JOURNAL OF SOUTHEAST ASIAN STUDIES

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STYLE SHEET (Copyediting)

General points:

- The text should be prepared with double spacing throughout.
- The preferred length of article is between 9,000 and 12,000 words, inclusive of footnotes.
- An abstract of 100 words should be provided. This usually appears before the rest of the article.
- Author's email, job designation, place of work as well as acknowledgements should be provided. This information is placed before the first footnote. Hence, please do not number your bio-note section as footnote 1.
- Font size should be in 12-point. While preparing footnotes, please ensure there is double-spacing and 12-point font size is adopted.
- Pages should be numbered consecutively throughout the entire manuscript, and generous margins should be set.
- The text throughout the article (including footnotes) should be left-aligned.
- Headings should be in bold, 12-point. Example: **The ruling power's policy on wealth**.
- Sub-headings should be in italics, 12 point. Example: *The emperor's first plan*.
- To indicate a parenthesis, use an em-dash (ALT + 0151 / —), with a space on either side.
- Use closed en-dashes (Alt + 0150 / –) for page number ranges. Examples: p. 34, pp. 45–50.
- Any word after colon (:) in sub-heading, heading or title must be capitalised. For instance:

  Thailand in the 1900s: Politics in the country
  (heading/sub-heading)

  Burma in 1900s: Politics and Economics
  (title of article)

Diacritical marks:

The Journal can reproduce most diacritical marks, and these should be placed in the text submitted electronically, or if that is not possible, indicated clearly on the hard copy.

In the same issue, the different use of diacritics — e.g. on two articles on Vietnam, or one with a comparative study of Vietnam, one using diacritics and one without — is allowed, as long as it is consistently used within the article.

Diagrams, Illustrations, Tables, Maps:

- All figures and tables should be on separate sheets and numbered as in the text.
- The position of illustrations, maps, diagrams, and tables should be indicated in the margin of the text, and captions should be supplied.
- Tables should be numbered consecutively. Titles should identify the table briefly, and should not give background information or describe results.

  (Mixing of different kinds of information in one column is to be avoided; for example, put dollar amounts in one column, percentages in another, and so on).
- The source(s) of the information presented in a table should be indicated immediately below it.

Material in Asian Languages:

The Journal can print titles and terms using the scripts of most Southeast Asian languages, although where terminology is not ambiguous the Editors may opt for Romanisation.

For authoritative spellings and definitions, the following dictionaries are recommended:

Bahasa Malaysia

T. Iskandar, *Kamus Dewan* (Kuala Lumpur: Dewan Bahasa dan Pustaka, 1985).

Indonesian

John M. Echols and Hassan Shadily, revised by John U. Wolff and James T. Collins, *Kamus Indonesia Inggris* (Ithaca: Cornell University Press, and Jakarta, Penerbit PT Gramedia, 1989), *Kamus Besar Bahasa Indonesia* (Jakarta: Departemen Pendidikan dan Kebudayaan, Balai Pustaka, 1989), or any other dictionary that follows the 1972 system of standardised spelling for Bahasa Indonesia/Bahasa Malaysia (Ejaan yang disempurnakan).

Tagalog

Leo James English, C.Ss.R., English-Tagalog Dictionary (Metro Manila: National Book Store, 1992).

For transcriptions of material in Thai or Chinese or Japanese, use the following standards:

Thai

The Library of Congress/Modified Cornell System of transcription.

Chinese

Romanisation should be in Hanyu pinyin.

For questionable cases, refer to Beijing Foreign Language Institute, *The Chinese-English Dictionary* (Hanying cidian) (Beijing: The Commercial Press, 1978). Omit tonal marks.

Japanese

The system found in Kenkyusha's *New Japanese-English Dictionary*.

Appendices:

- Each appendix should start on a new page.
- Appendices should be arranged in alphabetical sequence (Appendix A, B, C, ...)
- Each appendix should be given a title.

DOCUMENTATION

This journal uses **note citations** with a corresponding reference list of works cited at the end of the article.

Notes may also include material that cannot be conveniently presented in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should appear in the text.

The notations f. (ff.), ibid., op. cit., and loc. cit. are not used, nor are eadem, idem, infra, passim, and supra. Commonly used abbreviations include cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., n. (nn.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.). Latin abbreviations are not italicized. Note that in et al., et is a whole word (meaning "and") and therefore is not followed by a period. In references to poetry, where the abbreviation "l." or "ll." might be mistaken for a numeral, the word "line" or "lines" is spelled out.

