

KITLV PRESS GUIDELINES

FOR THE PREPARATION OF MANUSCRIPTS

monographs

3 May 2005

These guidelines are to be used for revising your manuscript **after it has been accepted** by KITLV Press for publication. Carefully following these guidelines will speed up the publication process, and failure to follow them may result in the manuscript being returned to you for further revision. Before completing the revision of your manuscript, first **submit a sample revised chapter**. Further instructions may need to be given on particular points.

WHAT YOU NEED TO SUBMIT

After your sample chapter has been approved, the manuscript should be submitted as e-mail attachments or on diskette or CD, with each chapter saved as a separate file. Also provide a double-spaced paper printout of the manuscript. Include:

- blurb for the back cover of the book (outlining the content and significance of the work, and describing the intended readership), with data on the author (PhD institution, year of birth, title of a significant publication, and possibly current interests)
- photograph or other suggestion for the front cover of the book
- table of contents, listing all the subheadings used in the book
- list of abbreviations
- glossary of special terms (include only those terms that occur more than once in the text without explanation)
- complete list of all tables, figures, photos, and other illustrations, including all accompanying captions, notes, and sources
- printout (or photocopy) of each illustration (photograph, map, graph, chart, kinship diagram) **on a page by itself**; on the same page, give the number (Figure 6, Map 3), title/legend, and indicate where to place it in the book
- for **maps, figures, charts, and graphs** submit paper copies (as well as separate electronic files, if produced on the computer)
- if the manuscript is a multi-author work, submit a section 'About the authors' which gives each author's fields of interest, the title of one publication, year of birth, e-mail address, and present affiliation.

ILLUSTRATIONS

- You as author are responsible for arranging permission to use any **copyrighted material** (such as photos and maps). For more information see for instance http://www.niaspress.dk/for_authors/copyright.htm.
- Give careful consideration to maps and other illustrations to make sure they are of sufficiently high quality to be published.
- **Photos** should be of good quality, and submitted as black-and-white 10x15 or 13x18 cm prints or as black-and-white TIFF files. Never submit a unique original. Have duplicate photos/maps made, so that you always have copies of everything yourself.
- Do not submit negatives or slides.
- If you prefer to submit photographs and maps in digitized form, the **resolution** must be high, not less than 300 dpi (for example TIFF files), and be maximally 12 x 18 cm.
- Photographs incorporated into WORD documents or taken off Internet are **not** acceptable, because the resolution is too low.
- Drawings, such as **maps** and **kinship diagrams**, are similarly unsuitable when done in WORD. Therefore, please submit clearly drawn hard copy, or else use Adobe Illustrator (or a compatible professional drawing program) to produce the drawing, maximally 12 x 18 cm. Use the Arial font for place names on maps.
- **Tables** may be included in the main text files, if they are made with the same word-processing program. Do not use Excel for making tables. Construct tables by using a single

tab (**not** spaces) between columns. Avoid extra-large tables; a table must stay within the margins (12 x 18 cm).

GENERAL POINTS

SPELLING

- Follow British spelling using the -ize variant (*centre, honour, realize, organize, theorize, analyse*), consulting a recent edition of an Oxford dictionary.
- Full-length monographs by American authors may be submitted in American spelling.

SPECIAL SYMBOLS

If diacritics or special symbols occur (as in linguistic studies) or if a special font (Kawi, Arabic) is used, please contact KITLV Press for further instructions.

ITALICIZATION

- To prevent technical mishaps, please underline all italicized words (that is, italicize them and also underline them).
- Titles of books and journals should be italicized, as should all non-English words (*ladang, camat*), unless they can be considered as loanwords in English (*batik, raja, wayang, kampung*). Capitalized names should not be italicized (*Nederlandsche Bank*, not *Nederlandsche Bank*). Use of italics for other purposes is not allowed.
Each kabupaten is headed by a bupati wayang kulit performances outdoor wayang performances
- **Bold** type should **not** be used anywhere in the manuscript. Italics may not be used for emphasis.

NAMES AND TITLES

- The first mention of a person in the text should include first name or initials (J.M.P. de Vries). Thereafter, the surname is sufficient (De Vries).
- Articles (*van, de, ter*) attached to Dutch surnames standing alone are capitalized: Van Heuven, Ter Mors, De Laat, Van der Kemp 1880; otherwise the articles are lower-cased: J. van Heuven, M. ter Mors, Jan de Laat.
- Capitalized names of organizations and groups should not be italicized.

