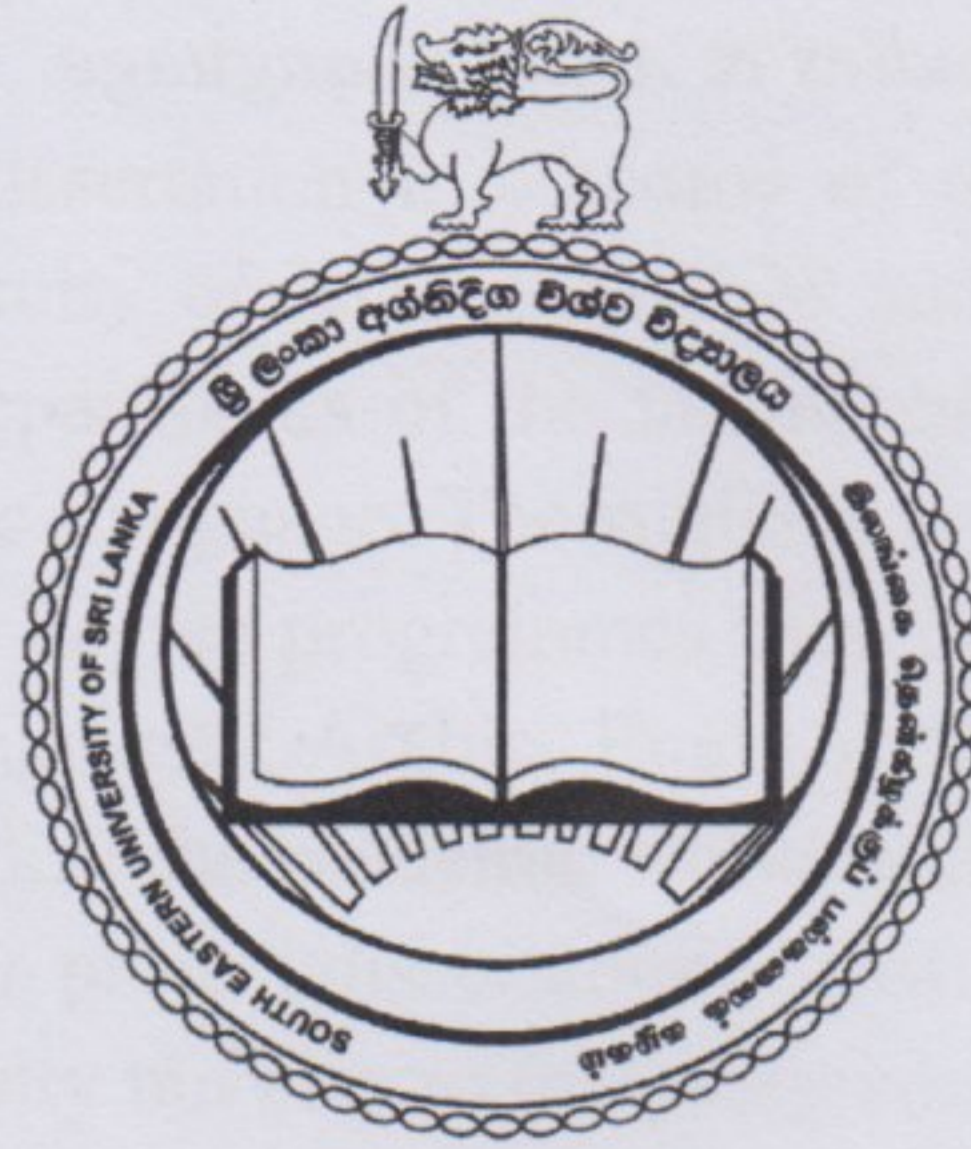


THE WRITING GUIDELINES FOR DISSERTATION

Faculty of Islamic Studies and Arabic Language
SOUTH EASTERN UNIVERSITY OF SRI LANKA



THE WRITING GUIDELINES FOR DISSERTATION

Faculty of Islamic Studies and Arabic Language
SOUTH EASTERN UNIVERSITY OF SRI LANKA

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Compiled by:
Dr. MIM. Jazeel

In Association with
Dr. RA. Sarjoon
Ms. MASF. Saadhifa



FACULTY OF ISLAMIC STUDIES AND ARABIC LANGUAGE
SOUTH EASTERN UNIVERSITY OF SRI LANKA

PREFACE

The writing guidelines for the dissertation is outcome of the decision which was arrived at Faculty board meeting of the faculty of Islamic Studies and Arabic Language, South Eastern University of Sri Lanka. Both departments of the faculty offer honour degree programmes in areas of Islamic studies and Arabic Language. The students are to submit a final year dissertation in partial fulfilment of the honour degree programmes they follow. Moreover, the dissertation is being submitted in three main languages: Arabic, English and Tamil. The faculty considers as important to take steps to standardize the academic works and to facilitate the students to ensure the quality and uniformity in their project/dissertation. This guideline is not only useful to the undergraduate students of the faculty but also to the postgraduate research students of the faculty in future.

I would like to take this opportunity to extend my gratitude to my associates for their contribution and commitment to complete this guideline. My special thanks to the academic staff for their valuable inputs and feedback. I also thank Dean of the faculty for his interest in developing a guideline for the faculty.

Dr. M.I.M. Jazeel

Head / Dept. of Islamic Studies
South Eastern University of Sri Lanka
February 14, 2021

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1. TECHNICAL SPECIFICATIONS

1.1 PAPER SPECIFICATIONS

1.1.1 Size:

It must adhere to A4 paper size only (210 mm x 297 mm).

1.1.2 Quality:

The quality Photocopy paper 80 gsm must be used for the original copy and Duplicate copies.

1.2 RULES FOR TYPING

1.2.1 Typeface and Font Size

It is obligatory to use Times New Roman throughout the entire Dissertation. The font size for Romanized script is 12 points. For dissertation in traditional Arabic, the font size is 16 points, and for Tamil dissertation, it's required to use Akarathi font of size 12 point.

1.2.2 Headings

All headings (except sub-headings) must be in **bold CAPITALS** and centred. It is also must to apply the margin specifications for typing headings. Font size for main headings and sub-headings is 12 points in Romanized script. For dissertation in traditional Arabic, the font size is 18 points for main heading.

1.2.3 Text

Text must be justified and distributed between margins.

1.2.4 Spacing

The entire general text of a Dissertation must be typed with 1.15 spacing. However, a Dissertation written in Arabic must be applied with 1.5 spacing. A new paragraph must begin one space below the last sentence of the previous paragraph. The following must be typed with single spacing:

- a. Declaration
- b. Certification
- c. Abstract
- d. Translation of Abstract
- e. Acknowledgements
- f. Contents
- g. List of Tables and Illustrations
- h. Footnotes
- i. Endnotes
- j. References

1.2.5 Paragraphing

The first paragraph which appears under each heading must begin from the left margin for Romanized, Akarathi scripts, and from the right margin for Arabic script. The following paragraphs must have the first line indented **12.7 mm** from the left margin (Romanized, Akarathi scripts), and from the right margin (Arabic script).

1.2.6 Transliteration

Italic is a must in typing non-English word in English Dissertation. Arabic word is to be transliterated in accordance to the given style and table (*See pages of Appendixes*)

1.3 FINAL COPIES

1.3.1 Final Copies for the University

Upon the Dissertation has been endorsed by the supervisor, the candidate should submit it bound with hard cover. The 2 copies are to be submitted as follows:

- a. The original (1) copy is to be submitted to the Examination Branch/SEUSL.
- b. The other copy is to be submitted to the respective department of the Faculty.

1.4 INFORMATION ON THE COVER

1.4.1 Colour of Dissertation Cover

The colour of the cover: Black

1.4.2 Dissertation Front Cover

Details on the front cover should be printed in silver CAPITALS, font size 18 points for all Dissertations and should be in the following order:

TITLE OF DISSERTATION

Arranged in inverted pyramid - font size 18 points - 60 mm from the top of the page

NAME OF THE CANDIDATE

As appears in Examination admission card- font size 12 points

NAME OF THE DEGREE

Bachelor of Arts Honours - font size 12 points

DEPARTMENT, FACULTY AND SOUTH EASTERN UNIVERSITY OF SRI LANKA

Name of the institutions - font size 12 points - 60 mm from the bottom of the page

See following page for instance

1.2. SAMPLE OF FRONT COVER

↙ (This box should not appear)

edge

60mm

(Times New Roman, 18pt font size, 1.0 line-spacing)

**ROLE OF ISLAMIC INSTITUTIONS IN SOLVING
DOMESTIC PROBLEM OF THE MUSLIMS:
AN EMPRICAL STUDY**

(Times New Roman, 12pt font size)

MOHAMMED MAHMOOD LEBBA MOHAMMED

BACHELOR OF ARTS HONOURS

(Times New Roman, 12pt font size, 1.0 line-spacing)

**DEAPRTMENT OF ISLAMIC STUDIES
FACULTY OF ISLAMIC STUDIES AND ARABIC LANGUAGE
SOUTH EASTERN UNIVERSITY OF SRI LANKA**

2019

60mm

edge

1.2. SAMPLE OF FRONT COVER IN ARABIC

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edge

60mm

(Traditional Arabic, 22pt font size, 1.0 line-spacing)

استخدام الوسائل التعليمية الحديثة في تعليم اللغة العربية كلغة أجنبية

في المدارس العربية بسريلانكا

(Traditional Arabic, 18pt font size, 1.0 line-spacing)

محمد إسماعيل عبد الكريم

(Traditional Arabic, 18pt font size, 1.0 line-spacing)

البكالوريوس المتخصص

(Traditional Arabic, 18pt font size, 1.0 line-spacing)

قسم اللغة العربية

كلية الدراسات الإسلامية واللغة العربية

جامعة جنوب الشرق السريلانكا

2019

60mm

edge

1.4.3 Spine of Thesis

Details on the spine should be printed in silver CAPITALS, font size 18 points, in the following order:

