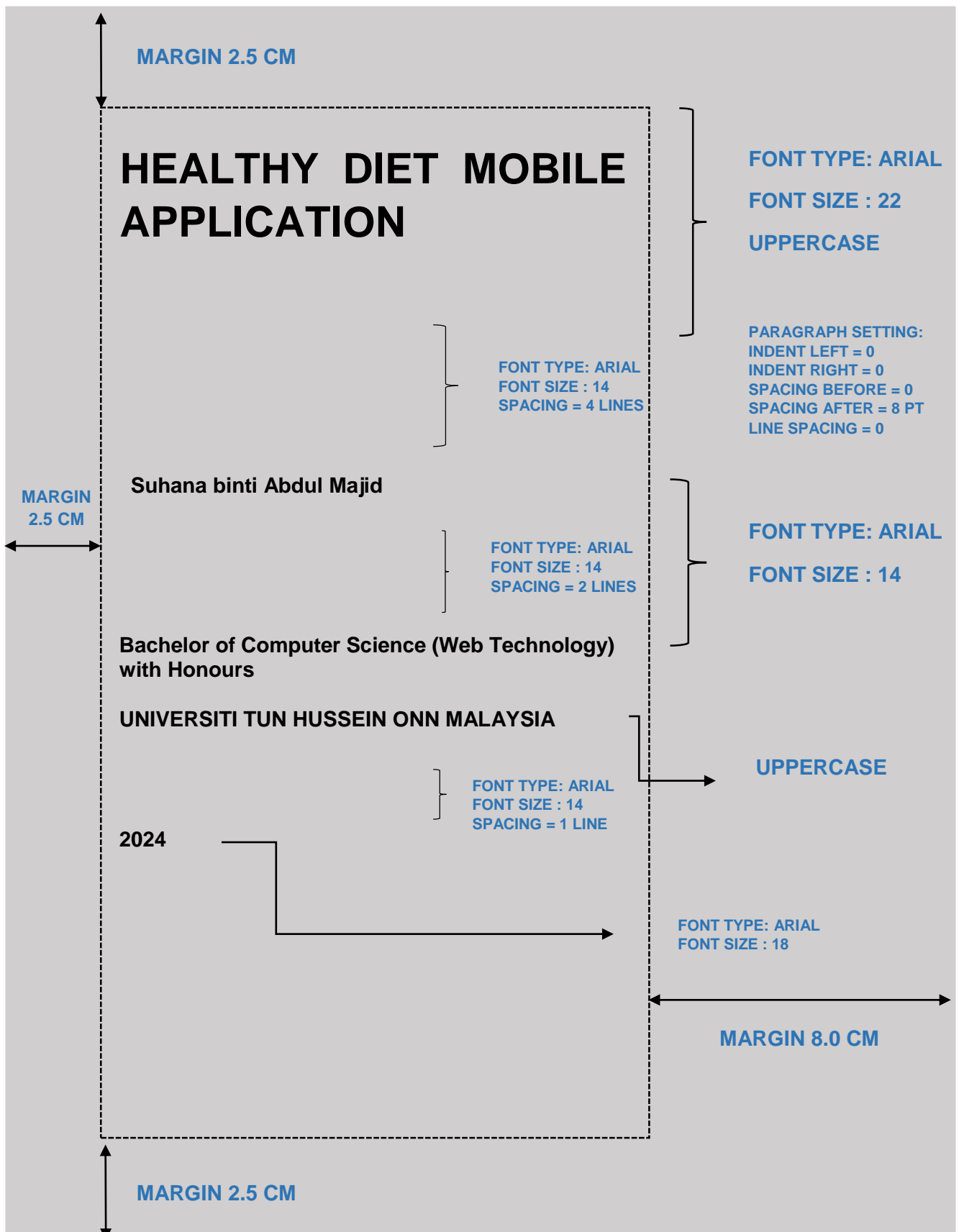
### (IEEE FORMAT)

