

Southeast of Now

Stylesheet

Articles should be prepared for submission with the following settings and formatting choices:

- Double spacing throughout (including long quotes and footnotes)
- Pages numbered in the upper right-hand corner and consecutively throughout the manuscript starting with Chapter 1; front matter (Preface, Introduction, Table of Contents, etc., should be numbered separately)
- Top and bottom margins one inch (2.3 cm), left and right margins 1 ½ inches (3.5 cm)
- Indented first lines of paragraphs (using MS Word paragraph settings, not tabs or spaces)
- No extra spacing between paragraphs
- Just one single space after full stops
- No right justification (the right margin should be ragged)
- Hyphenation turned off
- Turn off the preference for automatic superscript (we prefer 19th over 19th)
- Printed with 11-point type, using a readable serif font (Times New Roman is OK, as are Garamond, Caslon or Baskerville)
- Printed without any bold headings, fancy fonts or other decorative features
- Printed on one side of the paper only

Articles, reviews, etc. should be complete, including all of the following (if relevant):

- Title and sub-title
- Author's or authors' name(s) in the form that should be used in the article
- Tables
- Figures
- Maps
- Illustrations/figures/photographs
- Text
- Endnotes
- References
- Contributor(s) bio-notes

Please ensure that MS Word's "Track Changes" function is turned off, all changes have been accepted, and all comments are deleted by the time you submit the final manuscript.

Once sent, please refrain from making further changes to your manuscript until the proofs are sent to you. Once proofs are done, refrain from massive changes which will affect the text flow and pagination.

Text files and images or complex graphics are required to be submitted separately. Do not embed illustrations in the Word file. We prefer your text in one of the MS Word formats. Simple text charts or tables can be included in the Word document, but as a general rule it's best if you provide other files in the formats of the software with which they were created (jpeg or tiff).

Headings

Headings that break up the article may be indicated with a letter and number placed inside angular brackets to indicate the level of the heading <h1> for main headings, <h2> for first level sub-headings, <h3> for sub-sub-headings. In most cases no more than three levels of headings should be used. Do not give a typographical style (bold, italic) to heading text.

Spelling	Abbreviations	Italics/Roman
<p>British</p> <p>-ise/-ising/-isation</p> <p>-our</p> <p>artefact</p> <p>despatch</p> <p>fulfil</p> <p>judgement</p> <p>per cent in text and notes and % in graphs, tables, charts, etc.</p>	<p>Other than such commonly accepted acronyms, provide the spelled-out form at first mention. Subsequently, write "the association", "the committee", etc., as relevant. However, use editorial judgement when this could cause confusion. For instance, if more than one association is referred to within a para or section, cite the full name followed by the acronym in parentheses at first mention, and the acronym for subsequent mentions. Examples:</p> <p>(1) In 1998 the Organization for Economic Cooperation and Development advised the Indonesian government on solutions to the country's economic and social problems. Among the organisation's suggestions were budget cuts,</p> <p>(2) In the wake of the Indonesian economic crisis in 1998, the Organization for Economic Cooperation and Development (OECD) and the United Nations (UN) sent representatives to Jakarta. UN officials were of the opinion that....</p> <p>All caps, no points</p>	<p>Common Latin/French words accepted in the English dictionary need not be capitalised, e.g.</p> <ul style="list-style-type: none"> • a priori • à la • ad hoc • ad hominem • ad infinitum • ad nauseum • au fait • bona fide • coup d'état • de facto • de rigeur • en masse • ergo • esprit de corps • et al. (no comma before) • ex ante • fait accompli • faux pas • ibid. • in situ • cul-de-sac • par excellence • per se • pro bono • quasi • quid pro quo • soirée • status quo • verbatim • vice versa

