

## **SOJOURN: Journal of Social Issues in Southeast Asia**

SOJOURN is an interdisciplinary journal devoted to the study of social and cultural issues in Southeast Asia. It appears three times a year, in March, July, and November. It publishes empirical and theoretical research articles with a view to promoting and disseminating scholarship in and on the region. Areas of special concern include ethnicity, religion, tourism, urbanization, migration, popular culture, social and cultural change, and development. Fields most often represented in the journal are anthropology, sociology, and history.

Contributions are invited from all scholars, and especially those working in Southeast Asian universities and research institutions. Research notes and comments, which include reports of research findings and may be of shorter length, are also invited. Notes on conferences, seminars, and workshops, and comments on institutions devoted to Southeast Asian Studies are occasionally published in SOJOURN.

Authors of articles and research notes and comments that appear in the journal receive twenty off-prints for each article published in addition to a complimentary one-year subscription to the journal.

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*The responsibility for facts and opinions presented in the articles rests exclusively with individual contributors. Interpretations and analyses do not reflect the views or policies of SOJOURN's editorial committee, the members of its international advisory panel, or the ISEAS — Yusof Ishak Institute.*

## **SUBMISSION GUIDELINES FOR ARTICLES & MANUSCRIPTS**

**Word-count and abstract:** Manuscripts of articles submitted for consideration by SOJOURN should be **between 7,000 and 8,000 words in length**, including notes and references. They should include **abstracts of not more than 100 words and five to eight keywords**. Abstracts should summarize the content and principal arguments of manuscripts.

**Margins:** The manuscript should be submitted as a soft-copy with

- i. **margins of 3 cm on all sides**
- ii. **double spacing**

**Font:** Times New Roman, size 12

**Format:** Articles should be submitted in Microsoft Word format (.doc) and not in PDF.

### **Spelling Conventions:**

- Consistency in spelling is important.
- SOJOURN uses **Oxford spelling**, which is like Commonwealth spelling but includes the usage of words ending with “ize” and “zation”. For example, words like “organize” and “organization”.
- In quoted material and titles of books and articles, original spelling and punctuation ought to be retained.
- SOJOURN publishes very tight writing, marked by disciplined expression, avoidance of long sentences and, generally, of the passive voice. SOJOURN allows for the first-person perspective.
- No contractions are allowed in SOJOURN.
- Please use **double quotes** only for source quotes and **single quotes** only for emphasized terms/phrases or for quotes within another source quote [e.g. according to Smith, “the state of society can be measured, as described by Rogers (2012, p. 1), ‘by its economy’”.]

- The ‘rule’ is to always italicise foreign words, with an English translation in parenthesis. If it’s in quotation marks then there’s no need for italics. (Also, this doesn’t apply to words that have become fully anglicised such as many Latin, French, Malay and Sanskrit words and phrases.) The ‘rule’ is to leave proper nouns as roman.
- Thais are always referred to by their first rather than their family names.
- Vietnamese and Khmer names are always written in its entirety (Family-Middle-Given).
- Use Second World War and not World War II.
- Soeharto and Sukarno are the preferred names to be used.

### **Conventions for Dates:**

- 18 May 1981
- 1969–79, 2000–2002

### **Conventions for Numbers:**

- Please spell out numbers from one to one hundred, except in technical or statistical discussion involving their frequent use.
- Examples:
  - “67 infants, 14 teenagers, and 5 adults”.
  - from 6 to 10 per cent
  - pp. 24–26                      pp. 123–46
  - pp. 298–314                    pp. 101–106
  - 66 pp.
- In text, when referring to parts of a book, numerals are not spelled out.
- Example: Chapter 6, page 98.

## **ILLUSTRATIONS, TABLES AND FIGURES GUIDELINES:**

Tables, maps, and figures are to be numbered and should accompanying have headings and captions.

### **Charts and Tables:**

Ensure that each chart and table inserted into the article has its respective original data set provided for in Microsoft Excel format to be submitted to the Production Editor.

### **Illustrations and Image Figures:**

Authors are required to submit the original high-resolution image files of photos or illustrated images used in their articles (at least 300 ppi). Common image formats such as **jpeg**, **pdf** and **png** are acceptable.

