

Democracy and Elections in Asia

23-25 August 2023

Bangkok, Thailand

These guidelines serve as an introduction to some of the style issues that you may experience in preparation of your paper for publication. If these broad rules are respected, the editorial process will be easier and smoother.

For general rules and reference, we use *The Oxford Style Manual* (2003 ed.). You may find Oxford online dictionaries at <https://languages.oup.com/>.

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

Use a consistent style in the whole submitted paper.

Submission of Manuscripts

- Contributions should follow the [guidelines](#) set by the editors. Provide a total word count at the end of your paper, and make sure not to exceed the set word limit by more than 5 percent.
- Please also send a short biographical note of up to 150 words for inclusion in the ‘notes on contributors’ section.
- Only electronic submissions will be accepted.
- The preferred processing format is MS Word;
- Use 1½ line spacing throughout the document - including notes and citations.
- Use Times New Roman 12pt. font throughout the main text and Times New Roman 10pt. font for footnotes.
- Number the pages throughout your paper.
- Email your paper to the editors and include your contact information in the body of your email.

General Style

- Use UK punctuation consistently throughout your contribution (e.g. INGOs, local NGOs and CSOs; not INGOs, local NGOs, and CSOs).
- Use UK spelling consistently throughout your contribution (e.g. colour not color; industrialisation not industrialization), except in American quotes and in proper nouns.
- Use S.I units (m, km, kg, °C, etc.). If pertinent, insert national or historical unit equivalent in parentheses.
- When using an historical or national currency, compare it to the value in USD, so that it will be accessible to all readers.
- For percentages, do not use the symbol %. For example, write 3 percent of citizens instead of 3%; and a growth of 10 per cent instead of a growth of 10%.
- Use single spacing after every punctuation, but do not use spacing between initials (J.F. Kennedy instead of J. F. Kennedy), as well as in i.e. and e.g. Add a space after the point in ed., p., pp., ch., vol., etc.
- First paragraphs after a chapter or section heading are ranged left.
- Indent new paragraphs, but not continuing paragraphs (after an extract).

- Only use line spaces between paragraphs to signal an important change. Not all paragraphs should have a line space between them.
- Extract quotations over five lines, with a space above and below and an indent. Quotations should not start nor 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 (Nota Bene: 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 three main 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 — (American style, not to be used)

Notes

- Many editing problems are concerned with the notes at the end of the article.
- Use footnotes, not endnotes.
- 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

- We use the Harvard referencing system. This is an in-text name and date system.
- 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 that 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: Australia 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.

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 a comma – e.g. Alatas, Syed Hussein

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

Note: most Muslim names from around 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 a 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 research@asiacentre.org.

Thank you for your attention!