Kabupaten Kediri	Perustakaan Nasional	Governor-General Van der Capellen
Hollandsch-Inlandsche School	Dienst van het Boschwezen	Pancasila

INDONESIAN SPELLING AND NAMES

- Indonesian personal names should be left in the original spelling, even though the spelling may be outdated today. Similarly, give titles of newspapers and periodicals, as well as names of organizations, titles of officials, and the like, in the spelling used during the period under study (Boedi Oetomo, Tjokroaminoto, Tjipto Mangoenkoesoemo).
- Indonesian terms and geographical names should be given in their modern spelling, except in quoted material.
- Do not add an *s* to form the plurals of nouns taken from Indonesian languages that do not form the plural in this way. It should be clear from the context if the plural sense is intended.

Many *camat* have extensive networks.

DATES

Dates in the text: 30 March 1997; in the notes and bibliography: 30-3-1997. In the text, years are given in full: 1940-1945; in the notes and bibliography 1940-45. Centuries are spelled out (eighteenth century).

NUMBERS

- Numbers from one to ten should normally be spelled out (five children, ten houses). Higher numbers, percentages, and measurements should be given as numerals:

3 km, 2 kg, 7 cm, 94%, 6%

- Monetary expressions:

US\$10, £39, f10, €200, Rp 100,000

ABBREVIATIONS

Abbreviations such as *&*, *e.g.*, *etc.*, *cf.*, *op. cit.*, and *i.e.* may **not** be used. When necessary, write 'and', 'for example', 'and so on'. When abbreviations of names (such as KITLV, NA, LIPI) must be used, provide a list of the names and their explanations – but only if they occur more than once in the book. At first occurrence, spell out the name in full and put the abbreviation in parentheses, followed by a translation. For example, Partai Rakjat Indonesia (PRI, Indonesian People's Party).

QUOTATIONS, QUOTATION MARKS

- Use single quotation marks. Punctuate according to the British or European system:
Scholars generally agree that 'a little knowledge can be a dangerous thing'.
- Within quotations, put square brackets around additions and deletions.
Camhurst observes that royalty 'is not to be trusted lightly. [...] All humans are subject to error.' He goes on to say that King George 'made serious [...] mistakes'.
- Longer quotations should be set off from the text and indented, in which case quotation marks are not needed.

CROSS-REFERENCING

Use cross-references sparingly; after all, the reader can consult the table of contents and the index. Use roman numerals for the chapters (Chapter III, Chapter VI).

FOOTNOTES

- Footnote numbering should start anew in each chapter, with footnote number 1.
- In the text, place the footnote number after the punctuation mark:⁵ after the comma,⁶ after the period.⁷
- At the bottom of the page, please use a tab between the footnote number and the footnote text.

SECTION NUMBERING

Sections should not be numbered (except in linguistic works). Avoid using more than one level of subheadings.

IN-TEXT REFERENCES (in parentheses in the text)

- When citing a source in the main text, our rule is to place the author's last name and year in parentheses in the text, followed by the exact page numbers:
(Lincoln and Hemp 1980:66) (Van Kampen 1986:34-9) (De Jonge 1996:133-8; Jones and Holt 1990:234-5)
- No punctuation between author and date; no space before the page number. Make a footnote of all other references, including archival sources, and if the citation becomes too long.
- Names of Indonesian authors should be cited in full:
Adnan Buyung Nasution 1992
Koentjaraningrat 1967
Kassim Ahmad 1994
- Multi-volume works: include year, comma, space, volume number in roman numerals, colon, page:
(Evers 1972, II:281)
- Multi-author works:
(Leclercq, Du Perron and Jurrien 1999); **not** (Leclercq, Du Perron and Jurrien eds 1999)
- More than three authors (note that 'et al.' is not italicized):
(Hladik et al. 1993)
- More than one work by the same author: separate by commas:
(Van Dam 1986:44, 1992:46, 2003:21).
- More than one author with the same surname: always include the first initial:
(C. Geertz 1980; H. Geertz 1993) (C. Geertz and H. Geertz 1988)
- Any work soon to be published: list as 'forthcoming' rather than 'to appear' or 'in press':
(Forestier forthcoming)
- State page numbers as concisely as possible (33-8, 191-7, 245-9).

- Repeat the author and date each time, and give exact page numbers. The following expressions are **not** to be used anywhere in the manuscript: *f.*, *ff.*, *passim*, *&*, *loc. cit.*, *op. cit.*, *ibid.*

PERSONAL COMMUNICATIONS

In a footnote, acknowledge the person by full name, and if possible give the date:

Alistair Forestier, telephone conversation, 19-9-2001

ARCHIVAL SOURCES

Sufficient information should be given to make it possible to trace the document. Choose a system and follow it consistently.

ELECTRONIC DOCUMENTS

- Authored articles taken from the Internet should be included in the bibliography. When citing the article in the text, give Author – Date.
- Text by an anonymous author found on Internet should be mentioned in a footnote (and need not be listed in the bibliography):

<http://www.press.jhu.edu/books/walker/artiodactyla.bovidae.bos.html> (accessed 26-7-2001)

BIBLIOGRAPHY

List in the bibliography **all** and **only** those works cited in the text.

