

Southeast Asia Publications

The Author's Guide

2003–2004

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1. Citation-in-Text

The Author-Date system comprises two complementary parts: Citation-in-Text and the Reference List. With Citation-in-Text, references are referred to in running text by the author surname and date of publication separated by a space.

The voices of history should be heard, the subaltern version of history examined and used to reveal a new version of the narrative of Thai history (Reynolds 1994).

Reference to a specific page may be included, separated from the date by a colon.

Over this same period, annual agricultural yields increased by only 5% (Hearst 1980:322).

Use a comma to separate two works from the same author but with different dates.

Unfortunately for the government, it was virtually impossible to penetrate the “legal debris” left by the Marcoses and obtain the clear title needed to sell the family's villas (Garcia 1990, 1991).

When a sentence closes with a quotation, place the citation after the closing “quotation marks” and before the final punctuation mark.

As stated in the report, “the pattern of industrial development in Thailand is clearly moving east” (Yongyuth 1991:27).

In a block quotation, place the citation after the final punctuation mark.

According to Nick Joaquin, Aguinaldo was more than just the first president of the Philippine republic; he was, rather, the life-blood of the nation.

For if we had a revolution, it was Aguinaldo's revolution; if we had a republic, it was Aguinaldo's republic; if we had a flag, it was Aguinaldo's flag; if we had an anthem, it was Aguinaldo's anthem; and if we had a freedom day, it was Aguinaldo's freedom day. Wherever we turn a patriot's eye, we find him. (Joaquin 1976:18)

Thus we find the almost tangible specter of Aguinaldo in much of Joaquin's dramatic writing. ...

When details which would otherwise appear in the citation are included in the sentence, omit them from the citation.

Hearst (1980:322) notes that over this same period, annual agricultural yields increased by only 5%

or

In his seminal work *Agricultural Practices in Cambodia*, published in 1980, Hearst noted that over this same period annual agricultural yields increased by only 5% (322).

When a source is referred to several times in close sequence without any other intervening reference, the first such instance is

identified by a full author-date citation while the following references indicate only the page references, e.g. First reference (Higgins 1983:27), following reference (32).

Other Examples...

Single author

(Carino 1989:12)
Carino (1989:12) states ...

Two authors

(Rocamora and O'Connor 1977)
Rocamora and O'Connor (1977) discuss ...

Four or more authors

(Smith et al 1996)
Smith (1996) illustrates ...

Same author, same year

Multiple publications in the same year by a single author are arranged alphabetically by title and each given a letter designation which is included in the citation.

(Key 1996a:212-13)
Key (1996a:212-13) stated ...
(Key 1996b)
Key (1996b) stresses ...

Multiple sources

The order of the sources need not be chronological or alphabetical. Use a semi-colon to separate sources from different authors.

(Jackson 1983:201; Haldane 1946:131; Sitwell 1996:iv)

Anonymous source

Give the name of the newspaper, sponsoring organization or short form of the title.

(*New York Times* 1995:1)
(USAID 1991:23)
("Government to Sell" 1994)

Interview, Letter

Give the date and location for an interview, the date for a letter.

(Lim, interview with the author, Manila, January 23, 1987)
Lim (interview with the author, January 23, 1987) has commented that ...
(Anderson, letter to John Smith, April 4, 1989)
Anderson (letter to John Smith, April 4, 1989) would agree ...

Footnotes

Citation-in-text is designed to simplify presentation for the reader. Therefore, use footnotes sparingly.

2. Reference List

The Reference list is the second part of the Author-Date system which complements the Citation-in-Text. In the Reference list, the author and data of publication are listed in alphabetical and chronological order. Use *Italics* for titles of published works.

One author, book

Use the author's name, with initials or in full, as it appears on the title page of the book. Otherwise use the author's full first name. Include the place of publication and publisher.

Manderson, Lenore 1980 *Women, Politics and Change: The Kaum Ibu UMNO Malaysia, 1945-1972*. Kuala Lumpur: Oxford University Press.