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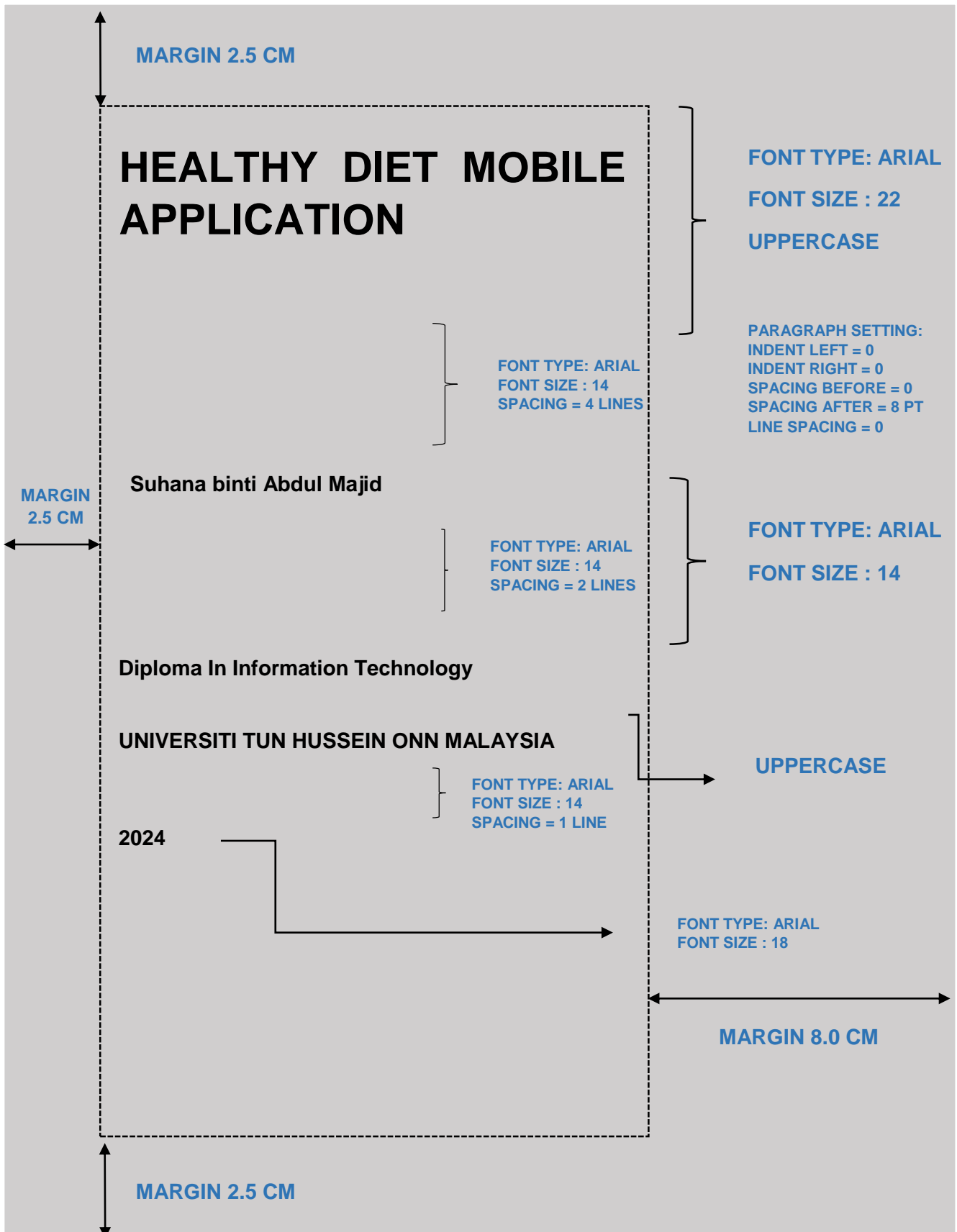


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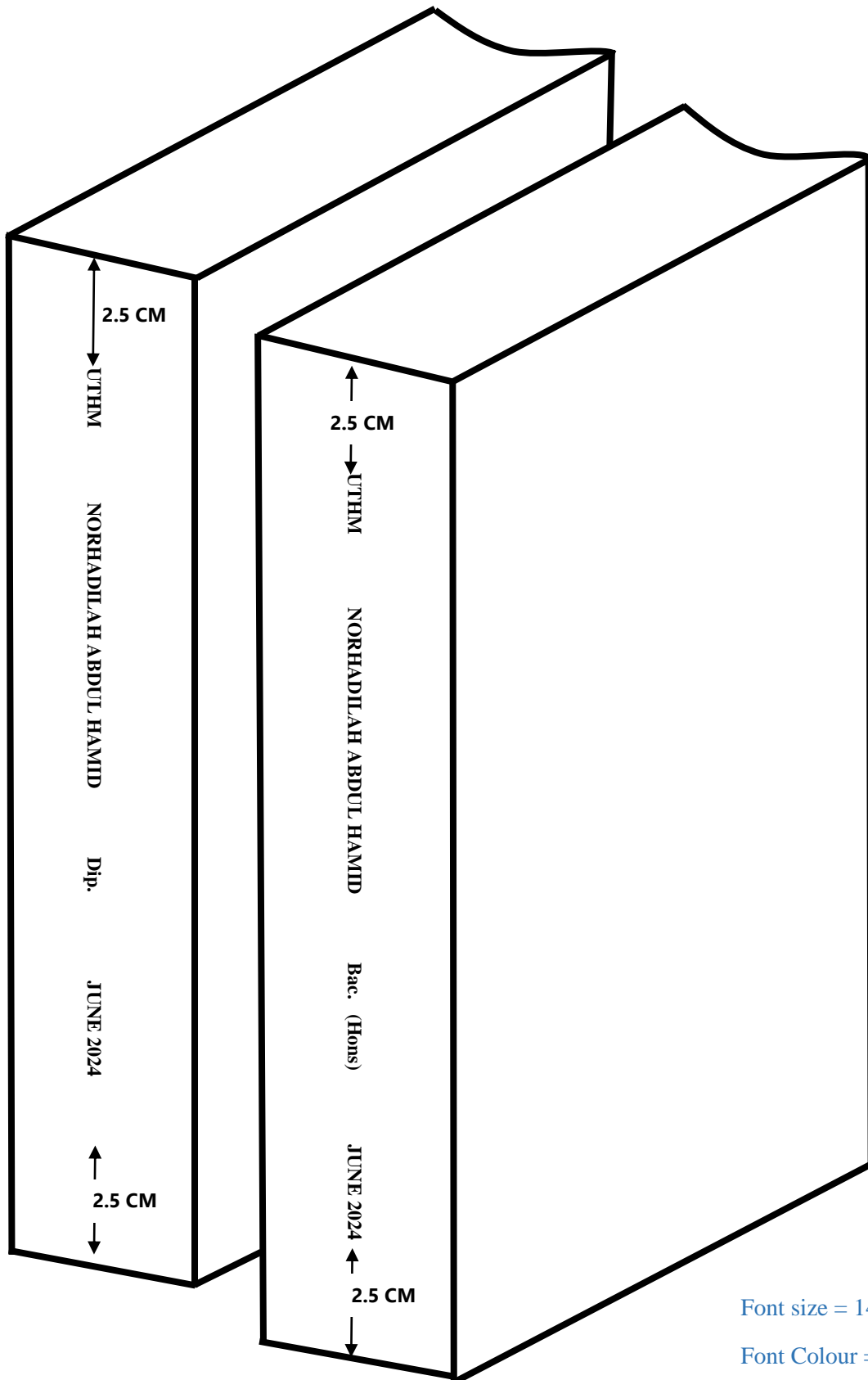
**APPENDIX A**  
**EXAMPLE OF UNDERGRADUATE (BACHELOR DEGREE) REPORT FRONT COVER**



