

# Guidelines to Authors and Editorial Charter of IRASEC

## MAIN GUIDELINES

Unless otherwise agreed, all our publications in English follow British standards.

The finalized manuscript must include:

- A short synopsis (around 1,500 signs);
- A detailed table of contents (titles of parts and sub-parts —no more than 3 levels);
- A short biography of the Author (60 to 70 words approximately, indicating for example: profession, discipline, affiliation, research topics, one or two publications);

## EDITORIAL CHARTER

### Iconography

- File: Each illustration will be provided in a separate file. Provide the source files. Provide clear indications of the location of the illustrations/tables with legends, sources and credits. Authors have the responsibility of guaranteeing that they have been provided the rights to publish the iconography.
- Tables: Provide an Excel file for the tables.
- Resolution: Images, maps or photos must be in high resolution (300 dpi minimum, if in doubt, send them to us as soon as possible for verification).
- Maps: A small sketch or manual annotations on an existing base (map, diagram...) are sufficient.
- Location: Indicate the location in the text.
- Source: For any graphic element (image, photo, table, diagram etc.) give a title and a source (or credit).

Important: No call for notes in the graphic element itself.

### Correction codes

Use the Track Changes Mode.

### Headings and subheadings

- Provide a detailed table of contents.
- Use short titles.
- Number the titles and subtitles to indicate their hierarchy.
- Do not go beyond three levels of titles.

Example: Chapter title (level 1)

1. Part title (level 2)

1.1 - Sub-part title (level 3)

## Fonts

- All fonts are Unicode and free of rights.
- The font family used is Times New Roman.
- Transliteration: Vernacular terms must be transliterated (romanized writing).

**Warning:** In the case of Vietnamese, contact the IRASEC layout artist as soon as possible to evaluate the fonts available (other than UNICODE).

## Boxes

- Reserved for interviews, testimonies, life stories, illustrative texts, presentation of a project or an organization (1,000 to approximately 3,000 characters, including spaces).
- Each box has a title and a source.
- Indicate the boxes and/or texts to be highlighted by numbering them and specifying the beginning and the end for each one as follows:

>>>Beginning of Box 1<<<

### **Title**

(source: bibliographic reference; date and place of the interview, website, etc.)

>>>End of Box 1<<<

## Quotes

### Long quote

- Indicate by indenting to the left.
- Indicate whenever part of the quoted text has been cut: [...].
- Note calls are inserted just before the closing quotation marks of a quote or at the end of a sentence, before the final punctuation mark.
- Specify the exact page reference where the quotation is found.

### Short quote and punctuation

- Period inside the quotation marks: when the quotation is introduced by the colon (:), the first term is capitalized and the period is then placed inside the quotation marks.
- Period outside the quotation marks when the quote is directly in the sentence. E.g.: He says that “politics is everyone’s business”.
- Translate the quote when the language is other than English.

## Index

- Provide a list of keywords, the possible variations will be indexed under the same entry. Example: if the indexed term is “color”, the related terms are “yellow”, “red”, etc.
- If the tagging is done upstream by the author in the Word text, the index is generated.

## References and Footnotes

- Body of the text: bibliographical references in brackets (Werner, 1981: 56-57). In case of several authors, use “and”: (Lou and Ming, 1995: 26). Three authors: (Mou, Ming and Sue, 1998: 32)
- Footnotes: reserved for official documents, newspaper articles, reports, blog articles, conferences, as well as for additional information.
- Footnotes are added after a period and after a comma.
- Put the first name before the last name and use lower case (unlike the final bibliography).
- Do not use footnotes for lengthy supplementary information.

### Examples:

#### **Newspaper article**

James Dorn, “The Tao of Adam Smith”, *The Asian Wall Street Journal*, 18 August 1997. Or (if no author):

“Army chief says ethnic conflicts must end for Burma’s development”, *The Irrawaddy*, 27 March 2014.

#### **Online news article**

Pornwasin Asina, “Social-Media Users urged not to stoke tensions”, *The Nation*, 2 December 2013: 13.

#### **Online resource, other than newspaper**

Mention the url address:

World Bank, “Climate Action in 2022: A Look Back at the World Bank’s Climate Work for the Past Year”, 12 December 2022, <https://www.worldbank.org/en/news/feature/2022/12/16/climate-action-in-2022-a-look-back-at-the-world-bank-s-climate-work-for-the-past-year>.

#### **Blog post**

David Hopkins, “Reflections on Tuol Sleng”, *New Mandala*, 28 April 2014.

#### **Website**

See the IRASEC website (<https://www.irasec.com/?lang=en>).

#### **Conference**

Gisela M. Reiterer, “‘Popular Democracy’: impeachment and power change in the Philippines”, paper prepared for the Third Euroseas Conference, London, 6-8 September 2001.

## Bibliography (at the end of the document)

The bibliography should include all references cited in the body of the text, such as (Werner, 1981: 56-57), as well as the references placed in the footnotes.

#### **Monograph**

The total number of pages of the works is not mandatory.

TAUSSIG, Michael K., 1993, *Mimesis and Alterity. A Particular History of the Senses*, New York: Routledge.

#### **Collective Book**

HOBSBAWM, Eric and RANGER, Terence (eds), 1983, *The Invention of Tradition*, Cambridge: Cambridge University Press.

### **Foreign language book with translation**

VŨ, Quốc Tuấn, 2001, *Doanh nghiệp, doanh nhân trong kinh tế thị trường* [Companies and entrepreneurs in the market economy], Ha Noi, Nxb Chính trị Quốc gia [Éditions Politique nationale].

### **Chapter from a collective work**

CABASSET, Christine and SAMUEL, Jérôme, 2022, “Avant-propos : L’Asie du Sud-Est dans le Grand Jeu sur fond de crise birmane et de crise sanitaire” [Foreword: Southeast Asia in the Great Game Against the Backdrop of the Burmese Crisis and the Health Crisis], in Christine Cabasset and Jérôme Samuel (eds), *L’Asie du Sud-Est 2022 : Bilan, enjeux et perspectives*, Bangkok:IRASEC, pp. 17-32.

### **Journal article:**

OU, Sivhuoch, 2020, “Repeated Multiparty Elections in Cambodia: Intensifying Authoritarianism Yet Benefiting the Masses”, *Pacific Affairs*, vol. 93, no. 3, pp. 567–592.

### **Online journal article**

MANGUIN, Pierre-Yves, 2022, “‘A Real Seafaring People’: Evocations of Sailing in Malay Literature”, *Archipel*, vol. 103, online, <https://doi.org/10.4000/archipel.2905>.

### **Other online resources**

- An online resource is subject to the same rules as a classic publication, it is necessary to mention: Name of the author/organization, “title of the publication”, name of the site/blog and url address, date of publication or update if known.
- Give preference to perennial URLs such as DOIs (Digital Object Identifier).