IQS Referencing system

- The referencing system used by IQS is the Harvard style of referencing. Harvard style referencing is an author/date method. Sources are cited within the body of your assignment by giving the name of the author(s) followed by the date of publication. All other details about the publication are given in the list of references or bibliography at the end.
- Citations, which are used with direct quotations, or are referring to a particular part of a source, should include the volume (if any) and page number in your citation, e.g. (Smith 2017, 2:42).
- If the author(s) name appears in the text as part of the body of the assignment, then the year will follow in round brackets, e.g. According to Smith (2017, 2:42).
- If more than one of your citations has the same author and year of publication, then you should distinguish between them by using a lower–case letter following the year, e.g. (Smith 2017a) & (Smith 2017b).
- Some authors have the same surname and works published in the same year, if this is the case use their initial to distinguish between them, e.g. (Williams, A. 2009) & (Williams, J. 2009).
- In some instances, you may need to cite more than one piece of work for an idea. If this occurs, you should separate the references with a semicolon and cite them in chronological order, e.g. (Jones 2014; Smith 2017).
- When citing in-text, include the name of up to three authors. If there are more than three authors for the work, you are citing then use the name of the first author followed by "et al.", e.g. (Taylor et al. 2015).
- If the year of publication is not given then use the name of the author followed by "n.d.", e.g. (Wells n.d.).
- Secondary Referencing: This is when you reference one author who is referring to the work of another and the primary source is not available. Secondary referencing should be avoided where possible. You must make it clear to your readers which author you have read whilst giving details of original term by using "cited in", e.g. (Ecott 2002, cited in Wilson 2009) or (Cannon 1989, cited in Wilson 2009, 269). In the reference list, you should give details of the item you looked at. Looking at the above examples, you would reference Wilson (2009) in your reference list.
- Use the following order to give details of references in the reference list:

  Author's surname, author's first name, year of publication, name of the work, place of publication: publisher.
- In the table below, you can see examples of references to different types of sources. Please ensure that the references are produced in the same style as the following table.

Books	
Single Author	(Al-Zamakhsharī 1986, 5:245)
	Al-Zamakhsharī, Maḥmūd ibn ʿUmar, 1986, Al-Kashshāf ʿan Ḥaqā'iq Ghawāmiḍ al-Tanzīl, Beirut: Dār al-Kitāb al-ʿArabī.
Two or Three Authors	(Laudon & Laudon 2003) (Coveney, Ganster & King 2003)
	Laudon, K.C. & Laudon, J.P., 2003, Essentials of management information systems: Managing the digital firm, United States: Prentice Hall. Coveney, M., Ganster, S. & King, D., 2003, The strategy gap: Leveraging technology to execute winning strategies, Germany: Wiley.
More than Three Authors	(Jones et al. 1999: 34) Jones et al. (1999: 34) suggested that …
	Jones, P., Smith, A., Hudson, T., Etherton, J., Connelly, W. & Gardener, J., 1999, Business management for the new era, Adelaide: Wyland Publishing.
Book Editor	(ed. Shaw 2003) Shaw (ed. 2003: 87) indicates that …
	Shaw, M.J. (ed.), 2003, Ebusiness management: Integration of Web technologies with business models, London: Kluwer Academic.
Second, further or revised editions	Dyson, Geoffrey H.G., 1977, The mechanics of athletics, 7th edn., New York: Homes and Meier. Cohen, Jacob, 1977, Statistical power analysis for the behavioral sciences, rev. edn. New York: Academic Press.
Translated works	Bakhtin, M., 1984, Rabelais and his world, transl. H. Iswolsky, Bloomington: Indiana University Press.
No date can be established	(Lansdown n.d.).

	Lansdown, M., n.d., Bridging courses, Rockhampton: Central Queensland University.
Journals	
Single author	(Rohani Mashhadi 2018)
	Rohani Mashhadi, Farzaneh, 2018, "The Analogy between Jesus and Adam Based on the Analysis of Key Concepts in the System of Human Creation Verses", Qur'anic Sciences and Tradition, 51(1), pp. 67-87.
Two or three authors	(Lamb & Kling 2003) (Darzi, Pakatchi, & Faramarz Gharamaleki 2017)
	Lamb, R. & Kling, R., 2003, "Reconceptualizing users as social actors in information systems research", MIS Quarterly, 27(2), 197. Darzi, G., Pakatchi, A. & Faramarz Gharamaleki, A., 2017, "The Methodological Necessities of Quranic Interdisciplinary Studies", Quran and Hadith Studies, 10(1), pp. 35-71.
More than three authors	(Lips et al. 2020)
	Lips, C., Ritterhoff, T., Weber, A., Janowska M.K., Mustroph, M., Sommer T., Klevit, R.E., 2020, "Who with whom: functional coordination of E2 enzymes by RING E3 ligases during poly-ubiquitylation", The EMBO Journal, 39(22).
No volume or issue number	(Sprague & Shameen 1999)
	Sprague, J. & Shameen, A., 1999, "Boosting growth, courting disasters?", Asiaweek, 31July, pp. 50–51.
Journal articles and book chapters from books of readings	Kuebler, S.A., 2004, "OSHA's enforcement strategy", Occupational Health & Safety 73(12), 12–3, in I. Eddington (ed.), 2005, MGT 8015 Corporate occupational health and safety: Selected readings, Toowoomba: University of Southern Queensland.

