

ASIA IN FOCUS

Asia in Focus Style Sheet

Every journal follows its own style. In this style sheet you will find guidelines to a number of different aspects of style that your paper should adhere to if you wish to publish in Asia in Focus.

For papers that are accepted for publication, the final version of the paper submitted to the Asia in Focus editorial committee is expected to adhere to the rules set out here and shall be returned to the author to correct if it does not.

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Basic Style Guidelines

Table of Contents, Footnotes, Endnotes and Appendices

Do not include a table of contents footnotes, endnotes or appendices in your submission

Font and line spacing

Your submission should be in font size 12, Times New Roman, and 1.5 line spacing

Gerund

Be wary of overusing the gerund (words ending -ing). They can be used:

- as a noun, e.g. The changing of the variables resulted in XXX
- after **prepositions**, e.g. The target group were good **at** recognizing the difference between X and Y // The problem **with** comparing X and Y is ...
- in continuous verb tenses (which are not frequently used in academic writing), e.g. Currently, IR researchers are claiming that They have been making similar claims for several years.

Gerunds should NOT be used to replace an active verb.

- “This understanding of commercial surrogacy has repeatedly been challenged by feminist scholars, ~~analysing~~ **who analyse** the practice rather as commodification and commercialisation of new parts and functions of women’s bodies.”

Numbers

- Dates: 7 June 2014
- Fractions: write in full, e.g. two thirds of the population
- Decimals, write the whole number in digits, e.g. 34.62; 4.6702
- Whole numbers
 - less than 10, write in full, e.g. one, two, three ...
 - 10 or more, write the digits, e.g. 10, 25, 367,
 - Thousands, millions etc. use a comma, e.g. 3,789; 45,608: 234,563,893

Page numbers

- When referencing page numbers, use a single **p** (p.) for singular pages and double **p** (pp.) for more than one page. Leave a space after the period and no space either side of the hyphen.
 - p. 26
 - pp. 26-29

Abbreviations

- Only use the following abbreviations in parenthesis and the English translation of the Latin in the main body of the text:
 - e.g. - for example / for instance
 - etc. - and such / and so forth
 - cf. – compare
 - viz. namely
 - vs. versus / against

According to APA style, **e.g.**, **etc.**, and **viz.** are always followed by a comma when in use.

Spelling

Asia in Focus uses standard British English as exemplified in the Oxford English Dictionary (see <https://www.oed.com/>)

Punctuation

- See the [Cambridge Guide](#) for general rules on how to use capital letters, full stops, question marks and exclamation marks, commas, colons, semi-colons etc.

Quotation marks

- Use double quotation marks for direct speech/citations and single quotation marks for direct speech/citations INSIDE direct speech
- Use double quotation marks for direct quotes and a comma to introduce them
 - In her article, Bektovic (2005, p. 3) maintains, “The decision not to ratify the Kyoto Protocol will harm the Australian economy”.

However, do not use commas for quotes introduced by *that* or for *integrated quotes* where the quote fits smoothly into the text.

- INCORRECT: Bektovic (2005, p.3) believes that, “the decision [...] will harm the Australian economy”.
 - CORRECT: Bektovic (2005, p.3) believes that “the decision [...] will harm the Australian economy”.
 - INCORRECT: Brown (1997, p.84) describes the results as, “unreliable and insignificant”.
 - CORRECT: Brown (1997, p.84) describes the results as “unreliable and insignificant”.
- Use double quotation marks to introduce a word or phrase used as an ironic comment, as slang, or as an invented or coined expression. Use double quotation marks the first time the word or phrase is used; thereafter, do not use quotation marks.
 - This was considered "normal" behaviour.
 - The "good-outcome" variables are X and Y. [...] The good-outcome variables indicate that

But italics are used in cases where misreading may occur:

- Subjects in the *small* group [here it means a group designation, not the size of the group]
- Use double quotation marks to set off the title of an article or chapter in a periodical or book when the title is mentioned in text.
 - Riger's (1992) article, "Epistemological Debates, Feminist Voices: Science, Social Values, and the Study of Women" ...
- Use double quotation marks to reproduce material from a test item or verbatim instructions to participants.
 - The first fill-in item was "could be expected to _____."

APA Style Citations & References

All text and examples in this section are sourced, and in some cases adapted, from APA Style Blog (<https://blog.apastyle.org/apastyle/>).