**APPENDIX B  
EXAMPLE OF UNDERGRADUATE (DIPLOMA) REPORT FRONT COVER**

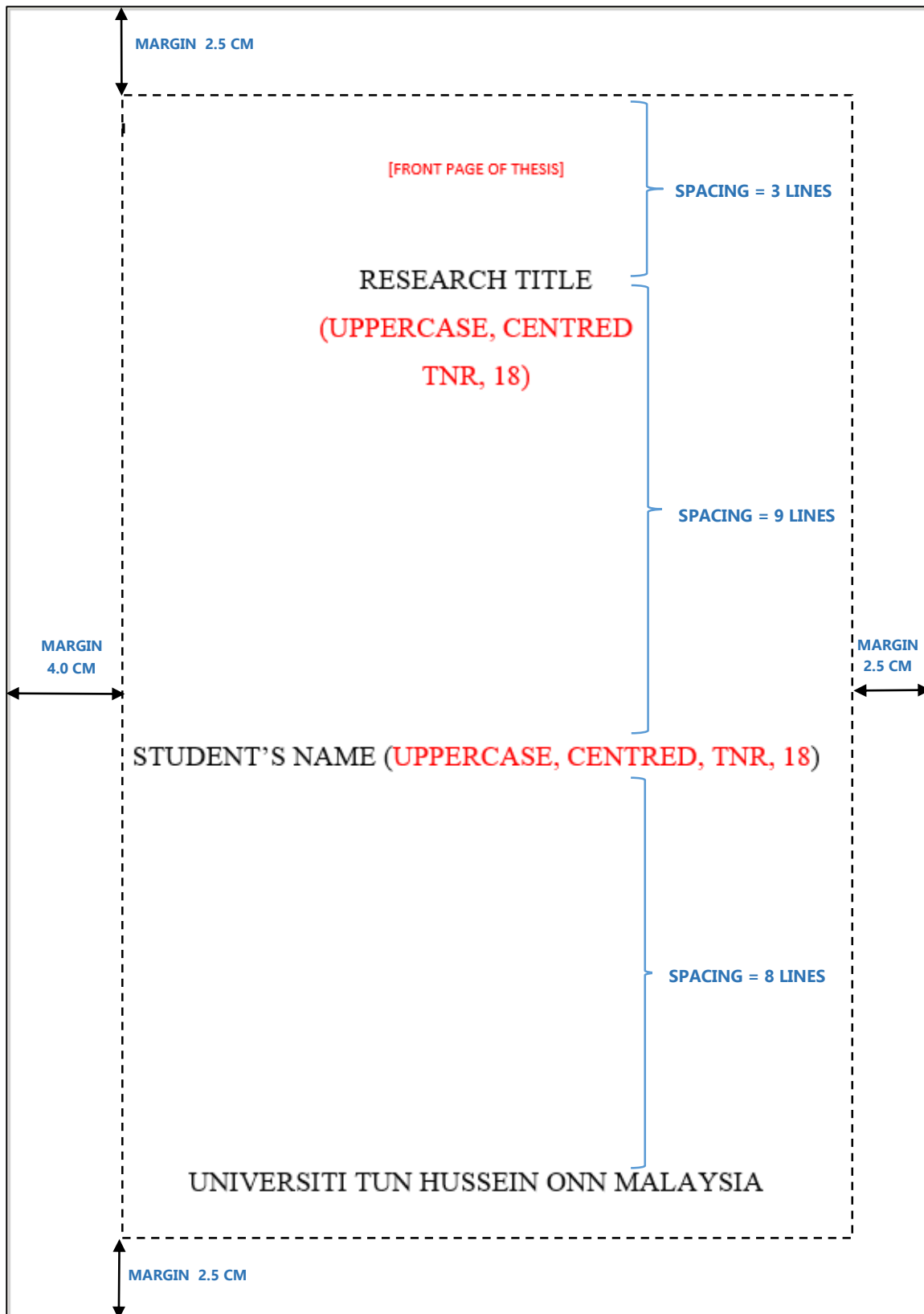


**APPENDIX C  
EXAMPLE OF THE SPINE**