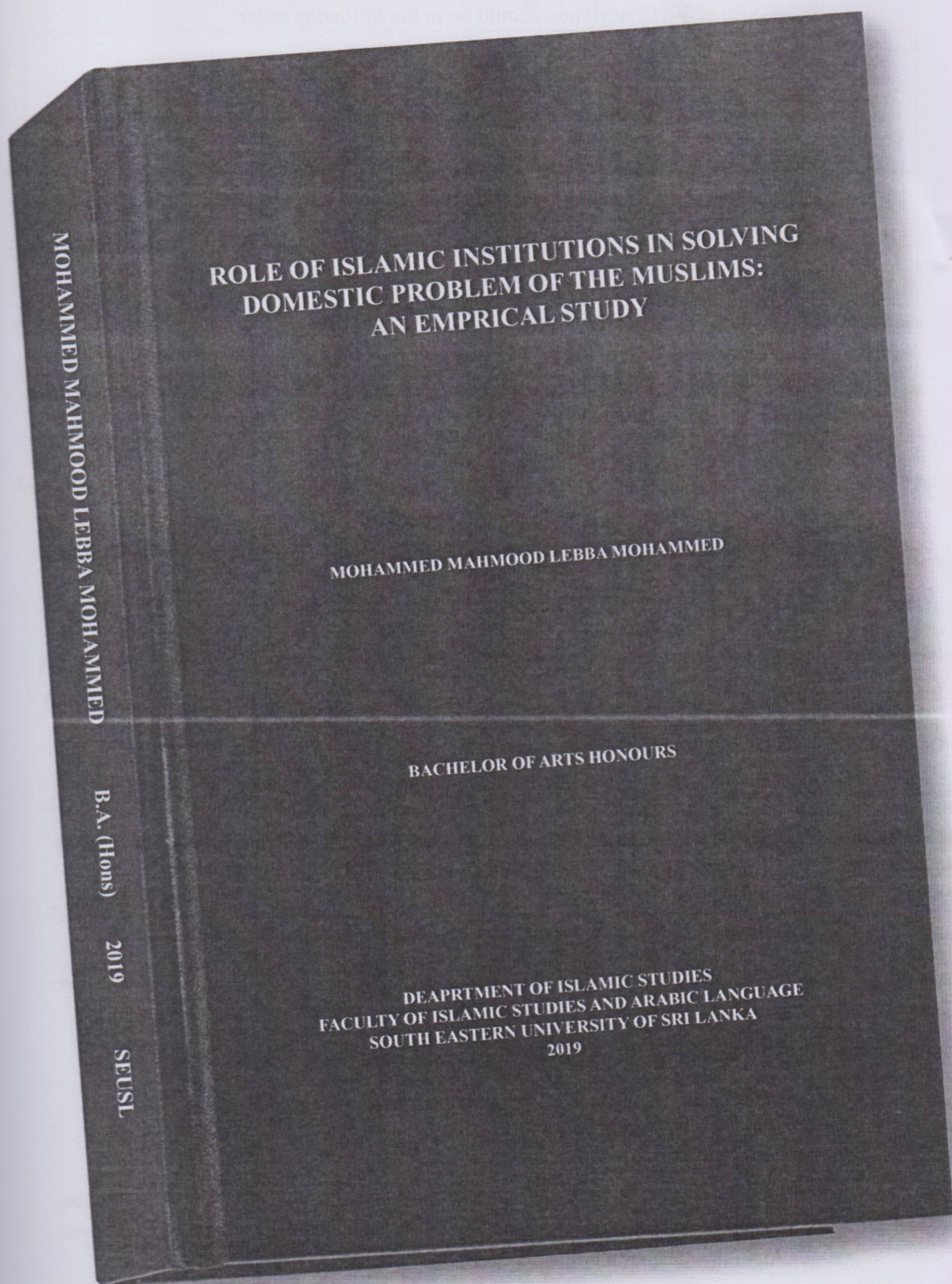
Name of Candidate 60 mm from the top cover.

Degree Abbreviated form. B.A. (Hons)

Year of Submission

SEUSL Abbreviated name of University typed 60 mm from the bottom of the cover.

ILLUSTRATION OF THESIS COVER PAGE



2. LAYOUT

2.1 ORDER

The layout of the Dissertation should be in the following order:

- Title Page
- Declaration
- Certification
- Abstract
- Translation of Abstract
- Acknowledgements
- Contents
- List of Tables and List of Illustrations
- List of Symbols/ Abbreviations/ Glossary/ Terminology
- Text
- References
- Appendices

2.2 TITLE PAGE

A Dissertation written in English should have a TITLE PAGE in English. And Dissertation written in Tamil or Arabic should have also a TITLE PAGE in English as translated.

This page should provide the following information (single spacing, CAPITALS) in the following order:

Title of Dissertation

The title of the Dissertation should be appeared in an inverted pyramid – 60 mm from the top of the page.

Full Name of Candidate

The name of the candidate must be typed in full as it appears in the identification card/passport.

Purpose of submission of Dissertation

Candidates can use either one of the following phrases, whichever is applicable, to indicate the degree for which the Dissertation is submitted.

SUBMITTED IN PARTIAL FULFILMENT OF THE DEGREE OF BACHELOR OF ARTS HONOURS IN (Field of the study)

Department / Faculty / Institute

Name of the Department, Faculty of study.

Name of University

South Eastern University of Sri Lanka

Year in which Dissertation is submitted to the University for Examination

The year of submission should be typed 2 spaces after the name of the campus and 40 mm from the bottom of the page.

2.2.1 Title Page of Dissertation

↙ (This box should not appear)

edge

60mm

(Times New Roman, 16pt font size, 1.0 line-

**ROLE OF ISLAMIC INSTITUTION IN SOLVING DOMESTIC
PROBLEM OF THE MUSLIMS: A FIELD RESEARCH**

(Times New Roman, 12pt font size, 1.0 line-spacing)

**MOHAMMED MAHMOOD MOHAMMED
EXAM INDEX NO: ICT035
REGISTRATION NUMBER: SEU/IS/10/IC/001**

SUBMITTED IN PARTIAL FULFILMENT OF THE DEGREE OF BACHELOR OF ARTS HONOURS
IN ISLAMIC THOUGHT AND CIVILIZATION

(Times New Roman, 10pt font size, 1.0 line-spacing)

**DEPARTMENT OF ISLAMIC STUDIES
FACULTY OF ISLAMIC STUDIES AND ARABIC LANGUAGE
SOUTH EASTERN UNIVERSITY OF SRI LANKA
2019**

40mm

edge

2.2.2 Title Page of Dissertation (Tamil)

↙ (This box should not appear)

edge

60mm

(Akarathi, 16pt font size, 1.0 line-spacing)

குடும்பத்தின் பொருளாதார தேவையை நிவர்த்தி செய்வதில்
பெண் சிறுகைத்தொழில் முயற்சியாளர்களின் வகிபாகம்

(Akarathi, 12pt font size, 1.0 line-spacing)

முகம்மது இப்ராஹீம் முகம்மது
பரிட்சை சுட்டெண்: ICT035
பதிவிலக்கம்: SEU/IS/10/IC/001

.....(இஸ்லாமிய சிந்தனை மற்றும் நாகரீகம்) எனும் கற்கையில் விசேட கலைமாணி பட்டத் தேர்வின்
ஒரு பகுதியை பூர்த்திசெய்யும் முகமாக சமர்ப்பிக்கப்பட்டது

(Akarathi, 12pt font size, 1.0 line-spacing)

இஸ்லாமிய கற்கைகள் துறை
இஸ்லாமிய கற்கைகள், அறபுமொழி பீடம்
இலங்கை தென்கிழக்குப் பல்கலைக்கழகம்
2019

40mm

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2.2.3 Title Page of Dissertation (Arabic)

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edge

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(20pt font size, 1.0 line-spacing)

استخدام الوسائل التعليمية الحديثة في تعليم اللغة العربية كلغة أجنبية
في المدارس العربية بسريالانكا

(18pt font size, 1.0 line-spacing)

محمد إسماعيل عبد الكريم
رقم: ICT035
رقم التسجيل: SEU/IS/10/IC/001

SUBMITTED IN PARTIAL FULFILMENT OF THE DEGREE OF BACHELOR OF ARTS HONOURS
IN ISLAMIC THOUGHT AND CIVILIZATION

(18pt font size, 1.0 line-spacing)

قسم اللغة العربية
كلية الدراسات الاسلامية واللغة العربية
جامعة جنوب الشرق السريالانكا
2019

40mm

edge

2.3 DECLARATION

The candidate is required to make a declaration which must begin on a new page, after the title page and justified. (Include university logo on top of the page)



DECLARATION

I hereby declare that the work in this Dissertation is my own except for quotations and summaries which have been duly acknowledged.

.....
Signature of the candidate
(NAME)

.....
Date

2.4. CERTIFICATION

The candidate should obtain the supervisor's certification which must begin on a new page, after the Declaration page and justified.
(Include university logo on top of the page)



CERTIFICATION

This is to certify that the dissertation entitled "**Challenges of Islamic Microfinance in Sri Lanka; with Special Reference to Commercial Credit- Head office**" submitted by Ms. MRF. Nashath, (IB0054) to the Department of Islamic Studies of the South Eastern University of Sri Lanka in partial fulfilment of the requirements for the award of the Degree of Bachelor of Arts, Specialization in Islamic Banking and Finance is her bona fide work based on the study carried out independently by her during the period of study under my guidance and supervision and is approved for submission.

.....
Signature of the Supervisor
(NAME) Post with address

.....
Date

2.5 THE ABSTRACT AND ITS TRANSLATION

The abstract and its translated version must be written on separate pages, after the page of certification, each composing of one paragraph, single-spaced. The word ABSTRACT must be centred and 30 mm from the top of the page. The length of the abstract should be between 200 to 300 words. The abstract should include the following information:

- a. Statement of the problem/ Research questions
- b. Aim of the study
- c. Research method
- d. Findings of the study
- e. Implications (if relevant)

An abstract should not include the following information:

- a. Additional content, corrections or any information not contained in the text of the Dissertation.
- b. Additional tables, illustrations and references.
- c. Detailed explanations of experiments, organisms, standard procedures, techniques and instruments.
- d. References and literature review.

A Dissertation written in Tamil or Arabic should have its abstract in these languages and followed by a translation in English together with a translation of the title. The translations should not exceed 250 words. *See the following pages for instance*

ABSTRACT

Islamic Microfinance has been identified as an important tool in increasing the productivity of poor and help to economic development. The Islamic Microfinance in Sri Lanka is growing fast in the meantime it faces remarkable challenges. The purpose of this research is to investigate serious challenges of Islamic Microfinance in Sri Lanka. This study employed a quantitative approach which includes questionnaire complemented with in depth interview of the purposely selected staff of Commercial Credit Head office. For data statistical analysis, the researcher applied statistical package for Social Science (SPSS) 16.0 computer software package under which person Coefficient, Coefficient of determination and Regression analysis were calculated to analyse data. This study is identified the challenges of Islamic Microfinance in Sri Lanka. Findings indicate that there is a significant positive relationship between selected challenges in Islamic Microfinance from the sample point of view. The study recommends for Islamic Microfinance staff working in market needs adequate training, motivate the staff, use the latest technological systems, government must invest in supportive financial infrastructure and appropriate Shariah supervisory board. This research reveals that staffs at Commercial Credit have perceptions that the selected challenges are impacted on practices of Commercial Credit.

Key words: *Islamic Microfinance, Challenges of Islamic Microfinance*

ஆய்வுச் சுருக்கம்:

நீதிப் பரிபாலனத்தில் தீர்ப்பளித்தல் என்பது மிகப் பிரதான பணியாகும். தீர்ப்பு நீதமானதாக, பக்கசார்பற்றதாக, வெளிப்படையானதாக இருக்க வேண்டும் என்பதில் இஸ்லாத்தின் கரிசனை வலுவானதாகும். 'காழி'கள் மேற்கொள்ளும் தீர்ப்பளித்தல் செயற்பாட்டைப் (Practice of Judgment) பகுப்பாய்வும் இவ்வாய்வு, 'காழி' நீதிமன்றத்தில் தீர்ப்பளிக்கப்படும் நடைமுறைகள், தீர்ப்புக்களை அமுலாக்கம் செய்வதில் உள்ள நடைமுறைப் பிரச்சினைகள், பெண்களுக்குப் பாதகமான நடைமுறைகள், மேன்முறையீட்டு நடைமுறைகள் என்பனவற்றை ஷரீஆவின் பிரமாணங்களுடன் ஒப்பிட்டு ஆராய்வதை பிரதான குறிக்கோளாகக் கொண்டுள்ளது. வினாக்கொத்து, களப்பணி மூலம் பெறப்பட்ட முதன்மை நிலைத் தரவுகளின் பகுப்பாய்வினை இவ்வாய்வு பிரதான அடிப்படையாகக் கொண்டது. இஸ்லாம் விதந்துரைக்கும் தீர்ப்பளித்தல் பற்றிய ஒழுங்கமைப்பு, நெறிமுறைகளை காழிகள் கைக்கொள்வதில் இடைவெளிகள் உள்ளன. இந்நிலை தீர்ப்புகள் பற்றிய அதிர்ப்பதி மற்றும் மேல்முறையீட்டுக்கு வழிகோலியும் விடுகின்றன. இவ்வாய்வு காழி நீதிமன்றம் தொடர்பான மறுசீரமைப்பிற்கும், காழி நீதவான்கள் போன்ற நீதிப் பரிபாலனத்துடன் தொடர்பானவர்களுக்கும் சிறந்த வழிகாட்டியாக அமையவல்லது.

