

Asian Journal on Mediation AUTHOR'S STYLE GUIDE

2011 Edition



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INTRODUCTION

Thank you for publishing with Academy Publishing ("AP"), the publisher of the *Asian Journal on Mediation* ("Asian JM").

The following aspects are covered in the Guide:

- **Composition of an Article**
- **Guidelines on Format and Style.** Focuses on the author's role in the preparation of the manuscript, and the immediate steps required prior to submission.
- **What Happens Next?** A brief look at the editorial process after receipt of an article.

A. COMPOSITION OF AN ARTICLE

The most common parts of an article are described here:

- The article title
- The author's full name and credentials (see below)
- The text: main text, with footnote text set out at the bottom of each page
- Appendices, if any

1. Author's full name and credentials

An author's credentials should appear in the following order: (a) educational qualifications; (b) professional qualifications and present appointment (if desired). Separate qualifications of different types with semicolons.

Example
BA (Oxford), LLM (National University of Singapore); MSI Arb, MCI Arb; Barrister-at-Law (Gray's Inn), Advocate & Solicitor (Singapore); Consultant, Litigation & Dispute Resolution Practice Group, XYZ LLP, Singapore

Generally, educational and professional qualifications should be set out in some logical order, such as the order in which they were received. Indicate the institution awarding an educational qualification or the jurisdiction in which a professional qualification applies in parentheses after the abbreviation of the qualification.

2. Text

The bulk of an article will be the text and the accompanying elements such as tables, graphs, and figures. The most common text elements are listed below:

- **Tables.** Tables can be the best way to present data or other essential information. The tables you submit with your article should be prepared with the same skill, thought, and care as the text. Include only those tables that make a positive contribution to the article. All tables submitted with the final manuscript must be complete. If the tables are obtained from another source, *all copyright permissions must be sought prior to submission.*
- **Figures/illustrations.** Graphs, flow charts, diagrams, drawings, maps, and photographs are some of the different types of illustrations you may submit as part of your article. Each

illustration should be thoughtfully designed or selected in order to show a relationship of ideas, data, or objects that would be difficult to describe precisely or completely using words alone.

Illustrations or figures must be submitted with the final manuscript in softcopy. Authors are responsible for preparing or obtaining reproducible versions of their figures, along with captions and source lines.

- **Footnotes.** Footnote indicators are used to indicate the authority for a proposition made in the text of an article, or the source of the material referred to. Footnotes may also be used to set out information that is related to the subject matter of the article, but which is considered sufficiently peripheral such that putting it in the body of the article would detract from the propositions being made. Footnote indicators should be given superscript Arabic numerals and should run consecutively, beginning with "1", in each chapter.
- **References.** AP publications use a particular way of referencing source material. More detailed information on citing references is available under "Writing style" (see page 3).

3. Appendices

Appendices should be limited to material designed to supplement the text. They should be prepared like the rest of the article. If you have more than one appendix, each should be assigned a number and title. Obtain copyright permissions for any materials included that are from other sources. Each appendix should be referenced somewhere in the main text, and it should appear in the order in which it is referenced.

B. GUIDELINES ON FORMAT AND STYLE

It is important that technical terms, notations, and symbols are defined and used with consistency.

These Guidelines are by no means comprehensive. If you have questions about style points not discussed here, please consult with the Managing Editor.

These Guidelines will cover the following aspects:

- Pre-submission, submission, post-submission steps for authors
- Writing style — headings, paragraph numbering, text, quotations, citing cases, legislation and other references
- Copyright compliance for third party material

1. Pre-submission, submission, post-submission steps for authors

(a) Format your document

- We can accept most word-processing formats but we prefer Microsoft Word or Rich Text Format ("RTF").
- Please see "Writing style" below (see page 3), particularly the reference style. By submitting manuscript in AP's preferred style, fewer changes will have to be made later on, which reduces the possibility of errors being introduced.
- Most formatting codes are removed or replaced when we process your manuscript, so there is no need for you to use excessive layout styling. Please **DO NOT** use options such as automatic word breaking, double columns, automatic paragraph numbering or automatic numbering (especially for bullet points).
- You may use bold face, italic, subscripts, superscripts, *etc.*, as appropriate.

