



***E-Utama* Style Sheet**

Spelling

- Please use British spelling, plurals, and hyphenation given in *Oxford English Dictionary* (for manuscripts in English), or spelling given in *Kamus Dewan* or *Kamus Besar Bahasa Indonesia* (for manuscripts in Malay).
- Spell out such words as “figure,” “table,” and “percent” (with a numeral, as in “25 percent”), as well as names of the months in the text and footnotes.
- Spell out numerals up through one hundred, and other round figures, such as ten thousand, one million (in general, any figures that can be expressed with one or two words).

Italics

- Italicise names of books or collections and foreign terms that would not be familiar to a general reader. Foreign terms should be italicised throughout the entire text and footnotes; we do not italicise a foreign term only once and then switch to roman type thereafter.

Punctuation

- Use no periods in acronyms and abbreviations. So, for example, show “UN,” “US,” “MA,” “PhD”
- A space should separate a person's initials and periods should follow initials in a name. For example, “H. B. Jassin”.
- Confine use of single quotation marks to quoted material within a quotation.
- Commas and periods are nearly always placed inside quotation marks, even when a single quoted word or short phrase concludes a sentence. If possible, please see the *Chicago Manual of Style* for exceptions. Periods should be placed outside a conclusive parenthesis unless the entire sentence is enclosed in parentheses.
- Brackets should be used inside quotations and footnotes to set off the author’s interpolations or translations of words. We assume that any parenthetical phrase that appears inside quoted material was also enclosed by parentheses in the original source. In the text itself, parentheses are generally used.

Dates

- Please use the following for writing dates— day (without abbreviated ordinal), month, year— throughout text and footnotes. For example, “4 February 2009”.

Footnotes

- Do not use parenthetical citations such as “(name of author/date)” within the actual text and accompanied by an attached reference list. This reflects the MLA format, which we don’t use. Each citation in the text should be footnoted in the appropriate format. Please see examples below.
- Dates in a citation should be placed near the end of the reference, following the name of the publisher. Please see examples below.
- We do not use “op. cit.” Please see below.
- We do use “Ibid.” for the same source in adjacent footnotes. If the work cites the same source in two adjacent footnotes, but refers to different pages, it is acceptable to note “Ibid., pp. 67–73” (for example) in the second instance.

Footnotes: examples. Please note punctuation.

Book, first reference (repeat full reference each time a title is cited for the first time in a new chapter):

R. J. Wilkinson and R. O. Winstedt, *Pantun Melayu* (Singapore: Malaya Publishing House, 1961), p. 58.

Book, shortened citation after first reference (do not use “op. cit.”):

Wilkinson et al., *Pantun Melayu*, p. 58.

(A shortened citation includes: last name of author without initials, meaningful portion of title, page number.)

Article in a book, first reference:

A. B. Shamsul, “A Question of Identity: Knowledge and the Formation of Post-colonial Nation-states in Asia,” in *Local and Global—Social Transformation in Southeast Asia, Essays in Honour of Professor Syed Hussein Alatas*, ed. Riaz Hassan (Kuala Lumpur: Dewan Bahasa dan Pustaka, 2006), pp. 31-44.

Article, shortened citation after first reference:

Shamsul, “A Question of Identity,” p. 38.

Journal article, first reference:

Muhammad Haji Salleh, "Central Values of the Malay Hero, Hang Tuah," *Tenggara* 17/18 (1985): 74-97.

Journal article, shortened citation after first reference:

Muhammad Haji Salleh, "Central Values of the Malay Hero," p. 79.

Newspaper article:

Chairul Fahmy Hussaini, "Anugerah Harapan Bagi Penulis Bawah 40 Tahun: Langkah MBMS Semarak Pengembangan Bahasa dan Sastera Melayu," *Berita Harian*, 6 March 2009, p. 5.

Dissertation:

Haron Daud, "Mantera Sebagai Pengucapan Simbolik: Analisis Pemikiran Melayu" (PhD dissertation, University of Malaya, 1996), pp. 3–5.

Note: The titles of dissertations are not italicized.

Bibliographies

A formal bibliography begins each reference with the author's last name (except Malay names) and uses periods generally in place of the commas found in the footnotes. No parentheses surround the place of publication, name of the publisher, and date.

Example:

Sweeney, Amin. *Authors and Audiences in Traditional Malay Literature*. Berkeley: Center for South and Southeast Asia Studies, University of California, 1980.