

**Information Resources**  
**Library**



# **Harvard Style Guide**

**MALAY NAMES SECTION**



[www.swinburne.edu.my/library](http://www.swinburne.edu.my/library)

Swinburne Harvard Style – Malay names section – In-text guidelines only.  
Choice of citing whole names or personal names - version 3.

In regards to in-text citations for authors with Malay names, Swinburne Sarawak Library has recommended until now that the whole name (personal name + family name) be cited. The guidelines below provide a method to cite Malay names in-text using only the author's personal name or given name. Examples are provided and shall illustrate both options. Whichever you choose to use, remember that the most important rule of Swinburne Harvard Style is to always be consistent

([http://www.swinburne.edu.au/lib/studyhelp/harvard\\_style.html#Mostimportantrule](http://www.swinburne.edu.au/lib/studyhelp/harvard_style.html#Mostimportantrule)) - once you have chosen one of the two methods for citing Malay names in-text for a piece of work, you must then consistently apply that method throughout that same piece of work.

Method for in-text references for whole Malay names:

Place the entire name of the author into the in-text reference exactly as it appears on the information source and then remove any conferred title(s) given to the author, or to the family name, or both (Swinburne Sarawak Library staff can assist you with this).

Method for in-text references for Malay personal/given names only:

A Malay's name consists of a personal name or given name, which is used to address him or her in all circumstances, often followed by a patronym, either 'bin' for men or 'binti'/'binte' for women. The personal name may be a single word (eg. Mohammad) or may be more than a single word, sometimes referred to as a compound name (eg. Abdul Wahab Isa).

Look at the names as they appear on the information source and try to determine the personal name.

If a personal name is more than a single word, this may be because a hereditary title has been included.

Hereditary titles should be included in an in-text reference.

Hereditary titles:

Wan, Nik, Megat, Putri, Abang, Raja, Syed, Tengku, Tunku, Tuanku, Yang, Long, Teuku, Daeng, Daing, Engku, Ungku, Syed/Sharifah, Mior, Awang/Abang, Dayang, Dayangku, Che, etc.

Here are two examples of in-text references with hereditary titles included:

(Wan Khairuzzaman 2011), (Putri Noor 2012, p. 37).

Then, for your piece of work, cite this author in-text consistently throughout, having first removed:

- 1) Patronyms (bin, binte/binti, al, ibni);
- 2) Family names and father's names;
- 3) Honourifics (Encik (Mr.), Puan (Wife of/Mrs.), Cik (Miss);
- 4) Conferred titles, such as
  - a) Religious titles (Haji or Hajjah, Lebai, Mufti, etc.);
  - b) Titles of Honour (eg. Dato', Dato' Amar DiRaja, Datuk, Tan Sri, Tun, Tuan);
  - c) Titles of Office (eg. Sultan, Yang DiPertuan Besar, Tuanku, Batin, Datuk Setia Mahkota, etc.);
  - d) Terms of address (eg. Adek, Bongsu, Habib, Pak, Yang Amat Berhormat, Yang Mulia etc. or their abbreviations (YAB for Yang Amat Berhormat)); and
  - e) Additional names indicating place of origin or trade (eg. al-Rembau, al-Qari, al-Johori).

You should only cite in-text the personal name of the author.

Here is an example of this method in action: a reference to a webpage created in 2012 by Mohammad Haji Salleh would become, in-text, just (Mohammad 2012) – the title 'Haji' is removed, as it is a conferred (religious) title, and 'Salleh' is removed because it is a family name or father's name.

The name 'Mohammad' may have been abbreviated in an information source to 'M.', 'Md.', 'Mohd.' or 'Muhd'. Use the full version of the name, not the abbreviation if you are able to locate the full version elsewhere in the information source. If you are not able to determine the full version, then use the abbreviation.

If you have two or more separate authors with the same personal name and both published an information source in the same year, then differentiate between them by adding the family name or father's name (however, still remove bin or binti/binte, etc.).

Here is an example: If I have an information source written by Bahiyah binti Abdul and I have an information source written by Bahiyah binti Muhammad, and both sources were published in 2011, the two in-text references would look like this:

(Bahiyah Abdul 2011)

(Bahiyah Muhammad 2011)

The Reference List/Bibliography should be arranged alphabetically by personal name. If you have two or more authors with the same personal name and both published an information source in the same year, then arrange those authors further, alphabetically, by father's name.

Here are more examples of in-text references for Malay names:

eg. 1) Single author = Tunku Abdul Rahman Putra Al-Haj

In-text, whole name: (Tunku Abdul Rahman Putra Al-Haj 2007, p.11).

In-text, personal name only: (Tunku Abdul Rahman 2007, p.11).

eg. 2) Single author = Haji Buyong bin Adil

In-text, whole name: (Buyong bin Adil 1983, p.33).

In-text, personal name only: (Buyong 1983, p.33).

eg. 3) Single author = Dr Haji Awang Mohd. Jamil Al-Sufri

In-text, whole name: (Awang Mohd. Jamil Al-Sufri 1995, p.103).

In-text, personal name only: (Awang Mohd. Jamil 1995, p.103).

eg. 4) Single author = Noor Aisha Abdul Rahman

In-text, whole name: (Noor Aisha Abdul Rahman 2007, p 77).

In-text, personal name only: (Noor Aisha 2007, p.77).

eg. 5) Single author = Datuk Salleh Majid

In-text, whole name: (Salleh Majid 2010, p.8).

In-text, personal name only: (Salleh 2010, p.8).

eg. 6) Single author = Wan Saiful Wan Jan

In-text, whole name: (Wan Saiful Wan Jan 2012, p.68).

In-text, personal name only: (Wan Saiful 2012, p.68).

eg. 7) Two authors = Syed Othman Alhabshi & Nik Mustapha Nik Hassan

In-text, whole name: (Syed Othman Alhabshi & Nik Mustapha Nik Hassan 1996, p.47).

In-text, personal name only: (Syed Othman & Nik Mustapha 1996, p.47).

eg. 8) Three authors = Zuraidah Mohd Don, Gerry Knowles & Choong Kwai Fatt

In-text, whole name: (Zuraidah Mohd Don, Knowles & Choong 2010, p.242).

In-text, personal name only: (Zuraidah, Knowles & Choong 2010, p.242).

eg. 9) Four authors = S.A. Osman, A.R. Khalim, N.A. Nik Abdul Adel & M.T. Ismail

As it appears that these names have been reconfigured into a Western context, then follow the Western reconfiguration.

In-text, using standard Swinburne Harvard Style author guidelines: (Osman et al. 2011, p.23).

eg. 10) Five authors = Nur Hidayah Mohd Ran, Leny Yulianti, Siew Ling Lee, Teuku Meurah Indra Mahlia & Hadi Nur

In-text, whole name: (Nur Hidayah Mohd Ran et al. 2013, p.492).

In-text, personal name only: (Nur Hidayah et al. 2013, p.492).

Eg. 11) Single author = Haji Buyong bin Haji Adil

In-text, whole name : (Buyong bin Adil 1983, p.33).

In-text, personal name only : (Buyong 1983, p.33).