(b) Prepare graphics, photos and charts (if any)

Please note that artwork in colour may not be reproduced in colour as the text is generally printed in black only.

Checklist

Before you send us your artwork, ensure the following:

- Files are in the correct format — TIFF (Tagged Image File Format), EPS (Encapsulated PostScript), PDF (Portable Document Format) or AI (Adobe Illustrator). MS Office files (Word, Powerpoint, Excel) are also accepted though not encouraged.
- Any artwork within the source document is at the appropriate, minimum, resolution: 300 dpi for halftones, 500 dpi for combinations (line art and halftone together) and 1000 dpi for line art.
- Use only Times/Times New Roman, preferably size 12 pt.
- All illustrations are provided as separate files.
- All artwork is numbered according to its sequence in the text.
- Figures/illustrations have captions. In addition, all figures are referred to in the text.

(c) Submit your article

Submission of your article implies that it has **not been previously published** elsewhere in any media, in English nor in any other language, and that it is *not under consideration for publication elsewhere*. The contribution of the author(s) should be an **original** one and should in no way violate any existing copyright, and it should contain nothing of a libellous or scandalous nature.

In general, articles should have a minimum of **5,000** words in length; shorter notes, a minimum of **1,000** words; and book reviews, a minimum of **800** words. Departures from this guideline will be considered on a case-by-case basis.

Your manuscript may be submitted to the Managing Editor via e-mail to journal@mediation.com.sg.

(d) Attend to other post-manuscript submission matters

- Once the article is accepted for publication, consent to publication of the article and transfer of copyright. See "Notification of acceptance or otherwise", below (see page 11).
- Check the edited proofs. See "Final check by author", below (see page 11).

2. Writing style

(a) Headings

To avoid confusion, it is important for there to be consistency in the style of the headings and subheadings in your manuscript. AP journals use the following heading levels and styles, which are all to be aligned with the left margin:

- | |
|--|
| <p>I. First-level heading</p> <p>A. Second-level heading</p> <p>(1) <i>Third-level heading</i></p> <p>(a) Fourth-level heading</p> |
|--|

You may adopt your own style of headings, but please be consistent in the execution of the style. Please note that original styles and formats will eventually be altered during editing to conform to the AP house-style.

(b) Paragraph numbering

The text should be organised into numbered paragraphs. Authors should number the paragraphs in the text sequentially starting from "1".

Any **cross-references** within the manuscript should be to **paragraph numbers** only.

(c) Text

Body text should be set in 12 pt Times (or Times New Roman) and justified with 1.5 line spacing. You may use symbols where certain characters or accents need to be added.

(i) Abbreviations

Abbreviations and acronyms, unless universally known, should always be stated in full when it first appears in the article and its abbreviation indicated after it in parentheses within double quotation marks, for *eg*, Inland Revenue Authority of Singapore ("IRAS").

(d) Quotations

(i) Quotations within a sentence

Enclose quotations within a sentence in double quotation marks (" "). A quotation within a quotation should be enclosed in single quotation marks (' '). Include punctuation within quotation marks only if a complete sentence is quoted.

Examples
<p>In addition, s 2 also states that these activities must be done "in any place to which the 'public' or any class of the public has access whether gratuitously or otherwise". [Full stop after the closing quotation mark as the quotation is not a complete sentence.]</p> <p>When asked what was in the bag, the defendant told the narcotics officer, "I am carrying Chinese medicine." [Full stop within the quotation marks as a complete sentence is quoted; no additional full stop required after the closing quotation mark.]</p>

(ii) Quotations in a separate block

A quotation longer than three lines should be set out in a separate block indented from the left margin.

