



# Guidelines for Manuscript Submission and Preparation

## SUBMISSION

- Length:** Manuscripts are to be around 6,000 – 8,000 words, and must not exceed 10,000 words.
- Abstract:** An abstract of the article, maximum 20 lines, must be included. A **short curriculum vitae** of author(s) including institutional affiliation, address, phone and e-mail, maximum 10 lines, must also be included.
- Keywords:** 5 essential keywords must be included immediately after the abstract.
- Style:** Manuscripts should be doubled spaced and submitted electronically to arc.int@cbs.dk. Write in Microsoft Word for PC (2000 or later versions). Manuscripts should be formatted as little as possible.
- Headings:** Make headings and sub-headings identifiable. Sub-sub-headings are normally unnecessary (rethink the structure).
- Notes:** Place notes at the end of the article under a 'Notes' heading. Compile a list of references. (See below)

## PREPARATION

- Spelling:** Use British English and run British English spell check before submitting the article. However, please **use –ize spellings** (e.g. organize, organization, realize, industrialize, etc.) but note the following **exceptions**: advertise, analyse, chatise, circumcise, comprise, compromise, demise, despise, devise, disguise, enterprise, excise, exercise, expertise, franchise, incise, merchandise, paralyse, premise, reprise, revise, supervise, surmise, surprise, televise, treatise.

**Numbers:** One to ten with letters, 11 and more with numerals.  
Numbers above 1,000: use comma: 125,345 and 23,667,145 no space or full stop.  
Numbers above 1,000,000: 5.3 million, 7 billion.  
**Decimal:** use full stop: 0.2, 26.35. A zero, e.g. 0.75, must always precede decimals less than 1.  
**Percent:** use only percent in letters: 5.2 percent.

**Currencies:** US\$ 125,345, DM 3.3 billion. Where a currency is spelt out in full, do not italicize (e.g. 'the conversion rate for yen to baht is...').

**Time**  
**Dates:** In text: 16 February 1908; in footnotes and references: 16 Feb. 1908 – this is to avoid confusion between the UK and US system. Spelling out the months removes ambiguity.  
**Year and page spans:** Use double digits (e.g. pp. 24-26, 1914-16).  
**Decades:** 1980s (no apostrophe) not eighties or '80s.  
**Centuries:** Nineteenth century.

**Positions, titles:** Use lower case initial letters where talking generally of president, premier, prime minister, minister of finance, king, etc. Where the word forms a proper title followed by a specific name (e.g. Queen Elizabeth, President Clinton) it should however be initially capitalized.

**Quotations:** Use only single (straight not curved) quotation marks, i.e. 'quote'.  
Double quotation marks should only be used for a quote within a quote (e.g. 'The prime minister told his colleagues to "pay no attention to criticism from the media" but to carry on their good work').  
Long quotations should be indented, using no cursive nor quotation marks.

**Punctuation for quotes:** Following British convention, full stops and commas generally fall outside a closing quotation mark (e.g. he talked of a 'global economic meltdown', by which he meant...). However, where the quote is a complete sentence, full stop falls inside the closing quote (e.g. he said, 'The war will not be won by politicians alone.')

**Parenthetical dashes:** Use unspaced em rules (e.g. 'The Asian Studies Association reported that Asian studies—and the people involved with it—are fast growing').

**Dashes in pages and date spans:** Use unspaced rules: 135-45; 1994-95.

**Abbreviations:** Omit full stops for all acronyms (e.g. Nato, UNICEF) and the following abbreviations: USA, EU, cm, kg, km, m, ft, Mr, Dr and the plurals eds, vols, nos  
*Retain full stops for p., pp., i.e., e.g., etc., ff., et al., ibid., op. cit., Ph.D., M.A., and the singular forms ed., vol., no.*  
Use full stops for people's initials. For double initials, please space (e.g. G. K. Chesterson).

**Capitalization:** Use full caps only for abbreviated names: NFL, EU, USA.  
Only capitalize the first word and important words (verbs, nouns, pronouns and adjectives) in headings and book titles.

**Points of omission/ellipses** (as in partial quotes): use three full stops with spaces in between them: (e.g. He said that 'the economy . . . will start to falter within the next three months'.) Ellipses should not be used at the beginning or end of a quote.

**Serial comma:** Do not use a comma before the word 'and' in a list of three or more items (e.g. 'He took his suitcase, hat and umbrella').