FULL NAME OF AUTHOR

The author's name should include the full first name(s) if given on the title page.

MORE THAN ONE WORK PER AUTHOR PER YEAR

If your bibliography includes more than one work per author per year, distinguish them by adding the letters *a*, *b*, *c* to the date:

Jones 1981a, Jones 1981b, Jones 1981c

ANONYMOUS WORKS

When a publication has no author, list it under two or three main words of the title instead, and italicize them. As in-text references: (*Housing policy* 1976) (*Japan's success* 1981). In the bibliography:

Housing policy
1976 *The housing policy in Indonesia*. Yogyakarta: Gadjah Mada University Press.

MULTIPLE AUTHORS

List the full names of all the authors of a work. Use 'and' instead of ampersand (&).

Hladik, C.M., A. Hladik, O.F. Linares, H. Pagezy, A. Semple and M. Hadley (eds)
1993 *Tropical forests, people and food; Biocultural interactions and applications to development*. Paris: UNESCO.

INDONESIAN NAMES

For convenience's sake, Indonesian authors are usually listed according to the last part of their name:

Nasution, Adnan Buyung
Ahmad, Kassim

When they are listed according to the first part of their name, as are, for instance, Sartono Kartodirdjo, Tjipto Mangoenkoesoemo, and Pramoedya Ananta Toer, it is helpful to include a cross-reference:

Kartodirdjo, Sartono *see* Sartono Kartodirdjo
Ahmad, Kassim
Toer, Pramoedya Ananta *see* Pramoedya Ananta Toer

ALPHABETICAL ORDER

- Dutch names beginning with **IJ** (IJzerman, IJmuiden) are alphabetized as **Y**. For German words containing unlauded vowels: o-umlaut (ö) is treated as **oe**; u-umlaut (ü) is treated as **ue**; a-umlaut (ä) is treated as **ae**.
- Names of such Dutch and German authors as Van Breda or De Jonge are listed under **B** and **J** respectively, von Braun under **B**, Du Perron under **P**, Ter Wiel under **W**.

Jonge, Frederik de
Braun, Leonard von

WORKS STILL TO APPEAR

For any work which is expected to be published soon, use 'forthcoming'. Not 'to appear' or 'in press'.

Potter, Fridus van
forthcoming *Rainforests in a time of upheaval*. Yogyakarta: Gadjah Mada University Press.

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For any work which is expected to be published soon, use 'forthcoming'. Not 'to appear' or 'in press'.

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For any work which is expected to be published soon, use 'forthcoming'. Not 'to appear' or 'in press'.

CAPITALIZATION

In titles of journals and other periodicals, use initial capitals for all main words:

American Anthropologist.
Asian Review.

In titles of books or articles, capitalize only proper names:

The ritual of the dance.
Economic history of the eighteenth century.
'A short description of adat'.

SUBTITLE PUNCTUATION

The subtitle is to be separated from the main title by a semicolon.

Frames of mind; The theory of multiple intelligences

JOURNAL ARTICLES

Spell out names of journals in full. Omit the issue number unless the journal is not paginated consecutively. Do not use a space between volume number and page numbers.

Manuel, Peter and Randall Baier
1986 'Jaipongan; Indigenous popular music of West Java', *Asian Music* 18:91-110.

Articles by anonymous authors in daily and weekly periodicals and on websites are not listed in the bibliography and should be mentioned in footnotes only.

JOURNALS WITHOUT CONSECUTIVE PAGINATION

For journals such as *Bulletin of Indonesian Economic Studies* or *Indische Gids*, where the page numbering starts anew in each issue or sub-volume, include the issue number or sub-volume. In all other cases, the issue number is superfluous; therefore give only the volume and the page numbers.

... *Bulletin of Indonesian Economic Studies* 9-2:136.
... *Indische Gids* 12, II:136.
... *Anthropology Today* 3-3:9-13.
... *Pacific Studies* 22-2:97-114.
... *Far Eastern Economic Review* no. 42(4 April):21-3.

MULTI-VOLUME WORKS

For multi-volume works, include only the numbers of the volumes consulted and their respective titles and dates of publication.

Hose, Charles and William McDougall
1912 *The pagan tribes of Borneo*. Vol. 2. London: Macmillan.
Raffles, Thomas Stamford
1978 *The history of Java*. Vol. 1. Kuala Lumpur: Oxford University Press.
Evers, Hans-Dieter
1972 *Monks, priests and peasants*. Leiden: Brill. Two vols.
Vollenhoven, C. van
1934b *Verspreide geschriften; Deel 2: Internationaal recht*. Haarlem: Tjeenk Willink, 's-Gravenhage: Nijhoff.