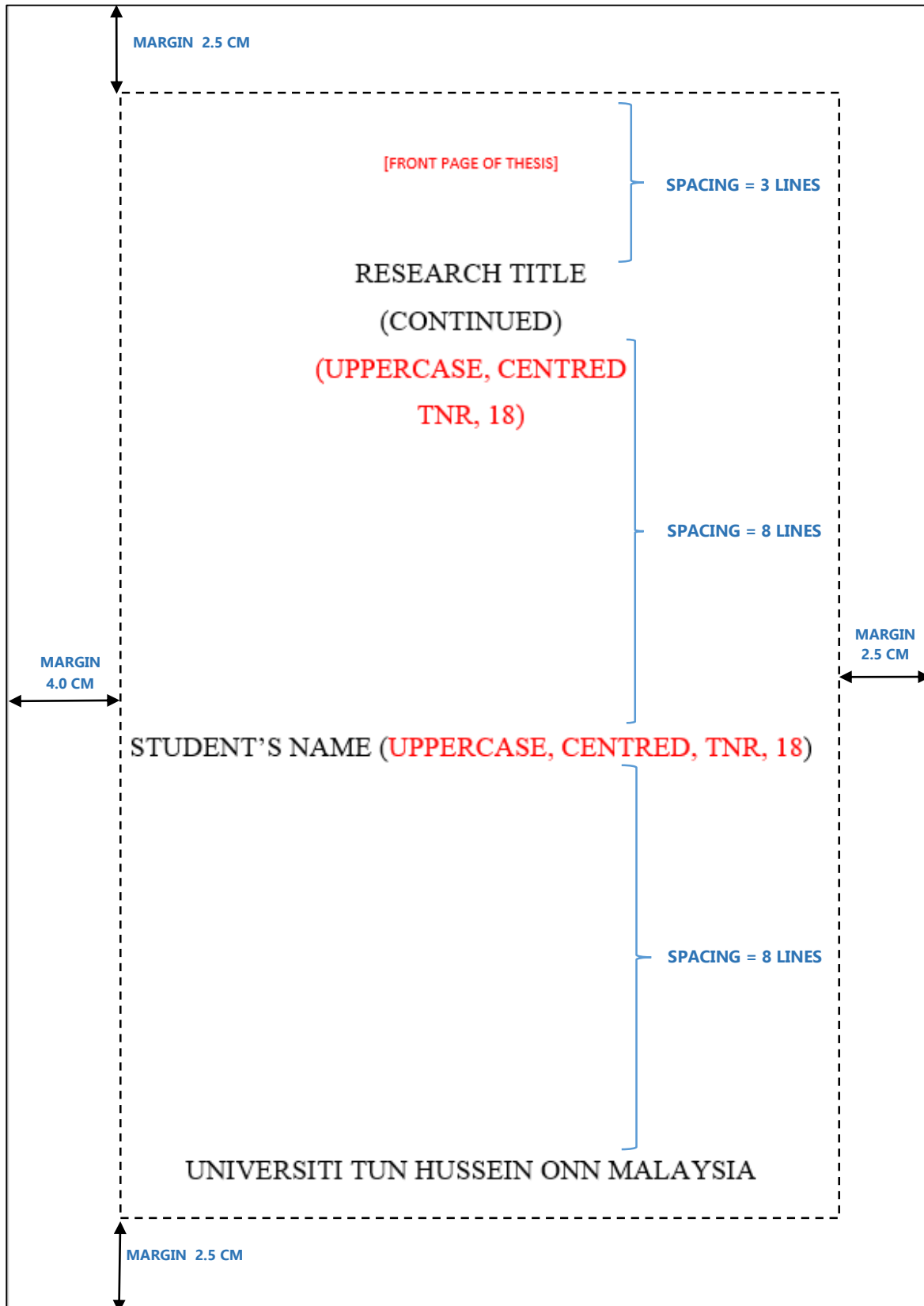


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Font Colour = Black

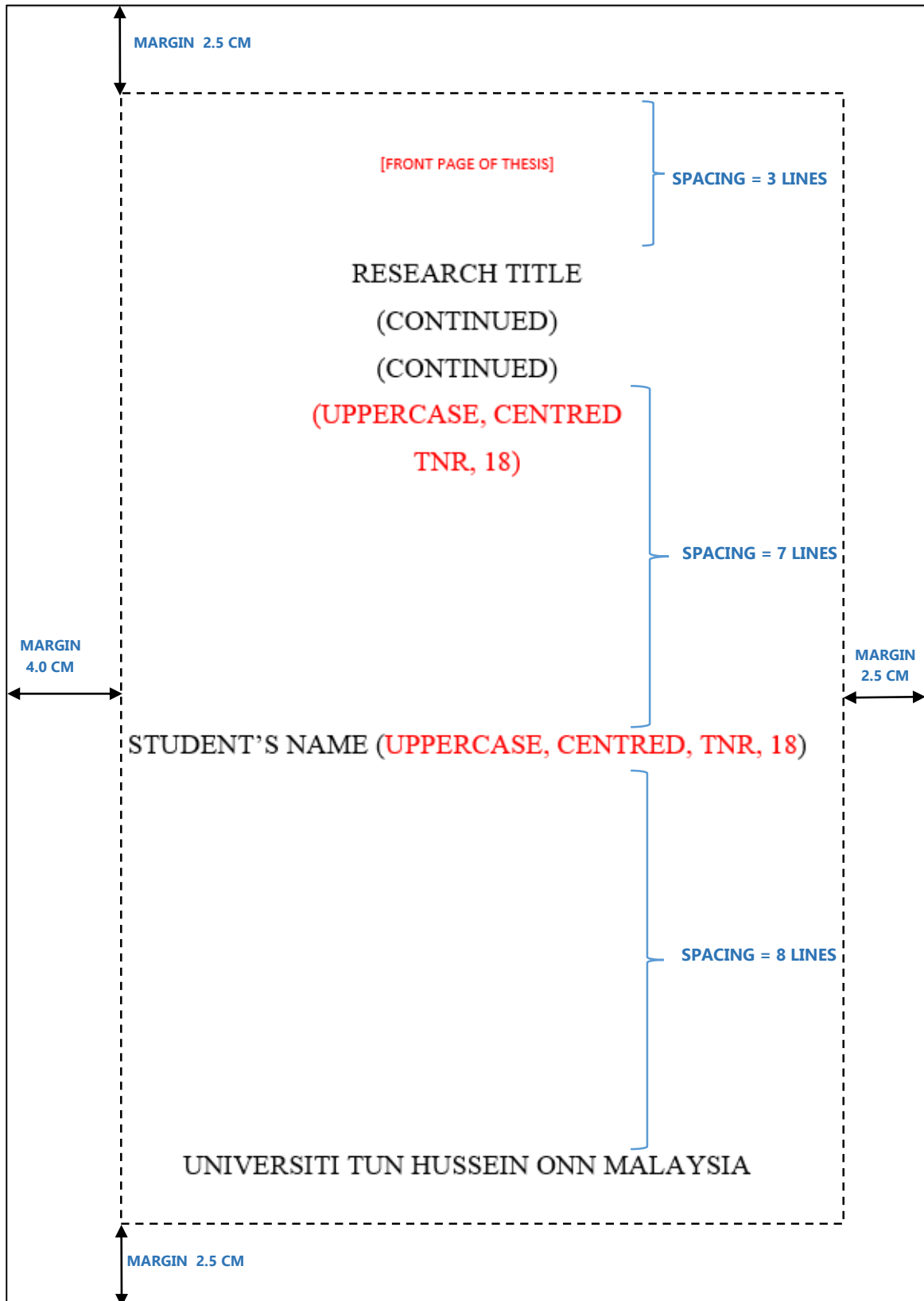