Other References	
Conference paper	(Fitzsimmons 2005)
	Fitzsimmons, D., 2005,"Who chooses who belongs: Tactics and strategies and migrant literature", the AULLA & FILLM conference, James Cook University, Cairns, 15–19th July.
Theses and Reports	(Rouse 2002)
	Rouse, A.C., 2002, "Information technology outsourcing revisited: success factors and risks", PhD thesis, Dept. of Information Systems, University of Melbourne.
Encyclopedias	(Karlof 2002)
	Karlof, B., 2002, "Benchmarking", in H. Bidgoli (ed.), Encyclopedia of information systems, New York: Academic Press, vol. 1, pp. 65–80
Document on the web	(Arch & Letourneau 2002) (Greenpeace n.d.)
	Arch, A. & Letourneau, C., 2002, "Auxiliary Benefits of Accessible Web Design", in W3C Web Accessibility initiative, viewed 26 February 2004, from http://www.w3.org/WAI/bcase/benefits.html. Greenpeace, n.d., "The future is GE free", viewed 28 September 2005, from http://www.greenpeace.org.au/ge/farming/canola.html.

IQS Transliteration System

Authors are expected to adhere to the convention of transliterating Arabic words and phrases in italic roman script in accordance with the Journal transliteration scheme. Authors are responsible for the accuracy and consistency of their transliteration.

Avoid writing words in Arabic script. If it is necessary, you can transliterate the word in the text and write it in Arabic script in the footnote. As for the verses of the Qur'an, only the main verse that is essential for the purpose of the article can be written in Arabic script.

Transliteration of Arabic words that do not have standard spellings in English should be done according to the following system.

ء	ʾ (Initial *hamzah* is not to be marked)	ذ	dh	ظ	ẓ / Ẓ	ن	n
ب	b	ر	r	ع	ʿ	و	w
ت	t	ز	z	غ	gh	ه	h
ث	th	س	s	ف	f	ى	y
ج	j	ش	sh	ق	q	ة	h (without *iḍāfah*)
ح	ḥ / Ḥ	ص	ṣ / Ṣ	ک	k	ة	t (with *iḍāfah*)
خ	kh	ض	ḍ / Ḍ	ل	l		
د	d	ط	ṭ / Ṭ	م	m		

ـَ	a	ـِي	ī / Ī
ـِ	i	ـُو	ū / Ū
ـُ	u	ـَو	aw
ـَا / ـَى / آ	ā / Ā	ـَى	ay

- Transliterated words should be italicized (except for names). They should not be capitalized except at the beginning of sentences, in titles, and for names.
- Note that some foreign words have been naturalized in English and have standard spelling. These words are not transliterated and italicized. e.g. Allah, Qur'an (Koran), Muhammad, imam, Islam, shariah, hadith, hajj, Shia (Shi'a), Shiite (Shi'ite), Sunni, qibla, Ramadan.
- In transliteration of phrases, *iʿrāb* is not considered. If necessary, *iʿrāb* can be marked for the Qur'an and poetry e.g. *ẓulumāt thalāth* not *ẓulumātin thalāthin*.
- *Al-* :

  Al- is always written in lower case, unless it appears at the beginning of a sentence. In the table below, you can see examples of transliteration of *al-* in different situations.

القبلة	*al-qiblah*	من الشمس	*min al-shams*	والبيت	*wa al-bayt*
الشمس	*al-shams*	عن البيت	*ʿan al-bayt*	للبيت	*lil-bayt*
على الجدار	*ʿalā al-jidār*	فى البيت	*fī al-bayt*	بالبيت	*bil-bayt*
الى البيت	*ilā al-bayt*	لا البيت	*lā al-bayt*	كالبيت	*kal-bayt*

- Ibn, bint, abū, abī, abā, umm:
  Ibn and bint should not be capitalized, unless they appear at the beginning of a name or sentence. Bin and 'b.' should not be used. *Abū, abī, abā, umm* is always written separately and without hyphen. See some examples in the table below.