திறவுச் சொற்கள்: காழி நீதிமன்றம், குடும்ப வழக்குகள், விவாகரத்துக்கள், தீர்ப்பளிக்கும் முறைமை, தீர்ப்புக்கள்

ملخص البحث

إن الوسائل التعليمية فهي تلعب دوراً هاماً في تعليم اللغة العربية لغة أجنبية أو ثانية. عندما تستخدم هذه الوسيلة بوجه أحسن يمكن تحسين العملية التعليمية وتحقيق الأهداف التربوية وحصيلة الطلبة. إن استخدام الوسائل التعليمية تثير على اهتمام التلميذ وإشباع حاجاتهم للتعلم. أما بالنسبة إلى تعلم اللغة فالاستخدام الوسائل التعليمية أهمية قصوى عموماً وبخاصة تعليم اللغة لغة أجنبية أو ثانية. إن المسلمين يتعلمون اللغة العربية لغة أجنبية من حيث أنها لغة دينهم منذ دخول الإسلام في سريلانكا. فبدأ المسلمون يؤسسون المدارس القرآنية والمدارس العربية لتعلم وتعليم اللغة العربية. وأصبحت اللغة العربية مادة في المدارس الحكومية والمعهد التدريبي للمدرسين والكلية التعليمية والجامعات وفي المؤسسات المتخصصة. أما المدارس العربية في سريلانكا فهي تقوم عملية فعالة في تعليم اللغة العربية ولكن حصيلة الطلبة لم تكن مرضية في هذه اللغة حينما درسوا اللغة العربية لخمس أو ثمان سنوات. ومن العوامل التي أدت إلى هذا الضعف أن لدى المعلمين التخلف وعدم الوضوح في أهمية استخدام الوسائل التعليمية المناسبة للتعليم الفعال. وهذا التخلف يؤثر في حصيلة الطلبة. فهذه الدراسة تهدف لتقييم مدى استخدام المعلمين الوسائل التعليمية والكشف عن أثرها على حصيلة الطالبات في بعض من المدارس العربية للبنات في سريلانكا. وتستخدم هذه الدراسة لتحقيق أهدافها المنهج الوصفي لتحليل البيانات الواردة من المقابلة والاستبانة. وحصل الباحثون من هذه الدراسة على نتائج شتى، منها عدم توفر الوسائل التعليمية المناسبة لتعليم اللغة العربية في المدارس العربية، وعدم استخدام المعلم الوسائل الموجودة فيها، وعدم المعرفة عن كيفية استخدام الوسائل التعليمية، والاعتقاد على الطريقة التقليدية، والمشكلة المالية في وجود الوسائل التعليمية وعدم الرغبة لدى الطلبة في استخدام الوسائل التعليمية والاهتمام باجتذاب الوسائل التعليمية بدون الاهتمام بتطوير المهارات اللغوية.

الكلمات الرئيسية: الوسائل التعليمية الحديثة، تعليم اللغة العربية، المدارس العربية

2.6 ACKNOWLEDGEMENTS

The word ACKNOWLEDGEMENTS should be centred, 30 mm from the top of the page. Any individual/s or organization that has rendered any sort of special assistance in the preparation of the Dissertation should be acknowledged by the candidate.

The text of the acknowledgement should not exceed one page. Dedications are not allowed. The acknowledgement should include:

1. Praise to Almighty
2. Name of supervisor/s
3. The faculty/ department where the research was held
4. Financial sponsors if any
5. General dedication

3. FORMAT

3.1 MARGINS

3.1.1 Specifications

The candidate must set the following margins for the entire script as follow:

- Top margin : 2.54 cm from the top of the page
- Right margin : 2.54 cm from the right of the page
(for Arabic dissertation this margin should be 3.81 cm)
- Left margin : 3.81 cm from the left of the page (for Tamil and English dissertation, and for Arabic dissertation this should be 2.54 cm)
- Bottom margin : 2.54 cm from the bottom of the page

Reminder

- a. The beginning of each chapter, except for References and Appendices, must begin 50 mm from the top of the page.
- b. Tables and illustrations (including explanatory notes) must follow the specifications set out in 2.1.1
- c. The last paragraph on a page must have at least **two lines** of printed text. If it does not make up two lines, that portion should be moved to the following page as a new paragraph.
- d. The last word in the last line on a page must not be disconnected by a hyphen.
- e. Each new page must contain at least one line of text.

3.2 PAGINATION

3.2.1 Page Numbers

Page numbers should appear on bottom centre for Romanized, Tamil, Arabic scripts. use the same font as the rest of the text, without adornment.

3.2.2 Pagination for Romanized Script

Front pages (beginning with the title page) should be numbered consecutively in UPPER case Roman numerals: I, II, III and so on.

The pages of the text proper should be numbered using consecutive Arabic numerals: 1, 2, 3 and so on. Subheadings are used until four decimal points only. The following subheadings, use alphabets (a, b, c ...) and subsequent subheadings use roman numerals (i, ii, iii ...).

Reminder

- a. The first page (Declaration page) is considered as page "i".
- b. The first page of the text proper is considered as page "1".

Similarly, for the first page of each section or chapter, the page number is not typed in the page.

4. CONTENT

4.1 CONTENTS

The table of contents must commence on a new page with the word CONTENTS centred, and 30 mm from the top of the page.

SAMPLE OF CONTENTS		
CONTENTS		Page
DECLARATION		iii
CERTIFICATION		iv
ACKNOWLEDGEMENTS		v
ABSTRACT		vi
ACKNOWLEDGEMENT		vii
CONTENTS		viii
LIST OF TABLE		x
LIST OF ILLUSTRATION		ix
LIST OF ABBREVIATIONS		xii
CHAPTER I INTRODUCTION		
1.1 General Introduction		1
1.2 Background of Study		4
CHAPTER II REVIEW OF RELATED LITERATURE		
2.1 Theories of Bilingualism		18
2.2 Spoken English		18
2.2.1 Basic conversation		19
2.2.2 Formal conversation		21
2.3 Confident in Public Speaking		27
CHAPTER III RESEARCH METHODOLOGY		

4.2 LIST OF TABLES

The list must begin on a new page with the heading LIST OF TABLES centred, and 30 mm from the top of the page. The list should contain all the titles of the tables that appear in the Dissertation. The list should be numbered according to the chapters.

SAMPLE OF LIST OF TABLE		
Table No.		Page
Table 2.1	The fatty acid composition of adipose tissues from various sites of cattle and sheep	41
Table 4.1	Proximate composition of raw frankfurters containing different types and amounts of palm fats	46

4.3 LIST OF ILLUSTRATIONS

The list of illustrations should place on a new page with the heading LIST OF ILLUSTRATIONS centred, and 30 mm from the top of the page. The list should contain all the titles of the illustrations (maps, graphs, charts, diagrams, algorithms, etc) and pictures (photographs, slides, micrographs, graphics, animations, drawings, etc). The titles must be worded exactly as they appear in the text of the Dissertation. The list of illustrations should be numbered according to the chapters.

SAMPLE OF LIST OF ILLUSTRATIONS

Figure No.		Page
Figure 3.1	Percentage of discount	14
Figure 4.2	Divorce by year in Colombo district	61

4.4 LIST OF SYMBOLS, ABBREVIATIONS, NOMENCLATURE AND TERMINOLOGY

Symbols are a systematic representation of specific values/relationships/unity/agreement They are always used in writing related to particular fields to represent operations, quantities, elements or qualities. They include mathematical/statistical symbols, nomenclature, units, and information technology icons.

The list of symbols, abbreviations, nomenclature, terminology and glossary should begin on a new page after the LIST OF ILLUSTRATIONS. Its arrangement is according to alphabetical order.

4.5 THE BODY OF THE TEXT

4.5.1 BA Honours

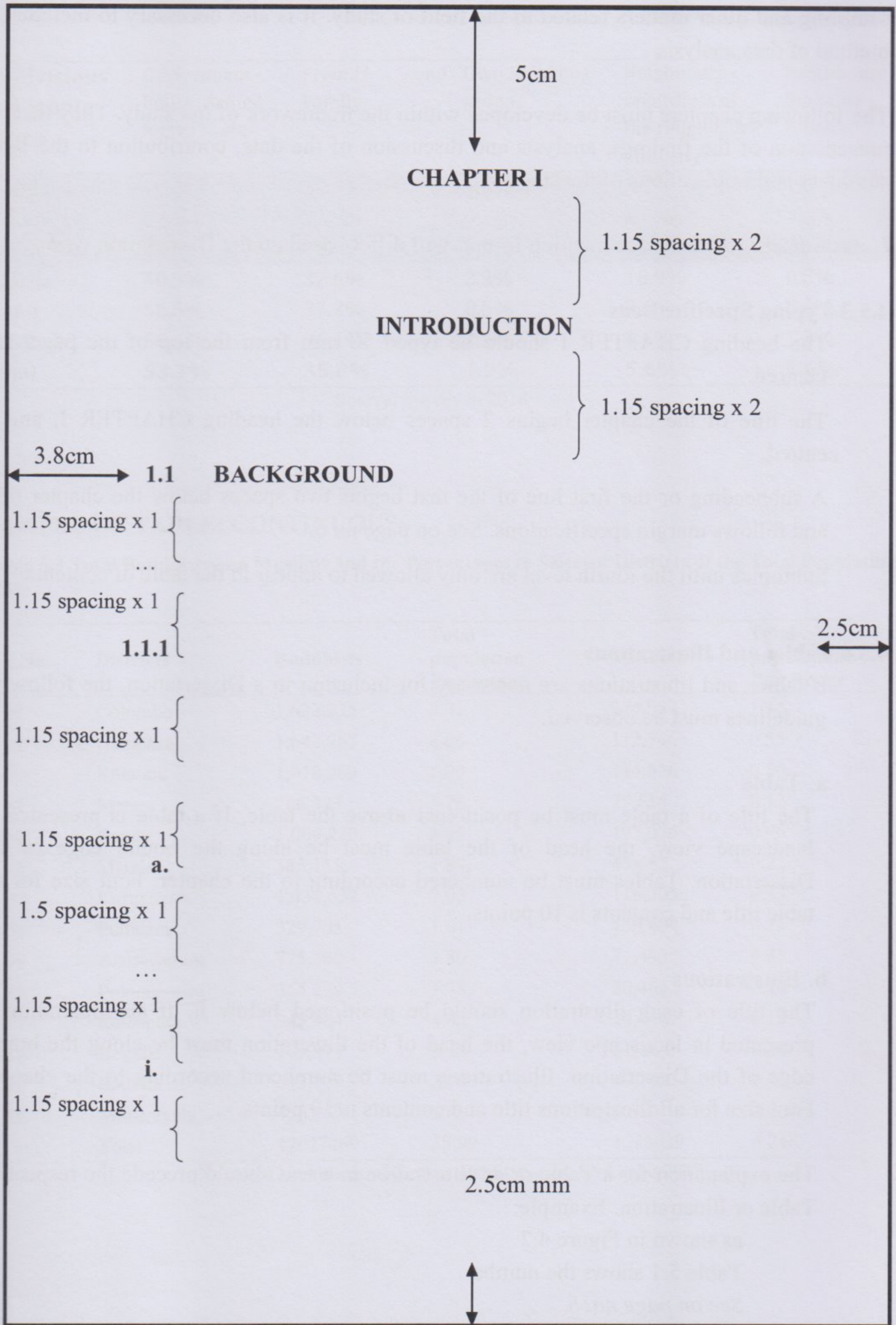
The Dissertation should not exceed 30,000 words.

4.5.2 Content of Text

The text may begin with the heading, CHAPTER I. This chapter consists of the introduction, the statement of the problem and/or the research questions, objectives of the study, Research Methodology, Data Collection Methods, Literature review, scope and significance of the study.