**APPENDIX D  
REPORT STRUCTURE  
(FRONT PAGE WITH ONE LINE TITLE)**



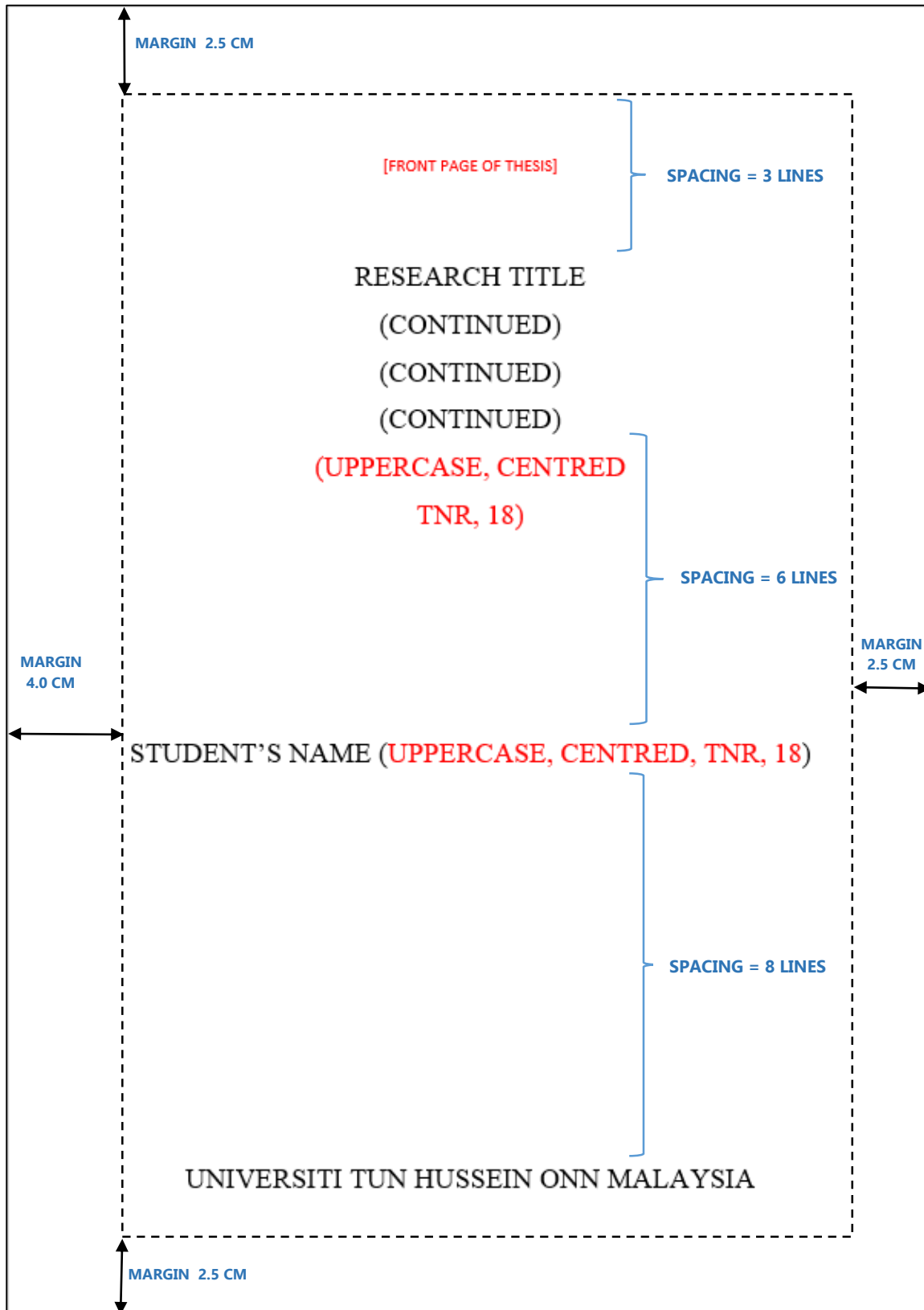
**REPORT STRUCTURE  
(FRONT PAGE WITH TWO LINES TITLE)**



