

## GUIDELINES FOR AUTHORS

The *Journal of the Malaysian Branch of the Royal Asiatic Society (JMBRAS)* is published half-yearly by MBRAS. It disseminates knowledge and matters of historical value pertaining to Malaysia and the surrounding region. Articles submitted should be in English and should not have been published or be under consideration elsewhere. Authors are requested to adhere to the guidelines below.

### SUBMISSION OF MS

**Format.** All articles should be submitted as a Microsoft Word document in 12 point Times New Roman. They should be sent on a CD or emailed to the Journal Editor, together with a printed version, double-spaced on single sides with 30 mm margins all round. (Authors are advised to retain an identical copy of the MS and illustrations submitted.)

**Author Details.** Please include your full postal address/phone/fax/email plus a short biographical note of 50–60 words on a separate sheet.

### PRESENTATION OF MS

**Length and Style.** Articles should not exceed 10,000 words. The writing should be clear and readable, free from jargon. Foreign words and abbreviations must be defined at first mention.

**Abstract, Introduction, Conclusion.** All articles should begin with an Abstract of 150–200 words, followed by an Introduction which should orient readers to the topic and thesis of the article. The Conclusion should summarize the article's findings and, where feasible, point to future research.

**Tables.** Tables should be titled and numbered consecutively with their positions clearly indicated in the text. Sources and footnotes (numbered independently of the text notes) should be provided below the tables.

**Illustrations, Figures, Maps.** All line diagrams and photographs are termed 'Figures' and should be numbered in a single sequence following their order in the text. Maps, however, may be numbered separately if deemed more convenient for readers.

All figures should have complete captions with sources and acknowledgements. Authors are responsible for securing the required copyright permission for their articles.

Line diagrams should be suitable for immediate reproduction to a text area of 125 mm x 190 mm while photographs should be sharp, with good contrast.

**References.** The Journal uses the author–date system together with footnotes. The author–date system cites the author's name, publication year, and page numbers within parentheses in the text (e.g. Gullick (1987, 112); Yong (1992, 61–70)), and provides the full details in a list of References at the end of the article.

Footnotes, signalled in the text by superscript numbers, are used for substantive comments as well as for primary or archival sources or anonymous works. As the list of References is the primary vehicle for documentation in the author–

date system, authors must ensure that all sources cited in the text (and no others) are included in the References and that all bibliographical details are accurate. The date appears directly after the author's name. See the examples below:

### Books

Chan Heng Chee (1971). *Nation Building in Southeast Asia: The Singapore Case*, Occasional Paper No. 3. Singapore: Institute of Southeast Asian Studies.

Kassim Ahmad and Noriah Mohamed (1997). *Hikayat Hang Tuah*. Kuala Lumpur: Yayasan Karyawan.

Kathigasu, Sybil (1954). *No Dram of Mercy*. London: Spearman; reprinted Singapore: Oxford University Press, 1983.

Makepeace, W.; Brooke, G. E.; and Braddell, R. St. J. (eds.) (1921). *One Hundred Years of Singapore*, 2 vols. London: John Murray.

### Articles

Andaya, Leonard Y. (2001). 'The Search for the Origins of Melayu', *Journal of Southeast Asian Studies*, 32, 3: 315–30.

Ismail Hussein (1966). 'The Study of Traditional Malay Literature', *JMBRAS* 39, 2: 1–22.

Sandhu, K. S. and Wheatley, P. (1983). 'From Capital to Municipality', in *Melaka: The Transformation of a Malay Capital c.1400–1980* Vol. 2, edited by K. S. Sandhu and P. Wheatley. Kuala Lumpur: Oxford University Press.

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