

Critical Asian Studies Style Guide

- **CAS uses footnotes, not in-text citations or endnotes.** Footnotes are formatted as: Author surname year, page numbers. EXAMPLE: Smith 2012, 32–39. Place the citation in a footnote, **not** in the body of the article. If no page number is cited, cite as: Smith 2012.
 - **NOTE: Please turn off ENDNOTE before you format your citations, as our style does not fit any of those offered in Endnote.**

References:

BOOK:

Gomez, Edmund Terence, and Jomo K.S. 1997. *Malaysia's Political Economy: Politics, Patronage and Profits*. Cambridge: Cambridge University Press.

EDITED BOOK:

Brun, Diego Abente and Larry Diamond, (eds.) 2014. *Clientelism, Social Policy, and the Quality of Democracy*. Baltimore: Johns Hopkins University Press.

BOOK CHAPTER:

Aeria, Andrew. 2005. "Sarawak: State Elections and Political Patronage." In *Elections and Democracy in Malaysia*, edited by James Smith and R.K. Narayan. Sanur: Universiti Kebangsaan Malaysia Press, 118-152.

Khoo, Kay Jin. 2012. "Poverty and Inequality." In *Policy Regimes and the Political Economy of Poverty Reduction in Malaysia*, edited by Khoo Khoo Boo Teik. New York: Palgrave Macmillan, 63-106.

ARTICLE:

Aspinall, Edward. 2014. "When Brokers Betray: Clientelism, Social Networks, and Electoral Politics in Indonesia." *Critical Asian Studies* 46 (4): 545-70.

WEBSITE:

Council for Ainu Policy Promotion. 2011. "Survey on Socioeconomic Conditions of Ainu outside Hokkaido." Working Group Report. June. Accessed December 7, 2011:
<http://www.kantei.go.jp/jp/singi/ainusuishin/jittaichousa/houkokusho.pdf>

Sun, Shiyan. 2007. "The Understanding and Interpretation of the ICCPR in the Context of China's Possible Reunification." *Chinese Journal of International Law* 6 (1): 17.42. Accessed January 2, 2016: <http://chinesejil.oxfordjournals.org/content/6/1/17.full>

NEWSPAPER ARTICLE ONLINE:

Jaffrelot, Christophe. 2013. "A Class of His Own." *Indian Express*, April 17, 2013. Accessed April 24, 2013: <http://www.indianexpress.com/news/a-class-of-his-own/1103615/0>.

- All chapters of edited volumes must be listed with the complete details of the edited volume.
- Please use Times New Roman 12 font and MS Word for all submissions. We ask you to run Spell Check and Grammar Check in Word (with the Language in Word set to English [U.S.]
- Please remove tables, photos, and other graphic images and supply those separately in high-resolution digital form; captions and credit information should be left in the manuscript with instructions regarding where each photo should ideally be placed

In addition, please supply these six pieces of information:

1. A one-line statement of your **institutional affiliation** with city and country (e.g., Department of Development Studies, School of Oriental and African Studies, London, UK).
2. Four or five **keywords** separated by semicolons in this style (note no period/full stop at the end):
Keywords: word_1; word_2; word_3; word_4.
3. Your institutional **postal address** and **email address** - Correspondence Address: xxx. Email: xxx@xxx.xxx.
4. Any **Acknowledgments** you wish to include.
5. Three or four sentences of **professional information**, including institutional affiliation, research interests, and recent publications.
6. Any information you wish to publish about **Funding** received to support your work (Routledge inserts this statement in the Funding section: No potential conflict of interest was reported by the author).

Additional Notes

February 2016	
Use footnotes, not endnotes	Source only: Smith 2012 Source with page reference: Smith 212, 84
Use American spellings	
Use American punctuation	Punctuation is places within quotation marks. EXAMPLE: In the words of Harry Smith, “The world was never meant to be peaceful.”
Avoid scare quotes	AVOID: For some commentators, ‘modernity’ and ‘development’ are hegemonic claims that undermine calls for ‘indigeneity.’ SEE: http://www.dailywritingtips.com/3-erroneous-uses-of-scare-quotes/
Single vs. double quotation marks	CAS uses <u>double</u> quotation marks to signify quoted speech and single quotation marks to signify a quote with a quote. EXAMPLE: Jane explained, “In a conversation with one of my informants, she told me that ‘Development has not done a thing for us.’” See: http://www.grammarbook.com/punctuation/quotes.asp
Dashes	Spaced en rules for parenthetical dashes Use en rule between spans of numbers (e.g. 20–40), including page numbers in references
Numbers or Figures?	Numbers: spell out one to ninety-nine, then use figures: 100, 1000, 10,000 Always use in full: 431–453 with a one-en dash (not a hyphen).
Numbers and Commas	Do not use a comma between 1000 and 9999; use a comma for 10,000 and above.
Percent or %?	Always spell out percent. CORRECT: 175 percent; thirty-seven percent.
Dates	Follow American style. CORRECT: January 21, 2015 INCORRECT: 21 January 2015
Other Citations Issues	Web references: Accessed month day, year. URL with no full stop. But set a footnote like this: For background on this issue, see http://www.coffeeresearch.org/agriculture/varietals.htm (accessed November 20, 2013). Interview with Mr. Khambao, Paksong, March 20, 2013. {place name <i>before</i> date} Spacing in initials in names: Cramb, R.A., Carol J. Pierce Colfer {no space between R.A.}
Quotations	Quotations of forty or more words should be indented using Word’s indent tool (don’t use tabs or force line returns).

Ellipse	No space before or after when the ellipsis replaces missing text in the middle of a sentence. (Thus, <i>The ellipsis in this sentence...has no spaces before or after.</i>) If the ellipsis appears at the end of a sentence, use a period/full stop followed by the ellipsis and a space. (Thus, <i>The ellipsis appears at the end of this sentence.... The next sentence follows a space.</i>)
Ibid	Should be used in the footnotes only when it points clearly to the citation in the previous footnote (don't use if more than one citation is given in the previous footnote) and it replaces just the portion of the previous footnote that is being cited again. Note the use of the period/full stop and comma after Ibid.: Ibid., 48.
Ampersand (&)	Do not use with author names (Smith & Brown) and only in organization names if this is the organization's preference.
Author Names in Reference Section	Repeat author names in Reference entries; don't use ———— (3 one-em dashes).
Non-English Words	Italicized in every instance except for (1) proper names (e.g., organizations such as Areal Penggunaan Lain in Indonesia) and (2) words that appear in Romanized form in Webster's dictionary, e.g., persona non grata, ringgit, schadenfreude.