

CHAPTER 5 THE USE OF NAMES AND TERMINOLOGIES

This chapter aims at establishing a standard pattern for use of names in books published by UMP. Among these are the names of persons and places, events, organisations, government agencies, title of books and publications etc. The use of capitals and italics will be explained.

Capital Letters

The term capital here refers only to the first alphabet of a word that is printed in capital, as opposed to WHOLLY CAPITAL LETTERS, which is spelt in block lettering for all the words.

UMP's style does not encourage the use of excessive capital letters in the texts. Proper nouns have to be in capital, but many nouns related to special nouns may use small letter without affecting the clarity of the meaning of the text.

The editor and the author may clash in opinion over the use of capital. The editor should seek clarification from the author over the use or non-use of capital, but not vice versa. However, the important thing is the editor appreciates the need for standardisation in usage.

The rules over the use of capital or small letters at times cannot be applied similarly to all situations. Therefore, the editor has to apply discretion in considering a standard pattern to be used throughout the book.

Names of Persons

Name of persons. Set the initial letters of names of persons and their abbreviation in capital letters.

Zainal Abidin bin Ahmad
John F. Kennedy
M.Y. Yusoff
G. Sivalingam
J.W.W. Birch

French names. It is customary, in writing French names, to write the articles le, la, or les and des in capital.

Philippe De Puy De Clinchamps
Charles De Gaulle; De Gaulle

Other European names. Articles in other European names are printed in small letters

Vasco da Gama
Ludwig van Beethoven; Beethoven
Vincent van Gogh

Arab/Malay names. Ordinarily, Arab / Malay names have the prefixes like Abu, Abd., Mohd., ibn, al, el, haji etc. These prefixes should be retained. The prefix haji should be dropped unless it has been integrated with his name. Bin should also be dropped.

Syed Syekh al-Hadi
Tunku Abd. Rahman
Aziz ibn-Saud
Harun Mohd. Dom
Muhammad Haji Salleh

Chinese names. In practice, Chinese surnames (a single name) is written before the given name (second names). Only the surname and the first of the given names are spelt in capital, while the second given name is spelt in small letters and combined with first and hyphenated. Ancient Chinese names consisted to two elements only and both are spelt using capital.

Tsai Lun
Chiang Kai-shek
Lee Kim-sai
Ling Liong-sik
Lao Tsu
Lim Kok-wing

Bestowed and Official Names

Awards and official designation in civil, religious, and the profession should be written in capital if they form part of a person's name. Datuk, Tan Sri, Tun and the like have to be used for the first appearance in the text, after which the prefixes can be dropped.

President Suharto
General Ghazali Che Mat
Tan Sri A. Samad Ismail
Professor Dr. Osman Bakar
Imam Ubaidullah

In official use, the post a person holds which comes after a person's name has to be written in capital.

I would like to thank Professor Abu Bakar Abd. Hamid, Chairman of Yayasan Penataran Ilmu, Ibrahim Ismail, Librarian at the University of Malaya ...

A person's post used as a personal pronoun in an unofficial capacity has to be written in capital.

Forgive me, Your Lord
I have tried my best, Captain
Haven't the Professor mentioned this already yesterday?

Honorific and designation.

Barack Obama, president of United States; President Obama; Obama administration

Abdullah Ahmad Badawi, prime minister of Malaysia; Prime Minister Abdullah Ahmad Badawi; Abdullah Badawi's administration

Rais Yatim, foreign minister Malaysia; Foreign Minister Rais Yatim

Datuk Ahmad Fuad Ismail, mayor of Kuala Lumpur; Mayor Ahmad Fuad

Dr. Gauth Jasmon, Vice-Chancellor University of Malaya; Vice-Chancellor Dr. Gauth Jasmon.

General Ghazali Che Mat, chief of staff, armed forces of Malaysia.

Abu Bakar, the sultan of Johor, Sultan Abu Bakar; sultan

Tun Perak, chief minister of Malacca; Chief Minister Tun Perak

Haji Abdullah Nordin, mufti of Perak; Mufti Haji Abdullah Nordin.

Salutation

Salutation to dignitaries have to be written in capital.

Your Majesty
Your Excellency

Degree

Nomenclature in a degree has to be in capital.

Liew Kam Wah, M.B.A.
Azizah Hamzah, Ph. D.

However, if the degree is referred to as a common name, it should be written in small letters, such as master of arts, doctor of philosophy, diploma in publishing studies.

Names of Countries and Nations

Names of ethnic groups, races, nations, religions, language have to be written in capital.

Malay
Latin
French
Christian
Masai

English
Aryan
Islam

However, names used to refer to groups with regard to their skin colour, size and local use are spelt in small letters.

black people
white people
mountain people
bumiputera
immigrant

Place Names

Place names or adjectives used to refer to a region or part of the world have to be spelt with capital letters.

East: Far East: Middle East
Malaysia; United States of America
Southeast Asia, Asia Minor.

Political division. Names used to refer to divisions of an area like countries, states, region, towns, small towns, villages, empires have to be written in capital.

Malacca empire; empire
Majlis Bandaraya Petaling Jaya; local authority
Republic of Indonesia

Name of mountains, rivers, valleys, islands etc. have to be written in capital.

Straits of Malacca
Suez Canal
South China Sea
Nile Delta
River Mekong
Tasik Cini

Names of buildings, monuments etc have to be written in capital letters.

Sri Perdana
Istana Negara
Bangunan Dayabumi
KL Tower
National Monument
Loh Boon Siew Building.

Names of Organisations

Complete names of organisations, departments, administrations, bureaus, offices have to be written in capital.

United Nation Security Council
Parliament House
Ministry of Home Affairs
Public Service Department
Supreme Court; Session Court.

Common names which referred to a specific place have to be spelt with lower case.

civil court
syariah court
appeal court
government departments.

Names of national or international organisations, whether political, economic, or social, have to be written in capital.

Greenpeace
Tenaganita
Aliran
Northern Triangle
Angkatan Belia Islam Malaysia

Abbreviations. All abbreviation or acronyms which do not have syllables have to be written wholly in capital.

PBB
RTM
GPMS
NUPW
PKPM
UM

Exceptions. Acronyms with syllables have to be written in capital.

Umno
Fomca
Apec
Felda
Unimas
Perhilitan.