

CHINESE SOUTHERN DIASPORA STUDIES

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Chinese Southern Diaspora Studies Style Sheet and Reference Guidelines

GENERAL GUIDELINES

1. References

a. The journal does not use endnotes. The journal prefers footnotes (see next entry) but contributors may use Harvard style referencing, with a bibliography of sources mentioned in the text at the end, if they prefer. Bibliographies should be ordered alphabetically, by author's family names, and listed chronologically, if there is more than one work cited by the same author(s).

b. Footnotes to **books** should be written as follows:

- Author's name (or names) as appearing on the front page of the book, comma, then title as it appears on the book. The title should be in *italics* (not underlined). [If the title is not in English, translate it in square brackets directly afterwards, using lower case for all but proper nouns.] The publisher's information should follow, after a space (i.e., no comma), as in the examples below:
 - David P. Chandler, *A History of Cambodia*, 2nd ed. (Sydney: Allen and Unwin, 1993), pp. 12-15.
 - Thomas Engelbert, *Die Chinesische Mindeheit im Süden Vietnams (Hoa) als Paradigma der Kolonialen und Nationalistischen Nationalitätenpolitik* [The Chinese minority in Southern Vietnam (Hoa) as a paradigm of colonial and nationalist ethnic politics] (Frankfurt am Main/Bern: Peter Lang, 2002), pp. 75-136.
- Use a shortened form (not "op. cit" or "loc. cit") for all subsequent references to works already fully cited. This should be the author's family name, a short form of the title (five words or fewer), followed by page numbers.
 - Chandler, *History of Cambodia*, p. 75.
 - Engelbert, *Chinesische Mindeheit*, ch. 3.
- Use "Ibid." only if the preceding note is the same source. Do not use "Ibid." if there is more than one source in the preceding note.

c. Footnotes to **journal articles** should be written as follows:

- Author's name, followed by the title in double inverted commas, with translation [if required] in square brackets, comma, journal title in *italics*, then volume number after a space, any additional information about the issue after a comma, then year of publication in round brackets, followed by page number after a colon.

- Jennifer W. Cushman, “Revenue Farms and Secret Society Uprisings in Nineteenth-Century Siam and the Malay States,” *Review of Indonesian and Malaysian Affairs*, 23 (1989): 6-11.
- Provide a shortened form of the journal’s name the first time it appears, if you cite it again in your article.
 - Jennifer W. Cushman, “Revenue Farms and Secret Society Uprisings in Nineteenth-Century Siam and the Malay States,” *Review of Indonesian and Malaysian Affairs*, 23 (1989): 6-11 [henceforth *RIMA*]
- For later citations of the same article, use a shortened form: author’s family name, brief title (up to 5 words), colon, and then page number after a space.
 - Cushman, “Revenue Farms and Secret Society Uprisings”: 8-9.

d. Footnotes to **book chapters in an edited text** should be written as follows:

- Author’s name, title of chapter in double inverted commas enclosing comma at end, followed by “in” then book title, comma, “ed.” followed by the name(s) as appearing on the title page, with publication details in round brackets, followed by a comma, “p.” or “pp.”, space, number.
 - Anthony Reid, “A New Phase in Commercial Expansion in Southeast Asia, 1760-1840,” in *The Last Stand of Asian Autonomies*, ed. Anthony Reid (London: Macmillan Press, 1977), pp. 57-81.

e. For **all unpublished sources**, give the author’s name, a comma and space, the title as it appears on the document plus a comma, surrounded by double inverted commas, then any other details available, ending with the date of production. If a conference paper, treat the numbering like a journal article; if a dissertation, treat the numbering like a book reference.

- Chuleeporn Pongsupath, “The Mercantile Community of Penang and the Changing Pattern of Trade, 1890–1940,” Ph. D. thesis, University of London, 1990, p. 60.

f. For **archival materials**, only include enough information to identify the document clearly rather than all information available on the document. Document titles may be given in English or in the original language or a combination of both. The first time any archive is mentioned, give its full title followed by a shortened form in square brackets. Wherever possible, archival references should include the name of the person, position, or organisation that produced the record, plus a date.

- Le Myre de Vilers’ draft report on Cambodia, 15 April 1882, Archives d’Outre-Mer, Indochine [hereafter AOMI], Fonds amiraux, dossier 10236.
- Réceveur des Douanes et Régies at Cát-Bà to Résident at Quảng Yên, 16 juin 1912, National Archives of Vietnam No. I [hereafter QG I], Résidence Supérieure du Tonkin [RST] 01376.

2. Specific usages

i. **Spelling.** For the English language, follow British or Australian spelling conventions as found in Oxford or Macquarie dictionaries, except that material in a direct quote must follow the original source, adapting grammar as necessary (e.g. “In 1875 he wrote: “Chinese [were] very numerous here” ...).

ii. You may use an ordinary **hyphen** to indicate pages numbers (e.g. “pp. 2-4”) but use an **en-dash** between dates (“1890–1940”) and between proper nouns with equal weighing in a combined phrase (e.g. “Sino–Thai”).

iii. If you want to emphasize an inserted phrase, use an **em-dash with no spaces** (e.g. “... he

realized—and this shortly after he arrived—that a real problem existed”...).

iv. **Italics.** Only use italics for foreign words the first time they appear, with a translation in square brackets; and do not italicise foreign words that are common in English, (like vice versa, Ibid), or any names of places, persons, titles when used with persons, organisations, book chapters, and conference paper or thesis titles.

v. **Ellipses.** For ellipses within a sentence use three full stops with a space on either side (...) and for ellipses at the end of a sentence use four full stops

v. The journal uses automatic formatting, so use a **single space between sentences.**

vii. **Numbers.**

- Spell out all numbers up to one hundred, and use figures for all others.
- Use figures in all tables, for money, and for **percentages**, which should be written using one word (e.g. 15 percent, 10\$50, 5 piastres 10 cents). Only use % in tables.
- For **centuries**, write the whole number in lower case (e.g. “the nineteenth century” not “the 19th century”).
- For **decades** use numbers first (e.g. “the 1960s” but not “the 1960’s”). Thereafter you can use a lower case written word (e.g. “the sixties”) or numbers as you prefer, but not abbreviated numbers (e.g. not “the ‘60s”).
- For dates in the text, write day, month, year with a single space between each (e.g. “25 August 1965” not “24th August 1965”).

viii. **Romanisation of Chinese.** Use Hanyu pinyin, according to the Beijing Foreign Language Institute, *The Chinese–English Dictionary (Hanying cidian)* (Beijing: The Commercial Press, 1978), without any tonal marks.

ix. For **titles and subtitles in your text.**

- Use bold type and headline capitalization, that is, capitalise the first word, and thereafter all nouns, adjectives, and verbs, but not conjunctions (and, but, of) or prepositions (through, behind) or the definite or indefinite article (the, a, an) unless they appear first in the title or come first after a colon in the title (e.g. “The Southern Maritime Trade of Ming China: A View from the Seabed”).
- Do not number subtitles.
- If subheadings within section subtitles are required, use italics and lower case for all but the first word, or first word after a colon.

x. For **titles of individuals**, use lower case unless referring to a specific individual (e.g. “Governor Le Myre de Vilers”; but “the governor of French Cochinchina”).