Same author, second entry, journal article

Use a three-*em* dash in place of the author's name for a second entry. Use "quotation marks" for the title of a journal article and *italics* for the journal title.

——— 1992 "Public Sex Performances in Patpong and Explorations of the Edges of Imagination." *The Journal of Sex Research* 29(4):451-475.

Same author, same year

Multiple publications in the same year by a single author are arranged alphabetically by title and each given a letter designation which is included in the Reference listing.

Kong, L. 1995a "Popular Music in Geographical Analysis." *Progress in Human Geography* 19:183-198.

——— 1995b "Music and Cultural Politics: Ideology and Resistance in Singapore." *Transactions, Institute of British Geographers* 20:447-459.

Article in an edited book, 3 authors, 2 editors

Perkins, Vince, George Anderson, and Walter Smith 1992 "Introduction." In *Urbanization and the Environment in Southeast Asia*. Vince Perkins and George Anderson, eds. xi-xlvi. New York: Asia Press.

More than 3 authors

Farrel, T., Mary Landers, Gertrude Allison, and John Montel 1984 *Women in the Cities of Asia*. Denver: Western Mountain Press.

Edited book

Carino Ledivina V., ed. 1991 *Public Administration in Asia and the Pacific*. Bangkok: UNESCO.

Translated book

Information on the original work is optional.

Toer, Pramoedya Ananta 1982 *This Earth of Mankind: A Novel*. Translated by Max Lane. Ringwood, Australia; New York: Penguin Books. Originally published as *Bumi Manusia: Sebuah Roman* (Jakarta: Hasta Mitra, 1980).

Vernacular language work

Transliterations and/or translations of non-English-language titles may be inserted in brackets immediately after the original title. Use a standard (non-italic) font for the new title; do not use quotes. Separate a transliterated title from a translated title by a semi-colon.

Pracoyo Wiryoutomo et al., "Dendam seniman Pram dalam penghargaan" [Artist Pram's resentment amidst praise], *Forum Keadilan* [Legal Forum], August 28, 12-13 (1995).

Multivolume work

Wright, Sewall 1968-78 *Evolution and the Genetics of Populations*. 4 vols. Chicago: University of Chicago Press.

A single volume of a multivolume work

Wright, Sewall 1978 *Variability Within and Among Natural Populations*. Vol. 4 of *Evolution and the Genetics of Populations*. Chicago: University of Chicago Press.

Part of a series

Ashcroft, Bill, Gareth Griffiths, and Helen Tiffin 1989 *The Empire Writes Back: Theory and Practice in Post-colonial Literatures*. New Accents (series title). Terence Hawkes, gen. ed. New York: Routledge.

No date

Gordon, Shirle n.d. "Malay Marriage-Divorce in the 11 States of Malaysia and Singapore." *Intisari* II(2):23-32.

Newspaper article

Ranee, Alina 1996 "Cancer Risk Worry in Fertility Treatments," *New Straits Times*, May 22, B9.

Newspaper article, no stated author

The Indonesian Times 1996 "Supreme Court Reinstates Ban on Tempo Weekly," June 14, 7.

Dissertation

Rodriguez, Lulu A. 1993 "What People Get from the News: How Filipinos Understand Land Reform." Madison: Ph.D. dissertation, Mass Communications, University of Wisconsin.

Conference Paper

Ho, S. G. 1990 "A Study of Singapore Pre-university Students' Views on Confucian Filial Piety." Paper presented at the International Conference on Confucianism and Modernization, Hainan University, Haikou, People's Republic of China, January 23-25.

Unpublished manuscript

Jones, Lydia H. n.d. "Economic Trends in Singapore Leading up to the Transfer of Control in Hong Kong." Unpublished manuscript.

Unpublished public document

Put the title in “quotation marks” and note the location of the authoring agency.

International Labour Office 1962 “Report to the Government of Thailand on Proposed Social Security Legislation.” Geneva.

3. Style

For issues of style not covered in this document, please refer to *The Chicago Manual of Style* (14th edition, 1993). Chapter 16 of the *Manual* deals with the Author-Date system.

