

CHAPTER 6

NOTES AND BIBLIOGRAPHY

The Importance of Notes

Notes are additional references that form a part of a book. It serves the purpose of providing further explanations to the text. In UMP's style, two types of notes are accepted: foot-notes, and end-notes which appear at the end of each chapter.

Notes in the text or in quotation have to be numbered consecutively according to the chapter and using arabic numeral. Begin a new chapter with new set of numbers.

Use foot-notes if the author uses many references. End-notes at the end of the chapter are preferred if there are not too many of such notes.

Foot-notes have to be on the same page as the number in the text. Information in the foot-notes which do not run parallel to the text should be separated by a straight line measuring 3cm in length. Foot-notes should be indented to the left with the reference number spaced one em.

Foot-notes should be two points smaller than the text and the number should be in superscript. If the notes are exceedingly long, it is best that they are placed as end-notes.

Chapter notes are to be placed at the end of the chapter. They should be in arab numeral, arranged consecutively and a new series of number for every chapter.

Full Reference Notes

Complete information is to be given for every source used the first time they are mentioned in the chapter. The following can be used as a guideline:

Book

Full name of the author
Title of the book, in full
Name of the editor, translator, compiler (if any)
Name of the series (if any) and number of the series and/or volume
Edition (if not the first)
Number of volume (if any)
Information on publication (town/city, publisher, and year published)

Articles in Periodicals

Full name of the author
Title of the article
Name of the periodical
Volume
Year of publication

Unpublished Sources

Name of the author (if known)
Title of the document and date, if any
Folio number or identification number

Name of the owner/keeper

Name of the organisation of the keeper/town where it is kept.

Writing notes have to be differentiated from bibliography. In the UMP style, notes and bibliography are presented as follows:

Note

1. Adnan Haji Nawang, *Za'ba: Patriot dan Pendeta Melayu* (Kuala Lumpur: Yayasan Penataran Ilmu, 1994), pg 90.
2. Kenichi Ohmae, *Kuasa Triad: Bentuk Persaingan Sejagat akan Datang* (Kuala Lumpur: Dewan Bahasa dan Pustaka, 1991), pg 152.
3. James F. Powers, "Frontier Municipal Baths and Social Interaction in Thirteenth Century", *American Historical Review* 84 (June 1993) pg 56.

Bibliography

Adnan Haji Nawang. 1994. *Za'ba: Patriot dan Pendeta Melayu*. Kuala Lumpur: Yayasan Penataran Ilmu.

Ohmae, Kenichi. 1991. *Kuasa Triad: Bentuk Persaingan Sejagat akan Datang*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

Power, James F. 1993. Frontier municipal baths and social interaction in thirteenth century. *American Historical Review* 84. 6:56.

There are several points to be noted in the preparation of notes and bibliography, viz:

- a. **Punctuation marks.** The use of coma for notes and full stop for bibliography
- b. **Year of publication.** For notes year of publication appears after the name of the publisher; for bibliography it is placed after the name of the author.
- c. **Quote and unquote sign.** Quotation marks are necessary for notes; it is not for bibliography.
- d. **Author's name.** In the case of notes, the author's name, particularly Western, has to be in complete form; in bibliography, it is the surname.

Information to be included in the notes, as in bibliography, has to be complete so as to interest the readers for further references in the library.

Quick Reference

When mentioned for the first time, the full information of the source has to be given. Subsequent mentions of the said source can be abridged. There are two ways this could be done. The first will be discussed in detail in later paragraphs.

The second method used for scholarly journal is by leaving out the title of the work, giving only the name or surname of the author, followed by a coma (,) and page number. If there are more than one article by the author referred to, then the title of the article should be included after the author's name.

Quick reference for books requires the name or surname of the author, title of the book (in italic), followed by the page referred to. Example:

4. Altbach, *Knowledge Content*, pg 91.

Quick reference for article in a periodical requires the name or surname of the writer, abridged title of the article (in “ ”) and page number. Example:

5. Abdullah Zakaria, “Kebangkitan Anti-British,” pg. 46.

Style of Writing Notes

The following guidelines are to be followed when the name of the authors, title of the books, edition and other forms that may be used in books published by UMP.

Name of Authors

Single author

6. Norazit Selat, *Urban Survival: The Malays of Muar*
(Kuala Lumpur: Yayasan Penataran Ilmu, 1996), pg. 123-132.

7. Charles R. Simpson, *Soho: The Artist in the City*
(Chicago: University of Chicago Press, 1981), pg 134-154.

Two authors

8. Hafidz Suhaimi & Liew Ah Kim, *Undang-undang Buruh di Malaysia*
(Kuala Lumpur: Dewan Bahasa dan Pustaka, 1995), pg 35-43.

