

# **ASEAS**

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## **Author Guidelines**

*Following APA Guidelines with variations ...*

### **General Features**

- All submissions must be original pieces and should not have been published or be under review elsewhere.
- Articles have to be written in German or American English (e.g. organization, center, favor).
- Submissions should avoid technical jargon as much as possible. Authors should assume a multidisciplinary audience familiar with Southeast Asia but who may not be specialists in a particular field.

### **General Format Guidelines**

- Keep formatting to a minimum (i.e. no indents).
- Use our ASEAS article template, where you can type or paste your text!
- Standard style: Times New Roman, 12-point, 1.5 space, hyphenless justification
- Characters: Please stick to a Latin character set as closely as possible.
- Footnotes: Use footnotes, not endnotes, yet keep footnotes to a minimum. Footnotes are written in 10-point and single space.
- Headings: Confine to three levels of headings next to the title itself. Use bold and 14-point for the title. Use bold and 12-point for **first-level headings**; bold, italic, and 12-point for *second-level headings*; italic and 12-point for *third-level headings*. Do NOT number the headlines consecutively.
- Indents: Use indents for block quotations (more than 40 words).
- Single space: 1.5 space the text, but single space abstract, references, footnotes, and block quotations (more than 40 words).
- Spacing: Space once after (most) punctuation. Space once after initials (J. R. R. Tolkien) but not inside abbreviations (e.g.).

### **ASEAS Sections**

#### ***Current Research on Southeast Asia (CR)***

- CR covers timely research articles that meet highest scholarly quality standards. Submissions will be subject to a double-blind review process.
- Length of submission: 20,000-40,000 characters incl. spaces, excluding references.

- Please provide an abstract (max. 1,200 characters), 5 keywords, and a short biographical statement (max. 500 characters, incl. current affiliation, research interests, and email address).

### ***Research Workshop (RW)***

- RW offers space for reports about ongoing research projects or field studies.
- Length of submission: 5,000-10,000 characters incl. spaces, excluding references.
- Please provide an abstract (max. 1,200 characters), 5 keywords, and a short biographical statement (max. 500 characters, incl. current affiliation, research interests, and email address).

### ***In Dialogue (ID)***

- ID covers interviews with Southeast Asia experts (scientists, state representatives, NGO staff, activists, artists, etc.) on various topics.
- Length of submission: 10,000-20,000 characters incl. spaces, excluding references.
- Please provide an abstract (max. 1,200 characters), 5 keywords, and a short biographical statement (max. 500 characters, incl. current affiliation, research interests, and email address).
- The title is twofold and includes the aim and theme of the interview as well as the name of the interviewed person (e.g. Community-Based Tourism in Bali: On the Road Towards Empowerment? An Interview with Djinaldi Gosana).

### ***Network Southeast Asia (NET)***

- NET can be used to introduce academic and independent (research) institutions or to announce and summarize conferences.
- Length of submission: 5,000-7,500 characters incl. spaces, excluding references.
- Please provide a short biographical statement (max. 500 characters, incl. current affiliation, research interests, and email address).

### ***Book Reviews (BR)***

- Length of submission: 5,000-10,000 characters incl. spaces, excluding references.
- Please provide the title of the publication including bibliographic information (publisher, ISBN, pages), e.g., Book Review: Gravers, M., & Flemming, Y. (Eds.). (2014). Burma/Myanmar – Where now? Copenhagen: Nordic Institute of Asian Studies. ISBN: 978-87-7694-112-3-XIV. 447 pages.

### ***Metadata in OJS***

- Abstract: max. 1,200 characters incl. spaces.
- Keywords: 5 keywords in alphabetical order; separated by semi-colon; Caps in English; Deutsch (Groß/klein)
- About the Author: short biographical statement (max. 500 characters incl. spaces, incl. current affiliation, research interests, and email address).

- DOI: Editors add dois manually in OJS (Edit metadata). The prefix (10.14764) stays the same, the suffix changes according to the year and number of the issue and article, i.e. 10.14764/10.ASEAS-2015.1-2

## Text Rules

### *Abbreviations*

- Do NOT use abbreviations such as ‘don’t’ or ‘can’t’ (exception are interviews where spoken language should be retained).
- Measurements: Use km for kilometer, km<sup>2</sup> for square kilometer, ha for hectare, kg for kilogram, % for percent, etc. Do not add s for plural (100 kilometer is 100 km). Do not use space before % (5%) but use space before measurements (3 km)
- Currencies: Use the three letter acronyms for currencies (e.g., USD 5; THB 100)
- Acronyms: Write out the acronym the first time it occurs (e.g., American Psychological Association [APA]). For plurals of abbreviations, add s alone without an apostrophe (e.g., PhDs, IQs, vols., Eds.). If an abbreviation is commonly used as a word, it does not require explanation (e.g., IQ, LSD).
- Do NOT use Latin abbreviations in the text unless they are inside parentheses. Instead, write out the equivalent word or phrase (that is for i.e., for example for e.g., compare for cf., and so forth for etc.). An exception is made for et al. when citing a source:
- Smith et al. (2009) found monkeys measured higher in IQ tests than grad students.