ARTICLES IN EDITED VOLUMES

- Basta, Samuel
1982 'Health programmes directed to urban squatter populations', in: Jean Taylor and Dennis Williams (eds), *Urban planning practice in developing countries*, pp. 301-20. New York: Pergamon.

PHD THESES, MASTER'S THESES, CONFERENCE PAPERS, UNPUBLISHED MANUSCRIPTS

- Harrell, Max Leigh
1983 *The music of the gamelan degung of West Java*. PhD thesis, University of California, Los Angeles.
- Boomgaard, Peter
1996 'Fluctuations in mortality in colonial Indonesia'. Paper, Conference on Asian Population History, Taipei, 25 March.
- Hurt, William L.
1951 'The establishment of the Republic of Indonesia'. MA thesis, University of Texas, Austin.
- Perez, Cecilia T.
1997 'Signs of being; A Chamoru spiritual being'. [Manuscript.]

ARCHIVAL SOURCES

List in the bibliography the names of archives and collections you have consulted. Further details are mentioned in footnotes.

ELECTRONIC DOCUMENTS

Give Author's name – Date of document – Title of document – Name of website – URL – Date viewed.

- Burka, L.P.
1993 'A hypertext history of multi-user dimensions', *MUD history*.
<http://www.utopia.com/talent/lpb/muddex/essay> (accessed 2-8-1996).

When citing the document in the text, give Author – Year:

- Burka 1993

PUBLISHER

The name of the publisher and place of publication should be given as they appear on the title page.

- Singapore: Oxford University Press.
Dordrecht/Providence, R.I.: Foris.
Leiden/Jakarta: Projects Division, DSALCUL and ISIR.
's-Gravenhage: Nijhoff.
Garden City, N.Y.: Doubleday.
Boston, Mass.: Little and Brown.
London: Murray.

ADDITIONAL INFORMATION

Any additional information concerning the nature of the publication (manuscript, date first published, series title) should be placed in square brackets at the end of the entry.

- ... [Manuscript.]
... [First edition 1983.]
... [First published 1817.]
... [Environment and Policy Institute, Working Paper 33.]
... [Originally published as *Indische groenten*. Buitenzorg: Departement Landbouw, Nijverheid en Handel, 1931.]
... [Originally published as *L'archéologie du savoir*. Paris: Gallimard, 1969.]

INDEX

- Each book should have an index. **Do not make the index until after you receive the author's proofs.** The index should minimally include the names of organizations, places, and persons (always with first names or initials) mentioned in the book. The inclusion of subject entries adds to the value of the book.
- When you submit the final index, please also return the author's proofs with the indexed terms highlighted throughout the entire manuscript.
- Names of authors cited in the text should normally not be included. These are to be listed in the index only if their work is discussed at length.

- Each entry is followed by two spaces and then the page number(s), stated as briefly as possible, then a comma and a space and the next page number(s) :
Majapahit 36-9, 151-3, 224-7, 311-2 *see also* Mataram
Solo *see* Surakarta
- When indexing material in footnotes, give only the page number (not the footnote number).
- Alphabetization of Dutch and German names: see section on Bibliography.
- For general guidelines on the content of indexes, see for example:
<http://www.sussex-academic.co.uk/indexing.htm>
Butcher, Judith
1992 'Indexes', in: *Copy-editing; The Cambridge handbook for editors, authors and publishers*, pp. 183-201. Third edition. Cambridge: Cambridge University Press.
Indexes
1993 'Indexes', in: *The Chicago manual of style*, pp. 701-60. Fourteenth edition. Chicago: University of Chicago Press.

FOR EDITORS OF MULTI-AUTHOR WORKS

- It is the task of the volume editors to ensure that KITLV Guidelines have been followed in all contributions.
- Volume editors will need to review all illustrations submitted to make sure they meet requirements and are in acceptable formats.
- References for all contributions must be consistent. If Van Dam 1999 is included in more than one contributor's list of references, then it should be identical in all lists.
- Use of italics, quotation marks, and capitalization should be consistent throughout the volume.
- Volume editors are responsible for communicating with authors, for distributing and collecting author's proofs, for compiling the index and 'About the authors', and for standardizing the references of all contributions.

FINAL CHECKS

It is extremely important to double-check your manuscript on the following points.

- Make sure that all titles in the bibliography are really cited in the text – with the correct date – and that all works cited in the text are actually included in the bibliography.
- Check the accuracy of all quoted material against the original source.
- Check all the figures used in tables and graphs: do the totals add up? are the percentages correct? are the units mentioned?

[3 May 2005]