CHAPTER II, probably is LITERATURE REVIEW or CONCEPTUAL FRAMEWORK OF THE STUDY, in which the key concept/s of the study is/are discussed along with critical review of works related to the research problem and/or research questions.

ILLUSTRATION OF FIRST PAGE OF A CHAPTER



According to the nature of some of studies, CHAPTER III is can be METHODOLOGY, which describes the method used in carrying out the study, including materials, instruments, sampling and other matters related to the field of study. It is also necessary to include the method of data analysis.

The following chapters must be developed within the framework of the study. They include presentation of the findings, analysis and discussion of the data, contribution to the field, summary and implications of the study.

Note: Sometimes the above mention format will differ based on the Dissertation type

4.5.3 Typing Specifications

The heading CHAPTER I should be typed 50 mm from the top of the page, and centred.

The title of the chapter begins 2 spaces below the heading CHAPTER I, and is centred.

A subheading or the first line of the text begins two spaces below the chapter title, and follows margin specifications. See on page no 6.

Subtopics until the fourth level are only allowed to appear in the table of contents.

4.5.4 Tables and Illustrations

If tables and illustrations are necessary for inclusion in a Dissertation, the following guidelines must be observed.

a. Table

The title of a table must be positioned **above** the table. If a table is presented in landscape view, the head of the table must be along the bound edge of the Dissertation. Tables must be numbered according to the chapter. Font size for all table title and contents is 10 points.

b. Illustrations

The title of each illustration should be positioned **below** it. If an illustration is presented in landscape view, the head of the illustration must be along the bound edge of the Dissertation. Illustrations must be numbered according to the chapter. Font size for all illustrations title and contents is 10 points.

The explanation for a Table or an Illustration in a text should precede the respective Table or Illustration. Example:

as shown in Figure 4.2

Table 5.1 shows the number...

See on page no18.

SAMPLE OF TABLE: PORTRAIT

Table 4.1 Social Capital: Trust and Safety in Ampara District

DS divisions and Ethnic Group	Government - Police, Armed forces ...etc	Friends and Family	Own Religious group	Neighbours - regardless of the religion or ethnicity	Neighbours of the same religion
Addalaichenai	70.6%	20.6%	1.5%	3.5%	1.0%
Karaitivu	52.5%	42.9%	00%	2.5%	3.0%
Pottuvil	38.3%	43.5%	3.9%	10.0%	0.9%
Sinhala	40.9%	32.6%	2.3%	18.9%	0.8%
Tamil	56.5%	37.2%	0.5%	2.6%	2.6%
Muslim	56.4%	36.1%	2.6%	1.6%	1.3%
Total	53.1%	35.8%	1.9%	5.6%	1.6%

Source: Survey in 2018

SAMPLE OF TABLE: CONTINUOUS

Table 5.3 Total Buddhists and Muslims and the Percentages in Selected Districts of the Total Population 2012

S.No.	Districts	Buddhists	Total population Percentage	Muslims	Total population Percentage
01	Colombo	1,632,225	8.01	274,087	1.34
02	Gampaha	1,642,767	8.06	112,746	0.55
03	Kalutara	1,018,909	5.00	114,556	0.56
04	Matara	766,323	3.76	25,614	0.12
05	Kandy	1,009,220	4.95	197,076	0.96
06	Matale	385,151	1.89	45,682	0.22
07	Kurunegala	1,431,632	7.03	118,305	0.58
08	Puttalam	329,705	1.61	150,404	0.73
09	Anuradapura	775,366	3.80	71,493	0.35
10	Polonnaruwa	364,229	1.78	30,465	0.14
11	Ratnapura	943,464	4.63	24,446	0.12
12	Kegalle	709,917	3.48	61,164	0.30
13	Badulla	591,799	2.90	47,192	0.23
14	Monaragala	426,762	2.09	9,809	0.048
	Total	12027469	58.99	1283039	6.248

Source: Department of Census and Statistics, Sri Lanka 2012

Table 3.2 Mosque type and its distribution, district wise

District	Muslim Population	Total Mosque	Jum'ah Mosque	%	Normal Mosque	%	Takkiyah	%	Zaviyyah	%	Darga/ Shrine
Ampara	245285	180	59	32.8	79	43.9	42	20.4	0	0.0	11
Anuradhapura	61557	96	82	85.4	8	8.3	6	4.7	0	0.0	0
Badulla	42499	55	41	74.5	8	14.5	5	7.1	1	1.8	2
Batticaloa	113473	121	38	31.4	58	47.9	23	18.3	2	1.7	3
Colombo	243278	106	48	45.3	36	34.0	16	15.3	6	5.7	1
Hambanthota	13100	19	14	73.7	4	21.1	0	0.0	0	0.0	1
Galle	35870	56	22	39.3	14	25.0	15	31.3	5	8.9	3
Gampaha	94325	65	41	63.1	12	18.5	10	15.7	2	3.1	1
Kalutara	94865	74	29	39.2	23	31.1	18	23.9	4	5.4	5
Kandy	173837	164	117	71.3	15	9.1	29	20.1	3	1.8	5
Kegalle	52872	78	48	61.5	14	17.9	12	16.7	4	5.1	2
Kurunegala	99677	154	115	74.7	21	13.6	18	11.9	0	0.0	1
Matale	39993	47	31	66.0	8	17.0	8	15.0	0	0.0	0
Matara	22730	44	24	54.5	12	27.3	5	13.3	3	6.8	2
Monaragala	8145	17	14	82.4	3	17.6	0	0.0	0	0.0	1
Nuwara Eliya	20000	23	17	73.9	4	17.4	2	5.6	0	0.0	0
Polonnaruwa	27501	57	44	77.2	7	12.3	6	10.3	0	0.0	0
Puttalam	133697	146	97	66.4	36	24.7	13	10.9	0	0.0	9
Ratnapura	21818	43	25	58.1	11	25.6	5	14.8	2	4.7	1
Trincomalee	84349	158	107	67.7	29	18.4	22	13.5	0	0.0	5

SAMPLE OF FIGURE

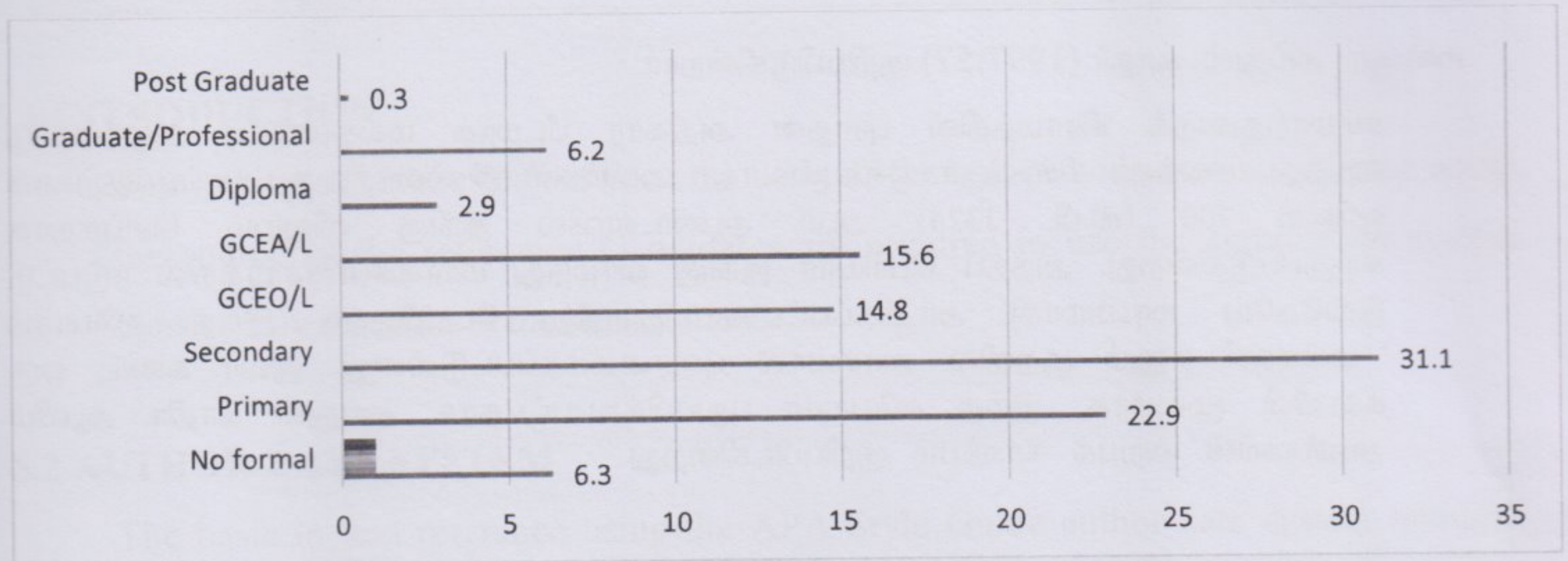


Figure 3.2 The Educational Background of the Respondents in Ampara District

Source: SCA Survey in 2018

4.5.5 Quotations

- i. Quotations inserted into a paragraph should not exceed 40 words and must be placed within quotation marks “....”.
- ii. A quotation exceeding 40 words must be typed separately in a new paragraph one and a half a spaces below, and indented, without the use of quotation marks.
- iii. A quotation in a language other than the language used in writing the Dissertation, should be typed in italics.

SAMPLE OF IN-TEXT CITATION: SHORTER THAN 40 WORDS

Incorporating OBE approach as defined by Spady (1994) “Outcome-based education (OBE) means clearly focusing and organizing everything in an educational system around what is essential for all students to be able to do successfully at the end of their learning experiences” in Islamic studies requires ...

SAMPLE OF IN-TEXT CITATION: LONGER THAN 40 WORDS

Walker (1996: 8) describes:

We must also remember that strictures on American providers, making them liable for their subscribers’ action, will, in effect, limit access to within our own national boundaries. We cannot pass laws about copyrights or about decency or about anything else that will be binding on extra-nationals. And if we attempt to do so (as we already have with passage of the Communications Decency Act), we will only ensure, not a “decent” and fully copyright protected cyber-world, but a sterile and empty one-one that will ensure further insularity and ignorance within our borders and one that will create even further divisions between us and the rest of the world.

SAMPLE OF IN-TEXT CITATION

மன்கூர் அப்துல் காதர் (1997:57) குறிப்பிடுகின்றார்:

சம்மாந்துறைக் கிராமத்தின் புராதன அதிகார பீடமாக மல்கன்பிட்டி கருதப்பட்டு வந்தது. கலந்தர் சிக்கந்தர் ஒலியுல்லாஹ் அவர்கள் இஸ்லாத்தைப் பரப்புவதற்காக ஹிஜ்ரி 700 (கி.பி. 1324) ஆம் ஆண்டளவில் இங்கு விஜயம் செய்ததாக கருதப்படுகின்றது. அந்தப் பெரியார் இங்கு வாழ்ந்து மார்க்கப்பிரசாரத்தில் ஈடுபட்டு இங்கேயே மரணமாகி அடக்கப்பட்டார். தூர்ந்து போயிருந்த இந்த ஸியாரம் “மல்கன்” எனும் குறுநில அரசனால் புனரமைக்கப்பட்டுள்ளது. இவர் கண்ட ஒரு கனவின் மூலமாக, இந்த ஸியாரம் புதுப்பிக்கப்பட்டதாக அப்துல் காதர் ஆலிம் அவர்களின் அறபுக் காவியம் குறிப்பிட்கின்றது.

4.6 REFERENCES

The list of references should begin on a new page with the heading REFERENCES centred, and 30 mm from the top of the page. This section should contain all the sources mentioned in the text. Sources not referred to in the text need not be listed. The listing of references should follow the APA Style Guide **Author-Date System**. All references should be listed in alphabetical order. References in Arabic/Tamil should be according to the alphabet order of the respective language.