(iii) Changes to quotations

In general, a quotation should be reproduced exactly as it appears in the source, with **no changes to spelling, capitalisation or punctuation**. However, if desired, citations may be omitted and the phrase “[internal citations omitted]” added to the end of the quotation.

If it is necessary to make interpolations, corrections, explanations, translations or comments for clarity, these should be enclosed in square brackets (“[]”). Omissions should be indicated with the use of an ellipsis (“...”), which should consist of three full stops, no more or less, with a space before and after. Do not type a full stop after an ellipsis that ends a sentence.

Examples

The contract specified that “property in the goods shall not pass to the Buyer [*ie*, the plaintiff] until payment in full has been received by the Vendor [the defendant]”.

He clearly “intend[ed] to take dishonestly” the cheque out of the plaintiff’s possession.

“The manner of the attack was vicious and very destructive ... There can have been no excuse.”

(iv) Errors in quotations

Spelling or grammatical errors in quotations should be retained, with the word “[*sic*]” (Latin for “thus” or “so”) in brackets inserted after the error.

Examples

“He cannot have had [*sic*] been unaware of the presence of the clause.”

“The trial judge took the view that the case was governed by the principle in *Rylance [*sic*] v Fletcher*.”

(e) *Citing cases, legislation and other references*

(i) Cases

- **When citing a local reported judgment from 1965 to 2009, cite the SLR(R) in preference to other editions of the Singapore Law Reports.** When citing a local reported judgment from 2010, use the SLR citation. Only where a Singapore case is unreported should its neutral citation (eg, “[2004] SGHC 12”) be used. When a US case is cited, put the year of the judgment at the end of the citation, following the US practice.

Examples

Reported case

Multi-Pak Singapore Pte Ltd v Intraco Ltd [1993] 1 SLR(R) 220 **not** *Multi-Pak Singapore Pte Ltd v Intraco Ltd* [1993] 2 SLR 113

ASM Assembly Automation Ltd v Aurigin Technology Pte Ltd [2010] 1 SLR 1 at [10]

Sheldon v Outhwaite [1996] 1 AC 102

Mabo v Queensland (No 2) (1992) 175 CLR 1 at 45

Herbage v Times Newspapers Ltd *The Times* (1 May 1981)

Unreported case cited by neutral citation

Victor Adam Ibrahim v Tan Kim Seng trading as Hock Huat Engineering [2003] SGHC 155

UK case cited by neutral citation

Grobbelaar v News Group Newspapers Ltd [2001] EWCA Civ 1213 at [10]

US case

Lojuk v Quandt 706 F 2d 1456 at 1458 (7th Cir, 1983)

Case with parallel citations

Halpern v Toronto (City) (2003) 172 OAC 276, 65 OR (3d) 161

Indicating court levels

The Seaway [2004] 2 SLR(R) 577 (HC); [2005] 1 SLR(R) 435 (CA)

Case name changed on appeal

Burswood Nominees Ltd v Liao Eng Kiat [2004] 2 SLR(R) 436 (HC); *Liao Eng Kiat v Burswood Nominees Ltd* [2004] 4 SLR(R) 690 (CA)

- **Pinpoint citations.** When referring to a particular passage in a case, cite to the relevant paragraph number(s) in the judgment rather than to the page number(s), thus: “[2006] 1 SLR(R) 484 at [38]”.

Examples

This principle was applied in two subsequent cases: *Andermatt Investments Pte Ltd v Comptroller of Income Tax* [1995] 2 SLR(R) 866 at [27] and *JD Ltd v Comptroller of Income Tax* [2006] 1 SLR(R) 484 at [38].