## REFERENCES

**Cross-references within the main body of article:** These should be Harvard-style cross-references, e.g. (Lampton 1978: 52), (Smith 1976: 172ff.)... (*Bangkok Post*, 27 August 1995:2).

**In reference list:**

### A. Books:

Glenn, G. C. and M. Plum 1994. *Export of Chinese Porcelain during Sung*. Honolulu: University of Hawaii Press.

Glenn, G. C. *et al.* (eds) 1995. *Chinese Pottery through the Ages*. Berkeley: University of California Press.

Lampton, D. 1978. *Chinese Aggression in Tibet*. London: Tibetan Solidarity League.

- Note that reference lists should be ordered alphabetical by author surname and for each author the books should be listed from the earliest down to the most recent.
- Note that first name(s) should only be presented by initials.
- Note that for a second author of a dual authorship work, the order of first/second name (or surname/initials) is not reversed, as it is for the first author cited. The same is true for multi-author books.
- Where more than one article or books is listed for a single author, the author's name should be replaced by a two-em rule for the second occurrence, e.g:

Smart, A. (ed.) 1991. *How to Write: Composition and Technique*. London: Routledge.

— 1993. 'How not to Write: a Teacher's Perspective'. *Journal of Literacy* 14(3):219-23.

- Note that when you cite more than one work by the same author(s) with the same year of publication, refer to these in the main text and in the bibliography by year of publication and 'a', 'b', 'c', and so on. For example, 1998a, 1998b and 1998c.

#### **B. Articles in journals and books:**

Hart, Gillian 1988. 'Agrarian Structure and the State in Java.' *The Journal of Asian Studies* 47(2): 249-67.

Heilesen, Simon 1976. 'Chinese Pottery Collections in Scandinavia'. In C. G. Glenn *et al.* (eds). *Chinese Pottery through the Ages*. Berkeley: University of California Press 1976: 168-93.

#### **C. Dissertations, papers:**

Beaumont, P. G. 1989. *Role of Foreign Investment in Industrial Development*. Paper presented at the seminar 'National Development towards Economic Industrialization', Kuala Lumpur.

Mamat, Jusoh 1989. *Efficient and Safe Application of Pesticides*. Paper presented at the seminar 'Safe Handling and Efficient Utilization of Pesticides', Kuala Lumpur, 15 Sept. 1989.

Olsen, Ole 1867. *The Problem of Erathostenes Solved*. Ph.D. diss., University of Copenhagen.

Ong, Aiwa 1989. *Gender and Power in Southeast Asia*. Paper presented at 'Workshop on Research Methodologies', Penang, 2 Oct. 1989.

#### **D. Newspapers articles:**

The author of newspaper articles is not normally rendered, only the name of the newspaper, year, title of article, date, month:

*The Sunday Times* 1966. 'Barisan's Chia Held in Security Round-Up', 30 October.

Please note that titles of newspapers and journals must be set in italic, as must contractions (e.g. *NST* for *New Straits Times*).

#### **E. Online sources:**

The basic form of online citations follow the principles listed for print sources with the exception of indicating that it is an online source as well as stating where it is available and when you accessed it. If no author is given, the title is used as the first element of a citation

Internet source:

Barnett, M 1996. *Harvard system* [online]. London: Anywhere University. Available from: <http://anywhere.ac.uk/library/resources/harvelec.htm> [accessed 15 May 1998]

Electronic journal:

Rerceretnam, Marc 2006. 'The 1987 ISA Arrests and International Civil Society Responses to political Repression in Singapore'. *Asia Rights Journal* [online] 5. Available from: <http://rspas.anu.edu.au/asiarightsjournal/> [accessed 15 January 2006].

## TRANSLATIONS

**Titles of books, articles** etc. in Asian languages should be followed by a translation into English in square brackets , e.g.:

Kato, Eichi 1987. 'Fukushi Kokka to Shakaishugi' [Welfare State and Socialism].

*Shakai Kagaku Kenkyu* [Journal of Social Science] 38(5): 113-50.

Note that book and journal titles which are in italic in the original language should not be italicized in the English translation unless an English translation has been published.

**Foreign words:** The odd term or word that is not English should be italicized (e.g. *patta*) but if an 's' is added to form an anglicized plural, the 's' should not be in italic (e.g. *pattas*).

**Names** of foreign political parties, movements and organizations are not italicized (e.g. the Palang Dharma Party). Names of foreign currencies are not italicized (baht, rupee). Quotations from books or direct speech given in the original language and set in quotation marks should not be italicized, even when an English translation follows in parentheses.