

Stylesheet

- Abbreviations and acronyms: With the exception of very familiar abbreviations like “UK”, “US”, “BC”, write out all recurring abbreviations and acronyms on first mention, followed by the abbreviation or acronym parentheses, e.g. “Association of Southeast Asian Nations (ASEAN)”.
- Quotation marks: Use double quotation marks “-” for ordinary quotes and single quotation marks ‘-’ for quotes within quotes. Do not italicize quotes. Punctuation that is part of a quote should go inside the quotation marks; punctuation that is not part of a quote, outside.
- Capitalisation: Avoid excessive capitalization, especially of titles, except to avoid confusion. Capitalize position titles when they immediately precede a personal name (Chancellor Angela Merkel); otherwise use lower case (Angela Merkel, German chancellor).
- Numbers: Write out numbers from one to ten, except when used with a per cent sign (98%) or unit of measurement (5 km). Numbers larger than 10 should be written as numerals. In numbers of four or more digits use commas as separators.
- Dates: Use the form: 2 March 1993. Write “the 1990s”, not “the 1990’s” or “the 90s”.
- Page references: Use the form: p. 12; pp. 324–326.
- Italics: Italics should be kept to a minimum and reserved for foreign words or phrases not considered part of the English language and for brand names.
- Commas: Do not use a comma before “and” or “or” preceding the last item in a list unless necessary to avoid ambiguity.
- Hyphens: As a general rule, use hyphens sparingly. Use hyphens in adjectival phrases preceding a noun (“up-to-date information”), in numbers that are written out (“twenty-five”) and with prefixes that precede a proper name, number or date (“anti-Maoist”, “pre-1990s”, “post-9/11”). Do not use hyphens to form compound nouns (“email”, not “e-mail”) or in adjectival phrases following a noun (“the information is up to date”).
- Spelling: Follow UK spelling conventions. If there is a choice, use “-ise” rather than “-ize” spellings (e.g. “organise” rather than “organize”).

List of References

BOOKS

a) single author

Acharya, Amitav (2009): *Constructing a Security Community in Southeast Asia. ASEAN and the Problem of Regional Order*. 2nd ed. London: Routledge.

b) two or more authors

Keßler, Christl / Rüländ, Jürgen (2008): *Give Jesus a Hand! Charismatic Christians: Populist Religion in the Philippines*. Quezon City: Ateneo de Manila University Press.

c) editor, translator, or compiler in addition to author

Coedès, George (1968): *The Indianized States of Southeast Asia*. Translated by Susan Brown Cowing. 3rd ed. Honolulu: University of Hawaii Press.

d) edited volumes

Mason, Philip (ed.) (1967): *India and Ceylon: Unity and Diversity*. London / New York / Bombay: Oxford University Press.

ARTICLES

a) chapter or other part of a book

Tinker, Hugh (1967): Is There an Indian Nation? In: Philip Mason (ed.): *India and Ceylon: Unity and Diversity*. London / New York / Bombay: Oxford University Press, pp. 279–296.

b) journal article in a print journal

Srinivas, Mysore Narasimhachar (1959): The Dominant Caste in Rampura. *American Anthropologist* 61(1), pp. 1–6.

c) journal article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date.

Stanbridge, Karen (2005): Review of Sidney Tarrow *The New Transnational Activism* Cambridge University Press, 2005, in: *Canadian Journal of Sociology Online* (November-December). <http://www.cjsonline.ca/pdf/transnatl.pdf> (accessed 09 January 09 2011).

d) article in a newspaper or popular magazine

Mahbubani Kishore (2008a): Ringing in the Asian century, *Los Angeles Times*, 19 February.

If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Stolberg, Sheryl Gay / Pear, Robert (2010): Wary Centrists Posing Challenge in Health Care Vote, *New York Times*, 27 February. <http://www.nytimes.com/2010/02/28/us/politics/28health.html> (accessed 28 February 2010).

OTHER

a) grey literature

Acharya, Amitav (2005): Why Is There no NATO in Asia? The Normative Origins of Asian Multilateralism. Working Paper 05-05, Weatherhead Center for International Affairs, Harvard University.

b) book review

von der Dick, Carola (2009): [Review of](#) Findeisen, Genia: *Frauen in Indonesien: Geschlechtergleichheit durch Demokratisierung? Eine Analyse des Demokratisierungsprozesses aus Frauenperspektive*, *Journal of Current Southeast Asian Affairs* 28 (1), pp. 87-89.

c) thesis or dissertation

Choi, Mihwa (2008): Contesting Imaginaries in Death Rituals during the Northern Song Dynasty. [PhD thesis](#), University of Chicago.

d) paper presented at a meeting or conference

Middleton, Carl (2012): ASEAN, Economic Integration and Regional Environmental Governance: Emerging Norms and Transboundary Environmental Justice. Paper presented at ICIRD 2012 International Conference towards an ASEAN Economic Community (AEC): Prospects, Challenges and Paradoxes in Development, Governance and Human Security, 26–27 July 2012, Chiang Mai, Thailand.

e) website, blog entry or comment

McDonald's Corporation (2008): McDonald's Happy Meal Toy Safety Facts. <http://www.mcdonalds.com/corp/about/factsheets.html> (accessed 19 July 2008).