### **Use of copyrighted material:**

Authors are responsible for obtaining and supplying written evidence of permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations that have been previously published elsewhere. Such documentation must state that the permission given applies to worldwide distribution, both in print and in soft copy.

## **IN-TEXT CITATION GUIDELINES**

References should be incorporated into the text using the author-date-page system, **with page numbers** except when it is clearly not appropriate. For references that appear in the body of the text, the style is as follows:

### Example:

Various investigators (Cohen 1976, p. 34; Rogers 1981, p. 52; Smith 1972, pp. 16, 70) have reported findings at variance with Brown's (1971, p. 8).

- **Page numbers are a must for all citations, where possible.**
  - Exceptions can be made for cases where the broad argument of an article or book is what the citation refers to.
- **Ensure that every citation has its own reference entry.**
- When there are two references from the same author and from the same year, use *a* and *b* in italics to differentiate the works. For example: (see also Gal and Woolard 2014*a* and 2014*b*).

### In-text Citation Examples:

- i. **Single author:** (Connors 1989, p. 91)
- ii. **Two authors:** (Connors and Smith 1989, pp. 91–108)
- iii. **Four authors or more:** (Connors et al., p. 67)
- iv. **No author:**
  - When a source has no known author, use a shortened title of the work instead of an author name. This will enable easy reference to the cited source under the references, where the listed source should begin with the title

1. Place the title in quotation marks
2. Italicize it if it is in a foreign language
3. Provide a page number

Examples:

**In-text citation:**

("History of Communism" 2009, p. 20)

**References:**

"History of Communism in Southeast Asia". *Contemporary Southeast Asian History* 2, no. 4  
(2009): 1–24.

iv. **Multiple sources:**

(Connors 1989, pp. 99–4108; Kirby 1969, pp. 99–112)

(Huff 1994 and 2001; Janku 2008, pp. 32–35, 2011, p. 86, and 2012, pp. 124–31;

Laamann 2000 and 2002; Deng 1994, p. 201, 1998*a*, 1998*b*, pp. 56–87, and 2001)

v. **Same last names for different authors:**

...will cause contamination (T. Smith 1999) ...an alternative solution (C. Smith 1999).

vi. **Citing in-direct sources:**

(Jones 2008, p. 9, drawing on Taylor 1998)

(Jones 2008, p. 9, citing Taylor 1998)

vii. **Citing Reprints:** (Woolard 2014 [2001])

## **QUOTATION GUIDELINES**

- Short quotations (less than three lines of typescript) in the text should be enclosed within double quotation marks, followed by a parenthetical citation.

### **Example:**

According to advocates, the decision was a “necessary evil” (Chambers 1993, p. 171), though many disagree.

- **Direct quotations exceeding three typed lines** of a manuscript should be set off from the text by indenting 1 cm from the left and right margins and omitting quotation marks.

### **DO NOT edit the text and punctuation of quotations.**

- Material added by the author of the article should be enclosed in brackets [ ], not parentheses ( ).

## **AUTHOR INFORMATION GUIDELINES**

Manuscripts should be accompanied by information on authors’ institutional affiliations and addresses to be used in correspondence.

- All author information is to be placed at the end of the article, **after** any optional **acknowledgements** the author may express.

### **Example:**

**John Smith** is Professor of the Department of Anthropology, University of California, Santa Cruz, 1156 High Street, Santa Cruz, California 95064, USA; email: johnsmith@ucsc.edu.

## **REFERENCES GUIDELINES**

- **Cross-check all in-text citations and reference entries and ensure that they tally.**

Do not include reference entries that have not been cited in the article.

- Hanging indentation (1.27cm) to be applied to all reference entries.
- Remove all hyperlinks and ensure that a date of access is included for online references.
- Capitalize each word in the titles of articles and books, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle.

### **Examples:**

*Gone with the Wind, The Art of War, There Is Nothing Left to Lose.*

### **Author Names Practices**

- Reference entries should be listed alphabetically by author's surnames.
- Please provide **full names**, and not just initials, for the authors/editors of works that are cited, except in cases where this is just impossible.

Example: "Merle Calvin Ricklefs", not "M.C. Ricklefs".