4.7 APPENDICES

- i. Appendices should be arranged as APPENDIX A, APPENDIX B, and so on. The heading APPENDIX A should be 30 mm from the top of the page and centred. Each appendix should also have its own title.
- ii. Titles of Appendices listed in the Table of Contents should be exactly as they appear in the Appendices.
- iii. Material that can be included in the Appendices include glossaries, data from the study, diagrams, samples of questionnaires, and any other such material that is not directly relevant to the discussion in the text.

5. IN TEXT CITATIONS

5.1 INTRODUCTION

The writing of references between the body of the text provide reader evidence about the source of the reference. Candidates are required to use the author-date system consistently throughout the dissertation.

5.2 AUTHOR-DATE SYSTEM

The basic in-text reference using the APA Style Guide author-date system includes the **name of the author** and **date of publication** as in the following examples:

Mahroof (1995) – Narrative citation

(Mahroof, 1995) – Parenthetical citation

Al-Matroudi (2006) or (Al-Matroudi, 2006)

- a. If the author has a surname, only the surname is written, without any initials.
- b. If it is an Arabic author, the surname or the name by which he is known is used as in the examples.

Al-Naisaboori,

الطنطاوي (2001)

الطنطاوي، (2001)

5.2.1 Sole Author

The name of the author followed by the year of publication is written in the relevant place in the text:

- i. Ibn Taymiyyah (2018) has proven that ... (If the author's name is part of the sentence, the year of publication is stated within brackets.)
- ii. As has been investigated by Zuheera (2015) (If the author's name is part of the sentence, the year of publication is stated within brackets)
- iii. In a study on the Islamic Law (Ahmad, 2018)... (If the name of the author is not part of the sentence, both the name of the author and the date of publication, with a comma, are placed within brackets)

- iv. In the year 2017, Hussein observed... (Where both the author's name and the date of publication are part of the sentence brackets are not required)
- v. In a study on the Islamic Law, Marzoom (2018) expressed the view that... Ahmad also said that... (If the same source is referred to more than once within the same paragraph, the date of publication need not be repeated so long as there is no possibility of confusion with another work by the same author)

5.2.2 Co-authors

- a. Where the work of two co-authors is referred to, then both names must be mentioned each time it is referred to:
 - i...Sarjoon and Jazeel (2019) have provided the definition of ...
 - ii.... as has been proven (Sarjoon and Jazeel, 2019)
- b. Where reference is made to a work authored by more than two people, the name of the first author is given followed by "et al." and the date of publication.
Rifas et al. (2020) has provided a detailed explanation about the ...
 - i. ... has description of Islamic history (Mahroof et al., 2013)

5.2.3 Institution/Organisation/Committee as Author

Reference to works by an Institution/Organisation/Committee is written as in the following examples:

- I. (International Labour Office, 2011) or International Labour Office (2011)
- II. According to the Institute of Quality Assurance (2014) ...
- III. Examples of institutions as authors (such as associations, government agencies)
whose names can be abbreviated:
 - i. Centre for Policy Alternatives (CPA, 2013)
 - ii. Department of Census and Statistics (DCS, 2012)

5.2.4 Author Unknown

Reference to a work whose authorship is unknown is written as follows:

Anon. (2018) or (Anon. 2018)

5.2.5 Multiple References

Two or more references made in the same place should be separated by semicolons and the sequence should be in alphabetical order:

(Zulkible, 2013; Mahmood, 2011; Jamaluddin, 2010; Kadir, 2012)

Where more than one reference is made to the same author of separate publications, the date of publication of each is separated by a comma.

(Jalaldeen, 2007, 2009, 2012)

For references with the same author in the same year of publication, they are arranged accordingly.

(Badavy 2010a, 2010b)

5.2.6 References to Al-Quran and Hadith

Al-Qur'an, title and number of the chapter, verse number (al-Bagarah 2:210)

A reference to the Hadith can be explained in a footnote.

al-Bukhari, title of the book and title of the chapter (Kitab al-Taharah 2)

6. LIST OF REFERENCES

6.1 INTRODUCTION

Candidates are asked to provide a complete list of reference sources, titled **References** at the end of the Dissertation, before the Appendices. The references provide the information necessary for examiners/readers to identify and retrieve each work cited in the dissertation. The only references must be written in APA Style Guide lists rather than giving a bibliographical list.

Note:

- i. The reference list should start on a separate page
- ii. The list of references must be typed single-spaced.
- iii. The reference list should be according to the APA Style Guide Author-Date System.

6.1.1 Language of the Reference Material

The language of the reference material that is different from the language used in the writing of the Dissertation must be translated into latter, as in the following examples:

M. L.M. Helfan. 2018. Muslim Kudumpangalil nilavum ullaha pirachchinaigal. (Domestic problems in Muslim families). *Sri Lankan Journal of Arabic and Islamic Studies* 2(1):5-19.

6.1.2 Transliteration

There are two ways of transliterating into Romanized-Arabic, namely according to the pronunciation of the Arabic word, and according to the written form (spelling) of the Arabic word. Candidates are required to use the system of transliteration according to the written form.

Transliteration according to pronunciation: *ash-Shams fī 's-samā*

Transliteration according to the written form: *al-Shams fī al-samā'*

The candidates are requested to refer to transliteration tables given appendixes.

6.1.3 Author's Name

The author's name should be written in full, as it appears on the title page of the publication, or in the copyright information containing the Cataloguing-in Publication-Data, without any titles or honorifics.

- a. The name of a Western author or an author with a surname must first be shortened to the **surname**, with the rest of his name in **initials**.

The initials are written after the surname, preceded by a comma.

Examples:

John Fitzgerald Kennedy or J.F. Kennedy is written as Kennedy, J.F. K.

The **name of an Arabic author** should be written according to the family name.

Example:

Sulayman ibn Ahmad al-Tabrani is typed as **al-Tabrani**, Sulayman ibn Ahmad, and is listed alphabetically under T.

Example of using a name that is well-known:

Taqi-al Din Ahmad ibn Abd al-Halim ibn Taymiyyah is written as **Ibn Taymiyyah**, Taqi al-Din Ibn Abd al-Halim and is listed under I.

6.1.4 Titles of Publications

- A. The title of a reference material must be italicized, using CAPITAL LETTERS for the initial letter of the title, and initial letter of each word of a proper name. The rest of the title should be in lower case, except if the word is an abbreviation or acronym consisting of capital letters. Journal titles need to be consistent throughout the whole Dissertation, either using full title or abbreviation (only known abbreviation is used).

Examples:

Titles of Books

...2009. *Environmental management issues in Sri Lanka...*

Titles of Journals

...2006. *Quarterly Journal of the Royal Meteorological Society* 97:369

Titles of Articles

... 2020. The feminism and the concept of Islamic feminism

B. Titles of works in English without a known author and with titles beginning with the words “A, An, The” are listed in alphabetical order.

... 2006. *A More Perfect Union: How I Survived the Happiest Day of My Life.*

...1993. *An observation survey of early literacy achievement.*

...2006. *The Contribution of Measurement and Information Infrastructure to TQM Success.*

6.2 CONVENTIONS OF WRITING REFERENCES

a. The list of references should be according to alphabetical order, except for Al-Qur'an.

Al-Qur'an.

Ahmad, Zarin. 2012. ...

CO 273/535. ...

Indarapala, K. 1984. ...

Sarjoon, R.A. 2016. ...

b. The reference to an individual author is listed before another reference in which the same author is the first writer.

Jazeel, M.I.M. 2014. ...

Jazeel, M.I.M. & Fowzul, M.B. 2017. ...

c. In the case of references in which the first writer is the same person, and the second and third writers are different, the works are listed according to the alphabetical order of the names of the second and third writers, and so on.

d. References to the same author are listed according to the year of publication.

Mahroof, M.M.M. 1994. ...

Mahroof, M.M.M. 1997. ...

e. References to the same (first) author, whose works are the same year of publication, are arranged in the order they are cited in the text.

Matthew, A.D. 2010a. *Environmental and development....*

Matthew, A.D. 2010b. *Economic development...*

f. Where two writers have the same first name or the same surname, they are listed according to the alphabetical order of their fathers' names or according to the first initial.

Abdullah Amin. 2012. ...

Abdullah Hassan. 2007. ...

Eliot, A.L. 2008. ...

Eliot, G.E. 2006. ...

6.3 WRITING COMPLETE REFERENCE DATA FOR BOOKS

a. Single author (including pen names)

Format	Author, A. A. (Year). <i>Book Title</i> . Publication place: Publisher.
In-text citation	(Tan, 2011)
Reference	Tan, C. (2011). <i>Islamic education and indoctrination: The Case in Indonesia</i> . New York: Routledge.

b. Multiple Authors

Format	Author, A. A., Author, B. B., & Author, C.C. (Year). <i>Book title</i> . Publication place: Publisher.
In-text citation	(Miley, O'Melia & DuBois, 2009)
Reference	Miley, K. K., O'Melia, M., & DuBois, B. (2009). <i>Generalist Social Work Practices: An Empowering Approach</i> . Boston: Pearson.

6.3.1 Works That Are Known by Their Titles

Al-Quran (For major religious works such as the Qur'an, Bible, or Torah, the candidate may use the numbering of the religious work (e.g., verses) instead of page numbers, and do not include a reference entry for the specific publication the candidate used)

Format	Work type. Surah (or Chapter) no: verse no.
In-text citation	(Qur'an 14:38)
Reference	<i>Al-Qur'an</i> (it is to include Publisher (if relevant)).

Encyclopaedia

Format	<i>Source Name</i> . (Year). Edition or Volume if applicable. Publication place: Publisher.
In-text citation	(The Encyclopaedia of Islam, 2006)
Reference	<i>The Encyclopaedia of Islam</i> . (2006). 2nd Ed. Leiden: E.J. Brill.

6.3.2 References to the Hadith According to the Compiler of the Hadith

Format	Compiler last name, first name, middle name. (Year). <i>Book title</i> . Publication place: Publisher.
In-text citation	(al-Tabrani, 1894)
Reference	al-Tabrani, Sulayman ibn Ahmad. (1311H/1894). <i>Al-Mu'jam al-Saghir</i> . Delhi: al-Matbacah al-Ansari.

6.3.3 Compilations (comp. = compiler)

Format	Author, A. A. (comp.) (Year). (Year). <i>Book title</i> . Publication place: Publisher.
In-text citation	(Hamdani, 2012)
Reference	Hamdani, Hamzah (comp.). (2012). <i>Esei Sastera Baharuddin Zainal</i> . Kuala Lumpur: Dewan Bahasa danPustaka.

6.3.4 Edited Works (ed.= editor)

Single Editor

Format	Editor, A. A. (ed.). (Year). <i>Book Title</i> . Publication place: Publisher.
In-text citation	(Hefner, 2009)
Reference	Hefner, R. W. (ed.). (2009). <i>Making modern Muslims: the politics of Islamic education in southeast Asia</i> . Honolulu: University of Hawai'i Press.

Multiple Editor

Format	Editor, A. A., Editor, B.B. (eds.). (Year). <i>Book title</i> . Publication place: Publisher.
In-text citation	(Hammer & Safi, 2013)
Reference	Hammer, Juliane, & Safi, Omid. (eds.). (2013). <i>The Cambridge Companion to American Islam</i> . Cambridge University Press.

6.3.5 Translations (Trans.= translation)

Format	Author, A. A. (Year). <i>Book title</i> . Translated by First Initial. Last Name. Publication place: Publisher.
In-text citation	(Coelho, 1993)
Reference	Coelho, P. (1993). <i>The alchemist</i> . Translated by A. Clarke. New York, NY: HarperCollins.

6.3.6 Pen-names

(When a candidate comes to **citing** an author, he must **cite** whatever **name** is used by the source, whether it be a real **name** or a **pseudonym**.)