### *Capitalization*

- Capitalize terms that are proper nouns, e.g., Northern Vietnam, Northeastern Thailand, but write in the south of Vietnam.
- Capitalize formal names and titles, e.g., UI Department of Anthropology.
- Capitalize nouns before numbers that indicate a specific place in a numbered series (e.g., Chapter 4, Table 3, Figure 2).
- Capitalize the first word after a colon in all titles in references and in headings. In the text, if the phrase following a colon is a complete sentence, capitalize the first word. Use sentence caps in the reference list!
- When capitalizing a compound word, capitalize all words in the compound (e.g., Double-Blind Review)
- Heading caps: Capitalize all major words and all words of four letters or more in headings, titles, and subtitles outside the reference list.

### *Italics (Emphasis)*

In general, *italicize* as little as possible.

*Italics – first time use only!*

- Italicize names of parties, authorities, institutions, projects, etc., unless they are common knowledge. Only use when they are in fact specifically established names (e.g., do not italicize World Bank).
- Italicize to emphasize a word or short phrase. Use this sparingly!
- Italicize to introduce a keyword or technical term (the theory of *indexicality*), or to identify endpoints on a scale (*poor* to *excellent*).

*Italicize – always!*

- Italicize foreign-language terms, that is, terms in a language other than the language of the article (e.g., *da'wah*). Do NOT italicize foreign words that have entered common usage (e.g., et al., a priori, laissez-faire).
- Italicize titles of books in text and in the reference list, technical terms, and labels.
- Italicize the volume numbers in references of journal articles.
- Italicize to emphasize a word or phrase in a quotation. Indicate the emphasis by the note 'emphasis added' following the citation in brackets (e.g., (Eckersley, 2004, p. 20, emphasis added).

**Quotations**

- Reproduce a quote exactly.
- Block quotes are quotations of 40 words or longer. They are double-spaced from the text and single-spaced within. Indent the entire block (1.25 cm). DO NOT use quotation marks. This regulation includes intro quotes!
- Add the in-text citation at the end of the block quote after the final punctuation.
- Shorter quotes of less than 40 words, are placed in the text and in quotation marks.
- When the author is introduced in the text, the page number follows the quotation, but the date follows the author's name. For example, Supang (1999) reported that "the Buddhist monks meditated for three days" (p. 23). The letter beginning the quote and the punctuation ending it may be changed to fit the syntax. For example, write: "Merge quotations into the flow of the text!" DO NOT write "[M]erge quotations . . ." or "[...] merge quotations".
- If you omit words from a quote, indicate the omission with three ellipsis points (and spaces between the points). For example, write "Despite the widening ecological critique . . . the contours of". Between two sentences, four points are used.
- Obvious errors in a quotation may be corrected without making a special notation. For unusual or odd word choice, concepts, terms, or spelling, insert [*sic*], immediately following the term.
- Use square brackets for inserting clarifications or other additions. For example, the local authority reported "they [communist insurgents] called for a cease-fire".

### ***Quotation Marks***

- Use double quotation marks (“...”) for in-text direct quotations (less than 40 words) only. Quotations of more than 40 words are indented and written without quotation marks.
- Use single quotation marks (‘...’) for odd or ironic usage the first time (e.g., the ‘outrageous’ use of social security funds to finance the deficit).
- Use single quotation marks (‘...’) for quotes within quotations.
- Do not use quotation marks to hedge, cast doubt, or apologize (e.g., he was ‘cured’). Leave off the marks.

### **Use of Comma**

- Use serial comma: e.g., Thailand, Laos, and Indonesia.
- Use comma with appositives: e.g., Singapore, a city-state in Southeast Asia, is well known for its shopping malls.
- Use comma after introductory words or phrases and sentence adverbs: e.g., Furthermore, there are vibrant night markets.
- Do not use a comma before ‘that’.