- **English cases.** Insert the ICLR citation before existing non-ICLR citation. Only include extra parallel citations if they are ICLR citations.¹

Examples

[1964] P 356; [1964] 2 WLR 1108; [1984] 2 All ER 233

(ii) Legislation

Examples

The Constitution

Constitution of the Republic of Singapore (RS(A) 14 of 1966)
Constitution of the Republic of Singapore (1980 Reprint)
Constitution of the Republic of Singapore (1985 Rev Ed)
Constitution of the Republic of Singapore (1985 Rev Ed, 1992 Reprint)
Constitution of the Republic of Singapore (1985 Rev Ed, 1999 Reprint)

Where a chapter number has been assigned

Misuse of Drugs Act (Cap 185, 2001 Rev Ed) s 2(1)
Central Provident Fund (Investment Schemes) Regulations (Cap 36, Rg 9, 2002 Rev Ed)
Rules of Court (Cap 322, R 5, 2004 Rev Ed) O 14 r 1

Where no chapter number has been assigned

Contracts (Rights of Third Parties) Act 2001 (Act 39 of 2001)
Prevention of Pollution of the Sea (Oil) Regulations 1991 (GN No S 58/1991) reg 3

Malaysian statute

Film Censorship Act 2002 (No 620 of 2002) (M'sia) s 5

UK statute

Dealing in Cultural Objects (Offences) Act 2003 (c 27) (UK) s 3

US legislation

Non-Detention Act 18 USC (US) §4001(a) (2000)
[NB: USC stands for United States Code.]

UK subsidiary legislation

Electronic Communications (Universal Service) Regulations 2003 (SI 2003 No 33) (UK)

¹ These include (in order of preference): Queen's Bench ("QB"), Appeal Cases ("AC"), Chancery ("Ch"), Family ("Fam"), Probate ("P") and Weekly Law Reports ("WLR").

Bills

Computer Misuse (Amendment) Bill 2003 (Bill 22 of 2003) cl 4

Parliamentary debates

Singapore Parliamentary Debates, Official Report (31 October 2002) vol 20 at cols 1424–1426 (David T E Lim, Acting Minister for Information, Communications and the Arts)

United Kingdom, House of Lords, *Parliamentary Debates* (4 July 2003) vol 650 at col 1148 (Baroness Pitkeathley)

Commonwealth (Australia), House of Representatives, *Parliamentary Debates* (4 November 2003) at 23761, <<http://www.aph.gov.au/hansard/reps/dailys/dr041-203.pdf>> (accessed 5 January 2004) (Peter Costello, Treasurer)

Select Committee reports

Report of the Select Committee on the Advance Medical Directive Bill (Bill No 40/95) (Parl 1 of 1996, 11 March 1996)

United Kingdom, *Report of the Committee on Homosexual Offences and Prostitution* (Cmnd 247, 1957) at 42 (Chairman: Sir John Frederick Wolfenden)

(iii) Other references

Examples

Books

Kow Keng Siong, *Sentencing Principles in Singapore* (Singapore: Academy Publishing, 2009) at para 09.039

Cavinder Bull SC *et al*, *Competition Law and Policy in Singapore* (Cavinder Bull SC & Lim Chong Kin gen eds) (Singapore: Academy Publishing, 2009)

Aristotle, *Ethics* (J A K Thomson trans) (The Folio Society, 2003)

Halsbury's Laws of England vol 8(3) (Butterworths, 4th Ed Reissue, 2003) at para 405

Chapter in a book

Davinder Singh SC, "Cross-examination" in *Modern Advocacy – Perspectives from Singapore* (Eleanor Wong, Lok Vi Ming SC & Vinodh Coomaraswamy SC gen eds) (Singapore: Academy Publishing, 2008) ch 7 at para 07.083, p 121

Articles in legal journals

Teo Keang Sood, "Collective Sales in Singapore – Selected Issues" (2010) 22 SAclJ 66 at 101

Tan Cheng Han SC, "Company Law" (2008) 9 SAL Ann Rev 175 at 181, para 8.16

Mei-lan E Wong, "The Implications of School Choice for Children with Disabilities" (1993) 103 Yale LJ 827 at 830

Articles in scientific journals

Ooi Giok Ling, "The Role of the State in Nature Conservation in Singapore" *Society and Natural Resources* 2002; 15(5): 455–460, at 459.

