

# **Publishing with Southeast Asia Publications**

## **Style Guide for Publication**

Any scholar writing in the field of Southeast Asian Studies is invited to submit articles, book reviews, and book length manuscripts to Southeast Asia Publications. Generally, articles should be of interest to specialists yet be accessible to a widely diverse and educated audience.

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## **SUBMISSION**

### **1. Copies**

Authors should submit one double-spaced paper copies of their articles. References to the author's identity must be removed from all but the cover page. If your manuscript is a book, inquire in advance on the appropriate number of copies. E-mail submissions are accepted in a Word document or Adobe Acrobat PDF format.

### **2. Spacing and Footnotes**

Double-space the entire manuscript (including quotations and footnotes) and leave 1.5 inch margins on all four sides of the draft. Include footnotes at the bottom of the page; avoid end notes.

### **3. Writing the Text**

Include an introduction that orients your reader to the subject, a specific thesis, and a conclusion that demonstrates the implications or limitations of your research. Generous use of headers and sub-headers is encouraged.

#### 4. Visuals

The space available for visuals is normally 6.75 inches tall by 4.25 inches wide. Photocopies of artwork are acceptable at the review stage; indicate the approximate place where each visual should be inserted in the text. After acceptance, the author will be asked to mount, size, and include captions for all illustrations.

#### 5. Evaluation

Evaluation is normally made by three anonymous referees. Authors will usually be notified of acceptance or rejection in 3-4 months.

#### 6. Review and Copyright

Manuscripts should not have been published nor be under consideration elsewhere. Book-length proposals may be submitted to multiple publishers, but the manuscript itself should not be under simultaneous review. Upon acceptance, the author is required to transfer the copyright to the Center for Southeast Asian Studies, Northern Illinois University, to facilitate further dissemination of the manuscript.

#### 7. Disk Copies and Word Processing Formats

After acceptance, send us a copy of the file on a 3.5 inch floppy disk. We edit manuscripts in Microsoft Word for Macintosh, but we receive files prepared in most widely used DOS, Macintosh, and Windows word processing formats.

#### 8. Abstracts and Author Bio-statements

An article abstract and author bio-statement should be included on the same disk with the accepted manuscript.

### STYLE

For matters of style, form, and citation not covered in this style guide, consult the Chicago Manual of Style (14th edition).

#### 1. 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*. If there are variant spellings, use the first spelling listed. Words not found in these dictionaries should be translated or defined.

## 2. Spacing after Colons and End Punctuation

Use one space after colons and all sentence-ending punctuation.

## 3. Spacing of Initials

Initials in personal names are separated by a single space (e.g., H. L. Anderson, D. R. S. Caldwell), but initials used as abbreviations for other than personal names are separated only by periods and have no intervening spaces (e.g., U.S.A., Ph.D., etc.). Official acronyms have no intervening space or punctuation between the individual letters (e.g., SLORC, ABRI, etc.).

## 4. Punctuation within Citations

Place the period inside a quotation mark if there is no parenthetical citation and outside if parenthetical citation exists:

La Loubère (1693:73) generalizes that "the wives of the people managing all trade do enjoy a perfect liberty." As stated in the report, "the pattern of industrial development in Thailand is clearly moving east" (Yongyuth 1991:27).

Commas appear inside quotation marks while semicolons and question marks that are not part of the quoted material appear outside.

## 5. Block Quotations

If a passage of quoted material is four lines of running text or longer, block the entire passage by starting on a new line and indenting both sides 3/8 inches from both left and right margins. Readjust the margins when indenting; don't use spaces or tabs. If parenthetical citations are used, the citation comes after the punctuation at the end of the quotation, with a one-space separation between (see example in "Parenthetical In-text Citations" below). Include another blank line space below the quoted passage before resuming the normal text format.

## 6. Ellipses in Quotations

There should be a space between each dot in an ellipsis. Use three dots when words have been omitted within a sentence, and four dots when words have been omitted at the end of a sentence. In the latter case, the first dot functions as the period such that there should be no space between it and the preceding word. Ellipses are rarely used at the beginning of a quoted passage.

## 7. Commas in Series

All elements in a series, including the last two, should be separated by commas:

. . . marketing, cooking, washing clothes, and child rearing.

If commas occur within one or more of the items in a series, use semicolons to divide the elements:

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

## 8. Latin-based Abbreviations

Keep Latin-based abbreviations (such as *op. cit.*, *e.g.*, and *ibid.*) to a minimum by using English alternatives. In footnote citations, use a short title instead of "ibid" (see examples under section on footnotes in "Citations" below).

## 9. Emphasis

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

## 10. Use of Specialized Language

Avoid literary devices, like unanswered rhetorical questions and specialized jargon, that make readers guess at your meaning and purpose.

