Silkworm Style Sheet

We follow *The Chicago Manual of Style* (CMS), 16th edition (University of Chicago Press, 2010), and prefer that all manuscripts be submitted in this style with regard to punctuation, capitalization, usage, and organization. To access CMS on the Internet, go to the following link: http://www.chicagomanualofstyle.org/subscription_opts.html.

General Format (electronic file and print copy both required)

Times New Roman font, 12-point
Unbound and minimally formatted printout
Electronic file divided into chapters (or in one file if short)
Include front matter, back matter, and bibliography in separate files
A4 size paper, or 8 1/2" by 11" paper, one-sided
Double-spaced, with ample margins
Only one space between sentences
Paragraph indentations rather than line spaces between paragraphs. To indent, set a style in
　　the formatting palette rather than using the tab key.
Minimal use of variant fonts and styles, e.g., bold, italics, all caps
Endnotes rather than footnotes, beginning with 1 in every chapter. If the author-date system is
　　used, source references should appear in parentheses in the text rather than in endnotes.

Style Checklist

Abbreviations:	Use a space between initials of personal names (e.g., P. D. James) but not in other abbreviations. Most well known acronyms do not require periods. When in doubt, refer to CMS chapter 10.
Apostrophes:	Use "smart" quotes (i.e., curly not straight) for all apostrophes as well as double and single quotation marks.
Bibliography:	Use hanging indent format and alphabetize by author's last name. Use 3 em dashes for repeated names in a bibliography. Cross-reference both text and note citations to ensure they appear in the bibliography (or references) and are consistent in all uses. For formatting guidelines of various entries (i.e., monographs, journals, websites, etc.) refer to CMS chapter 14.
Capitalization:	Capitalize government offices but not positions (Ministry of Defense, minister of defense). In place-names, etc., capitalize the noun following the name (Chao Phraya River). References to parts of the book are not capitalized (chapter 1, fig. 3, appendix 2).
Citations:	When using the author-date system, format all text citations using author's last name followed by date of publication without any

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punctuation unless page numbers are referenced, in which case a comma should follow the date, e.g., (Lin 1936, 45). Colons should never be used in text citations.

Commas:
Use serial commas, the comma after the penultimate item in a series before the word "and" or "or" (e.g., past, present, and future).

Dashes:
Use a hyphen (-) for linking words; an en-dash (–) for linking inclusive numbers such as dates and page numbers; and an em-dash (—) for linking phrases in a sentence. None of these is preceded or followed by a space, e.g.

long-term solutions
1959–1990; pp. 112–15
Will he—can he—keep the promise?

Dates:
Use of AD and BC should be formatted in all caps and no periods, with AD preceding the date and BC following the date, e.g., AD 1721 and 55 BC. All month/day/year dates should be checked for consistency throughout the manuscript.

Ellipses:
Use three periods separated by spaces (. . .) to indicate when a sentence is incomplete or material is missing within or between sentences. For further detail refer to CMS 13.48.

Endnotes:
Only substantive information should be included in endnotes (and footnotes) in the author-date system of documentation. Citations in endnotes should be concise since the reader can refer to the bibliography (or references) for complete source information. Notes should be formatted with a period and one space between the number and text.

Refer to CMS chapter 14 and 15 for complete discussion of both endnotes and footnotes. Endnotes (and footnotes) should not be included in tables and figures; rather any explanatory discussion should be listed as a "Note" and placed under the "Source" citation, e.g.

Source: Wang Menyang 1937.

Note: Inner Districts 1 through 6 comprise the Inner Town.

Foreign Terms:
Italicize all foreign terms and where appropriate provide the English translation in parentheses within the text and for titles, within brackets in the bibliography or reference list. All foreign terms should be in lower case unless referring to a proper noun, institution, or government

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agency, in which case such terms should not be italicized. Thai words should be spelled according to the Royal Institute Romanization system. See http://www.silkwormbooks.com/pdf_file/Romanization.pdf.

Lists: When enumeration is necessary, use a number or letter followed by a period without parentheses, for items in a list set off from the text, e.g.

It was unfair criticism because
1. the law had just been revoked earlier that year;
2. the elections had been inconclusive; and
3. the economy had been deteriorating for months and was now in shambles.

When enumerating a list within the text use parentheses around the numbers or letters, not periods (e.g., The government promised that (1) the schoolmaster would be Muslim; (2) there would be one hour for teaching Islamic tenets every week from the second grade on; and (3) Friday afternoon would be a holiday.) If the introductory sentence is a complete sentence, or if list items complete the sentence begun in the introductory phase, items in the list need no following punctuation. If the items are more complex and therefore followed by a semi-colon, the last item must end with a period. For further examples, refer to CMS sections 6.121–6.126.