[Note that 15 is the volume no, 5 is the number of the part, and the article runs from pages 455 to 460.]

Articles in serial publications

Ho Ka Wei & Ben Nadarajan, "Thwarting the Cyber Terrorist" *The Straits Times* (14 November 2003) at p H1

Jeremy Summers, "We're Innocent Until We're Proved Guilty ... or Until Our Assets are Seized" *The Times* (London) (29 November 2003) at p 34

Shashi Nathan & Tania Chin, "Ethics in the Criminal Court", *Inter Se* (Jan–Jun 2010) p 39

Materials on the Internet

David Bainbridge, "Trademark Infringement, the Internet and Jurisdiction" [2003] 1 JILT (4 July 2003) <<http://elj.warwick.ac.uk/jilt/03-1/bainbridge.htm>> (accessed 23 April 2004)

National Heritage Board website <http://www.nhb.gov.sg/About_NHB/About_Us> (accessed 23 April 2004)

Law Reform Working Papers and Reports

Law Reform Committee, Singapore Academy of Law, *Report of the Sub-Committee on the Status of Children Born Through Artificial Conception* (26 September 1997) at para 1.2 (Chairman: Jeffrey Chan Wah Teck)

Law Reform and Revision Division, Attorney-General's Chambers, *Proposed Amendment to the International Arbitration Act on Rules of Arbitration: Report* (LRRD No 11/2002, 2 October 2002)

United Kingdom, Royal Commission on Criminal Justice, *Report* (Cmnd 2263, 1993) (Chairman: Viscount Runciman of Doxford)

Australian Law Reform Commission, *Sentencing: Penalties* (Discussion Paper No 30, 1997) at para 286

Treaties

Convention for the Protection of Human Rights and Fundamental Freedoms (4 November 1950), Eur TS No 5, 312 UNTS 221, 1953 UKTS No 71, Art 6 (entered into force 3 September 1953) ("European Human Rights Convention")

United States–Singapore Free Trade Agreement (6 May 2003) <<http://www.fta.gov.sg>>

Dissertations and forthcoming materials

S M Huang, *Equality Before the Law: Article 8: Constitution of the Federation of Malaya* (1963) (unpublished LLM thesis, University of Singapore, archived at the CJ Koh Law Library, National University of Singapore)

Jane Doe, "Mary Tan" in *The Wives of Distinguished Men* (John Smith ed, forthcoming, 2009) (manuscript at para 3)

- Footnotes are preferred to endnotes. Footnote referencing should be accurate and complete when the manuscript is submitted.

Examples

- 26 *Yogambikai Nagarajah v Indian Overseas Bank* [1996] 2 SLR(R) 774; see also *Sumitomo Bank Ltd v Thahir Kartika Ratna* [1992] 3 SLR(R) 638 and *Peng Ann Realty Pte Ltd v Liu Cho Chit* [1994] 2 SLR(R) 682. Contrast the dissenting judgment of Lai J in *Bank Ltd v Thahir Kartika Ratna* [1992] 3 SLR(R) 638 at [2].
- 27 *Yogambikai Nagarajah v Indian Overseas Bank* [1996] 2 SLR(R) 774 **not** *ibid*, *Yogambikai*.
- 28 *Peng Ann Realty Pte Ltd v Liu Cho Chit* [1994] 2 SLR(R) 682 at [5]–[10] **not** *supra*, *Peng Ann Realty*, n 26 above.
- 29 This point is examined at the text accompanying nn 79–84 below.
- 30 This point is examined at paras 28–31 of the main text below.

