

Instructions for Authors:

Each article should be 10,000-15,000 words including footnotes and summarised in an abstract of no more than 250 words.

Authors are responsible for obtaining permission to reproduce copyrighted material from other sources within the paper.

Each submitted manuscript must not have been published or submitted simultaneously for publication elsewhere.

Tables and Figures:

All figures and tables should not be embedded in the text, but included as separate sheets or files. A placeholder instead shall be inserted into the manuscript with the matching captions located above the image/table represented. Digital files are recommended for highest quality reproduction and should be 300 dpi or higher and sized to fit journal on an A4 size document.

Style:

Chicago Manual of Style (CMOS) will be followed, with some minor exceptions allowed.

All spelling should follow UK conventions, with –ise endings where appropriate.

Foreign words should be italicised, but NOT capitalised unless they are proper names.

Numbers from zero to nine should be spelt out, but having both numbers in letters and numerals within the same sentence should be avoided.

Centuries should be presented in numerals, rather than spelled out.

Inclusive numbers, including time intervals and page numbers, are to be written in abbreviated form. For example:

- 3–10 (for less than 100)
- 100–04 (for 100 or multiples of 100)
- 1286–95 (for 1286–1295), or 1286–88 (1286–1288).

Differentiate dash (-), en-dash (–) and em-dash (—). The first is hyphen, the second is to denote time intervals and page numbers (1974–75), and the last is to break up sentences (e.g., ‘These virtues—faith, hope, and charity—are central to a Christian life’).

Use single and not double quotation marks (except for quotation marks within quotation marks).

Headings should not be numbered. All headings should be aligned centre.

Font size should be set at 12 and remain consistent throughout the manuscript.

References:

TWPS uses author-date in-text citations as the default citation system.

For example,

1. Likewise, in the two tables of dated and undated Old Javanese and Old Balinese manuscripts and inscriptions made by Kunst, about 40 Sanskrit terms can be identified, while 110 are Old Javanese and Old Balinese (Kunst 1968: 90–117).
2. These discoveries expanded the urban history of Singapore from the previously accepted conventional date of Singapore's widely portrayed origin when the English East India Company established a trading factory in 1819 (Kwa *et al.*: 2009).

See section below on **Bibliography** for examples of how citations should be recorded in the bibliography.

Footnotes:

Footnotes are used only for two purposes:

- Citing unpublished archival sources.
- Further clarification of arguments of a more discursive nature. This should be avoided as far as possible. Authors should place substantive text in the main body of the manuscript.

Citations of unpublished archival sources in footnotes should take the form of a full citation at first mention, using the following suggested format:

Description of title of the item, Date, Archival number, Box/Folder number (if applicable), Name of Collection (if applicable), Name and Location of archive/library:

- Letter by B. van der Worm and A.W. Jorris, 18 August 1791, 3940, 231, Verenigde Oost-Indische Compagnie, Algemeen Rijksarchief, The Hague (henceforth ARA VOC).

Archives at subsequent mention:

- Letter by B. van der Worm and A.W. Jorris, 18 August 1791, 3940, 231, ARA VOC.

Bibliography:

The bibliography shall contain texts cited in-text ONLY.

The only exception to this rule is unpublished archival sources. Only the parent collection should be listed: name and location of archive/library, collection name, and reference code. These are placed at the beginning of the bibliography, before publications and other material.

For example:

Archival sources [1st subheading]

India Office Records and Private Papers, British Library, London [2nd subheading]

IOR/G East India Company Factory Records

Algemeen Rijksarchief, The Hague [2nd subheading]

ARA/VOC Archives of the Verenigde Oost-Indische Compagnie

Otherwise, begin with:

Publications, papers and theses [or similar] [1st subheading]

For examples of references from in-text citations, see below:

- For journal papers:

Hooker, M.B.

1976 'The Trengganu Inscription in Malayan Legal History', *Journal of the Malaysian Branch of the Royal Asiatic Society* 49/2 (230): 127–131.

- For books:

Matusky, P.

1993 *Malaysian Shadow Play and Music: Continuity of an Oral Tradition*. Oxford: Oxford University Press.

- For book chapters:

Acri, A.

2011 'More on Birds, Ascetics and Kings in Central Java; *Kakavin Ramayana*, 24.111–115 and 25.19–22', in A. Acri, H. Creese, and A. Griffiths (eds.), *From Lanka Eastwards: The Ramayana in the Literature and Visual Arts of Indonesia*, pp. 53–92. Leiden: KITLV Press.

- For theses:

Nasaruddin, M.G.

1979 'Dance and Music of the Desa Performing Arts of Malaysia', PhD thesis, Indiana University.

- For conference papers

Osman, M.T. (ed.)

1974 *Traditional Drama and Music of Southeast Asia*. Paper presented at the International Conference on Traditional Drama and Music of Southeast Asia, Kuala Lumpur, 27th to 30th August, 1969, Kuala Lumpur.