

## **GUIDELINES FOR THE PREPARATION OF MANUSCRIPTS *BIJDRAGEN TOT DE TAAL-, LAND- EN VOLKENKUNDE (BKI)***

Manuscripts will only be considered for publication if the definitive version is set out in accordance with these guidelines. As manuscripts are refereed anonymously, the author's name and other details should occur only on the title page.

The author is expected to ensure that his/her contribution is written in grammatically and stylistically correct English. Authors submitting contributions in a language other than their native language are strongly advised to have their text corrected by a qualified native speaker of that language.

Manuscripts should be submitted electronically, preferably in MS Word.

### Length of Contributions

Articles may not exceed 12,000 words, including notes and bibliography (about 25 pages in print).

### Technical Conventions

Do not use indentation at the beginning of a new paragraph. Avoid word division at the end of the line.

Follow the Oxford variant of British spelling (*honour, realize, organize*).

Indicate any unusual diacritics or special (e.g., phonetic) symbols by hand in the margin and explain them in detail, including a typeset sample, so that they may be reproduced accurately in print. For all diacritics and special symbols the Dalatino font should be used; for those which cannot be reproduced in this font, alternatives available in this font should be used.

When referring the reader to another part of your article, refer to the section (number), not to the page number.

Avoid abbreviations, in particular such expressions as *e.g., etc., cf., op cit.,* and *i.e.* When abbreviations (such as KITLV, ARA, LIPI, *BKI*) must be used, give the complete name at first use.

## Notes

Source citations referring to no more than two works are to be placed in brackets in the text, as follows: (De Jonge 1980:234-5).

Other notes, including references to archival sources, will as a rule appear as footnotes at the bottom of the page

Give exact page numbers in source citations, avoiding such expressions as *op. cit.*, *loc. cit.*, *ibid.*, *f.*, *ff.*, and *passim*.

## Spelling of Proper Names

Indonesian personal names are to be left in the original spellings, even though these spellings may be outdated today. Similarly, names of newspapers, periodicals and organizations, titles of officials, and the like, are to be given in their contemporary spellings (with English translations in parentheses, where necessary), for example: Bataviaasch Genootschap, Hollandsch-Inlandse School, Residentie Verslag, Cultuurstelsel.

Indonesian geographical names are to be given in their modern spellings, except where the article deals with an earlier historical period, when the spelling current in that period may be used.

## Foreign Terms

Indonesian, Dutch and other foreign terms lacking widely accepted English equivalents should be supplied with an English translation in brackets the first time they appear.

Avoid adding an *s* to form the plural of nouns in Indonesian and other languages that do not have the plural *s*. The context of the word should make it sufficiently clear whether it is meant in a plural or a singular sense.

## Illustrations

Prepare maps, graphs, and figures carefully, in consultation with the Editorial Department. Black waterproof ink gives the best results. Photos should be submitted as black-and-white glossy prints, preferably 13x18 cm. Submit each illustration on a separate page, giving the caption and stating sources, and indicating clearly where it is to appear in the text.

The author is responsible for making the necessary arrangements for permission to reproduce copyrighted material.

## Bibliography

In the bibliography should be listed all, and only, works cited in the text, in alphabetical order according to authors' surnames and chronologically per author, following the examples given below. Where an author has more than one publication for any given year, these should be mutually distinguished by adding the letters *a*, *b*, *c*, etc., after the date.

Dutch authors' names such as Van Dam or De Jonge are never listed under the *V* or *D* in the bibliography, but (in this particular example) under the *D* and *J* respectively.

Abbreviations must not be used.

In the case of plural authorship, give the names of all the authors, unless there are four or more, when only the name of the first author should be stated and the words 'et al.' added.

Give the full title and subtitle of each work, separating the subtitle from the main title by a semicolon.

For journals, indicate the volume number, only adding the number of the relevant issue if the page numbering starts anew in each issue of the volume (see examples below).

Place any additional information concerning the nature of the publication (for instance, whether it is a thesis or an unpublished manuscript, and the series in which it has appeared) between square brackets.

### EXAMPLES:

[*journal articles*]

Manuel, Peter and Randall Baier

1986 'Jaipongan; Indigenous popular music of West Java', *Asian Music* 18-1:91-110.

Cowan, H.K.J.

1957a 'Prospects of a "Papuan" comparative linguistics', *Bijdragen tot de Taal-, Land- en Volkenkunde* 113:70-92.

1957 'Hidden change in late colonial urban society in Indonesia', *Journal of Southeast Asian Studies* 14:354-71.

[for books and dissertations, and articles in collective volumes, see next page]

[books and dissertations]

Evers, Hans-Dieter

1972 *Monks, priests and peasants*. Leiden: Brill. Two vols.

Foulkes, A.P., W.F. Owen and J.L. Peacock

1975 *The search for literary meaning; A semiotic approach to the problem of interpretation in education*. Bern: Lang; Frankfurt: Kurz.Haan, F. de

1935-36 *Oud Batavia*. Second impression. Batavia: Kolff. Two vols. [First impression 1922-23.]

Harrell, Max Leigh

1983 *The music of the gamelan degung of West Java*. [PhD thesis, University of California, Los Angeles.]

*Housing policy*

1976 *Housing policy and program in Indonesia*. Yogyakarta: Gadjah Mada University Press.

Ruinen, W. (ed.)

1928 *Overzicht van de literatuur betreffende de Molukken*. Vol. 2: *De Zuid-Molukken*., Amsterdam: Molukken-Instituut.

[articles in collective volumes]

Basta, S.S.

1982 'Health programmes directed to urban squatter populations', in: J.L. Taylor and D.G. Williams (eds), *Urban planning practice in developing countries*, pp. 301-20. New York: Pergamon Press.

Josselin de Jong, P.E. de

1984 'Introduction', in: P.E. de Josselin de Jong (ed.), *Unity in diversity; Indonesia as a field of anthropological study*, pp. 1-12. Dordrecht/Cinnaminson: Foris. [KITLV, Verhandelingen 103.]