Format	Pen-name. (Year). <i>Book title</i> . Publication place: Publisher
In-text citation	(Arena Wati, 1991)
Reference	Arena Wati. (1991). <i>Memoir Arena Wati: Enda Gulingku</i> . Bangi: Penerbit Universiti Kebangsaan Malaysia.

6.3.7 Monographs

(Monographs are specialist books written on a particular topic. Sometimes they appear as part of a journal series. Write your reference entry as you would a normal journal article.)

Format	Author, A. A. (Year). Monograph title [Monograph]. Publication place: Publisher.
In-text citation	(Beck & Sales, 2001)
Reference	Beck, C. A. J., & Sales, B. D. (2001). Family mediation: facts, myths, and future prospects. [Monograph] Washington, DC: American Psychological Association.

6.3.8 Section or Chapter in a Book (In)

An edited book is a book with chapters written by different authors. If a candidate uses a chapter in an edited book, it must cite the chapter not the book as a whole.

Format	Author, A. A. (Year). Chapter title. In Editor, A. A. (ed.). Book title, page range. Location of publication: Publisher.
In-text citation	(Fleishman, 2011)
Reference	Fleishman, I.A. 2011. Twenty years of consideration and structure. In Fleishman, I.A. & Hunt, J.G. (ed.). <i>Current Development in the Study of Leadership: Selected Readings</i> , pp.1-37. Carbondale: Southern Illinois University Press.

6.3.9 Works without a Date of Publication (n.d.)/Place of Publication (s.l.)/

Publisher (s.n.)

Format	Author, A. A. (n.d.). Book Title. Publication place: Publisher.
In-text citation	(al-Tabari, n.d.)
Reference	al-Tabari, Abu Jacfar Muhammad ibn Jarir. (n.d.) ... <i>Ikhtilaf al-fuqaha</i> '. Bayrut: Dar al Kutub al-Ilmiyyah.

Format	Author, A. A. (Year). <i>Book title</i> . s.l.: Publisher.
In-text citation	(Ismail, & Jamaldeen, 2013)
Reference	al-Shafii, Muhammad ibn Idris. (n.d.). Al-Umm. Vol 7: s.l.:(n.p.).

Format	Author, A. A. (Year). Book title. Publication place: (n.p.)
In-text citation	(Baggins, 1970)
Reference	Baggins, B. (1970). <i>There and back again: A hobbit's tale</i> . Hobbiton: (n.p.).

6.4 JOURNAL ARTICLE

The journal articles are one of the important material type in research and publication. The following information must be provided: **Author's name**, followed by a full stop. **Year**, followed by a full stop. **Title of article**, followed by a full stop. **Title of Journal** must be italicized (First letter of each word in the title, except for prepositions, should be capitalized). **Publication data** (volume, series number, month or season). **Issue number** (within brackets), followed by a colon. **Number of pages** of the article, followed by a full stop. Volume number must be in Arabic numerals. This means that the number of a volume in Roman numerals must be replaced by Arabic numerals. **DOI** Include a DOI for both print and electronic articles if it's provided.

a. Single Author

Format	Author, A. A. (Year). Article Title. <i>Journal name</i> , volume of journal (Issue), page range. doi
In-text citation	(Zine, 2001)
Reference	Zine, J. (2001). Muslim Youth in Canadian Schools: Education and the Politics of Religious Identity. <i>Anthropology & Education Quarterly</i> , 32(4), 399-423. doi: 10.2307/3195968

b. Multiple Authors

Format	Author, A. A., 7 Author, B.B. (Year). Article Title. <i>Journal name</i> , volume of journal (Issue), page range. doi
In-text citation	(Klimoski & Palmer, 1993)
Reference	Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: Practice and Research</i> , 45(2): 10-36. https://doi.org/10.1037/1061-4087.45.2.10

6.5 ARTICLES IN PROCEEDING / POST-CONFERENCE PUBLICATIONS

Proceeding Published

Format	Author, A. A. (Year). Article Title. Conference name, Location. page range
In-text citation	(Ismail, & Jamaldeen, 2013)
Reference	Ismail, Z., & Jamaldeen, A. (2013). Muslim family law and practices: Perspective CEDAW. Proceedings of the 3rd International Symposium Oluvil. 14-24.

Paper presented

Format	Presenter, A. A (Year). Title of contribution [Type of contribution]. Conference name, Location.
In-text citation	(Zay, 2010)
Reference	Zay, M. (2010). A Brief Overview: Breaking of Islamic Tradition of Education in Malaya. Paper presented at the International Conference On Leadership and Management in Islamic Education. Universiti Teknologi Malaysia, Skudai, Johor Bahru, Malaysia.

Poster Presented

Format	Presenter, A. A (Year). Title of contribution [Type of contribution]. Conference name, Location.
In-text citation	(Bodnar, 2016)
Reference	Bodnar, M. (2016). <i>Problems as possibilities: A Topic Generation Portal to help instructors efficiently draft assignment topics</i> . Poster presented at WILU 2016 Conference, Vancouver, BC, Canada.

6.6 ARTICLES IN MAGAZINES / BULLETINS

Format	Author, A. A. (Year). Article title. <i>Magazine Name</i> , Publication date: page range
In-text citation	(Mogelson, 2021)
Reference	Mogelson, L. (2021). <i>The storm</i> . <i>The New Yorker</i> , January 25: 5–12.

Format	Author, A. A. (Year). Article title. <i>Magazine Name</i> , Volume (Issue): page range
In-text citation	(Tsumura, 2008)
Reference	Tsumura, K. (2008). <i>Value and values today</i> . <i>Kenji Bi-Annual</i> , 5(2): 5 - 6.

6.7.1 ARTICLES / NEWS IN NEWSPAPERS / LETTERS TO THE EDITOR

a. Article with Name of Author/Writer

Format	Author, A. A. (Year). Article title. Newspaper title, Publication date: Section (<i>if available</i>)
In-text citation	(Harlan, 2013)
Reference	Harlan, C. (2013). <i>North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium</i> . <i>The Washington Post</i> , 2 April: A1, A4.

b. Writer's Name Not Given

Format	Anon. (Year). Article title. Newspaper title, Publication date: Section (<i>if available</i>)
In-text citation	(Anon, 2019)
Reference	Anon. (2019). Law and Order. The Sunday Observer, 19 March.

6.7.2 NEWS REPORTS IN NEWSPAPERS

a. News/Article with Writer's Name

Format	Author, A. A. (Year). Article title. Newspaper title, Publication date: Section (<i>if available</i>)
In-text citation	(Senderathne 2019)
Reference	Senderathne, N. (2019). Enhancing revenue and pruning expenditure vital to tame fiscal deficit. The Sunday Times, 29 November: Columns.

b. News Report/Article Without Writer's Name

Format	Article title (shorter). (Year). Newspaper title, Publication date: Section (<i>if available</i>)
In-text citation	(Govt. to go ahead with FTA, 2018)
Reference	Govt. to go ahead with FTA with Singapore. (2018). The Island, 25 December: 24.

c. GENERAL REFERENCES TO NEWSPAPERS

Format	
In-text citation	(Colombo Telegraph, 2017)
Reference	Colombo Telegraph. 2017. 28 October.

6.8 PUBLIC DOCUMENTS

The National Library of Sri Lanka develops a collection which includes publications such as Bills, Acts, Ordinances, Parliamentary Debates (Hansards), Sessional Papers, Parliamentary Series, Gazettes, Sri Lanka Law Reports, New Law Reports, Administration Reports, Annual Reports, Commission Reports, Technical Reports, Research Reports, Census Reports, Statistical Reports, Hand Books, Guide Books, Directories, Commission Reports, Project Reports, Blue Books, Circulars, etc. published on Sri Lanka by various Government Institutions.

a. Published public documents

i. Parliament

Acts of Parliament

Format	Country/Institution. (Year). title. Document referred to (include relevant details).
In-text citation	(Sri Lanka, 2017)
Reference	Sri Lanka. (2017). Provincial councils elections. (amendment) Act, No. 17.

Parliamentary Debates (Hansard)

Format	Country/Institution. (Year). title. Document referred to (include relevant details).
In-text citation	(Sri Lanka Parliament Debates, 2016)
Reference	Sri Lanka Parliament Debates. 2016. Interim report of committee on public accounts. 249 (4): 46

Reports and Documents (Parliamentary Papers)

Format	Country/Institution. (Year). title. Document referred to (include relevant details).
In-text citation	(Parliament of Sri Lanka, 2019)
Reference	Parliament of Sri Lanka. (2019). Third Report of the Committee on Public Enterprises (COPE) presented to Parliament.

ii - Government and official publications (gazettes)

Format	Country/Institution. (Year). title. Document referred to (include relevant details).
In-text citation	(Government Gazette, 2018)
Reference	Government Gazette. (2018). No. 2067/2 –17 April. Department of Trade and Investment Policy

iii. Committee reports.

Format	Country/Institution. (Year). title. Document referred to (include relevant details).
In-text citation	(Central Bank of Sri Lanka, 2018)
Reference	Central Bank of Sri Lanka. (2018). Annual Report 2017.

a. Unpublished public documents

There are government documents that bear a collection number as authentication preserved at the Public Records Office and National Libraries in many countries. The India Office Library and Records (IOR or IOL & R), the Singapore Archives, National Archives of Malaysia etc. have special collection or series number for records. Some of these series are available on microfilm.

Format	Name of the records/collection (<i>if available</i>). Serial number. (Year). title. Date of the record.
In-text citation	(CO 273/657/50601, 1939)
Reference	CO 273/657/50601. (1939). Governor of the Straits Settlements, Sir T.S.W. Thomas's letter to the Secretary of State for the Colonies, Malcolm MacDonald, 24 January 1939.

b. Documents of international organizations

United Nations Reports

Format	Organization/Name of the committee. (Year). Title of the report.
In-text citation	(United Nations Office on Drugs and Crime, 2009)
Reference	United Nations Office on Drugs and Crime. 2009. Country Review Report of Sri Lanka.

Format	Organization/Name of the committee. (Year). Title. Report Number. Place of Publication. Publisher.
In-text citation	(United Nations, 1986)
Reference	United Nations. (1986). Report of the Committee on Information. General Assembly Official Records. Forty First Supplement No. 21 (A/41/21). New York: United Nations.

UNESCO

Format	Organization/Name of the committee. (Year). Title. Report Number. Place of Publication. Publisher.
In-text citation	(UNESCO, 1960)
Reference	UNESCO. 1960. Director-General of UNESCO Report. Paris: UNESCO.

WHO

Format	Organization/Name of the committee. (Year). Title. Report Number. Place of Publication. Publisher.
In-text citation	(WHO, 1991)
Reference	WHO. 1991. Guidelines for the Assessment of Herbal Medicines. Geneva: World Health Organization.

6.9 FILMS/MOVIES, VIDEO AND SLIDES

a. Films/ Movies

(When a candidate is citing a film/movies, s/he must give its director(s) as the author and the production company or producer in publisher position. The title is written in sentence case and italicized, followed by the label "Film" in square brackets.

Format	Last name with Initials. (Director). (Year). <i>Movie title</i> [Film]. Production Company.
In-text citation	(Tarantino, 1994)
Reference	Tarantino, Q. (Director). (1994). <i>Pulp fiction</i> [Motion Picture]. United States: Miramax.

b. Video

Format	Author, A. A. (Date produced). Title of video [Video file].
In-text citation	(Open University, n.d.)
Reference	Open University. (n.d). Geophysical techniques [Video].

c. Power point/Slides

Format	Author, A. A. (Year, Month Day). PowerPoint title [PowerPoint slides]. Department Name, University Name. URL (be sure to include the term "PowerPoint slides" in brackets)
In-text citation	(Ramirez, 2010)
Reference	Ramirez, L. (2010). Hospice volunteer training program [PowerPoint slides]. Hospice. Retrieved from http://www.hospice/teams

6.10 UNPUBLISHED MATERIAL

It must be Provided with the following information:

AUTHOR(S) OF PAPER OR MANUSCRIPT. For **unpublished** works, put each author's last name, then a comma, then the first initial of the given name, then any additional initials.