- **Chinese, Japanese, Korean, Thai** and **Vietnamese** names do not require commas between surnames and given names in reference entries.
  - **With the exception of Thai Names**, the aforementioned nationalities **are always** listed last name first and ending with their first name.
  - **Thais are always** referred to by their **first** rather than their family names.
  - **Vietnamese names are always** written in its entirety (Family-Middle-Given).
  - **Khmer names are always** written in full (Given-Family).



## Number of Authors — References Examples:

### i. Two or more sources by the same author:

- Provide the author's name in last name, first name format.
- In the references, use three em dashes (—) followed by a period to indicate more than one title by the same author.

#### Example:

Marcus, Randall. 2000. *Engineering History: A Retrospective of Southeast Asian Colonial History*. Princeton, New Jersey: Princeton University Press.

———. 2003. *Centuries Past: Britain's Colonial History in Malaya*. Durham: Duke University Press.

### ii. More than one author in a reference entry:

- **Two authors in a source:**

#### Example:

Pablo, Juan, and Neil Adams. 1997. *Qualitative and Quantitative Studies of Malaysia's Elections*. Massachusetts: Beacon Press.

- **Three or more authors in a source:**

Pablo, Juan, John Smith, and Neil Adams. 1997. *Qualitative and Quantitative Studies of Malaysia's Elections*. Massachusetts: Beacon Press.

**Note:** Do not use et. al for reference entries.

### iii. Reference entries with No Author

- List by title of the source. Incorporate these entries alphabetically just as you would with works that include an author name.

#### Example:

McCoy, Jeffery. 2002. "Demographic Transition Lessons in Asia". *Population and Development Review* 25, no. 1: 1–29.

"Our Population, Our Future". n.d. *Prime Minister's Office Singapore. National Population and Talent Division*. <<http://population.sg/>> (accessed 12 December 2013).

Parsons, Joseph. 1999. "Exploring Singapore's Family Planning Programmes". *Populi* 15, no. 2: 13–32.

#### **Reference Source Examples:**

##### **i. Books**

Dean, John P. and Alex Rosen, eds. 1955. *A Manual of Intergroup Relations*. Chicago: University of Chicago Press.

Adler, John H., Edward R. Schlesinger, and Elbert van Westerborg. 1952. *The Pattern of United States Import Trade since 1923*. New York: Federal Reserve Bank of New York.

##### **ii. Article in a Volume**

(State the page numbers when citing chapters from edited volumes)

Oates, Joyce C. 1981. "The King of Weird". In *Poecraft and Love: The Danse Macabre*, edited by Steven Queen, pp. 190–234. London: Faber and Faber.

##### **iii. Article in a Periodical**

Mendelson, Edward M. 1961. "A Messianic Buddhist Association in Upper Burma". *Bulletin of the School of Oriental and African Studies* 24, no. 1: 560–80.

#### **iv. Translation of a Foreign Language Title**

Alampiev, Petr M. 1959. *Ekonomicheskoe raionirovanie SSR* [Economic regionalization of the USSR]. Moscow: Gosplanizdat.

- All foreign titles are to be italicized.
- Translate and put within brackets the English-translated titles of all foreign language references in the references.

#### **v. Dissertation**

Puru Shotam Nirmala. 1987. "The Social Negotiation of Language in the Singapore Everyday Life World". Doctoral dissertation, Department of Sociology, National University of Singapore.

#### **vi. Newspapers/Weekly/Daily Publications**

(Do not include the article "The" for publication names with more than one word e.g. "The Guardian" but "New York Times")

Lim, John. 1983. "The Best of Both Worlds". *Straits Times*, 2 October 1983, p. 5.

Qi Leyi. 2001. "Chuten Zhonggong Gaokeji Qiangjun Tihua" [A study of China's military high technology]. *Chung Kuo Shih Pao*, 23 March 2001.

#### **vii. Online Article Citations**

(Ensure that all hyperlinks are removed from the reference entry)

Bryant, Peter J. 1999. "The Age of Mammals". *Biodiversity and Conservation*, April 1999  
<<http://darwin.bio.uci.edu/~sustain/bio65/index.html>> (accessed 11 May 1999).

BBC. 2012. "Burma Abolishes Media Censorship". 20 August 2012

<<http://www.bbc.com/news/world-asia-19315806>> (accessed 18 March 2015).

