

Style Sheet Guidelines

These guidelines are a simple introduction to some of the style issues that you will grapple with in preparation of your manuscript for publication. If the broad rules are followed, you will save considerable time and effort later in the editorial process.

For general rules and references we use *The Oxford Style Manual* (2003 ed.) while the Oxford online dictionaries can be found at: <http://oxforddictionaries.com/>.

Please pay particular attention to: General Style; Notes; and, References sections.

Please make sure that the style you use is *consistent* throughout your manuscript.

Submission of Manuscripts

- Contributions should follow the guidelines set by the editor(s) – make sure your do not exceed the length by more than 5 per cent of the total word count. Provide a total word count at the end of the contribution.
- You should submit a short biographical piece of up to 150 words for inclusion in the 'Notes on contributors' or bio-information section.
- Only electronic submissions will be accepted.
- The preferred word processing format is MS Word.
- Use 1½-line spacing throughout (including notes and quotations).
- Use Times New Roman 12pt. font throughout the main text and Times New Roman 10pt. for footnotes.
- Pages should be numbered throughout.
- Please email your manuscript to the editor(s).
- Please include your contact details in the body of the email.

General Style

- Use UK punctuation throughout (e.g. ... trade, labour market and industrial policy. *Not* ... trade, labour market, and industrial policy.)
- Use UK spelling consistently throughout article (e.g. labour *not* labor, globalisation *not* globalization) but retain American spelling in American quotes and proper names (e.g. Pearl Harbor).
- For quantitative units, use the S.I. unit standard, such as kg, km, cm, mm, °C. It is fine to insert national or historical units between parentheses.
- Please make sure the use of national or historical currency is understandable for an international readership, for instance by comparing to the US dollar, if

- applicable.
- For percentages use per cent and not %, e.g. growth in 2007 was only 3.2 per cent.
 - Single spacing after all punctuation; **but** initials should not be spaced: A.J. Smith not A. J. Smith; i.e. and e.g. should not be spaced; use a space after the point in the following contractions: ed., p., pp., ch., vol., etc.
 - First paragraphs after all headings (chapter or section) are ranged left.
 - Indent new paragraphs, don't indent continuing paragraphs after an extract.
 - Only use line spaces between paragraphs to indicate an important change in your argument, not between every paragraph.
 - Quotations: extract quotations over five lines, indent with space above and below, no quote marks; should not start or end in ellipses (...)
 - Single quote marks for quotations integrated within the text, double quote marks for quotes within quotes. No quotation marks for indented quotations.
 - Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–27, 34–76, 104–6, 136–42.
 - Dates are written in full: 31 January 1678; BC years must be given in full: 536–514, not 536–14; spell out nineteenth century, but use 1800s (NB hyphenate when adjectival – e.g. 'in the seventeenth century' but 'seventeenth-century furniture'; use 1930s, not thirties, 30s or '30s).
 - Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
 - Apostrophe after s: Thomas's, Jones's. The rule is euphony.
 - Raised letters/superscripts in quotes should be clear – these will be set as superscript letters.
 - Dashes: there are main three sorts (though in reality there are scores and scores of variants):
 - regular dash (sometimes known as figure dash) - (*used in simple compound adjectives, e.g. award-winning book, nation-building process)
 - en dash – (*used to indicate ranges, e.g. pp. 78–79, June–July 1969; *used to connect a relationship between two things, especially proper nouns, e.g. Chinese–Malay relations, but *not* in familiar compounds, e.g. socio-economic relations; and, *used in a similar way to parentheses or colons in sentences to mark off a clause or phrase, and with a single space on each side., e.g. Unlike the BN model of multiracialism – which is based on an alliance of several single-race parties – the PKR draws its membership ...)
 - em dash — (also used in a similar way to parentheses or colons in sentences to mark off a clause or phrase, and with no space on each side, this is called 'set closed' – but note, this is American usage and so should not apply to your publication).

Notes

- Many editing problems are concerned with the notes at the end of the article.
- Use footnotes NOT end notes.
- Notes should be kept to a minimum – and used mainly for clarification. You

should not carry on a debate in the footnotes. If material is worth including in the footnote ask whether it can be incorporated into the main text.