YEAR WRITTEN. ...TITLE OF PAPER OR MANUSCRIPT. ... PUBLICATION PROCESS INFORMATION.

Dissertation or Academic Exercise

a. Thesis from a commercial database:

Format	Author, A. A. (Year). Title of doctoral dissertation / master's thesis (Doctoral dissertation / Master's thesis). Available from Name of database. (Accession or Order No.)
In-text citation	(Pflieger, 2009)
Reference	Pflieger, J. C. (2009). Adolescents' parent and peer relations and romantic outcomes in young adulthood (Doctoral dissertation). Available from ProQuest Dissertations & Theses Global database. (UMI No. 3371229).

b. Thesis from an institutional repository and Theses database:

Format	Author, A. A. (Year Published). <i>Title in sentence case</i> [Degree type thesis or dissertation, Name of institution]. Name of archive or collection. URL
In-text citation	(Kim, 2019)
Reference	Kim, O. (2019). Soviet tableau: cinema and history under late socialism [Doctoral dissertation, University of Pittsburgh]. Institutional Repository at the University of Pittsburgh. https://d-scholarship.pitt.edu/37669/7/Olga%20Kim%20Final%20ETD.pdf

c. Thesis from a NZ institutional repository:

Format	Author, A. A. (Year). Title of doctoral dissertation / master's thesis (Doctoral dissertation / Master's thesis). Name of Institution, Location. (Include the full URL for the thesis/dissertation and the full name of the degree-granting institution/university along its location)
In-text citation	(Thomas, 2009)
Reference	Thomas, R. (2009). The making of a journalist: The New Zealand way (Doctoral thesis, Auckland University of Technology, Auckland, New Zealand). Retrieved from http://hdl.handle.net/10292/466

d. Unpublished thesis/dissertation:

Format	Author, A. A. (Year). Title of doctoral dissertation / master's thesis (Unpublished doctoral dissertation / Master's thesis). Name of Institution, Location.(Give the correct full name of the university, not its abbreviation or brand name)
In-text citation	(Knight, 2001)
Reference	Knight, A. (2001). Exercise and osteoarthritis of the knee (Unpublished master's dissertation). Auckland University of Technology, Auckland, New Zealand.

e. Working Paper, Abstract for Conference etc.

The format for a briefing or working paper is very much like a book, with author, year, title, place of publication and publisher. However, if it comes from a recognised series, include the series title and number in round brackets after the title.

Format	Last name, FM. (Year published). Title of Paper or Proceedings, Title of Conference, Location, Date. Place of publication: Publisher.
In-text citation	(Cloyd, 2014)
Reference	Cloyd, AM. (2014). Surveying students: A look at citation habits of college students, presented at EasyBib Info Lit Conference, New York City, 2014. New York, NY: EasyBib Publishing.

f. Meetings: Report and Minutes of Meeting

Format	Name of organization. (Year, month day of meeting). Meeting title as listed on minutes. Archive name, archive location.
In-text citation	(American Association of Fishmongers, 2011)
Reference	American Association of Fishmongers. (2011, June 30). Meeting of the Chief Executives. Baltimore Nautical Archives, Baltimore, MD

6.11 SOFTWARE

In the text, a reference is not necessary for "standard software." What is "standard"? Examples are Microsoft Word, Java, and Adobe Photoshop. Even less ubiquitous software, like SPSS or SAS, does not need to be referenced. If a candidate mentions a program, do include the version number of the software. For example, "We asked participants to type their responses in a Microsoft Word (Microsoft Office Professional 2016, Version 14.0.7128.5000) file."

However, a candidate should provide a reference for specialized software. For example, let's say a candidate used an open source software package to display items to the participants in his or her study. A candidate should cite it. The reference format follows our usual who-when-what-where format.

Format	Name of individual who has propriety right to the programme, descriptor of item, publisher name and location. URL if available online
In-text citation	"We used the Obscure Reference Generator (Version 2.1; Esolang, 2014) and Version 1.0 of Customized Synergy (2014) to complete our work."
Reference	Esolang, A. N. (2014). Obscure Reference Generator [Computer software]. Washington, DC: E & K Press. Retrieved from http://customizedsynergy.com

6.12 ELECTRONIC REFERENCE MATERIALS

This section outlines the correct format for online sources in an APA style:

a. i. Web page

Format	Name of author, publication date, title of the page/article, website name, and URL
In-text citation	(Slat, 2019)
Reference	Slat, B. (2019, April 10). Whales likely impacted by Great Pacific garbage patch. The Ocean Cleanup. https://www.theoceancleanup.com/updates/whales-likely-impacted-by-great-pacific-garbage-patch/

ii. Web page with no author

Format	Name of organization, publication date, title of the page/article, website name, and URL
In-text citation	(Scribbr, 2020)
Reference	Scribbr. (2020). Academic proofreading & editing service. https://www.scribbr.com/proofreading-editing/

b. Magazine, newspaper, & blogs article

Format	Name of author, publication year, title, Publication name, and URL
In-text citation	(Greenhouse, 2020)
Reference	Greenhouse, S. (2020). The coronavirus pandemic has intensified systemic economic racism against black Americans. <i>The New Yorker</i> . https://www.newyorker.com/news/news-desk/the-pandemic-has-intensified-systemic-economic-racism-against-black-americans

c. E-Book

Format	Author/s Name. (Year Published). Title of e-book in sentence case. Publisher Name. DOI or URL
In-text citation	(Clark & Phelan, 2020)
Reference	Clark, M. & Phelan, J. (2020). Debating rhetorical narratology: On the synthetic, mimetic, and thematic aspects of narrative. The Ohio University Press. https://doi.org/10.26818/9780814214282

d. E-journal article

Format	Article/s Name. (Year). Title of article. Title of Journal, volume number (issue number), inclusive page numbers. DOI or URL
In-text citation	(Vogels, Crone, Hoekstra, & Reijneveld, 2009)
Reference	Vogels, A. G. C., Crone, M. R., Hoekstra, F., & Reijneveld, S. A. (2009). Comparing three short questionnaires to detect psychosocial dysfunction among primary school children: a randomized method. <i>BMC Public Health</i> , 9(1), 489. https://doi.org/10.1186/1471-2458-9-489

e. **Encyclopaedia entry**

Format	Article/s Name. (Year). Entry name. In Editor name (Ed.), Encyclopaedia name (Edition). Publisher. URL.
In-text citation	(Wheeler, 2020)
Reference	Wheeler, G. (2020). Bounded rationality. In E. N. Zalta (Ed.), <i>Stanford encyclopaedia of philosophy</i> (Fall 2020 ed.). Stanford University. https://plato.stanford.edu/entries/bounded-rationality/

f. **Online forum /discussion board message or blog**

Format	author name , date, name of the discussion thread, and URL.
In-text citation	(Smattering, 2014)
Reference	Smattering, L. (2014, February 28). Re: Academic Integrity [Discussion post]. Walden University Blackboard. https://class.waldenu.edu

g. **Video online**

Format	Producer name. date. Video title and description of form [Video file]. URL.
In-text citation	(Yale University, 2010)
Reference	Yale University (Producer). (2010, April 14). Globalization of energy demand [Video file]. http://www.youtube.com/watch?v=RJM7HLyZsCM

h. **Interview or E-mail**

Format	Name of person who was interviewed/sent email. personal communication, Month Day, Year interview took place or e-mail was received
In-text citation	(K. Johnson, personal communication, March 25, 2010)
Reference	Not to be included because they do not provide recoverable data.

6.13 LEGAL MATERIALS

Any legal material is mentioned in the text of a paper/chapter, include an "in text citation" in the proper format (usually in parentheses). APA style requires anything cited briefly in the text (e.g. in parentheses) should also have a complete listing in the References list.

a. Case citation

Format

Party v. Party, year

In-text citation

(Bartnicki v. Vopper, 2001)

Reference

Bartnicki v. Vopper, 532 U.S. 514 (2001). <https://www.oyez.org/cases/2000/99-1687>

b. Statues (Named)

Format

Name of the Law/Act, year

In-text citation

(Apology Act, 2006)

Reference

Apology Act, SBC 2006, c 19. Retrieved from http://www.bclaws.ca/civix/document/id/complete/statreg/06019_01

c. Bills

Format

bill number, title of the bill, session of Parliament, number of the Parliament, and year.

In-text citation

(Bill C-27, 2007)

Reference

Bill C-27, An Act to Amend the Canadian Human Rights Act, 2nd Session, 39th Parliament, 2007.

d. Court cases

Format

Party v. Party, Legal Citation (Court abbreviation year)

In-text citation

(Christopher S. v. Stanislaus County Office of Education, 2004)

Reference

Christopher S. v. Stanislaus County Office of Education, 384 F.3d 1205 (9th Cir., 2004)

e. Reported Cases

(Reported cases are court and tribunal decisions that have been reported or published in a report series.)

Format	Party name v Party name [Year] Volume number Report abbreviation Starting page of case
In-text citation	(Hunt v Muollo, 2003)
Reference	Hunt v Muollo [2003] 2 NZLR 322.

f. Unreported cases

(Unreported cases are court or tribunal decisions that have not been published in a law report series. Unreported cases may be downloaded from the law databases, or from the court, tribunal or commission who issued the decision.)

Format	Party name(s) [Year] Report abbreviation Decision number.
In-text citation	(Department of Corrections v Wayne Thomas Patterson, 2016)
Reference	Department of Corrections v Wayne Thomas Patterson [2016] NZDC 14672.

g. By-laws

Format	title, date and the number of the series
In-text citation	(Trade-marks Regulations, 1996)
Reference	Trade-marks Regulations (1996). SOR/96-195

Notes on the Reference List:

A **reference list** only lists the sources, a candidate has referred to in their writing. The purpose of the reference list is to allow sources to be found by reader. It also gives credit to authors whose work and ideas a candidate has considered. All references cited in the text must appear in the reference list, except for personal communications (such as conversations or emails) which cannot be retrieved. A **bibliography** is different from a reference list as it lists all the sources used during your research and background reading, not just the ones you refer to in your writing.

REFERENCE LIST (example)

- Ahmad, K., & Fontaine, R. (2011). *Management from an Islamic Perspective*: Pearson.
Christopher S. v. Stanislaus County Office of Education, 384 F.3d 1205 (9th Cir., 2004)
- Hatem, M., Haeri, Hessini, Weiss. (1995). Women and social reform. In J. L. Esposito (Ed.), *The Oxford Encyclopedia of the Islamic World*. Oxford: Oxford University Press.
- Jameel, S. H. M. (Ed.). (1998). *Islam in independent Sri Lanka*. Colombo: Department of Muslim Religious and Cultural Affairs.
- Jazeel, M. I. M. (2020). Application of Outcome-Based Curriculum in Religious Studies: The Case of Madrasas in Sri Lanka. *Journal of Politics and Law*, 13(3), 196-202. doi: 10.5539/jpl.v13n3p196
- Knight, A. (2001). Exercise and osteoarthritis of the knee (Unpublished master's dissertation). Auckland University of Technology, Auckland, New Zealand.
- Muda, M., Marzuki, A., & Shaharuddin, A. (2006). factors influencing individual participation in zakat contribution: exploratory investigation Paper presented at the Seminar for Islamic Banking and Finance, Islamic University College of Malaysia (KUIM).
- Ramirez, L. (2010). Hospice volunteer training program [PowerPoint slides]. Hospice. Retrieved from <http://www.hospice/teams>
- Al-Tabrani, Sulayman ibn Ahmad. (1311H/1894). *Al-Mu'jam al-Saghir*. Delhi: al-Matbahah al-Ansari.
- Yale University (Producer). (2010, April 14). Globalization of energy demand [Video file].<http://www.youtube.com/watch?v=RJM7HLYzsCM>
- Zamani-Farahani, H., & Musa, G. (2012). The relationship between Islamic religiosity and residents' perceptions of socio-cultural impacts of tourism in Iran: Case studies of Sare'in and Masooleh. *Tourism Management*, 33(4), 802-814.