	Correct transliteration	Incorrect transliteration
الخلیل بن احمد	al-Khalīl ibn Ahmad	al-Khalīl Bin Ahmad, al-Khalīl b. Ahmad
ام البنین	Umm al-Banīn	Ummul-Banīn, UmmulBanīn
ابوالقاسم	Abū al-qāsim	Abul-qāsim, Abulqāsim

- It is optional to write an abbreviation after the names of the holy people to show respect and prayer for them. If authors want to add the abbreviation, only the following two abbreviations will be acceptable.
  - (PBUH): peace be upon him
  - (PBUTH): peace be upon them
- The names of those who spell their names in a particular way are not transliterated. For example, Seyyed Hossein Nasr.

Quotation from the Qur'an:

You can refer to the verses of the Qur'an by the name of the surah or its number, according to the following example. E.g. (Q. 2:19) or (Al-Baqarah, 19).

Note that the number and name of the surah must be in accordance with the standard table below.

Number	Name of surah	Number	Name of surah	Number	Name of surah	Number	Name of surah
1	Al-Fātiḥah	30	Al-Rūm	59	Al-Ḥashr	88	Al-Ghāshīyah
2	Al-Baqarah	31	Luqmān	60	Al-Mumtaḥanah	89	Al-Fajr
3	Āli ʿImrān	32	Al-Sajdah	61	Al-Ṣaff	90	Al-Balad
4	Al-Nisāʾ	33	Al-Aḥzāb	62	Al-Jumuʿah	91	Al-Shams
5	Al-Māʾidah	34	Sabaʾ	63	Al-Munāfiqūn	92	Al-Layl
6	Al-Anʿām	35	Fāṭir	64	Al-Taghābun	93	Al-Ḍuḥā
7	Al-Aʿrāf	36	YāSīn	65	Al-Ṭalāq	94	Al-Sharḥ (Al-Inshirāḥ)
8	Al-Anfāl	37	Al-Ṣāffāt	66	Al-Taḥrīm	95	Al-Tīn
9	Al-Tawbah	38	Ṣād	67	Al-Mulk	96	Al-ʿAlaq
10	Yūnus	39	Al-Zumar	68	Al-Qalam	97	Al-Qadr
11	Hūd	40	Ghāfir	69	Al-Ḥāqqah	98	Al-Bayyinah
12	Yūsuf	41	Fuṣṣilat	70	Al-Maʿārij	99	Al-Zalzalah
13	Al-Raʿd	42	Al-Shūrā	71	Nūḥ	100	Al-ʿĀdīyāt
14	Ibrāhīm	43	Al-Zukhruf	72	Al-Jinn	101	Al-Qāriʿah

15	Al-Ḥijr	44	Al-Dukhān	73	Al-Muzzammil	102	Al-Takāthur
16	Al-Naḥl	45	Al-Jāthīyah	74	Al-Muddaththir	103	Al-ʿAṣr
17	Al-Isrāʾ	46	Al-Aḥqāf	75	Al-Qīyāmah	104	Al-Humazah
18	Al-Kahf	47	Muḥammad	76	Al-Insān	105	Al-Fīl
19	Maryam	48	Al-Fatḥ	77	Al-Mursalāt	106	Quraysh
20	ṬāHā	49	Al-Ḥujurāt	78	Al-Nabaʾ	107	Al-Maʿūn
21	Al-Anbīyāʾ	50	Qāf	79	Al-Nāziʿāt	108	Al-Kawthar
22	Al-Ḥajj	51	Al-Dhārīyāt	80	ʿAbas	109	Al-Kāfirūn
23	Al-Muʾminūn	52	Al-Ṭūr	81	Al-Takwīr	110	Al-Naṣr
24	Al-Nūr	53	Al-Najm	82	Al-Infiṭār	111	Al-Masad
25	Al-Furqān	54	Al-Qamar	83	Al-Muṭaffifīn	112	Al-Ikhlāṣ
26	Al-Shuʿarāʾ	55	Al-Raḥmān	84	Al-Inshiqāq	113	Al-Falaq
27	Al-Naml	56	Al-Wāqiʿah	85	Al-Burūj	114	Al-Nās
28	Al-Qaṣaṣ	57	Al-Ḥadīd	86	Al-Ṭāriq		
29	Al-ʿAnkabūt	58	Al-Mujādilah	87	Al-Aʿlā		