References

- The Harvard reference system is preferred in our social science publications: this is a **name and date** system. The alternative, sometimes called the Chicago reference system is a **name and title** system and is usually used in footnotes/endnotes, and mainly for historical books.
- Harvard uses the name of the author, the date of publication and, following quoted material, the page reference placed at appropriate points in the main body of the text, e.g.
As Lim (2003: 34) suggests, the terms of trade have worsened considerably over the past decade due to 'the irresponsible behaviour of the financial institutions'.
A number of writers argue that the terms of trade have deteriorated as a result of loose financial regulation (Lim, 2003; Wade, 2002; Jomo, 1999).
- *Ibid.*, after references that cite the title previously mentioned; do not use *idem*, *loc. cit.* or *op.cit.*
- The references contained within the text are then used as a key to the full bibliographical details set out in a list of References, which should include (in alphabetical order by author) every work cited in the text.
- Where there are two or more works by one author in the same year, these should be distinguished by using 1980a, 1980b etc.
- You are asked to ensure that dates, spelling and titles are used in the References are consistent with those listed in the text.
- The content and format of the Reference list should conform to the following examples:

Single-authored book:

Loh, Francis Kok Wah (2009) *Old vs New Politics in Malaysia: State and Society in Transition*, Petaling Jaya: Strategic Information and Research Development Centre.

Multiple-authored book:

Cooper, A.F., Richard A. Higgott and Kim R. Nossal (1993) *Relocating Middle Powers: Australian and Canada in a Changing World Order*, Vancouver: University of British Columbia Press.

Single-person edited book:

Zawawi Ibrahim (ed.) (2008) *Representation, Identity and Multiculturalism in Sarawak*, Kajang: Persatuan Sains Sosial Malaysia.

Multi-person edited book:

Lim Teck Ghee, Alberto Gomes and Azly Rahman (eds) (2009) *Multiethnic Malaysia: Past, Present and Future*, Kuala Lumpur: UCSI University and Petaling Jaya: Strategic Information and Research Development Centre.

Article in journal:

Case, William (1994) 'Malaysia in 1993: accelerating trends and mild resistance', *Asian Survey*, 34(2): 119–26.

Article in edited volume:

Pollack, J.D. (1992) 'Structure and process in the Chinese military system', in D.M. Lampton and K.G. Lieberthal (eds), *Bureaucratic Structure and Policy Process in China*, Berkeley CA: University of California Press, pp. 153–74.

Edited text/later edition:

Smith, Adam (1976) [1776] *An Inquiry into the Nature and Causes of the Wealth of Nations*, ed. R.H. Campbell, Oxford: Oxford University Press.

Article in newspaper:

Sun Lee-Hun (1993) 'China: Sino–U.S. ties in "serious jeopardy"', *Washington Post*, 28 August, p. A17.

Non-English text:

Moon Chung-in (1992) 'Talnaengjunkwa Jaesamsegye Kukgaanboui Jaejomyong' [The post-cold war and re-examination of the third world national security], *Hyundae Sahoi [Contemporary Society]* 40 (Spring/Summer): 89–111.

Unpublished text:

Lee Seok-Soo (1993) 'The Anatomy of the Korean Conflict', PhD Dissertation, University of Cambridge.

Internet text:

Santiago, Charles (2005) 'Murky figures cloud water tariff hikes', *Aliran Monthly*, 25(11), at: <http://aliran.com/archives/monthly/2005b/11f.html>.

Names

Be very careful with the order of names in bibliographies and indexes.

Western names: Family name, forename, separated by a comma – e.g. Marx, Karl

Chinese names: Family name given names, no comma – e.g. Lee Hsien Loong or Mao Zedong

Chinese–Western hybrid names: Family name, forename, given name, separated by a comma – e.g. Lee, Bruce Jun-fan

Malay names: Given name and father's name, no comma – e.g. Mahathir Mohamad – note generally the first part of the patronym, *bin* or *binti*, should not be used in referencing or indexing unless the person is much better known in that particular styling

Arabic or Hadhrami names: Family name, forenames, separated by comma – Alatas, Syed Hussein

Indian names: Family name, forenames, separated by comma – e.g. Tagore, Rabindranath or Jinnah, Mohammad Ali

Note: most Muslim names from round the world do NOT follow the Malay convention of using the patronym – they use family/clan names, e.g. Mubarak, Hosni

Proofs

Page proofs will be sent for correction to the author(s), unless otherwise requested. The difficulty and expense involved in making amendments at the page proof stage make it essential for authors to prepare their typescripts carefully. Our aim is rapid publication: this will be helped if you provide good copy.

Contact

You should keep in constant contact with your editor. If you require any help or advice in preparing your manuscript for publication please do not hesitate to contact me.

Thank you for your care and attention!