**REPORT STRUCTURE  
(FRONT PAGE WITH THREE LINES TITLE)**



**REPORT STRUCTURE  
(FRONT PAGE WITH FOUR LINES TITLE -MAXIMUM)**





**MARGIN 2.5 CM**

**UNIVERSITI TUN HUSSEIN ONN MALAYSIA  
CONFIRMATION STATUS FOR ACADEMIC REPORT OF  
BACHELOR'S DEGREE / DIPLOMA (CHOOSE ONE)**

**RESEARCH TITLE (IT MAY BE MORE THAN ONE LINE, USE 1.5 SPACING FOR  
RESEARCH TITLE)**

**ACADEMIC SESSION: 2024/2025 (DURING REPORT SUBMISSION)**

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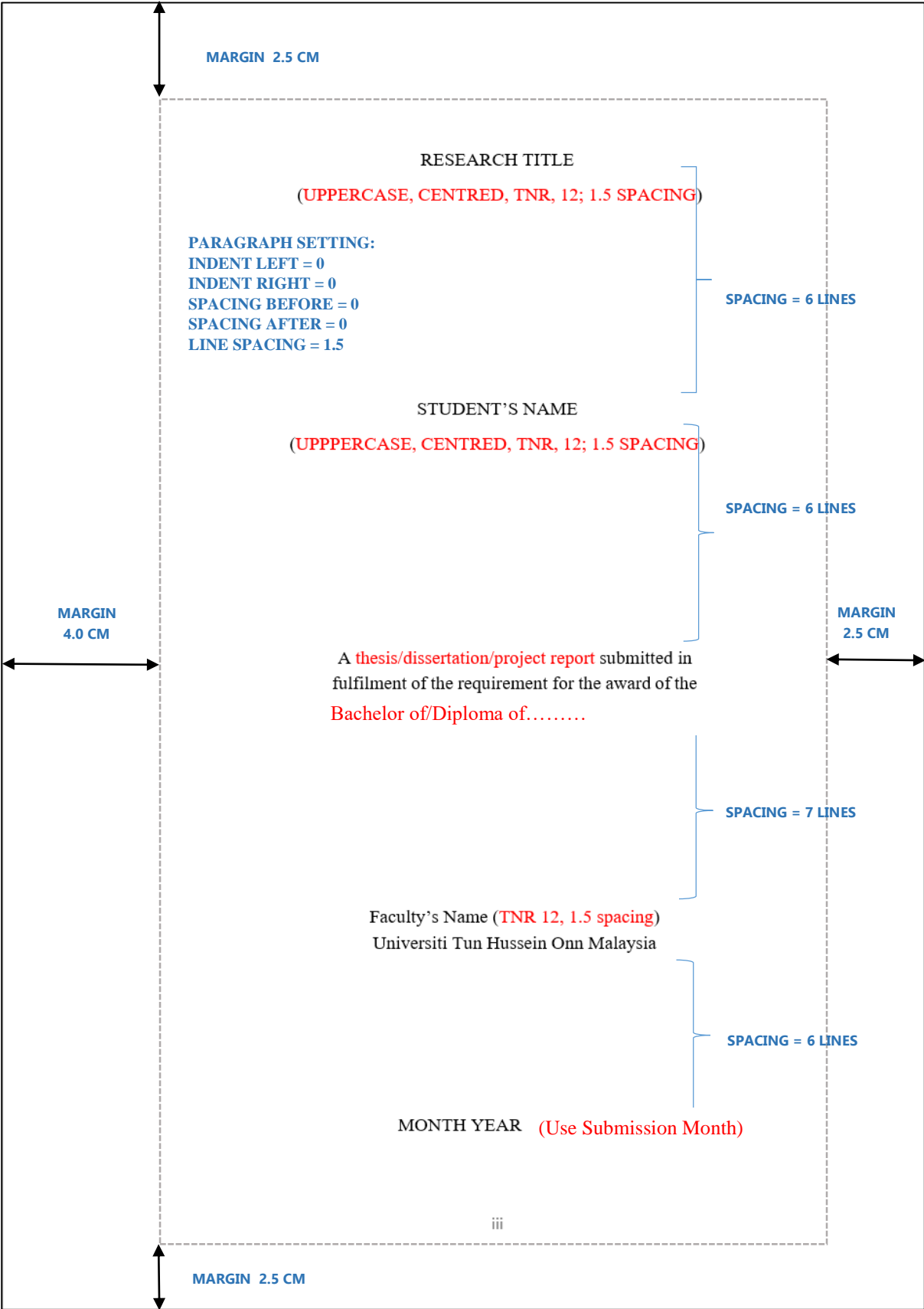
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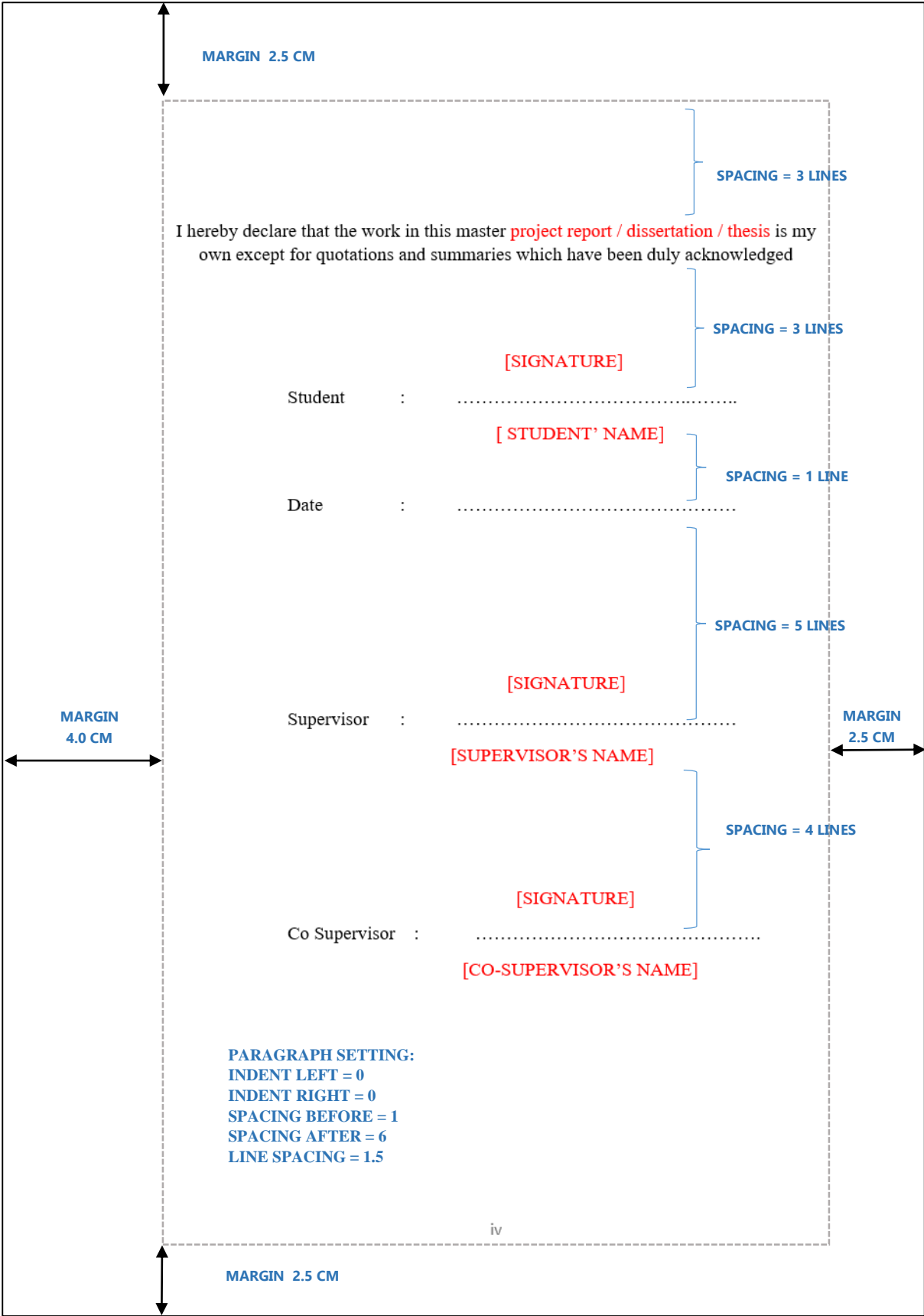