Numbers: For 1–99, spell out numbers unless a long list makes this unwieldy (e.g., 53, 64, 72, and 100) and spell out whole numbers, such as one hundred, two thousand, five million. Use numerals for 101 and over (153) and with percentages (6 percent) as well as for large numbers with million or billion (20 million) and for abbreviated units (3 cm). No numerals should begin a sentence. For further detail, refer to CMS chapter 9. For formatting of inclusive numbers (321–28), refer to CMS section 9.58.

Quotations: Quoted material that runs to more than five lines should be set off in a block; a shorter quotation can be included in the text. All quotations must be exactly like the original, with these few exceptions:

1. Quotation marks may be made double or single, and punctuation may be moved inside or outside of the quotation marks.
2. The initial letter may be changed to a capital or a lowercase letter.
3. The final punctuation may be omitted or changed to a comma, or ellipsis.
4. An obvious typographical error may be silently corrected, though idiosyncrasies should be preserved.

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Any necessary changes or explanations can be inserted in square brackets within the quote. An indented block quotation should not be preceded or followed by quotation marks.

Quotation Marks: Use "smart" (curly) quotes. Punctuation goes inside the quotation marks, even when it is technically not part of the quote.

References: See Bibliography; also see Documentation (below).

Spacing: Use only one space between sentences. Also check to be sure there is only one space between each word.

Spelling: Use American English spelling and capitalization.

acknowledgments, not acknowledgements
analyze, not analyse
center, not centre
color, not colour
jewelry, not jewellery
king, not King
no one, not no-one
parliament, not Parliament
program, not programme
reevaluate, not re-evaluate
traveler, traveling; not traveller, travelling
organize, not organise

Subheadings: Use title case for all titles and subheadings, but without capitalizing articles or prepositions. In addition, use distinctive formatting for each subheading level, if possible setting the style using the formatting palette. It is usually helpful to center second-level headings (i.e., the ones that follow chapter titles), e.g.:

CHAPTER TWO: RISE AND FALL OF HUI EDUCATION
Transition of the Educational System
Destruction of the Mosque Education System
The Green Flag and White Cap Incident

Tables: Table titles should be as brief as possible; they need not furnish background information or repeat column heads and should be in noun form, e.g. Beijing's Hui Muslim population by district, 1928 (not: The Distribution of the Muslim Population of Beijing in 1928: Muslim Percentages in every District's Total Population). Text references to tables and figures should always be lowercased (fig. 4). Also, be sure to

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check text to confirm accuracy of table/figure numbering. For further detail, refer to CMS chapter 13.

Time: Times of day should usually be spelled out in text unless the exact time is significant, e.g. five o'clock in the morning; half past three; quarter of four. Do not use For further detail, refer to CMS sections 9.41–9.45 and sections 15.40–15.44.

Typography: Punctuation adjacent to a variant font should generally use the font style of the preceding character, unless it changes the meaning, e.g.

Colors: red, white, and blue (bold colon)
Is the name of the book *History of Thailand*? (unitalicized question mark)

(Scroll down for information on documentation and referencing style.)

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Documentation

A reference list or bibliography fully documenting all the sources used and cited should follow the text. The references here should be listed alphabetically by author's last name in a hanging indent format.

There are two different systems of documentation in general use: the humanities system and the author-date system. Compare the sample notes and bibliographies listed below. Note that the author-date system uses the heading "References" or "Sources" or "Literature Cited" instead of "Bibliography."

Depending on the book, notes may or may not be necessary. The book itself (its subject matter, and the number and type of references) determines whether the Humanities or Author-Date system would be more appropriate. In the Humanities style, notes are numbered consecutively throughout each chapter or article, beginning again with 1 at each new chapter. Bibliographic references in notes may be simplified. In the Author-Date style, sources are listed parenthetically in the text proper, within the sentence referring to the source.

Certain citations contained in notes do not need to appear in bibliographies or reference lists, such as unsigned newspaper articles, unless these citations constitute an integral source of information used throughout the manuscript. Similarly, if a manuscript contains only a small number of references to websites or other informally published electronic material, these need not appear in the bibliography or reference list. Increasingly, however, electronic content is becoming a major component of writers' research and, as such, this material should be properly documented. See "Electronic Sources" below for further information.