- When referring to an authority cited in another footnote, please be very precise in your reference to avoid confusion and reduce the chances of errors occurring. Please refrain from using *ibid*, *id*, *supra*, *infra*; instead the citation/source should be repeated in full.

Examples

- 78 [2001] 2 SLR(R) 583 at [43]–[45] *per* Yong CJ.
- 79 [2001] 2 SLR(R) 583 at [43]–[45] *per* Yong CJ **not** *Ibid*.
- 80 [2001] 2 SLR(R) 583 at [60] **not** *Id* at [60].
- 81 [2001] 2 SLR(R) 583 at [74]; see also *Public Prosecutor v Mazlan bin Maidun* [1992] 3 SLR(R) 968.

3. Copyright compliance for third party material

AP respects the copyright ownership of other publishers and requires its authors to obtain copyright permission to reproduce any material that they did not create themselves. The author has the responsibility to identify materials that require copyright permission and to obtain such permission from the copyright owner.

Authors should identify all quotes, figures or tables requiring permission and begin requesting permissions at the writing stage and before submission of manuscript. No manuscript with outstanding permission requests will be turned over for production.

AP will assume that all necessary copyright permissions have been sought and obtained. Where there are copyright permissions obtained, please list this in the Third Party Copyright Confirmation Form (see **Annex B**) and send it together with the manuscript.

C. WHAT HAPPENS NEXT?

1. Key milestones during production

During the time between your article submission and its final printing, the following will occur.

(a) Initial check

The Managing Editor does an initial check on your manuscript. This involves:

- Sending the author an acknowledgment letter/e-mail. [NB: An acknowledgment does not constitute acceptance for publication.]
- Checking your manuscript for completeness.

(b) General Editor review

After the initial check, and prior to peer review, the General Editors will review the article for suitability for publication.

(c) Peer review

The *Asian JM* is a peer-reviewed publication. All articles for consideration will undergo a double-blind peer review process, in which the identity of the Referee is withheld from the author and *vice versa*. The review process may take between 3–4 weeks.

Only articles which have been deemed suitable for publication by our independent and expert Referees will be accepted.

(d) Notification of acceptance or otherwise

Authors will receive notification of the outcome of the peer review. Authors whose articles have been accepted for publication will be requested to complete, sign and return the Consent to Publish and Transfer of Copyright form (see **Annex A**), prior to commencement of copy-editing.

(e) Copy-editing

When the manuscript is ready to enter the production process, it is copy-edited in the style of the journal and typeset. The artwork is sized according to the required specifications. The main objective of copy-editing is to ensure that the text is clear and correct with regard to spelling, grammar and syntax. It is not intended that your manuscript be rewritten in any other way.

Many manuscripts deal with highly technical or specialised areas. A basic familiarity with legal/technical English on the part of the Editor is assumed, but a detailed knowledge of the discipline concerned is not. It is assumed that the legal content and expression of the manuscript has been thoroughly researched and checked by the author prior to submission.

(f) Final check by author

As the author of the work, AP relies on you to submit a clean, correct copy. As soon as the manuscript has been edited, one set of edited proof in MS Word format will be sent to the author. Upon receipt of the proof, author(s) may review the content to ensure that the meaning and intention of their text has not changed during the editing phase.

Please use this proof only for checking editing, completeness and correctness of text, tables and figures.

