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**

**Book, subsequent citations**

**Book chapter, first reference**

**Book chapter, subsequent references**
Crouch, “Democratic Prospects in Indonesia,” 120.

**Journal article, first reference**

**Journal article, subsequent references**

**Webpage**

**Newspaper article**

**Newspaper article, accessed digitally**

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

Books

Journal article

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.