## 11. Numbers

Whether any given number should be represented with a figure (or figures) or spelled out in words depends a great deal upon the nature of the document: numbers are typically spelled out in non-technical texts, while technical texts, especially those with many numbers, typically use figures. Another consideration is consistency of representation when similar things are being enumerated within a single sentence or series of sentences: if any of the numbers in the sequence ought to be written in figures, then all should be in figures. Then, too, if spelled-out numbers would overly clutter a sentence, figures should be used, even if this contradicts conventional rules. These things said, the following are some generally accepted guidelines for writing numbers, as per the *Chicago Manual of Style* (for further clarification, see chapter 8 on numbers in the *Manual*):

The following guidelines apply explicitly to non-technical humanistic copy; exceptions for technical copy are noted.

Use words for:

- whole numbers from one through ninety-nine
- any of these followed by the denomination ***hundred, thousand, million,*** and so on
- any of the ordinals corresponding to the above two cases (***third, one thousandth***)
- numbers that begin sentences
- numbers that appear in titles (other than day and year dates, which should be written in figures)
- 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 (whether "percent" is written out, as in non-technical copy, or indicated with the percent sign, as in technical copy), and degrees (***\$9.98, 98%, 12 percent, 45°***)
- fractions in technical articles (also in non-technical articles, if difficult to write out, as in ***77 2/3***)

Mixing words and figures in numbers

- For very large round numbers, a mixture of figures and words is preferable: 250 million, 15 billion, etc.

Script style for numbers

- Use Arabic rather than Roman script when representing numbers with figures.

## **SPECIAL TERMS**

### **1. Political, Historical, and Literary Figures**

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

### **2. Non-English Terms**

Non-English terms, except those which serve as proper names (e.g., Myanmar, Ho Chi Minh, Dewan Pembansa) should be italicized and defined on the first appearance. If a term reappears after several pages of unrelated discussion, define it again at the later occurrence.

### **3. Romanization**

If you romanize a language such as Burmese, Thai, or Chinese, use a consistent system throughout the text. At the first occurrence, include a note describing either the system used or a citation where the full description can be found. If a commonly accepted Romanization system exists, rely on this standard.

Otherwise, use a system that consistently represents the language's phonemes. Special fonts are currently available for Vietnamese, Burmese, Thai, and Lao (for the latter three, both transliterated text and original script are possible), and for IPA. The author should provide other fonts as needed.

### **4. Acronyms**

Acronyms should be kept to a minimum. On the first occurrence, spell out each term of the acronym and put the acronym in parentheses. Manuscripts that contain several acronyms should include an appendix (just before the list of references cited) that lists and defines all acronyms used.

## **CITATIONS**

Citations may appear either parenthetically in the main body of the text or in footnotes. Each style is explained in detail below. Use one or the other of them consistently throughout the manuscript.

**1. PARENTHETICAL IN-TEXT CITATIONS:** Author, date, and page numbers appear in parenthetical citations within the main text, with full publication information appearing in a References section at the end of the manuscript.

### **Example of Basic Format:**

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

### **Variations of the Basic Format:**

If the reference is to an entire work, page numbers are omitted:

- 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).

A citation appearing at the end of a block quotation is placed after the final punctuation so as not to be mistaken for part of the quoted material:

- 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. . . .

Any part of a citation appearing as a grammatical part of the sentence should not be stated again in the parentheses:

- 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).

If one source is referred to a number of times in close sequence without any intervening references to other sources, the first such reference is identified by a full author-date parenthetical citation while the following references are indicated by parenthetical page references only.

**Other Examples of Parenthetical Citations:**

(a) Single author

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

(b) Two authors

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

(c) Four or more authors

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

(d) Work published in the same year as another by same author(s)

- (Key 1996a:212-13) or Key (1996a:212-13) stated . . .

(e) Multiple sources

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

The order of the sources is at the discretion of the author citing them (i.e., it need not be chronological or alphabetical).

(f) Anonymous source

Instead of an individual's name, give the name of the newspaper or sponsoring organization as author. Lacking either of these, use a short form of the title (in quotes if for an article, italicized if for a book or monograph):

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

(g) Interview or personal communication

Parenthetically state the date (and location, if possible) of an interview or the date of a written letter. Bibliographic reference is optional:

- (Lim, interview with the author, Manila, January 23, 1987) or 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 with Parenthetical Citations: In the parenthetical citation system, footnotes may be used sparingly for relevant information that does not fit well in the main text.

**2. FOOTNOTE CITATION SYSTEM:** Citations appear in footnotes at the bottom of the page. Footnotes are preferred over endnotes.

Basic Format: On the first reference to a particular source, provide the full citation, including the full name of the author, first name followed by middle initial(s), if any, and last name:

(a) Book

<sup>1</sup> Nick Joaquin, *The Woman Who Had Two Navels* (Manila: Solidaridad Publishing House, 1972), 173-74.

<sup>23</sup> Nguyen Khac Vien, *Vietnam: A Long History* (Hanoi: The Gioi Publishers, 1993), 187-97.