The reference list at the end of the article contains only works cited. References are arranged alphabetically by author, with multiple works by the same author arranged alphabetically by title. For multiple references by the same author, the author's name is repeated; 3-em dashes are not used. In titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out. URLs, including for DOIs, use "https://" to ensure that links work online (CMS 13.6). For additional guidelines concerning the treatment of titles, see CAPITALIZATION in the Duke University Press Journals Style Guide.

Note Citations

Short-form citations appear in notes, and a reference list at the end of the article contains the complete bibliographic information of the works cited. Every citation of a work, including the first citation, contains the author's surname, a shortened title, and, if needed, a page number. For consecutive citations of a given work, this information is repeated; ibid. is not used. For works that are cited frequently, an abbreviation for the title may be introduced at the first mention and used thereafter, with page number, in the running text.

Note: Following the new guidance in *The Chicago Manual of Style*, 18th ed., places of publication are not included (list only the publisher) and page ranges aren't included for book chapters.

Sample Note Citations with Corresponding References

BOOK

1. Langford, *Faulkner's Revision of "Absalom, Absalom!,"* 174; Midge, *What Were They Thinking?*, 63; Smith, *All Tongue-Tied*, 132.

Langford, Gerald. *Faulkner's Revision of "Absalom, Absalom!": A Collation of the Manuscript and the Published Book*. University of Texas Press, 1971. [A book title within a book title is quoted and italicized (CMS 13.96). A main title ending in an exclamation point or a question mark is followed by a colon only if the question mark or exclamation point appears within quotation marks (CMS 13.98).]

Smith, John. *All Tongue-Tied and Nowhere to Go; or, How to Save Face When They Put You on the Spot*. Slippery Slopes, 2011. [Treatment of double titles, contra the preferred form in CMS 8.169]

E-BOOK

2. Begler, *Updike*, chap. 9; Doubtfire, *Yeah, Right*, "Put-Ons and Put-Downs." [Chapter numbers or section headings are used; page and location numbers are not (CMS 14.59).]

Begley, Adam. *Updike*. Harper, 2014. Kindle. [CMS 14.58]

Doubtfire, Brenda. *Yeah, Right: Skepticism in the Fake News Era*. Says Who, 2016. iBooks.

CHAPTER

3. Dollimore, "Transgression and Surveillance," 72; Weinstein, "*Art of Dying Well*," 89.

Dollimore, Jonathan. "Transgression and Surveillance in *Measure for Measure*." In *Political Shakespeare: New Essays in Cultural Materialism*, edited by Jonathan Dollimore and Alan Sinfield. Cornell University Press, 1985.

Weinstein, Donald. "*The Art of Dying Well* and Popular Piety in the Preaching and Thought of Girolamo Savonarola." In Tetel et al., *Life and Death in Fifteenth-Century Florence*. [A shortened form is used for chapters from collections that are also included in the reference list.]

PREFATORY MATTER

4. Brown, preface, vii.

Brown, Marshall. Preface to *The Uses of Literary History*, edited by Marshall Brown. Duke University Press, 1995.

EDITED WORK

5. Navarre, *L'heptaméron*, 475; Tetel et al., *Life and Death*, 115.

Navarre, Marguerite de. *L'heptaméron*. Edited by Michel François. Garnier, 1967.

Tetel, Marcel, Ronald G. Witt, and Rona Goffen, eds. *Life and Death in Fifteenth-Century Florence*. Duke University Press, 1989.

REPRINT

6. Williams, *Art of Porcelain*, 13. [Initial articles (*The, A, An*) are omitted from titles in notes.]

Williams, Theodore. *The Art of Porcelain During the Late Ming Dynasty*. 1905; repr., Grove, 1974. [The date of first publication is followed by the facts of publication for the reprint edition (CMS 14.16).]

TRANSLATION

6. Valéry, *Art of Poetry*, 45 (hereafter cited as *AP*). [Abbreviation introduced for a frequently cited work (CMS 13.63)]

Valéry, Paul. *The Art of Poetry*. Translated by Denise Folliot. Pantheon, 1958.

FOREIGN-LANGUAGE WORK

7. Ayzland, *From Our Springtime*, 166; Dachuan, *Jiujiu jiu yici*, 23.

Ayzland, Reuven. *From Our Springtime* (in Yiddish). Inzl, 1954.