<p>Commas</p> <p>No comma required before the conjunction “and” if the last element does not consist of a pair joined by “and”:</p> <p>She took a photograph of her parents, the president and the vice president.</p> <p>If the last element consists of a pair joined by “and”, a comma should be inserted preceding the first “and”:</p> <p>Their wartime rations included cabbage, turnips, and bread and butter.</p>	<p>BCE, CE</p> <p>, etc.</p> <p>, i.e.</p> <p>, e.g.</p> <p>et al. (no comma before)</p> <p>ASEAN</p> <p>MNC</p> <p>PhD</p> <p>R&D</p> <p>SME</p> <p>the UK</p> <p>the USA</p> <p>UN</p> <p>WTC</p> <p>For an organisation commonly known by an acronym, such as ASEAN, the full name should be cited in full when it is first mentioned, followed by the abbreviated form within brackets, e.g. Association of Southeast Asian Nations (ASEAN). Subsequently the acronym should be used</p>	<ul style="list-style-type: none"> • vis-à-vis • viz. <p><i>feng shui</i></p> <p><i>lèse majesté</i></p> <p><i>nom de guerre</i></p> <p><i>pièce de résistance</i></p> <p>[sic]</p> <p>Exhibition titles in roman with no quotation marks</p> <p>Titles of books, poems and plays in italics</p> <p>Names of newspapers in italics</p> <p>Names of cultural centres and institutions, etc. in roman</p>
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<p>Names in the Text and Name Order</p> <p>For the first occurrence of a name in a text, give the name in full ("as John Wong notes in his book").</p> <p>In endnotes, use the natural order of an author's name (for example, John Wong, Yeo Tiong Min—in which Wong and Yeo are the respective surnames). In references, surnames should come first.</p>	<p>Illustrations & copyright clearance</p> <p>It is important that you secure license to reproduce images you propose to include in your article. Some form of copyright applies to most images you are likely to use, not least because copyright regulations and conventions of fair use differ between countries. Images that may be in the public domain in one country may not be in another. Fair use is particularly tricky in the treatment of the rights to reproduce images.</p> <p>Procure permission for the images/maps, etc. that you would like to use in your text as far as possible prior to submission, as the journal will be paginated accordingly. Images are also often used for marketing and promotional purposes, and we need to be sure we have permission to reproduce them in the context of your article</p>	<p>Quotation marks</p> <p>Quotations of 50 words or more should be indented on the left and right, and should not be enclosed in quotation marks. They should be double spaced, and printed in the same typeface and point size as the rest of the text. The first line of the para following a block quote should not be indented.</p> <p>In the case of in-text quotes (i.e., fewer than 55 words), the full stop at the end of the sentence should be outside the closing quotation mark unless the quote is (originally) a complete sentence.</p> <p>Quotation marks should be double, with single within; punctuation to follow closing quote</p> <p>Titles of papers, reviews, reports, etc. within double quotation marks, with punctuation marks such as comma, period, etc. outside the quotation marks</p>
<p>Numbers (words/figures)</p> <p>Spelled out up to ten, numerals from 11 and beyond.</p>	<p>Dates</p> <p>Presentation of dates: Dates should be indicated in the form "Day Month Year", as in: 14 September 1945 (in the main text)</p>	<p>Measurements</p> <p>Express in numerals (e.g. 1 centimetre, 8 megawatts)</p>

<p>comma for 4-digit figures and above (e.g. 2,000; 2,000,000)</p> <p>Numbers at the beginning of the sentence should be spelled out</p> <p>When presented in a list, avoid mixing digits and spelled-out numbers. E.g.: "Sheila bought 3 tomatoes, 9 carrots and 16 eggs", as opposed to "Sheila bought three tomatoes, nine carrots and 16 eggs";</p> <p>Inclusive page numbers should be elided as follows: 112–7 (not 112–117 or 112–17) and 300–8 (not 300–308 or 300–08) (note en dash, not hyphen).</p> <p>Ages:</p> <ul style="list-style-type: none"> Always reflected in digits. E.g. "He was 2 years old" / The 12-year-old girl" spelled out when used in a range (e.g. "The young man looked to be in his twenties") 	<p>or 14 Sept. 1945 (in endnotes and references)</p> <p>Months: In endnotes and references, use the following abbreviations for the months of the year: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. (May, June and July should be spelled out in full). Within the text, months are to be spelled out in full</p> <p>Years: Inclusive years should be written as 1950–52 (not 1950–1952 or 1950–2); 1802–03 (not 1802–1803 or 1802–3) (note en dash)</p> <p>Time periods: Do not use apostrophes when referring to a specific century or decade. E.g. "The 1800s" / "The 1950s"</p> <p>Centuries: Spell out first to tenth centuries in full and use digits thereafter (first, second, third, ... tenth century / 11th, 12th, ... 21st century, etc.) but use digits when used as an adjective (1st-century Judea / Judea in the first century)</p>	<p>Percentages: All percentage expressions in numerals, with "per cent" in –text. Numbers with decimal places should be in numerals: 1.3 per cent. For Figures and Tables, if authors use %, please leave as it is (for clarity) (no spacing before %).</p> <p>imperial, not metric</p> <p>kilogramme; gram</p> <p>kilometre; metre</p> <p>metre; centimetre</p> <p>degrees Celsius</p>
<p>Possessives</p> <p>Charles Dickens' novel</p> <p>James's (not James')</p> <p>four months pregnant</p> <p>three hours late</p> <p>for goodness' sake</p>	<p>Plurals</p> <p>"s" at the end of foreign words in roman, not italics e.g. <i>angpao</i> but <i>angpaos</i></p> <p>The Joneses</p> <p>NGOs</p> <p>The 1970s, the 1990s, etc.</p>	<p>Currency</p> <p>no space after currency symbol</p> <p>renminbi</p> <p>rupees</p> <p>yuan</p> <p>euros</p> <p>SG\$</p> <p>US\$</p>