Spelling

For spelling, consult *Merriam Webster’s Collegiate Dictionary* (formerly *Webster’s New Collegiate Dictionary*), 10th edition, or the *Webster’s Third New International Dictionary*. When there are variant spellings, use the first spelling listed.

Spacing

Use one space after punctuation which ends a sentence. Use one space after a colon except with an in-text citation. Use paragraph formatting for paragraph indents; do not use spaces or tabs.

Initials

Separate initials in personal names by a space (H. L. Anderson, D. R. S. Caldwell). For abbreviations other than personal names use only a period (U.S.A., Ph.D.). Official acronyms have neither a space nor punctuation between (SLORC, ABRI).

Commas

Separate all elements in a series, including the last two, by commas, e.g. marketing, cooking, washing clothes, and child rearing. When commas occur in one or more of the items in a series use semicolons to divide the elements, e.g. architecture,

construction, and engineering services; agricultural machinery and equipment; and drugs and pharmaceuticals.

First and Subsequent References

Use the author's full published name when first mentioned in the text. Similarly use the full title of a work when first referred to in the text. For subsequent references, the author's surname or the short title of the work may be used.

Block Quotations

When a quotation is four or more lines long, block the entire passage by indenting the paragraph margins 3/8 inches from each side. Do not use spaces or tabs. Include blank line space above and below the quoted passage. The citation comes after the punctuation at the end of the quotation, separated by a space.

Ellipses

Use three dots when words have been omitted within a sentence, four dots when words have been omitted at the end of a sentence. In the former case, include a space either side of the ellipsis. In the latter case, the first dot functions as the period. Ellipses are rarely used at the beginning of a quoted passage.

Emphasis

Use *italics* for emphasis. Do not underline or use boldface.

Numbers

Spell out numbers in non-technical texts, use figures in technical texts. Consistency is also a consideration; if any numbers in a sequence are written in figures, all should be in figures. When spelt out numbers would overly clutter a sentence, use figures. For very large round numbers, a mixture of figures and words is preferable, e.g. 250 million, 15 billion.

The following guidelines apply to non-technical copy. Exceptions for technical copy are noted. For further clarification, see *Chicago Manual of Style*, Ch. 8.

Use words for ...

- whole numbers from one to ninety-nine
- any of these followed by the denomination *hundred, thousand, million*
- ordinals corresponding to the above two cases (*third, one thousandth*)
- numbers that begin sentences
- numbers that appear in titles other than dates
- round numbers used as approximations of exact quantities (*seven hundred years later, two hundred and fifty people*)
- easily written fractions in non-technical copy (*one third, one and a half*).

Use figures for ...

- whole numbers greater than ninety-nine
- the ordinals greater than ninety-ninth (*101st, 423rd*)
- dates and street addresses
- references to chapter, page, volume, or issue numbers
- decimals, percentages (with "percent" for non-technical copy, % for technical copy) and degrees (*\$9.98, 98%, 12 percent, 45°*)
- fractions in technical articles and difficult fractions in non-technical articles.

4. Special Terms

Political, Historical, and Literary Figures

Clearly identify all political, historical, and literary figures when first mentioned in the text, even when they are widely known.

Non-English Terms

Italicize all non-English terms, except those which serve as proper names (e.g., Myanmar, Ho Chi Minh, Dewan Pembansa),

and defined them on their first appearance. When a term reappears after several pages of unrelated discussion, define it again at the later occurrence.

Romanization

When romanizing languages such as Burmese, Thai, or Chinese, use the same system throughout. At the first occurrence, include a note either describing the system used or citing a reference to a full description. When a commonly accepted system exists, rely on this standard. Otherwise, use a system that consistently represents the language's phonemes.

Vernacular Language Scripts

Appropriate use of vernacular language scripts is welcomed. The use of fonts compatible with UNICODE and national standards is encouraged. However, SEAP is willing to work with authors where these are not available.

Acronyms

Keep acronyms to a minimum. On the first occurrence, spell out the full name and put the acronym in parentheses. When a manuscript has several acronyms, include an appendix before the Reference list defining each.

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