Dachuan, Sun. *Jiujiu jiu yici* (*One Last Cup of Wine*). Zhang Laoshi Chubanshe, 1991. [This form is recommended for works in languages relatively unfamiliar to the journal's expected readership. The translated title uses italics and headline capitalization (contra CMS 11.8)—in other words, it is treated as if it named a published translation even if it does not.]

MULTIVOLUME WORK

8. Hooker, *Of the Laws*, 1:99; Foucault, *Introduction*, 102.

Foucault, Michel. *An Introduction*. Vol. 1 of *The History of Sexuality*. Translated by Robert Hurley. 3 vols. Penguin, 1990.

Hooker, Joseph. *Of the Laws of Ecclesiastical Polity*. Edited by Georges Edelen, W. Speed Hill, P. G. Stanwood, and John E. Booty. 4 vols. Belknap Press of Harvard University Press, 1977–82. [If there are six editors or fewer, all are listed by name; if more than six, the first is listed by name, followed by "et al." (CMS 13.78).]

MULTIAUTHOR WORK

[If there are two authors, both are listed in the note and the reference list.]

9. Hardt and Negri, *Empire*.

Hardt, Michael, and Antonio Negri. *Empire*. Harvard University Press, 2001.

[If there are three to six authors, all are listed in the reference list, but the note includes only the first followed by "et al." (CMS 13.78).]

9. Dewey et al., *Principles of Commerce*, 15 (hereafter cited as *PC*).

Dewey, Alfred, John Cheatham, and Elias Howe. *Principles of Commerce During the Early Industrial Revolution*. Steamer, 2003.

[If there are seven or more authors, only the first is listed in both the reference list and the note (CMS 13.78).]

10. Moss et al., "Prophylactic Implantation."

Moss, A. J., et al. "Prophylactic Implantation of a Defibrillator in Patients with Myocardial Infarction and Reduced Ejection Fraction." *New England Journal of Medicine* 346, no. 12: 877–83.

ANONYMOUS WORK. See also UNSIGNED ARTICLE

11. *True and Sincere Declaration*, 1. [A shortened title is used in place of the author; "Anonymous" or "Anon." is not used (CMS 13.81).]

A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced. London, 1610. [The title appears in place of the author; "Anonymous" or "Anon." is not used. For purposes of alphabetization an initial article is ignored (CMS 13.81). For books published before 1900, the city of publication is often of greater interest than the publisher and can be listed instead (CMS 14.31).]

UNDATED WORK

12. Sales, *Victory at Sea*, 23; Kloman, "Introduction."

Kloman, Harry. "Introduction." The Gore Vidal Index. https://www.pitt.edu/~kloman/vidalframe.html (accessed July 27, 2003). [Access dates are of limited value to readers (see CMS 13.15) but may be used for sources that may change without notice. "Last modified" dates, if available, may be used (CMS 13.16).]

Sales, Robert. *Victory at Sea: Being a True Account of the Recent Destruction of an Infamous Foreign Fleet*. Dublin, n.d. [Note that the "n" in "n.d." is not capitalized (CMS 14.44).]

REFERENCE WORK

13. *Oxford English Dictionary*, 3rd ed., "self," A.1.a; *Encyclopaedia Britannica Online*, Academic ed., "Arturo Toscanini," https://academic.eb.com/EBchecked/topic/600338/Arturo-Toscanini. [Reference works do not appear in the reference list (CMS 14.130–32).]

JOURNAL ARTICLE, PRINT

14. Meban, "Temple Building," 153; Wood, "Capitalism and Human Emancipation," 20.

Meban, David. "Temple Building, *Primus* Language, and the Proem to Virgil's Third *Georgic*." *Classical Philology* 103, no. 2 (2008): 150–74. [Journal published in volumes; the month or season is not required. As a courtesy to readers who consult articles online, issue numbers should be given if available.]

Wood, Ellen Meiksins. "Capitalism and Human Emancipation." *New Left Review*, no. 167 (1988): 1–20. [Journal published only in issues.]

