

Southeast Asia Program Publications Style Guidelines

SEAP Publications follows the conventions of the *Chicago Manual of Style, 16th Edition*. We have summarized our style guidelines below; for all other circumstances or for clarification of style, please refer to *CMS*.

Citation format

Footnotes

SEAP Publications uses footnotes rather than in-text parenthetical citations. Include full bibliographic information in your first citation. Subsequent citations should be shortened. See below and *CMS*, chapter 14.

Book, first reference

George Allen and Audrey Donnithorne, *Western Enterprise in Indonesia* (London: Allen and Unwin, 1962), 222.

Book, subsequent citations

Allen et al., *Western Enterprise in Indonesia*, 222.

Book chapter, first reference

Harold Crouch, "Democratic Prospects in Indonesia," in *Democracy in Indonesia: 1950s and 1990s*, ed. David Bourchier and John Legge (Clayton: Monash University Centre of Southeast Asian Studies, 1994), 120-23.

Book chapter, subsequent references

Crouch, "Democratic Prospects in Indonesia," 120.

Journal article, first reference

Ian Black, "The Lastposten: Eastern Kalimantan and the Dutch in the 19th and 20th Centuries," *Journal of Southeast Asian Studies* 15, no. 2 (1985): 281-82.

Journal article, subsequent references

Black, "The Lastposten," 282.

Webpage

"Google Privacy Policy," last modified October 14, 2005, accessed July 19, 2008, <http://www.google.com/intl/en/privacypolicy.html>.

Newspaper article

James Burke, "Welcome Home Soon," *New York Times*, April 5, 1945.

Newspaper article, accessed digitally

Tom Mashberg and Ralph Blumenthal, "Disputed Statue to Be Returned to Cambodia," *New York Times*, December 12, 2013, <http://www.nytimes.com/2013/12/13/arts/design/disputed-statue-to-be-retained-to-cambodia.html>.

Dissertation

Dieter Bartels, "Guarding the Invisible Mountain: Intervillage Alliances, Religious Syncretism and Ethnic Identity among Ambonese Christians and Moslems in the Moluccas" (PhD dissertation, Cornell University, 1977), 3-5.

Bibliography

Bibliography should be alphabetized by last name. See *CMS*, chapter 14.

Books

Allen, George, and Audrey Donnithorne. *Western Enterprise in Indonesia*. London: Allen and Unwin, 1962.

Journal article

Black, Ian. "The Lastposten: Eastern Kalimantan and the Dutch in the 19th and 20th Centuries." *Journal of Southeast Asian Studies* 15, no. 2 (1985): 281-91.

Text Formatting

Spelling

Use standard American spelling. See *CMS*, chapter 7. SEAP Publications uses Webster's *Eleventh New Collegiate Dictionary* as final referee.

Dates should be written following the American convention of month/day/year.

For example: October 7, 2014.

Write out such words as figure, table, percent (using a numeral) names of the months, etc.

For example: see figure two; 25 percent; in January.

Spell out numerals up through one hundred, and other round numbers. Numerals can be used for all other situations.

For example: there are thirty days in September; there are 132 books on the table.

Quotation marks

See *CMS*, chapter 13.

Adhere to American conventions for the use of double vs. single quotation marks. Double quotes are for citing a source; single marks are for setting off a "quote within a quote."

Use block quotations for lengthier quotations of more than two or three sentences.

Place punctuation, such as commas and periods, inside quotation marks.

Square brackets should be used to set off authorial or editorial interjections within quoted text.

Foreign words

See *CMS*, chapter 11.

Italicize any foreign words.

For example: Alongside individuals performing various forms of 'Alid piety and intellectual alumni of the "Islam *kampus*" phenomenon, the Indonesian community of "lovers of the *ahlul bait*" also includes followers of *Ja'fari fiqh*.

Names of organizations

Do not italicize names of organizations, even if they contain foreign words. Use standard English capitalization rules.