

Taylor & Francis Style Sheet

Social Science Style A plus own Guide to Paper Presentation

Journal title and acronym	Journal of Contemporary Asia rJOC
Trim size	
Catchline	
Footline	
Running heads	Verso: <i>A. Author & B. Author/</i> et al. for three or more. Spaced initials. Chinese, Thai, Lao – full names not initials Recto: <i>Initial Cap of Main Words</i>
Logo	
Article type (when needed)	REVIEW ARTICLE. COMMENTARY. Bold small caps ranged left. Two line spaces above article title.
Title	Initial Caps of Main Words. Range left, bold
Authors	Caps, range left. &. Use superscript *, **, † to link with affiliation. Can be initials (not closed up) or full name.
Affiliation	Department, University, Town/state, country + any other info supplied by author
Received dates	
Abstract	ABSTRACT c/sc, then double space, abstract itself in italic, justified, smaller font size. No references.
Keywords	KEY WORDS c/sc, colon, first one has initial cap. Comma as separator, no full point. One line space below abstract.
Correspondence details	At foot of page, beneath rule spanning text width. Author's name, full postal address. No fax or tel. nos required. Smaller font size.
Headings	A: Bold, Initial Caps of Main Words. Ranged Left. Space above and Below. No 'Introduction' heading B: <i>Italics, Initial Caps of Main Words.</i> Ranged Left. Space above and Below. C: <i>Italics, initial cap only.</i> Ranged left. Full point. Indent text on same line. D: <i>Italics, initial cap only.</i> Indent from left. Full point. Indent text on same line.
Paragraphs	First one after heading ranged left. Subsequent ones indented.
Tables	Cited in text as Table 1. Caption Table 1. This is a table – no full point. Centred above table. Table has three rules. Any footnotes to be ^a , ^b , and smaller font ranged left below table.
Figures	Cited in text as Figure 1. Caption Figure 1. This is a figure – no full point unless there is a <i>Source:</i> author's data.
Displayed quotations	Four lines or more should be indented both sides. Justified. Line space above and below. No quotation marks.
Lists	1. 2. 3.
Equations	Follow style supplied by author.
Acknowledgements	Before Notes and References. Acknowledgement A head. Smaller font and written in third person.
Notes	Endnotes only. Notes A head. List has superscript Arabic numbers. Smaller font size. Within text, the x-refs are outside the punctuation. Keep interviews embedded within the text not placed in Notes.
Notes on contributors	None
Appendix	After Acknowledgement and before References. A-headed section.
Spelling preferences	-ise, -isa, etc. UK. First-person narrative is fine. 'et al.' is roman. Italic for <i>Al Qaeda, chaebol, coup, dirigiste, Jihadi, Syaria.</i>

	<p>Communist/communism – cap only when related to party. Southeast Asia, Southeastern Turkey, northeastern/northeast Thailand, northeastern Cambodia, northern Burma but Northeastern Burma, Northern Iraq. Capital for the geographical term when it is associated with a country name e.g. North Burma but north elsewhere (when not with a country name) etc. Keep u/c for titles, e.g. Prime Minister Thaksin. USA used for country, US for American.</p>
Punctuation	Double quotation marks throughout, with punctuation <i>inside</i> the closing mark.
Dashes	Parenthetical dash is spaced N-rule. Dash between dates or numbers (also for page spans in reference list) is hyphen.
Numbers and units	1000, 10,000, 100,000. % is okay in text. Can spell out numbers or not. No convention. US\$.
Dates	15 May 1999, 1994-98. 1980s. nineteenth century.
Editorial	
Other article types	In Commentary pieces, keep the references and endnotes within the text rather than in a section at the end
Book reviews	<p>Book Title <i>A. Author, B. B. Author and C. Author (eds) (Place: Publisher/Series, date)</i></p> <p style="text-align: right;"><i>A. Reviewer ©year Department, University, Vancouver Email:</i></p> <p>In Book Reviews, refs to other books to be kept within the text: (also see J. Nye, <i>Soft Power: The Means to Success in World Politics</i>, New York: Public Affairs, 2004).</p>
Reference Style	<p>Own style supersedes SSA.</p> <p><u>Text citations</u> to be in alpha order NOT chronological. Comma before date. Semi-colon to separate refs, colon separates year and any pagination. 'and' for two authors. 'et al.' for three or more. Different refs by the same author repeat the name – Jones, 2000a; Jones, 2000b: 99.</p> <p><u>Reference list</u> – First author inverted, subsequent ones normal way around. Initials are spaced. Chinese, Thai and Lao names – don't shorten to initial – highlight for typesetter. 'and' not '&'. Date in parentheses. Chapter titles, articles on the web or journal paper titles appear within double quotation marks (punctuation inside). Journal titles or book titles in italic. Downloaded date required for web refs. Books require place of publication and publisher, plus pages if a chapter within a book. Initial caps for all main words in article, chapter, book, paper, thesis titles. Volume and issue numbers of journals in roman:</p> <p><u>Journal</u>: Cooke, W. N. and D. S. Noble (1998) “Industrial Relations Systems and US Foreign Direct Investment Abroad,” <i>British Journal of Industrial Relations</i>, 36, 4, pp. 581-609.</p> <p><u>Book</u>: Sununta Siengthai (1999) <i>Industrial Relations and the Recession in Thailand</i>, 2nd edn, Bangkok: International Labour Organisation.</p> <p><u>Chapter in book</u>: Parker, J. (2006b) “Small Victory, Missed Chance: The Eisenhower Administration, the Bandung Conference, and the Turning of</p>

the Cold War,” in K. C. Statler and A. Jones (eds), *The Eisenhower Administration, the Third World, and the Globalization of the Cold War*, Lanham: Rowan & Littlefield, pp. 153-74.

Thesis: Tut, M. Y. (1965) “The Afro-Asian Group in the United Nations, 1955-1962”, PhD Thesis, Georgetown University.

Online article: Sukarno, A. (1955) “Let a New Asia and New Africa Be Born,” <http://www.pu.go.id/publik/asian-african/index.htm>, 18 April (downloaded 1 May 2007).

Paper: Trough, S. (1999) “China’s Changing Oil Strategy and Its Foreign Policy Implications,” Washington, D.C.: Brookings Institution, Center for Northeast Asian Policy Studies Working Paper.

Conference paper: Zhang, X. and S. Mengyang (2004) “China – the Stabilizer of Asian Economy of 21st Century,” Paper presented at the WTO, China and the Asian Economies: Free Trade Areas and New Economic Relations, Beijing, China, 18-19 June.