Basic in-text citation styles

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by 3–5 authors	Walker, Allen, and Bradley (1999)	Walker et al. (1999)	(Walker, Allen, & Bradley, 1999)	(Walker et al., 1999)
One work by 6 or more authors	Walker et al. (2013)	Walker et al. (2013)	(Walker et al., 2013)	(Walker et al., 2013)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Sussex (2005)	University of Sussex (2005)	(University of Sussex, 2005)	(University of Sussex, 2005)
When you need to cite two or more works together, arrange the in-text citations alphabetically in the same order in which they appear in the reference list.				
One author	(Department of Veteran Affairs, 2001, 2009, 2010, in press) (Gogel, 1996, 2006, in press)			
Multiple authors/references	(Derryberry & Reed, 2005a, 2005b; Rothbart, 2003a, 2003b, 2006) (Miller, 1999; Shafranske & Mahoney, 1998)			

For a passing reference to **a website in text**, the URL is sufficient; no reference list entry is needed.

- Gussie Fink-Nottle has set up a discussion forum for newt fanciers (<http://gfnnfg.livejournal.com/>).

Citations of **direct quotes** can be formulated in different ways:

- According to Palladino and Wade (2010), “a flexible mind is a healthy mind” (p. 147).
- In 2010, Palladino and Wade noted that “a flexible mind is a healthy mind” (p. 147).
- In fact, “a flexible mind is a healthy mind” (Palladino & Wade, 2010, p. 147).
- “A flexible mind is a healthy mind,” according to Palladino and Wade’s (2010, p. 147) longitudinal study.
- Palladino and Wade’s (2010) results indicate that “a flexible mind is a healthy mind” (p. 147).

When paraphrasing (i.e. putting someone else’s sentence into your own words, or summarizing someone else’s findings) you are required to insert a citation of the author and date, and it is recommended that you include the page number(s) to help the reader locate the relevant passage(s).

For example:

- Just as Sherlock Holmes investigates a case, psychologists must evaluate all the available data before making a deduction, lest they jump to an erroneous conclusion on the basis of insufficient evidence (Bram & Peebles, 2014, pp. 32–33).

- Bram and Peebles (2014) advocated for psychologists to evaluate all the available data before making a deduction, just as Sherlock Holmes investigates a case, lest they jump to an erroneous conclusion on the basis of insufficient evidence (pp. 32–33).

References - Books, book chapters and journal articles

All citations should be listed in the reference list. Put references in alphabetical order by (the first) author's surname. For examples of books, book chapter and journal articles listings see:

<http://flash1r.apa.org/apastyle/basics/references-example.pdf>

References - E-Books

The reference list entry for an e-book includes the author, date, title, and source ([URL](#) or [DOI](#)). For a chapter in an e-book, include the chapter title and page numbers (if available).

Whole e-book:

- Author, A. (date). *Title of book*. Retrieved from <http://xxxxxxxx>
- Author, A. (date). *Title of book*. doi:xxxxxxxxxxxx

Chapter in an e-book:

- Author, A. (date). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx–xx). Retrieved from <http://xxxxxxxx>
- Author, A. (date). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx–xx). doi:xxxxxxxxxxxx

References - Websites

However, when you are citing a particular document or piece of information from a website, include both a reference list entry and an in-text citation. The key to creating the reference list entry is to determine the type of content on the web page. Provide the following four pieces of information:

- **Author, A. (year, month day). Title of document [Format description]. Retrieved from <http://xxxxxxxx>**
Freakonomics. (2010, October 29). E-ZPass is a life-saver (literally) [Blog post]. Retrieved from <http://freakonomics.blogs.nytimes.com/2010/10/29/e-zpass-is-a-life-saver-literally>
- **If there is no date to be found, insert (n.d.) where the date information should be:**
Freakonomics. (n.d.). E-ZPass is a life-saver (literally) [Blog post]. Retrieved from <http://freakonomics.blogs.nytimes.com/2010/10/29/e-zpass-is-a-life-saver-literally>
- **If there is no author, the title moves to the author position:**
E-ZPass is a life-saver (literally) (2010, October 29). [Blog post]. Retrieved from <http://freakonomics.blogs.nytimes.com/2010/10/29/e-zpass-is-a-life-saver-literally>

References – Music, TV, film, news

For how to reference recorded music, see <https://blog.apastyle.org/apastyle/2011/12/how-to-cite-recorded-music-in-apa-style.html>

For how to reference news, film and TV, see <https://blog.apastyle.org/apastyle/movies-and-tv-shows/>

APA Style Resources

<https://apastyle.apa.org/products/index>

<https://blog.apastyle.org/apastyle/>

<https://apastyle.apa.org/>