Humanities Style

Notes:

    1. Michael Vickery, *Cambodia, 1975–1982* (1984; reprint, Chiang Mai, Thailand: Silkworm Books, 1999).
    2. *Pridi by Pridi: Selected Writing on Life, Politics, and Economy,* ed. by Chris Baker and Pasuk Phongpaichit (Chiang Mai, Thailand: Silkworm Books, forthcoming).
    3. Anthony B. Tortelli, ed., S*ociology Approaching the Twenty-first Century* (Los Angeles: Peter and Sons, 1991).
    4. International Monetary Fund, *Surveys of African Economies,* vol. 7, *Algeria, Mali, Morocco, and Tunisia* (Washington, DC: International Monetary Fund, 1977).
    5. Chatthip Nartsupha, *Watthanatham thai kap khabuankan plianplaeng sangkhom* [Thai culture and social change] (Bangkok: Chulalongkorn University, 1991).
    6. William Skinner, "Change and Persistence in Chinese Culture Overseas: A Comparison of Thailand and Java," in *Southeast Asia: The Politics of National Integration,* ed. John T. McAlister, (New York: Random House, 1973), 399–402.

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7. Sidney Goldstein and Alice Goldstein, *Migration in Thailand: A Twenty-five Year Review,* Papers of the East-West Population Institute, no. 100 (Honolulu, 1986), 73.

8. Edward Banicek, *A History of Indonesia,* vol. 2 (Philadelphia: Ross and Kittredge, 1991), 237–39.

9. Stephen R. Heder, "Origins of the Conflict," *The Southeast Asia Chronicle,* no. 64 (September–October 1978), 4.

10. Matthew P. Copeland, "Contested Nationalism and the 1932 Overthrow of the Absolute Monarchy in Siam," (PhD diss., Australian National University, Canberra, 1993), 62–89.

11. Marjorie Muecke, "The New Thai 'Nun': A Paradigm Shift from Buddha to Chamatevi," (paper presented at the American Anthropological Association meetings, Washington, DC, November 15–19, 1989), 15.

12. Goldstein and Goldstein, *Migration,* 74.

13. *Pridi by Pridi,* 52.

14. "The Last Mile?" *New York Times*, April 8, 1953.

15. Korn Chatikavanij's official Web site, "Issues," http://www.korndemocrat.com/en/home.html (accessed September 9, 2009).

16. Amnesty International, "Zimbabwe: Operation Muramabtsvina (Restore Order)—Homes Destroyed, Livelihoods Shattered," Index No. AFR 46/022/2009, October 5, 2009.

17. "Where is Tay Za?" The Nation Weblog, *Burma Watch*, September 30, 2007, http://www.blog.nationamultimedia.com/BurmaWatch/2007/09/03/entry-1.

Bibliography:

Amnesty International. "Zimbabwe: Operation Muramabtsvina (Restore Order)—Homes Destroyed, Livelihoods Shattered." Index No. AFR 46/022/2009, October 5, 2009. http://www.amnesty.org/en/library/info/AFR46/022/2009/en.

Banicek, Edward. *A History of Indonesia.* 2 vols. Philadelphia: Ross and Kittredge, 1991.

Burma Watch. The Nation Weblog. "Where is Tay Za?" September 30, 2007. http://www.blog.nationamultimedia.com/BurmaWatch/2007/09/03/entry-1.

Chatthip Nartsupha. *Watthanatham thai kap khabuankan plianplaeng sangkhom* [Thai culture and social change]. Bangkok: Chulalongkorn University, 1991.

Copeland, Matthew P. "Contested Nationalism and the 1932 Overthrow of the Absolute Monarchy in Siam." PhD diss., Australian National University, Canberra, 1993.

Goldstein, Sidney, and Alice Goldstein. *Migration in Thailand: A Twenty-five Year Review.* Papers of the East-West Population Institute, no. 100, Honolulu, 1986.

Heder, Stephen R. "Origins of the Conflict." *The Southeast Asia Chronicle,* no. 64 (1978): 3–11.

International Monetary Fund (IMF). *Surveys of African Economies.* Vol. 7, *Algeria, Mali, Morocco, and Tunisia.* Washington, DC: International Monetary Fund, 1977.

Korn Chatikavanij's official Web site. "Issues." http://www.korndemocrat.com/en/home.html (accessed September 9, 2009).

Muecke, Marjorie. "The New Thai 'Nun': A Paradigm Shift from Buddha to Chamatevi." Paper presented at the American Anthropological Association meetings, Washington, DC,

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November 15–19, 1989.

New York Times. "The Last Mile?" April 8, 1953.

Pridi by Pridi: Selected Writing on Life, Politics, and Economy. Edited by Chris Baker and Pasuk Phongpaichit. Chiang Mai, Thailand: Silkworm Books, forthcoming.