المراجع (نموذج)

- السميري، لطيفة. (1997). النماذج في بناء المناهج. الرياض: دار عالم الكتب.
- الشافعي، إبراهيم؛ والكثيري، راشد؛ وسراختم، علي. (1995). المنهج المدرسي من منظور جديد. الرياض: مكتبة العبيكان.
- تعليم التعبير اللغوي للمبتدئين. (ط3). (1992). بيروت: مكتبة لبنان.
- قطب، محمد. (د.ت.). دراسات في النفس الإنسانية. دار القلم.
- المقوشي، عبدالله. (1992، أ). قياس التفكير التجريدي حسب نظرية بياجيه لدى الطلبة الجدد الذين التحقوا بكلية التربية-جامعة الملك سعود في الفصل الدراسي الأول للعام الجامعي 1899/ 1990. وعلاقته ببعض المتغيرات. مجلة جامعة الملك سعود. مجلد 4 (1). 1-21.
- الجمعية السعودية للعلوم التربوية والنفسية. (2004). تربية الأطفال. (ط2). الرياض: جامعة الملك سعود.
- بادي، غسان. (1982). ابستمولوجيا تعليم اللغة العربية للناطقين باللغات الأخرى. (ط4). بيروت: دار العلم للملايين.
- بادي، غسان. (1982). ابستمولوجيا تعليم اللغة العربية للناطقين باللغات الأخرى. (طبعة مزيدة) بيروت: دار العلم للملايين.
- وزارة المعارف. (2002). موسوعة تاريخ التعليم في المملكة العربية السعودية في مائة عام. المجلد الأول. تراجم شخصيات. (ط2). الرياض.
- هارتمان، جورج (محرر). (1994). منهج البحث في التربية المقارنة و تحليل المناهج. القاهرة: الأنجلو المصرية.
- الكثيري، سعود. (1998). مدى تحقيق أهداف تعليم النصوص الأدبية في المحتوى المقرر على طلاب الصف الأول الثانوي. رسالة ماجستير غير منشورة. قسم المناهج وطرق التدريس، كلية التربية، جامعة الملك سعود: الرياض.
- أبانمي، محمد. (1996). دليل الرسائل العلمية المجازة من مؤسسات التعليم العالي بالمملكة في تخصص المناهج وطرق التدريس. في سلسلة مطبوعات مكتبة الملك فهد الوطنية الثالثة. الرياض: مكتبة الملك فهد الوطنية.
- تايلور، رالف. (1982). أساسيات المناهج (ترجمة أحمد كاظم، وجابر عبدالحميد). مصر: دار النهضة العربية.

كتاب لمؤلف واحد

كتاب لمؤلفين أو أكثر

كتاب مجهول المؤلف

كتاب بدون تاريخ

عدة أعمال لمؤلف واحد وطريقة ترتيبها

كتاب من تأليف منظمة أو جمعية

كتاب في طبعة غير طبعته الأولى

طبعة منقحة أو مزيدة

مؤلف من عدة مجلدات

مؤلف ذو محرر

رسالة علمية غير منشورة

عمل منشور في سلسلة

عمل مترجم

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وثيقة حكومية

تقرير سنوي

بحث في مجلة

بحث أو ورقة عمل
في مؤتمر

مقالة من صحيفة يومية

توثيق المصادر الإلكترونية

خطاب أو محاضرة

APPENDICES

Appendix A	Sample of pronunciation practice	255
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SAMPLE OF LIST OF SYMBOLS

a_v	compressibility
C_c	coefficient of contraction
c^L	lift coefficient
c^p	specific heat capacity at constant pressure
CR	compression ration
C_s	coefficient of velocity
C_u	induced drag (mitchell 1976)
C_v	internal energy per unit mass
d_u	weight per unit mass

SAMPLE OF LIST OF ABBREVIATIONS

app.	appendix
art./arts.	article/articles
b.	born
bk./bks.	book/books
©	copyright
ca.	(circa): about, approximately
cf.	compare
ch.	chapter (references in law)
chap./chaps.	chapter/chapters
col./cols.	column/columns
comp./comps.	compiler/compiler; compiled by
dept./depts.	department/ departments

d.	died
div./divs	division/divisions
e.g.	(<i>exempligratia</i>): for example
Ed.	edition/editions
ed.	editor, edited by
et al.	(<i>et alia</i>): and others
et seq.	(<i>et sequers</i>): and the following
etc.	(<i>et cetera</i>): and so forth
fig./figs.	figure/figures
id.	(<i>idem</i>): the same
infra.	below
l.v.	(<i>locus variis</i>): various places (of publication)
ms/mss	manuscript/manuscripts
n/nn	footnote/footnotes
n.d.	no date
no./nos.	no./nos
n.s.	new series
o.s.	old series
p./ps.	page/pages
par./pars.	paragraph/paragraphs
passim	here and there
pt./pts.	part/parts
q.v.	(<i>quod vide</i>): which see
sc.	scene
sec./secs	section/sections
sic.	so, thus

TABLE OF TRANSLITERATION FROM ARABIC INTO ENGLISH

1. Consonant

ء, ا	a, ' (Hamzah)	ط	ṭ
ب	b	ظ	ẓ
ت	t	ع	'
ث	th	غ	gh
ج	j	ف	f
ح	ḥ	ق	q
خ	kh	ك	k
د	d	ل	l
ذ	dh	م	m
ر	r	ن	n
ز	z	ه	h
س	s	و	w
ش	sh	ي	y
ص	ṣ	ة	h
ض	ḍ		

2. Vowels

Short Vowel	Transliteration	Example	Transliteration
-- َ (fathah)	a	قَاتَتْ	qanata
-- ِ (kasrah)	i	سَلِمَ	salima
-- ُ (Dommah)	u	جُعِلَ	ju'ila

Long Vowel	Transliteration	Example	Transliteration
ا/ى	ā	بَابُ / كُبْرَى	bāb / kubrā
ي	ī	وَكَيْلٌ	wakīl
و	ū	سُورَةٌ	sūrah

3. Diphthongs

Diphthong	Transliteration	Example	Transliteration
اَ-وْ	aw	قَوْلٌ	qawl
اَ-يْ	ay	خَيْرٌ	khayr
اُ-وْ	uww	قُوَّةٌ	quwwah
اَ-يْ	iy / i	عَرَبِيٌّ	'arabiy/i

TRANSLITERATION TABLE FROM ARABIC TO TAMIL*

Shortcut key for additional symbols : Font (normal text) from unicode (hex)

- | | |
|-------------------|--|
| 1- FED7,ALT+X = َ | 2- 02C6,ALT+X = ˆ |
| 3- 02C7,ALT+X = ˘ | 4- 0310, ALT+X = *
5- 0352, ALT+X = ° |

Transliteration	Example	Symbol for Arabic Transliteration in to Tamil	IPA	Arabic Letters (Vowels and Consonants)	S.N
அலிம	أَلِم	அ	/a/	الفَتْحة	1
ஃ.புதிஹ	فَتْح	இ	/i/	الكسرة	2
ஹஸுன	حَسُن	உ	/u/	الضمة	3
ஹாமித்	حَامِد	ஆ	/a:/	ا	4
ஸீறா	سيرة	ஈ	/i:/	ي	5
முஸா	مُوسَى	ஊ	/u:/	و	6
ஆமீன்	أَمِين	ஆ	/a:/	آ	7
புர்ஹான்	بُرْهَان	பு	/b/	ب	8
தமீமா	تَمِيمَة	த்	/t/	ت	9
ஃ.தாபித்	ثَابِت	ஃ.த்	/θ/	ث	10
ஜமீலா	جَمِيلَة	ஜ்	/g/	ج	11
ஹனா	حَنَا	ஹ்	/h/	ح	12
காலித்	خَالِد	க்	/χ/	خ	13
மதீனா	مَدِينَة	த்	/d/	د	14
மத்ஹப்	مَذْهَب	த்	/ð/	ذ	15
றஹ்மான்	رَحْمَن	ற்	/r/	ر المفخمة (வல்லினம்)	16
மரீனா	مَرِيْنَة	ர்	/r/	ر المرققة (மெல்லினம்)	17
ஸாஹிறா	زَاهِرَة	ஸ்	/z/	ز	18
ஸஃ.பீனா	سَفِينَة	ஸ்	/s/	س	19
ஷம்லி	شَمْلِي	ஷ்	/ʃ/	ش	20
ஸமத்	صَمَد	ஸ்	/ʒ/	ص	21
ரிழ்வான்	رِضْوَان	ழ்	/ɖ/	ض	22
தாஹிறா	طَاهِرَة	த்	/t̪/	ط	23
ளுஹர்	ظَهْر	ள்	/ð /	ظ	24
நஃ.மான் / ஆபீத்	نُعمَان عَابِد	ஃ.அ	/ʕ/	ع ع	25
ஙஃ.பூர்	غُفُور	ங்	/ɣ /	غ	26

ஃபாதிமா	فاطمة	ஃபு	/f/	ف	27	
ஃகாஸிம்	قاسم	ஃகூ	/q/	ق	28	
காமிலா	كاملة	கூ	/k/	ك	29	
லீனா	لينا	ல்	/l/	ل	30	
மாஹிறா	ماهرة	ம்	/m/	م	31	
நஃபீல்	نَفِيل	ந்	/n/	في أول الكلمة (in the beginning of a word)	"ن"	32
ஹனீஃபா	حَنِيْفَة	ன்		في وسط أو آخر الكلمة (in the middle or end of a word)		
வஹ்ஹாஃபு	وَهَاب	வ்	/w/	و	33	
ஹானி	هاني	ஹ்	/h/	ه	34	
யாஸ்மீன்	ياسمين	ய்	/y/	ي	35	
மஃமுன் அமீன்	مأمون أمين	ஃம் அ	/ʔ/	ء أ	36	
அவ்லா	أولى	அவ்	/aw/	ؤ	37	
அய்மன்	أيمن	அய்	/ay/	ئ	38	
அல் வல்த்	الولد	அல்	/al/	القمرية (qamariyya)	ال	39
அன்னஃபுஸ்	النفس	அஷ்	/ash/	الشمسية (shamsiyya)		

உதாரணங்கள்:

அல் ஃகுர்ஆன் - Al Quran : القرآن

அல் அமீன் - Al Ameen : الأمين

அல் ஜபார் - Al Jabbar : الجبار

திலாவதூல் ஃகுர்ஆன் - Tilawathul Quran : تلاوة القرآن

அன்னபிய்யுல் அமீன் - An Nabiyyul Ameen : النبي الأمين

அத்தீன் = அல் + தீன் - Atteen : التين

அஃதஃதவாஃபு = அல் + ஃதவாஃபு - Aththawab : الثواب

அஹ்லுஃதஃதவாஃபு - Ahluththawab = அஹ்லுல் ஃதவாஃபு : أهل الثواب

ஷம்ஸுத்தீன் = ஷம்ஸுல் + தீன் - Shamsuddeen : شمس الدين

அப்துர் ரஹ்மான் = அப்துல் + ரஹ்மான் - Abdur Rahman : عبد الرحمن

அத்தூராஸுல் = அல் + தூராஸ் + அல் அஹ்பிய்யா - Adduruus Al Arabiyyah : الدروس العربية

அஹ்பிய்யா

அல் + ராஜிஹீ + முஹம்மத் அப்துஹ் - Arrajihee, Muhammad Abduhu : الراجحي ، محمد عبده

அர்றாஜிஹீ முஹம்மத் அப்துஹ் =

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