9. Arthur Weinberg & Lisa Weinberg, *Clearance Darrow: A Sentimental Rebel*
(New York: G.P. Putnam’s Sons, 1980), pg 26.

Three authors

Richard K. Beardsley, John W. Hall, & Robert E. Ward, *Village Japan*
(London: Sage, 1987), pg 87-89

Sulaiman Asri, Mohd. Ali Hassan & G. Sivalingam, *Ekonomi
Malaysia: Perkembangan dan Masa Depan* (Kuala Lumpur: Berita
Publishing, 1995), pg 67-68.

Three or more authors

Leslie T. Sharpe et al. *Editing Fact and Fiction* (Cambridge:
Cambridge University Press, 1994), pg. 68.

Mohd. Noor Ghani et al. *Dasar Ekonomi Kerajaan* (Petaling Jaya:
Pelanduk Publications, 1989), pg. 78.

Editor, compiler, and translator

Geoff Barlow, ed. , *Typesetting and Composition* (London: Blueprint :1987), pp 65-68

Lewis A. Coser, Charles Kadushin, & Walter W. Powell, ed. , *Books: The Culture and Commerce of Publishing* (New York: Basic Books, 1982) pg 89-97.

Mohd. Sarim Haji Mustajab, et al., *Akhbar dan Majalah di Malaysia: Sejarah dan Perkembangan* (Bangi: Jabatan Sejarah UKM, 1988) pg. 80-93.

Abbreviation for Notes

In preparing the notes, several abbreviations are commonly used when making reference to the materials that have been previously referred to. These abbreviations originated either from Latin or English. In the UMP style, these abbreviations are to be retained.

The abbreviations are to be typed in italic. Some of these include:

- a. *cf* - compare with the material that had been quoted earlier
- b. *ed.*- editor
- c. *et al.*- & friends. To indicate a material written by more than three authors.
- d. *ff.* - on that page and subsequent pages until the matter is resolved.
- e. *ibid.* - *ibidem* (in the same place)
- f. *id.* – *idem* (the same)
- g. *loc. cit* - *locus citaus* (in the place cited)
- h. *n.* – refer to other note or footnote
- i. *op.cit.* - *opere citatus* (in the work cited)
- j. *passim* - here and there
- k. [*sic*] – (*as I see*). The abbreviation is used to indicate no corrections have been made to reference material.

Preparation of Bibliography

A list of books or other reference materials used by the author to write his book is called **Bibliography** or **Selected Bibliography**.

This list is to be put at the end of the book, before index. The list can also be inserted at the end of every chapter if the book is a compilation of articles by several writers, each using different sources of reference.

Bibliography should contain the following information:

- a. Name of the author or editor, followed by a full stop
- b. Year published, full stop
- c. If an article, the title of the article, full stop (“...” not necessary)
- d. If a book or periodical, the title in italic, full stop
- e. Edition/print, full stop
- f. Place of publication, colon (:)
- g. Publisher, full stop
- h. Name of translator (if it is a translation), full stop.

How a bibliography is presented is associated with documentation system used in the book. UMP's style use the system of Author-Date. In this system, readers will be given a list of sources material arranged alphabetically, need not be separated into section or according to subject, rather presented as a whole.

For the convenience of the readers, the year of publication of the material should come immediately after the author's name, not at the end. Example:

Abel, Richard. 1994. *State support publishing*. Logos. 3:124-29.

Barlow, Geoff & Simon Eccles. 1987. *Typesetting and Composition*. London: Blueprint.

Hallewell, Lawrence. 1992. Government publishing in the third world. *Government Publications Review*. 19:23-58.

Hamed Mohd. Adnan. 1996. *Penerbitan dan Pemasaran Buku di Malaysia*. Kuala Lumpur: Penerbit Universiti Malaya.

Sharpe, Leslie T. & Irene Gunther. 1994. *Editing Fact and Fiction*. Cambridge: Cambridge University Press.

A bibliography list that is long can be broken up according to types of sources, such as books, journals, unpublished sources etc. Example:

BIBLIOGRAPHY

Books

Coser, Lewis A, Charles Kadushin, & Walter W. Powell. 1982. *Books: The Culture and Commerce of Publishing*. New York: Basic Books.

Roff, William R. 1967. *Nasionalisme Melayu*. Kuala Lumpur: Penerbit Universiti Malaya.

Safiah Osman. ed. 1990. *Membaca: Satu Pengenalan*. Kuala Lumpur: Berita Publishing.

Lohrer, Alice. ed. 1993. *Reading and Communication*. London: Routledge.

Articles

Altbach, Philip G. 1975. Publishing in developing countries: A select bibliography. *Scholarly Publishing* 4. 56-67.

Bekkedal, Tekla K. 1973. Content analysis of children books. *Library Trends* 22. 2:109-27.

Sulaiman Harun. 1995. Undang-undang hak cipta dan penguatkuasaan. *Jurnal Kanun* 9. 2:67-78.

In compiling a bibliography, several ways can be used.

Original Work

Original work of a single author:

Roff, William R. 1967. *Malay Nationalism*. Kuala Lumpur: University of Malaya Press.

Norazit Selat. 1996. *Urban Survival: The Malays of Muar*. Kuala Lumpur: Yayasan Penataran Ilmu.