**viii. Online Videos and Documentaries**

Smith, John. 2019. "My Video Documentary". *YouTube*, 13 June 2019

<<http://youtube.com/myvideodocumentary>> (accessed 15 June 2019).

**ix. Entire Web Site**

Editor, author, or compiler name (if available). *Name of Site*. Name of

institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). <Web URL> (Date of access).

**x. Tweet**

Chestva (@chestva). Tweet. <<https://twitter.com/chestva>> (accessed 31 March 2013).

**xi. Speeches/Lectures/Oral Presentations**

Sukarno. 1960. "Speech by President Sukarno on the 15th Anniversary of Electricity Day, Kebajoran Baru, 27 October 1960". Speech.

**xii. Conference Proceedings**

Last Name, First Name. *Conference Title that Does Not Include Conference Date and*

*Location*. (Omit if already stated in the title) Conference Date, Conference Location.

City of Publication: Publisher, Date of Publication.

**xiii. Photocopied Material**

Moore, Philip S. 1960. "Academic Development: University of Notre Dame: Past, Present, and Future". Mimeographed. Notre Dame, Indiana: University of Notre Dame.

## **END-NOTES GUIDELINES**

- End-notes format:
  - Font size 12
  - Times New Roman
  - Double-spacing
- **All notes should be placed at the end of the submitted manuscript.**
- Notes should be kept to a minimum and numbered consecutively throughout the text.
- **Ensure that all cited sources in the end-notes have been properly referenced in the references.**
- In-text citations for unpublished interviews, personal communications, and notes from field observations should be placed in the end-notes section with the date and location provided.

### Examples:

- <sup>1</sup> The foregoing discussion also draws on the author's field-work during the 1990s.
- <sup>2</sup> Email correspondence, 13 June 2019, Bago Region, Myanmar.
- <sup>3</sup> Skype interview with John Smith, 13 June 2019, Singapore.
- <sup>4</sup> Interview with L.P. Howard, 15 March 1937, Rhode Island, United States.

## **SUBMISSION GUIDELINES FOR BOOK REVIEWS**

**Overview:** The principal aim of a book review is to provide a critical assessment of the work.

Authors are advised not merely to summarize the contents of the book under review but rather to provide an assessment of its strengths and weaknesses. Any number of strengths can be noted. Weaknesses may include omissions, errors of fact, and observations on how the book might have been better. The review should address how the book may be positioned within the larger literature on the topic(s) covered in the book. Such attention to academic and intellectual context is a defining feature of book reviews published in SOJOURN.

Authors should ensure that enough information on the book is presented in the review so that readers have an adequate understanding of the objective and scope of the book. In the case of an edited volume, a review should also consider how the chapters relate to one another thematically and conceptually, how well the volume as a whole works.

**Word-count:** Book reviews should be 700–800 words in length.

**Quotations & referencing:** If direct quotations from the book under review are given, these should appear in quotation marks, and page numbers should be indicated. Book reviews should not contain references unless absolutely necessary.

**Formatting:** In the header of the review, authors should state

- i. the name of the author(s)/editor(s) of the book
- ii. the title of the book
- iii. place of publication
- iv. publishers
- v. the date of publication
- vi. total number of pages of the book (with totals paginated with Roman and Arabic numerals given separately)

**These details should appear in bold and should appear independently from the rest of the text.**

Examples:

*Materializing Exile: Material Culture and Embodied Experiences among Karenni Refugees in Thailand (Studies in Forced Migration, Vol. 27).* By Sandra Dudley. New York: Berghahn Books, 2010. 188 pp.

*Christianity and the State in Asia: Complicity and Conflict.* Edited by Julius Bautista and Francis Khek Gee Lim. London and New York: Routledge, 2009. 217 pp.

**There is a need to list front matter, paginated using Roman numerals.**

The Roman numerals should come before the Arabic numerals

Example:

*Islam, Nationalism and Democracy: A Political Biography of Mohammad Natsir.* By Audrey Kahin. Singapore: NUS Press, 2012. xiv+235 pp.

**At the end of the review, authors should provide their full name, institutional affiliation, corresponding address, and e-mail address.**

Example:

**Michael Hawkins**

Department of History, Creighton Hall 339A, Creighton University, 2500 California Plaza,  
Omaha, Nebraska 68178, USA; e-mail: MichaelHawkins@creighton.edu.