

SUVANNABHUMI
Multi-disciplinary Journal of Southeast Asian Studies
Text and Manuscript Guideline

The “Text and Manuscript Guideline” provide Author with key information when submitting manuscripts to SUVANNABHUMI. Submitting manuscripts in the correct format and in compliance with the guidelines will expedite the review process and prevent undue delay in publication.

1. Text Style

1.1. Language

The manuscript should be written in English.

1.2. Length

The manuscript should be between 5,000 to 10,000 words in length, including references, appendices, tables and figures. (Effective from the 2017 July Issue, Book Review or Research Report submissions must be between 1,000 to 2,000 words.)

1.3. Format

All pieces must be encoded in a Microsoft Word file, 1.5-spaced, in Times New Roman, Font Size 12.

1.4. Spelling

The Journal uses US spelling, and the author should therefore follow the latest edition of the Merriam-Webster’s Collegiate Dictionary.

1.5. Abbreviations

In general, terms should not be abbreviated unless they are used repeatedly and the abbreviation is helpful to the reader. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

1.6. Sections, Tables and Figures

Sections and sub-sections should be divided by “I, 1.1., 1.1.1.” And tables and figures should be numbered by <Table 1>, <Figure 1>. The Journal does not accept color figures. Figures should be submitted in black and white only.

1.7. References

References should be in Roman script and placed at the end of the manuscript..

2. Footnotes and Citations

2.1. Footnotes

Notes should be kept to a minimum and numbered consecutively throughout the manuscript. Notes should be included as footnotes, and not as endnotes. Footnotes with more than 5 lines will be inserted into the text.

2.2. Citations in the Text

All source references are to be identified at the appropriate point in the text by the last name of the author, year of publication and pagination where needed. Identify subsequent citations of the same source in the same way as the first. Examples follow:

- If author's name is in the text, follow it with year in parentheses.

Wong (1986)

- Pagination follows year of publication after a colon.

James (1979: 56)

- If author's name is not in the text, insert, in parentheses, the last name and year.

(Duncan 1986: 76)

- Give both last names for two authors. Give all last names on first citation in text for more than two authors; thereafter use "et al." in the text. When two authors have the same last names, use identifying initials in the text.

- Separate series of references with semi-colons and enclose them within a single pair of parentheses.

(Edwards 1981: 43; Lee et al. 1983: 112)

- In case of daily, weekly, monthly publications and similar references, pagination follows 'dd/mm/yyyy' after a comma.

(Korea Times 01/04/2014, 3)

- For a manuscript that is planned to be published, year of writing shall be indicated. When there is no year of writing, n.d. shall be written.

Taylor (n.d.)

- In case of an organization as an author, information that can be identified shall be provided.

(Institute of Foreign Affairs and National Security 1992)

3. References

Detailed information on all literature mentioned in the text and footnote shall be shown in <References> at the end of the text. Literature that was not mentioned in the text and footnote shall not be included.

3.1. Books

- In case of one author: for author name that is Romanized, family name and first name shall be put in order.

Jessup, Helen I. 2004. *Art & Architecture of Cambodia*. London: Thames & Hudson.

- In case of more than 2 authors: for the text and footnote, 'et al.' shall be written, but for references, all names of co-authors shall be written. However, if 'et al.' is written on the book cover from the first, it shall be as it is.

Freeman, Michael and Claude Jacques. 1999. *Ancient Ankor*. Bangkok: Asia Books.

- In case of an edited book, it shall be written in ed.

Steinberg, David Joel, ed. 1987. *In Search of Southeast Asia: A Modern History*. Honolulu: University of Hawaii Press.

- In case of translated books, it shall be in the order of original author, year of publication of translated books, name of translated book, author and publisher.

Cœdès, George. 1968. *The Indianized States of Southeast Asia*. Susan B. Cowing, trans. Honolulu: An East-West Center Book. The University Press of Hawaii.

3.2. Journal Articles/ Monthly Magazine

- In case of papers such as journals, monthly magazine, etc, volume and number shall be in volume (number), and the relevant pages shall be definitely indicated.

Egreteau, Renaud. 2008. *India's Ambitions in Burma*. *Asian Survey*, 48(6): 936-957.

3.3. Chapter in a Book

- In case of the text in a compilation, it shall be in the order of author, year of publication, compilation name, compiler, related page and publisher. If there is no compiler, then it can be omitted.

King, Victor T. 2006. *Southeast Asia: Personal Reflections on a Region*. *Southeast Asian Studies: Debates and New Directions*. Cynthia Chou and Vincent Houben, eds. 23-44. Singapore: Institute of Southeast Asian Studies.

3.4. Thesis and Dissertation

- In case of a thesis or dissertation, the following form shall be followed.

Parker, John. 1988. *The Representation of Southeast Asian Art*. PhD Dissertation. Harvard University.

3.5. Newspaper Articles

- In case of a daily newspaper, by-line story of weekly magazine and column, the following form shall be followed.

Peterson, Thomas. 1993. The Economic Development of ASEAN. Far Eastern Economic Review, April 22: 23.

3.6. Internet Sources

- In case of the internet searching, it shall be in order of author, year of production, subject and web address (Accessed Month DD, YYYY).

Hadar, Leon. 1998. U.S. Sanctions against Burma. Trade Policy Analysis no. 1. <http://www.cato.org/pubs/trade/tpa-001.html>. (Accessed May 07, 2008).