

## Tatacara Kemasukan Format Nama Penulis dalam sistem UTeM-IR

★ Creators

	Family Name	Given Name / Initials	Email
1.			
2.			
3.			
4.			

More input rows

### PENGARANG

1) 'Bin' atau 'binti' (bte, bt.) dalam nama pengarang Melayu tidak perlu catat

2) 'a/l' atau 'a/p' dalam nama pengarang India tidak perlu dicatat

Contoh: Anne Sinapan **bukannya Anne a/p Sinapan**

3) Nama pengarang yang berasal dari Sarawak/Sabah, perkataan 'anak' tidak perlu dimasukkan ;

Contoh : **Wilson Suai Anak Moses Jantan – nama asal**  
**Wilson Suai Moses Jantan – digunapakai**

4) Nama yang ada @ tidak perlu dimasukkan, cuma perlu ambil nama di hadapan sahaja.

Contoh : **Adam Bakri @ Bakre – nama asal**  
**Adam Bakri – nama yang digunapakai**

5) Nama pengarang Melayu, India dan Cina (Malaysia/Singapura) – tidak diterbalikkan.

Contoh:

**India – Ramasamy, Chandran**

**Cina – Tan, Mei Ling**

**Melayu – Usman Awang**

6) Nama bagi Indonesia

Contoh : **Heryanto Ardy** – nama asal  
**Ardy, Heryanto** – nama yang digunakan

7) Nama dari India dan China (luar Malaysia)

Contoh: **Ramasamy Gupta** – nama asal  
**Gupta, Ramasamy** – nama yang digunakan

**Bao Chun Lai** – nama asal  
**Lai, Bao Chun** – nama yang digunakan

### Contoh

The screenshot shows a form titled "★ Creators" with a search icon in the top right. The form has three columns: "Family Name", "Given Name / Initials", and "Email". There are four rows of input fields. The first row contains "Fauziah" in the Family Name column and "Hassan" in the Given Name / Initials column. The Email column is empty for all rows. Below the input fields is a button labeled "More input rows".

	Family Name	Given Name / Initials	Email
1.	Fauziah	Hassan	<input type="checkbox"/>
2.			<input type="checkbox"/> <input type="checkbox"/>
3.			<input type="checkbox"/> <input type="checkbox"/>
4.			<input type="checkbox"/> <input type="checkbox"/>

Bagi nama pengarang Fauziah bt. Hassan, sila masukkan nama Fauziah pada Family Name dan Hassan pada Given Nama/Initials. Masukkan emel jika perlu.

**Purbatjaraka, Raden Mas Ngabei**  
 x Raden Mas Ngabei Purbatjaraka

Refer from the direct form of title plus name even when the title is not used in the heading.

**Amrullah, Abdul Malik Karim**  
 x Hadji Abdul Malik Karim Amrullah  
 x Abdul Malik Karim Amrullah

Distinguish titles used as such from the same words adopted by a person as elements of his or her name. When in doubt, treat the words as a title.

**Rusli, Marah**  
 (*Title Marah used as a personal name*)  
 x Marah Rusli

**Djuanda, H.**  
 (*Name and title hadji Djuanda appears as: Dr. H. Djuanda*)  
 x Djuanda, Hadji  
 x Hadji Djuanda

## 22.27. MALAY NAMES

### 22.27A. Scope

**22.27A1.** Apply this rule to Malay names, including names of Arabic origin beginning with the element *al-*, borne by persons living in Malaysia, Singapore, or Brunei. Apply this rule also to names from other ethnic groups native to Malaysia such as Ibans, Kedazans, etc. Enter a name from an ethnic group of non-Malay origin (e.g., Indian, Chinese) borne by a person living in one of these countries according to the rules for the language of the name.

### 22.27B. General rule

**22.27B1.** Enter a Malay name under the first element of the name and refer from the last element unless it is known that the bearer of the name treats another element of the name as a surname. In that case, enter under the surname and refer from the first element.

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*Gelar*, meaning "titled," often precedes an Indonesian title. Do not use the following terms of address in headings:

bung (boeng)—brother, when used as a term of respect  
 empu (mpu)—mister  
 engku (ungku)—mister  
 entjik (encik che, entje, inche, tje)—mister or mistress  
 ibu (boe, bu, iboe)—mother, when used as a term of respect  
 njonja (yonya)—mistress  
 nona—miss  
 pak (pa')—father, when used as a term of respect  
 tuan (toean)—mister  
 wan—mister

A. Samad Said  
 x Said, A. Samad

Rejab F.I.  
 x I., Rejab F.

Shahnon Ahmad  
 x Ahmad, Shahnon

Luat anak Jabu  
 x Jabu, Luat anak

A.L. Bunggan  
 x Bunggan, A.L.

William Duncan  
 (Full name: William Duncan anak Ngadan)  
 x Duncan, William  
 x Ngadan, William Duncan anak

*but*

Merican, Faridah  
 (Surname: Merican)  
 x Faridah Merican

Nichol, Linda  
 (Surname: Nichol)  
 x Linda Nichol

#### 22.27C. Filial indicators

22.27C1. Omit words or abbreviations denoting filial relationship<sup>23</sup> unless consistently used by the person.

Adibah Amin  
 (Sometimes appears as: Khalidah Adibah binti Haji Amin)

*but*

Abdullah Sanusi bin Ahmad  
 Siti Norma bte. Ahmad

22.27C2. If the filial relationship is shown beyond one generation, include only the first unless more are required to distinguish between names that are otherwise identical.

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#### 23. Words denoting filial relationship are:

anak (a., ak, or ak.)—child of  
 bin (b.)—son of  
 binte (bte.)—daughter of  
 binti (bt.)—daughter of  
 ibni—son of (royalty)

Alamat UEM untuk afiliasi (affiliated) ditulis  
sebagai :

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