Original work by two authors:

Black, Jay & Frederick C. Whitney. 1983. *Introduction to Mass Communication*. New York: Addison & Wesley.

Samaruddin Rejab & A. Nazri Abdullah. 1985. *Panduan Menulis Tesis*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

Original work by three authors:

Beardsley, Richard K., John W. Hall & Robert E. Ward. 1987. *Village Japan*. London: Sage.

Sulaiman Asri, Mohd. Ali Hassan & G. Sivalingam. 1995. *Ekonomi Malaysia: Perkembangan dan Masa Depan*. Kuala Lumpur: Berita Publishing.

Original work by more than three authors:

Mohd. Noor Ghani et al. 1989. *Dasar Ekonomi Kerajaan*. Petaling Jaya: Pelanduk Publications.

Sharpe, Leslie T. et al. 1994. *Editing Fact and Fiction*. Cambridge: Cambridge University Press.

Work by an Editor / Compiler

Work by a single editor:

Safiah Osman. ed. 1990. *Membaca: Satu Pengenalan*. Kuala Lumpur: Berita Publishing.

Lohrer, Alice. ed. 1993. *Reading and Communication*. London: Routledge.

Work by two editors

Altbach, Phillip G. & Shigeo Minowa. ed. 1996. *The Encyclopaedia of Books*. New York: Garland Publishing Inc.

Mohd. Yusof Osman & Ali Haji Ahmad. ed. 1978. *Geologi dan Tanah*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

Work by three editors:

Bradley, Charles, Anthony Canes & Howard Cliveland. ed. *Copyright Theft*. London: Aslib-Gover.

Altbach, Phillip G., S. Gopinathan, & Armodio Arboleda. ed. 1985. *Publishing in the Third World Countries*. New York: R. R. Bowker.

Work by more than three editors:

Carter, Robert A. et al. ed. 1986. *Trade Books Marketing*. New York: Harper & Row.

Mohd. Sarim Haji Mustajab. et al. ed. 1988. *Sejarah dan Perkembangan Majalah di Malaysia*. Bangi: Jabatan Sejarah UKM.

Work by Institutions

In some cases, the name of the author or editor is not mentioned. In situations like this, the name of the institutions which caused its publication is used instead. Example:

Malaysia, Kementerian Kewangan. 1995. *Penyata Ekonomi Enam Bulan Pertama 1995*. Kuala Lumpur: Kementerian Kewangan Malaysia.

UNESCO. Regional Office Information. 1986. *The Educational System in Malaysia*. Bangkok: Unesco Regional Office of Education in Asia.

Anonymous Works (No Author/Editor Mentioned)

In special cases, it is not necessary to use the institution that publishes a book to replace its author. In such a case, only the title, year and place are being mentioned. Example:

Al-Quran dan Terjemahannya. 1974. Jakarta: Yayasan Penyelenggara Penterjemah Al-Quran.

Mustika Hadis, Vol. 1. 1986. Kuala Lumpur: Bahagian Hal Ehwal Islam, Jabatan Perdana Menteri.

Translation Work

In the case of translated work, the name of the translator and the original work has to be mentioned. Example:

Wolf, Marvin J. 1989. *Konspirasi Jepun*. Diterjemahkan oleh Mansur Ahmad Saman. Kuala Lumpur: Yayasan Penataran Ilmu. (Original text in English).

Al-Futuh, Abu Al-Maati. 1985. *Penyelesaian Islam dari Sudut Sistem Politik (Hatimah al-Hall al-Islam)*. Translated by Mohd. Akhir Yaacob. Kuala Lumpur: Pustaka Fajar. (Original text in Arabic).

Periodical

In the case of periodicals, bibliography should include author's name, year of publication, the title of the article, title of the periodical and its volume. Example:

Altbach, Phillip G. 1975. Publishing in developing countries: A select bibliography. *Scholarly Publishing* 4.

Bekkedal, Tekla K. 1873. Content analysis of children books. *Library Trends* 22.

Sulaiman Harun. 1995. Undang-undang hak cipta dan penguatkuasaannya. *Jurnal Kanun* 9.

Unpublished Materials

Materials awaiting publication such as academic exercises, thesis and dissertations should be written without italic and written as the following:

Abdul Aziz Hussain. 1959. Penerbitan buku-buku dan majalah-majalah Melayu di Singapura 1945-1958. Latihan ilmiah Sarjana Muda Sastera. Jabatan Pengajian Melayu, Universiti Malaya.

Abdul Manaf Saad. 1981. An identification of the primary school pupils and teachers' preferences (likes and dislikes). Tesis Sarjana Sains. Universiti Ohio.

Halijah Mahmood. 1976. Dewan Bahasa dan Pustaka: Tinjauan ringkas tahun-tahun 1970-an. Latihan ilmiah Sarjana Muda Sastera. Institut Bahasa dan Persuratan Melayu, Universiti Kebangsaan Malaysia.