(b) Article from a scholarly journal

<sup>5</sup> Kevin F. F. Quigley, "Environmental Organizations and Democratic Consolidation in Thailand," *Crossroads* 9(2):17 (1995).

If the journal is continuously paginated throughout an entire volume, the issue number is not required (e.g., *Asian Survey* 18:649).

**Subsequent Citations to the Same Source:**

On subsequent references, provide only the author's last name (or the complete name if naming conventions require it, as in the case of Nguyen Khac Vien), a shortened title of one or a few significant words, and the page number or numbers, if any.

- <sup>1</sup> Joaquin, *Navels*, 219.
- <sup>23</sup> Nguyen Khac Vien, *Vietnam*, 199.
- <sup>5</sup> Quigley, "Environmental Organizations," 19.

If one source is referred to several times in close sequence without any intervening citations to other sources, the first such reference is identified by a full or abbreviated footnote citation (depending upon whether or not the reference has been cited previously in the paper) and the following references are indicated by parenthetical page citations in the text, without footnoting.

**Foreign Title Translations:** Transliterations and/or translations (separated by a semi-colon, if both) of non-English-language book or article titles may be inserted in brackets immediately after the original title. The transliterated/translated titles should be in standard (that is, non-italic) font and should not be enclosed in quotes. Capitalize only those words that would be capitalized according to the normal prose conventions of that language:

- <sup>4</sup> Pracoyo Wiryoutomo et al., "Dendam seniman Pram dalam penghargaan" [Artist Pram's resentment amidst praise], *Forum Keadilan* [Legal Forum], August 28, 12-13 (1995).

Special fonts are currently available for Vietnamese, Burmese, Thai, and Lao (for the latter three, both transliterated text and original script are possible), and for IPA. The author should provide other fonts as needed.

**References Section in Conjunction with Footnotes:** A list of references may sometimes be included at the end of a footnote-documented article, particularly if a large number of sources have been cited. If a reference list is appended, all footnote citations should be checked against it to insure against omissions.

### Other Examples of Footnote Citations:

(c) Article from an edited volume

<sup>3</sup> Bernardo M. Villegas, "Economics Adjustment, Financing, and Growth," in *Strategies for Structural Adjustment: The Experience of Southeast Asia*, Ungku A. Aziz, ed. (Washington: International Monetary Fund Bank Negara Malaysia, 1990), 37.

(d) Article from monthly or weekly popular magazine

<sup>10</sup> J. R. Villavicencio, "Yun pala si Nick Joaquin," *Sagisag*, February 1979, 39.

<sup>3</sup> "Vietnam: Closing a 'Divisive Chapter,'" *Newsweek*, August 14, 1995, 49.

(e) Article from a newspaper

<sup>4</sup> Alina Raneer, "Cancer Risk Worry in Fertility Treatments," *New Straits Times*, May 22, 1996, B9.

(f) Personal communication

For personal communication, footnote the date and location of the interview or the date of a written letter or telephone conversation.

<sup>23</sup> John R. Anderson, letter to the author, October 12, 1989.

**3. REFERENCE LIST:** Title the list of references "References." Follow the format of the following examples. All citations should be arranged alphabetically by author name and year of publication. Multiple publications within the same year by a single author should be arranged alphabetically by title (for the parenthetical citation system, add letter designations to distinguish the separate items). Lines are single spaced within and double spaced between citations.

Book, one author

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

Second entry by same author, journal article

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

Two entries in same year by same author, parenthetical citation system (in footnote system, lower case letters after date omitted)

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 (same format if two 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.

Book, more than 3 authors (note that et al is not used in bibliographic citations, although it is in footnote citations)

Farrel, T., Mary Landers, Gertrude Allison, and John Montel

1984 *Women in the Cities of Asia*. Denver, Colorado: Western Mountain Press.

Edited book

Carino Ledivina V. (editor)

1991 *Public Administration in Asia and the Pacific*. Bangkok: UNESCO.

Translated book (bibliographic information of original included optionally)

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).

Multivolume work

Wright, Sewall

1968-78 ***Evolution and the Genetics of Populations***. 4 vols.

Chicago: University of Chicago Press.

One 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.

Book or monograph as 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.

Article in scholarly journal, no date

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

Article in monthly popular magazine, translation of article title added (see comment on foreign title translations under "2. Footnote Citations," above)

Villavicencio, J. R.  
1979 "Yun pala si Nick Joaquin" [So this is Nick Joaquin]. *Sagisag*,  
February, 39.

Article in weekly magazine, no stated author

*Newsweek*  
1995 "Vietnam: Closing a Divisive Chapter," August 14, 49.

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, Wis.: Ph.D. dissertation, Mass Communications, University of Wisconsin.

Paper presented at a meeting

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 (title in quotation marks, even if a monograph; location of authoring agency noted)

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