### **Numbers & Statistics**

- Spell out common numbers under 10. Use numerals to express numbers 10 and above (e.g., seven, 13).
- Spell out common fractions and common expressions (e.g., one half, Fourth of July)
- For clarity, use commas for large numbers. Spell out approximate values (e.g., 2,543,986 inhabitants; 5,100 victims; one million, THB 12 million)
- Spell out all numbers beginning sentences (e.g., Thirty days from now on . . .).
- For plural numbers, add ‘s’ only, with no apostrophe (e.g., in the 1950s).
- When numbers below 10 are mixed with numbers above 10 in the same sentence, use numerals (e.g., the team included 5 boys and 16 girls).
- Use numerals for exact statistical references, scores, sample sizes, and sums for all numbers (e.g., 5% of the sample).
- Always use the percent symbol (%).
- Ordinal numbers follow the same rules as other numbers. Spell out below 10 (e.g., ninth, 10th, 43rd, 20th century).
- Use numerals for all numbers that denote a specific place in a numbered series, parts of books and tables, and each number in a list of four numbers (e.g., Grade 6 [but sixth grade], Trial 5, Table 7, page 352, Chapter 8; 2, 4, 6, and 8 words in a series).
- Use numerals for all numbers in tables and figures.
- Use numerals for all numbers that represent time, dates, ages, and exact sums of money (e.g., 1998-2001; 4 January 2014; 36 years; EUR 1,750, USD 3.45).

- There is always one space after the numerical value (e.g., the temperature at the beach was 25 °C or 77 °F) (except for percent: 7%).

## Tables & Figures

- Any type of illustration other than a table is referred to as a figure (graphs, photos, pictures, etc.).
- Tables and figures are separately numbered, starting with 1 and continuing in whole numbers through the text.
- Submit tables and figures as separate files. Indicate in the text, where exactly the table or figure should be inserted by writing [INSERT TABLE 1 HERE] at the respective location in the manuscript.
- Heading: Provide a caption for each table and figure in the following format: **Table 1. Title. Optional explanations.** (Source).
- Sources: For own compilations, from various data sources, indicate the original sources as in-text citations. For example: (Eurostat, 2015; UNCTAD, 2009; own compilation). To indicate illustrators or photographers, use (figure by . . .) and (photo by . . .) respectively. (Eurostat, 2015; UNCTAD, 2009; figure by Supang Titiporn).

## Text Citations

<i>Source</i>	<i>Citation</i>	<i>Source</i>	<i>Citation</i>
no author	("Short Title of Four Words", 2004)	chapter	(McCargo, 2015, chap. 6)
1 author	(Chauvel, 2009, p. 123)	in press	(Adams, in press)
2 authors	(Martinez & Vickers, 2012)	email, interview, and other personal communication	(D. Parvanova, 16 October 2015)
3-5 authors	(Rumbaut, Massey, & Bean, 2006); next cite: (Rumbaut et al., 2006)	multiple sources (in alphabetical order)	(Chauvel, 2009, 2012; Martinez & Vickers, 2012; Rumbaut et al., 2006)
6+ authors	Smith et al., 2009, pp. 123-145)	no date	(Chauvel, n.d.)
Corporate acronym/institution acronym	(UNDP, 2014, p. 94)	Reprint	(Poulantzas, 1978/2000)

- Corporate acronym/institution acronym: If you use a common acronym (e.g., OECD), use the acronym both in the text and in the reference list. If you use an unusual acronym, spell it out the first time and use the acronym in the next citation

(e.g., (Badan Pusat Statistik [BPS], 2012); next cite: (BPS, 2012)). Spell it out in the reference list.

- E-mail, interview, and other personal communication: These sources only appear in the text and not in the reference list. Indicate function and/or name of the interview partner and date of the communication (e.g., tourist from Thailand, 15 March 2015). Please add further information if relevant (e.g., age, gender, place).
- Use & in references and parenthetical citations only; write ‘and’ in the text (e.g., Martinez and Vickers (2012) explain . . .).
- Multiple sources: When citing multiple sources by the same author, arrange dates in order, separated by a comma. Use letters after years to distinguish multiple publications by the same author in the same year (Pichler, 2013, 2015a, 2015b).
- Multiple authors: When citing multiple authors, place them in alphabetical order and separate them by semi-colon (Lengauer, 2017; Pichler, 2013).
- Page numbers: Do not drop digits from page numbers, for example, write pp. 1234-1238 instead of pp. 1234-8.

## References

- Alphabetical order: List references alphabetically by author. When there are multiple sources by the same author, list references by date, the most recent first. Single-author citations precede multiple-author citations (e.g., Brand, 2010; then Brand et al., 2010).
- Character spacing: Space once after the periods in references including initials.
- Titles: All titles require sentence caps (all words lowercase except for the first word, first word after a colon, and proper nouns).
- Italics: Italicize names of journals, newspapers, and other periodicals, titles of books, edited volumes, working and conference papers, and reports, as well as journal numbers (but not the issue number).
- Places and publishers: Cite one place and one publisher for each monograph, edited volume, etc. only.
- Use of pp.: Use the abbreviation pp. before page numbers for book chapters and other works inside the reference, but not in journal articles and other works where the page numbers come at the end of the reference (see example below).
- Translations from foreign language: Place translation in [...] immediately after the title. Use sentence caps and do NOT using italics!