Skinner, William. "Change and Persistence in Chinese Culture Overseas: A Comparison of Thailand and Java." In *Southeast Asia: The Politics of National Integration,* edited by John T. McAlister, 399–415. New York: Random House, 1973.

Tortelli, Anthony B., ed. S*ociology Approaching the Twenty-first Century.* Los Angeles: Peter and Sons, 1991.

Vickery, Michael. *Cambodia, 1975–1982.* 1984. Reprint, Chiang Mai, Thailand: Silkworm Books, 1999.

Author-Date Style

Notes:

Any numbered footnotes or endnotes in this style are always substantive (containing information) rather than straight source references. Source references are found in parentheses within the text, usually at the end of the sentence that refers to the source, before the final period. However, in a block quotation, the parenthetical source reference is placed outside the final period.

(Vickery [1984] 1999)
(Pridi forthcoming)
(*Burma Watch* 2007)
(Tortelli 1991)
(IMF 1977)
(Amnesty International 2009)
(Chatthip 1991)
(Skinner 1973, 399–402)
(Goldstein and Goldstein 1986, 73)
(Banicek 1991, 237–39)
(Korn Chatikavanij's official Web site)
(Heder 1978, 4)
(Copeland 1993, 62–89)
(Muecke 1989, 15)
(Goldstein and Goldstein 1986, 74)
(*New York Times*, April 8, 1953)

References:

Amnesty International. 2009. Zimbabwe: Operation Muramabtsvina (Restore Order)—Homes Destroyed, Livelihoods Shattered. Index No. AFR 46/022/2009, October 5. http://www.amnesty.org/en/library/info/AFR46/022/2009/en.

Banicek, Edward. 1991. *A History of Indonesia.* 2 vols. Philadelphia: Ross and Kittredge.

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Burma Watch. 2007. The Nation Weblog. Where is Tay Za? September 30.
http://www.blog.nationamultimedia.com/BurmaWatch/2007/09/03/entry-1.

Chatthip Nartsupha. 1991. *Watthanatham thai kap khabuankan plianplaeng sangkhom* [Thai culture and social change]. Bangkok: Chulalongkorn University.

Copeland, Matthew P. 1993. Contested Nationalism and the 1932 Overthrow of the Absolute Monarchy in Siam. PhD diss., Australian National University, Canberra.

Goldstein, Sidney, and Alice Goldstein. 1986. *Migration in Thailand: A Twenty-five Year Review.* Papers of the East-West Population Institute, no. 100, Honolulu.

Heder, Stephen R. 1978. Origins of the Conflict. *The Southeast Asia Chronicle* 64: 3–11.

International Monetary Fund (IMF). 1977. *Surveys of African Economies.* Vol. 7, *Algeria, Mali, Morocco, and Tunisia.* Washington, DC.

Korn Chatikavanij's official Web site. Issues. Accessed September 9, 2009.
http://www.korndemocrat.com/en/home.html.

Muecke, Marjorie. 1989. The New Thai "Nun": A Paradigm Shift from Buddha to Chamatevi. Paper presented at the American Anthropological Association meetings, Washington, DC, November 15–19.

Pridi by Pridi: Selected Writing on Life, Politics, and Economy. Forthcoming. Edited by Chris Baker and Pasuk Phongpaichit. Chiang Mai, Thailand: Silkworm Books.

Skinner, William. 1973. Change and Persistence in Chinese Culture Overseas: A Comparison of Thailand and Java. In *Southeast Asia: The Politics of National Integration,* ed. John T. McAlister, 399–415. New York: Random House.

Tortelli, Anthony B., ed. 1991. *Sociology Approaching the Twenty-first Century.* Los Angeles: Peter and Sons.

Vickery, Michael. [1984] 1999. *Cambodia, 1975–1982.* Reprint, Chiang Mai, Thailand: Silkworm Books.

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Electronic Sources

For books, journals, and magazines published online, references should include all the traditional information followed by the URL. If the discipline requires it, or if the information is particularly time-sensitive, the date that the site was accessed should also be included before the URL, and not in parentheses: Accessed January 1, 2009. If the material appears both in print and online, cite the medium that was actually consulted.

For informally published electronic material, include both the URL and a description or explanation of what the source is. The URL alone is not sufficient. If the site no longer exists, include this in parentheses after the URL but before the period: . . . /example.html (site discontinued).

A Final Note

In some cases, you may wish to use special conventions because of the particular nature of the book. We are flexible, but we appreciate consistency in all cases.