JOURNAL ARTICLE, ONLINE

15. Esposito, "Stage Five Book Publishing"; Jovanovic and Rousseau, "Specific Capital and Technological Variety," 135.

Esposito, Joseph J. "Stage Five Book Publishing." *Journal of Electronic Publishing* 13, no. 2 (2010). https://quod.lib.umich.edu/cgi/t/text/text-idx?c=jep;view=text;rgn=main;idno=3336451.0013.204.

Jovanovic, Boyan, and Peter L. Rousseau. "Specific Capital and Technological Variety." *Journal of Human Capital* 2, no. 2 (2008): 129–52. https://doi.org/10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI in URL form, as indicated here. See CMS 13.7.]

[CMS 13.6: "Book and journal publishers may retain URLs in citations of sources that would be difficult to locate without one but URLs are not required in citations of journal articles, books, and other formally published sources that would be easy to find online from a title and other basic details alone."]

REVIEW

16. Jameson, "Historian as Body-Snatcher."

Jameson, Fredric. "The Historian as Body-Snatcher." Review of *Learning to Curse: Essays in Early Modern Culture*, by Stephen J. Greenblatt. *Times Literary Supplement*, January 18, 1991, 7. [Page numbers are not needed in citations of or references to newspapers (CMS 14.189) but may be included in citations of or references to supplements and other special sections, which are treated as magazines (CMS 14.95).]

SPECIAL ISSUE, and ARTICLE IN SPECIAL ISSUE

17. Ferguson and Brown, "Feminism in Time"; Mandell, "First Women (Psycho)analysts," 74.

Ferguson, Margaret, and Marshall Brown, eds. "Feminism in Time." Special issue, *MLQ* 65, no. 1 (2004).

Mandell, Laura. "The First Women (Psycho)analysts; or, The Friends of Feminist History." In "Feminism in Time," edited by Margaret Ferguson and Marshall Brown. Special issue, *MLQ* 65, no. 1 (2004): 69–92. [CMS 14.77]

MAGAZINE ARTICLE

18. Franzen, "Listener," 84.

Franzen, Jonathan. "The Listener." *New Yorker*, October 6, 2003, 84–99.

NEWSPAPER ARTICLE, PRINT

19. DeParle, "Whither on Welfare."

DeParle, Jason. "Whither on Welfare: Even Though They Please Moynihan, Clinton's Actions Are Far from Bold." *New York Times*, February 3, 1993. [No page number is required (CMS 14.89).]

NEWSPAPER ARTICLE, ONLINE

20. Associated Press, "Jackson Arrested at Yale."

Associated Press. "Jackson Arrested at Yale after Protest Backing Strike." *Washington Post*, September 2, 2003. https://www.washingtonpost.com/wp-dyn/articles/A12012-2003Sep1.html.

UNSIGNED ARTICLE

21. *Cinéma*, "Loin du Vietnam." [The newspaper or magazine title appears in place of the author in a note citation (contra CMS 14.97). No page number is needed for a newspaper citation (CMS 14.89).]

Cinéma. "Loin du Vietnam." January 1968.

DISSERTATION

22. Jones, "'Taste for Fashion and Frivolity,'" 26.

Jones, Jennifer M. "'The Taste for Fashion and Frivolity': Gender, Clothing, and the Commercial Culture of the Old Regime." PhD diss., Princeton University, 1991.

PAPER OR PRESENTATION

23. Poovey, "Between Political Arithmetic and Political Economy."

Poovey, Mary. "Between Political Arithmetic and Political Economy." Paper presented at the conference "Regimes of Description," Stanford University, Stanford, CA, January 12, 1996. [The exact date, if known, is desirable (CMS 14.115).]

PERSONAL COMMUNICATION OR INTERVIEW

Noah Fence (pers. comm., April 1, 2014) speculated on the pitfalls of having a play on words for a name. [References to such communications as emails or private messages shared on social media often can be run in to the text, without need of note or reference (CMS 14.111).]

24. Jacques Petits Fours (provost, Upper Midwestern University), interview by author, Ames, IA, February 20, 1995. [Interviews or other personal communications in which more information than the date is pertinent may appear in a note (CMS 14.111).]

REPORTS AND THE LIKE

[Reports and other freestanding publications can usually be treated as books (CMS 14.117).]

25. Starbucks, *Starbucks Fiscal 2021 Annual Report*.

Starbucks. *Starbucks Fiscal 2021 Annual Report*. 2022. https://investor.starbucks.com/financial-data/annual-reports/.