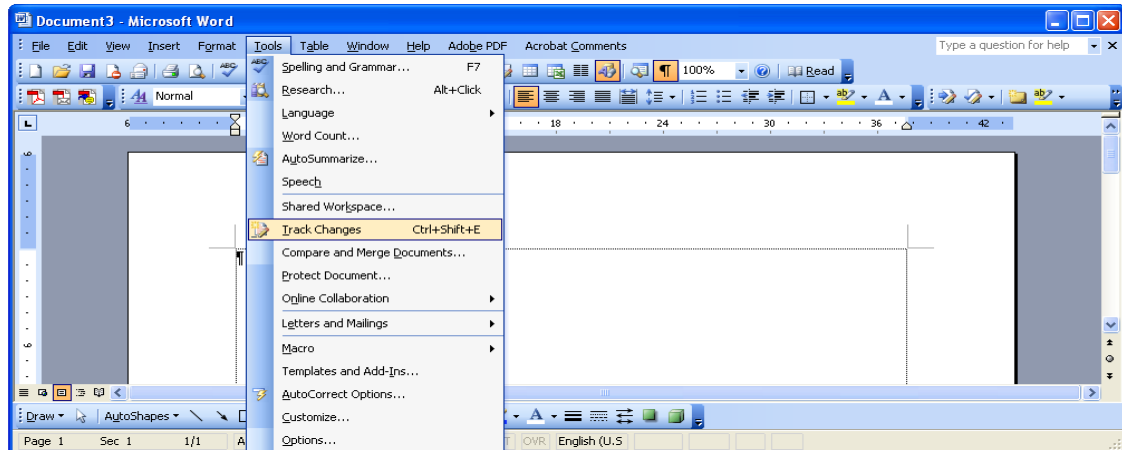
Checklist

Remember to check your proofs for:

- Conversion errors.

- The result of (copy)editing actions (for example: language, house-style, linking of captions to figures, graphical conventions, legal nomenclature, *etc*).
- The use of illustrations (are they depicted at their actual size and roughly in place?)

Clear marking of corrections is essential for the production of a quality publication. **Please track all necessary corrections.** This feature can be enabled in Microsoft Word under the Tools menu:



It is important to ensure that all of your corrections are sent back to us in one communication. Please check carefully that your corrections are complete before returning the tracked MS Word file. Note that AP may proceed with the publication of your manuscript, as-is, if no response is received from the proofread request within the stipulated deadline.

As a general guideline, all corrected proofs should be returned within **2 weeks** of receipt.

(g) Queries to the author

There may be a list of comments/queries from the Editors on a “Queries to Author” sheet enclosed with your proof or marked out in the edited proof. The Editors may also ask you to update text or authorities in the footnotes that were unavailable (“in press”) at the time you submitted your manuscript but are available now. Please answer all of the Editors’ queries and return your corrected proof within the specified timeframe.

2. Publication

AP publishes your article. This involves:

- Correcting any errors you identify on the edited proof.
- Ensuring that the Text is in order.
- Sending the finalised files to the printer.
- Distributing the printed copies of the issue.
- Sales and Marketing.

3. Complimentary copies

Offprints of individual articles will not be published. Instead, a complimentary copy of the issue will be sent to you generally within two weeks of publication. Please note that receipt of the publication depends on the destination. Please allow for more time for addresses outside Singapore.

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Title of Contribution²: _____

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² "Contribution" includes, but is not limited to, any article, case note or book review submitted by the Author for publication in the *Asian Journal on Mediation*.

4. The Author guarantees that the Contribution to the Asian JM has not been previously published elsewhere nor has it been submitted for publication elsewhere before.
5. The Author warrants that he/she has created (or will create) the Work other than as an employee in the course of employment.
6. This agreement is governed by the laws of the Republic of Singapore and the Author submits to the exclusive jurisdiction of the courts of Singapore. All disputes, controversies, or differences arising out of or in connection with this agreement shall first be submitted to the SMC for resolution by mediation in accordance with the Mediation Procedure for the time being in force. The parties agree to participate in the mediation in good faith and undertake to abide by the terms of any settlement reached.

Signature

(Signature)

(Full name of Author in BLOCK)

(Date)

(NRIC No/Passport No)

(Address)

ANNEX B



Third Party Copyright Confirmation Form

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Title of article: _____

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		Y/N	Y/N
		Y/N	Y/N
		Y/N	Y/N
		Y/N	Y/N

Signature

(Signature)

(Full name of Author in BLOCK)

(Date)

(NRIC No/Passport No)

(Address)