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<p>En dash</p> <p>the 1939–45 war</p> <p>1944–45</p> <p>pp. 81–101</p>	<p>Em dash</p> <p>to close up</p>	<p>Cross-references</p> <p>(Figure 2.1)</p> <p>(see pp. 239–40)</p>
<p>Foreign Words</p> <p>Foreign words that have not become part of conventional English usage (in English-speaking Asia) should be italicised. If you are unsure of such usage, then you can assume that if a word is not listed in the online Oxford Dictionaries (http://oxforddictionaries.com/) it should be italicized when they first appear and are defined, and subsequently italicized as well</p> <ul style="list-style-type: none"> • Foreign words to be written in italics (with appropriate translation at the first instance) except in cases of: <ul style="list-style-type: none"> i. Names of people and places ii. Translations of a journal article or a book chapter 	<p>Tables, Figures, Charts, Illustrations</p> <ul style="list-style-type: none"> • To be submitted as separate EXCEL files or in JPEG or TIFF format (at least 300dpi). • Their approximate position in the text should be marked out clearly within the manuscript by the author 	<p>Referencing</p> <ul style="list-style-type: none"> • Endnotes. Notes indicating sources of information, or referencing additional discussion of given points, will be set either at the end of individual articles. All notes should be double spaced, and printed in the same typeface and font size as the rest of the text. <ul style="list-style-type: none"> • Examples: <p>John Clark, “The Worlding of the Asian Modern”, in <i>Contemporary Asian Art and Exhibitions: Connectivities and World-making</i>, ed. Michelle Antoinette and Caroline Turner (Canberra: ANU Press, 2014), pp. 67–88.</p> <p>Alessandra Comini, <i>Schiele in Prison</i> (Greenwich, CT: New York Graphic Society, 1973).</p> <p>Datuin, Flaudette May V. and Patrick D. Flores (eds.), <i>Women Imaging Women: Home, Body, Memory, Papers from the Conference on Artists from Indonesia, Philippines, Thailand and Vietnam</i> (Manila: Art Studies Foundation/Ford Foundation/Cultural Center of the Philippines, 1999).</p> <p>Demaria, Cristina. “The Performative Body of Marina Abramovic”, <i>European Journal of Women’s Studies</i> 11, 3 (Aug. 2004): 295–307.</p> <p>[Note: “ed.” is an abbreviation for “edited by”, and should not be written</p>

		<p>as "eds" even if there is more than one editor.]</p> <ul style="list-style-type: none"> • English translations of all foreign sources must be given in brackets. Do not italicise even if it's a book or journal title. Sources cited more than once should be shortened to authors' last name, main title (and, if provided, page numbers) only. • Book and journal titles should have maximal capitalisation (first letter of every word except articles, prepositions and conjunctions) • Website URLs are to be followed by access dates within square brackets [] • Short Forms: For the first occurrence of a source, full publication details must be provided. For subsequent occurrences, use the author's surname(s) and the main title of the text. <p>Style for References Each reference should have a hanging indent as the examples below:</p> <p>Clark, John. "The Worlding of the Asian Modern". In <i>Contemporary Asian Art and Exhibitions: Connectivities and World-making</i>, ed. Michelle Antoinette and Caroline Turner, pp. 67–88. Canberra: ANU Press, 2014.</p> <p>Comini, Alessandra. <i>Schiele in Prison</i>. Greenwich, CT: New York Graphic Society, 1973.</p> <p>Datuin, Flaudette May V. and Patrick D. Flores (eds.). <i>Women Imaging Women: Home, Body, Memory, Papers from the Conference on Artists from Indonesia, Philippines, Thailand and Vietnam</i>. Manila: Art Studies Foundation/Ford</p>
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