CITATION FOLLOWING QUOTATION

25. As Sylvia Molloy observes, "The previous letter, marked by *subservience*, waived Manzano's rights to the text by 'giving' it to del Monte; the second letter, marked instead by *resistance*, has Manzano keep the text for himself" (*At Face Value*, 43; emphasis added). [The parenthetical citation may omit any information provided in the note text. Emphasis in quoted material is assumed to match the original source unless otherwise stated; omit notes such as "original emphasis."]

Molloy, Sylvia. *At Face Value: Autobiographical Writing in Spanish America*. Cambridge University Press, 1991.

NOTE

26. Javitch, "Reconsidering the Last Part of *Orlando Furioso*," 385n; Adams, "Christine de Pizan," 5n10, 8nn20–21. [With unnumbered notes, the abbreviation n or nn follows the page number without an intervening space. With numbered notes, the note number or numbers follow the abbreviation without intervening period or space (CMS 14.56).]

Adams, Tracy. "Christine de Pizan, Isabeau of Bavaria, and Female Regency." *French Historical Studies* 32, no. 1 (2009): 1–32.

Javitch, David. "Reconsidering the Last Part of *Orlando Furioso*: Romance to the Bitter End." *MLQ* 71, no. 4 (2010): 385–405.

SOCIAL MEDIA CONTENT

[Citations of social media content may contain such elements as the author of the post; the title, or the text, of the post; the type of post (e.g., the service and/or a brief description); the date; and a URL. Contra CMS 14.106, such citations have corresponding references.]

27. O'Brien, "In honor of Earth Day, I'm recycling my tweets."

28. Souza, "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit."

29. *The Chicago Manual of Style*, "Is the world ready for singular they? We thought so back in 1993."

The Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. https://www.facebook.com/ChicagoManual/posts/10152906193679151.

O'Brien, Conan (@ConanOBrien). "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22, 2015. https://twitter.com/ConanOBrien/status/590940792967016448. [CMS 14.106: "Note that Twitter content posted before the company's 2023 rebranding as X need not be updated to refer to the new name (though that information may be added parenthetically)."]

Souza, Pete (@petesouza). "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. https://www.instagram.com/p/BDrmfXTtNCt.

WEBSITES (OTHER THAN ONLINE PUBLICATIONS)

[Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and date of publication or last modified date. The titles of websites and blogs generally use title case. Titles of publication-like websites should be

italic (CMS 14.103). Online sources that resemble periodicals or formally published works (e.g., reports, white papers, etc.) should be included in the reference list and follow the format for those types of materials and have note citations. Brief mention of a website in general may appear in running text or notes only.]

30. Gaspar and Williams, "Force of Things."
31. Poetry Foundation, "Robert Frost."

Gaspar, Maria, and James Gordon Williams. "Force of Things: In Conversation with Artist Maria Gaspar and Live Performance by James Gordon Williams." El Museo del Barrio, June 21, 2023. https://www.elmuseo.org/event/in-conversation-with-artist-maria-gaspar/.

Poetry Foundation. "Robert Frost." https://www.poetryfoundation.org/poets/robert-frost. [Access dates are not required for sources that are not likely to change without notice (see CMS 13.15).]

Citing Works Whose Authors Have Changed Names

CMS 13.84: "In rare cases, whether to cite an alternative form of a name will require editorial discretion—for example, when citing a work by an author who no longer wants to be known by an earlier name (as in the case of a deadname). In such cases, it may be best to cite under the current form of the name only, regardless of how the work was originally published."

Sometimes a cited author's affirmed name differs from the name on the work cited. In these cases, use the author's affirmed name when discussing their published work in the text of an article or book. We also recommend using the affirmed name in citations:

Text/note discussion As {Affirmed name} wrote, "Quote from cited author."
Bibliographical citation {Affirmed name: Last, First}. *Title: Subtitle*. Duke University Press, 1995.

However, if it is known that a cited author would like citations to their work to use the name on the publication, use the published name in the citation instead:

Text/note discussion As {Affirmed name} wrote, "Quote from cited author."
Bibliographical citation {Name on publication: Last, First}. *Title: Subtitle*. Duke University Press, 1995.

In cases where the author deems it appropriate to include both names in a reference list item, we recommend listing the affirmed name first, followed in brackets by the name under which the work was originally published:

{Affirmed name: Last, First} [Name on publication]. *Title: Subtitle*. Duke University Press, 1995.