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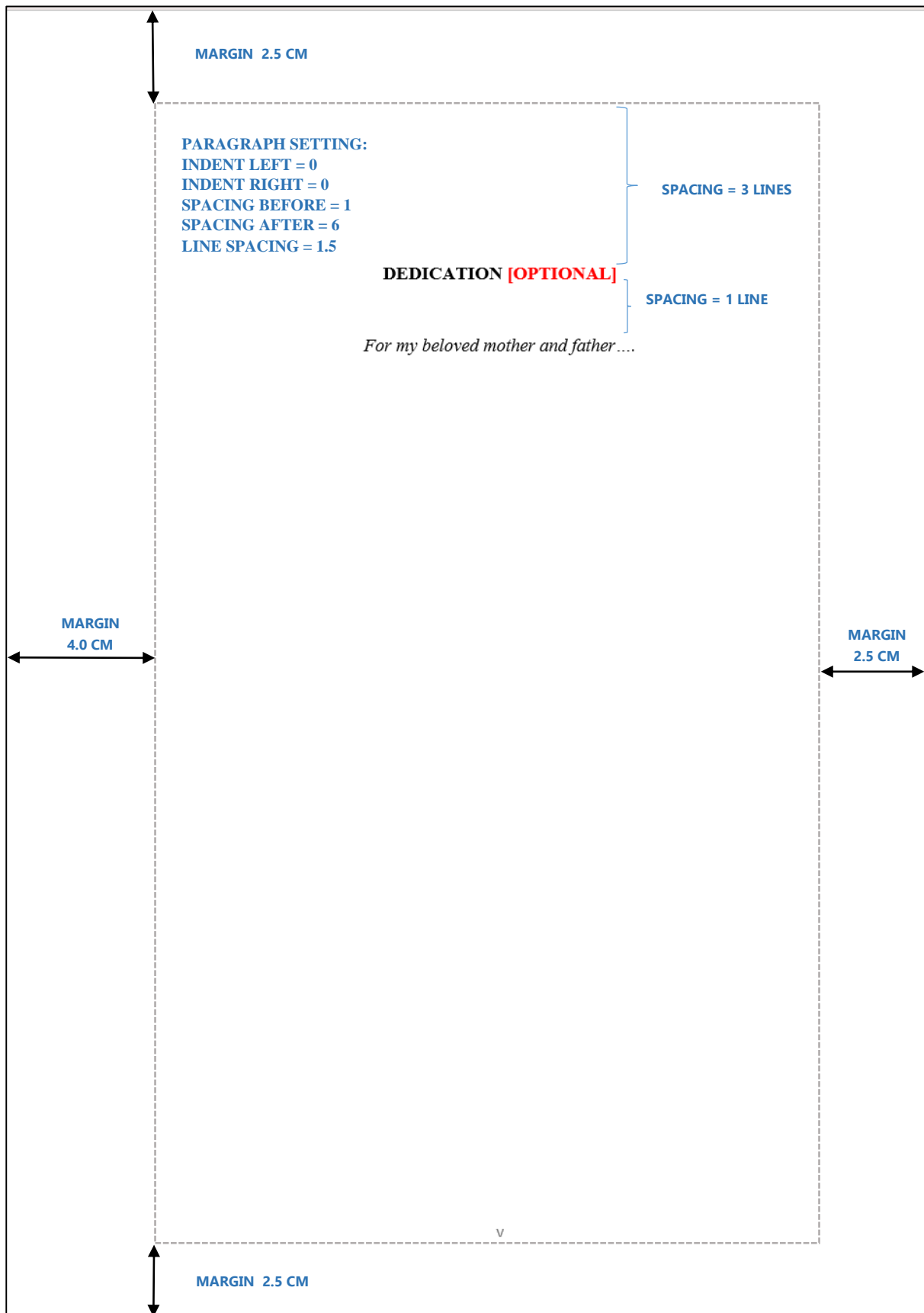
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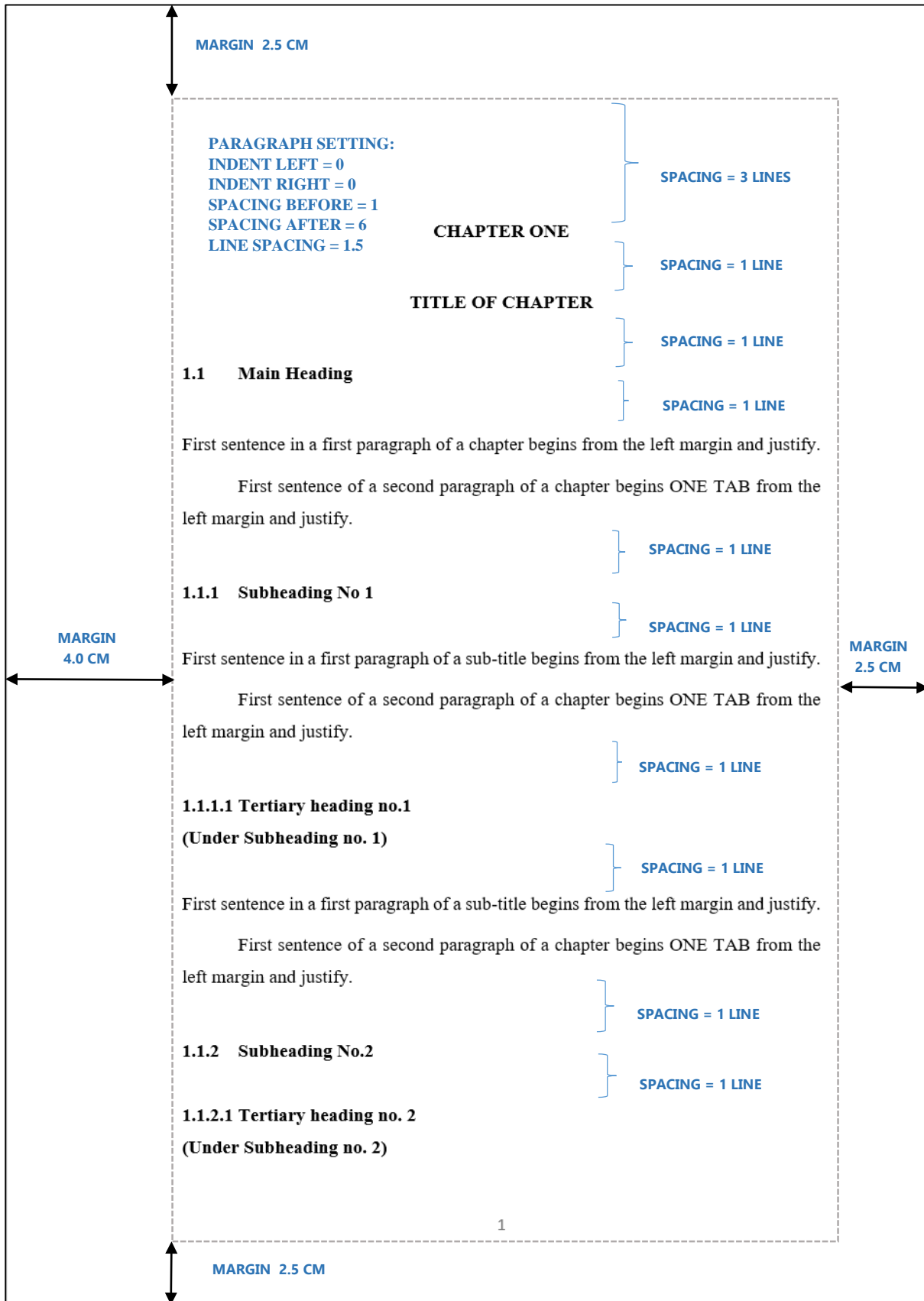




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