### *Journal Article*

#### *One author:*

Chaplin, C. (2014). Imagining the land of the two holy mosques: The social and doctrinal importance of Saudi Arabia in Indonesian Salafi discourse. *Austrian Journal of South-East Asian Studies*, 7(2), 217-236.

*Two authors:*

Bullinger, C., & Haug, M. (2012). In and out of the forest: Decentralisation and recentralisation of forest governance in East Kalimantan. *Austrian Journal of South-East Asian Studies*, 5(2), 243-262.

*Three to seven authors:*

Ito, T., Rachman, N. F., & Savitri, L. A. (2014). Power to make land dispossession acceptable: A policy discourse analysis of the Merauke Integrated Food and Energy Estate (MIFEE), Papua, Indonesia. *The Journal of Peasant Studies*, 41(1), 29-50.

*More than seven authors:*

Searchinger, T., Heimlich, R., Houghton, R. A., Dong, F., Elobeid, A., Fabiosa, J., . . . & Yu, T. H. (2008). Use of US croplands for biofuels increases greenhouse gases through emissions from land-use change. *Science*, 319(5867), 1238-1240.

*Special issue:*

Missbach, A., & Myrntinen, H. (Eds.). (2014). Imagining Indonesia [Special issue]. *Austrian Journal of South-East Asian Studies*, 7(2).

**Monograph**

Brand, U., Görg, C., & Hirsch, J., & Wissen, M. (2008). *Conflicts in global environmental regulation and the internationalization of the state. Contested terrains*. London: Routledge.

Poulantzas, N. (1978/2000). *State, power, socialism* (2nd ed.). London: Verso.

**Edited Volume**

Peet, R., & Watts, M. (Eds.). (2004). *Liberation ecologies. Environment, development, social movements* (2nd ed.). London: Routledge.

**Book Chapter**

McCarthy, J. (2011). The limits of legality. State, governance and resource control in Indonesia. In E. Aspinall & G. van Klinken (Eds.), *The state and illegality in Indonesia* (3rd ed., pp. 89-106). Leiden: KITLV Press.

**PhD/Master Thesis**

Trupp, A. (2014). Migrating into tourist business. Agency and embeddedness of ethnic minority street vendors. PhD dissertation, Department of Geography, University of Vienna.

**Working Papers**

Kahne, J., Middaugh, E., & Allen, D. (2014). *Youth, new media, and the rise of participatory politics*. Youth & Participatory Politics Research Network Working Papers No. 1, MacArthur Research Network on Youth and Participatory Politics. Retrieved from <http://ypp.dmlcentral.net/publications/203>

**Newspaper Article**

Rundle, R. (2002, May 1). Obesity's hidden costs. *Wall Street Journal*, 3-8.

**No Author/Online**

3,000 to attend Sunday's diaspora congress. (2013, August 15). *Jakarta Globe*. Retrieved from <http://thejakartaglobe.beritasatu.com/news/3000-to-attend-sundays-diaspora-congress/>Internet sources

**Online Reports**

World Bank, & International Finance Corporation. (2011). *The World Bank Group framework and IFC strategy for engagement in the palm oil sector*. Retrieved from [http://www1.ifc.org/wps/wcm/connect/159dce004ea3bd0fb359f71dc0e8434d/WBG+Framework+and+IFC+Strategy\\_FINAL\\_FOR+WEB.pdf?MOD=AJPERES](http://www1.ifc.org/wps/wcm/connect/159dce004ea3bd0fb359f71dc0e8434d/WBG+Framework+and+IFC+Strategy_FINAL_FOR+WEB.pdf?MOD=AJPERES)

**Conference Paper**

Parvanova, D. (2015, August). Online da'wa among young community leaders in Bandung, Indonesia. Paper presented at the 8<sup>th</sup> EuroSEAS conference, Vienna, Austria.

**Web Page**

People's Coalition on Food Sovereignty. (2004). *The People's Convention on Food Sovereignty: Draft developed at the Asia Pacific People's Convention on Food Sovereignty*. Dhaka. Retrieved from <http://www.archive.foodsov.org/resources/conventiondhaka.doc>

**Podcast**

Van Nuys, D. (Producer). (2007, December 19). Shrink rap radio [audio podcast]. Retrieved from <https://shrinkrapradio.com>

***Video***

AP Archive. (2015, August 3). Yingluck supporters set to stage rally as opposing side maintains protest [online video]. Retrieved from <https://www.youtube.com/watch?v=2EQmdsCzqtk>

***Blog***

Joey (2013, February 25). Hanoi is one [blog entry]. Retrieved from <https://travelblog.org/Asia/Vietnam/blog-772871.html>