ASIAN PERSPECTIVES BASIC STYLE GUIDELINES

Note: The Style Guide is currently being updated and revised to be of more use for Authors. Until the new guide is available, Authors may follow the specifications in this guide originally intended for the copy-editor.

ORDER OF ELEMENTS at end of revised articles (not the order when published):

ACKNOWLEDGMENTS
GLOSSARY (IF ANY)
OTHER APPENDICES (IF ANY)
REFERENCES CITED
ABSTRACT & KEYWORDS -- Must always appear on articles.
ENDNOTES

NUMBERS
Spell out numbers from one to ten, except decimals, fractions, and when with units of measure; use numerals for numbers above ten. (When mixed in same context, use your discretion.)

Write out ordinal numbers: second, third, nineteenth century. (Often excepted in table data--use discretion.)

No comma in four-digit numbers: 1000; 2500; but 10,000.

Repeat all digits in ranges: 357-359; 1056-1060.

Use a zero before the decimal point when less than 1: 0.3; 0.87

PERCENT: Write out “percent” in text. Use % symbol in tables.

STATISTICAL EXPRESSION: Use lower case symbols w/italics: p (probability), x (chi), df (degrees of freedom, n (number)

MEASUREMENTS
Use metric system for all measurements; if needed, the British equivalent may appear in parentheses.
Use numerals when units are given; abbreviate units when preceded by a
number. Use a space between number and unit of measure
4 cm; 31 m; 25 km; 54 °C (note that degree sign is attached to "C," not to the number)

LATITUDE AND LONGITUDE: 19 29'N, 107 45'W (no space, no space w/comma).

DATES
Invert all dates with days; use no comma between month and year:

Use all digits for inclusive dates: 1965-1969

Alphas in dates use small caps: A.D., B.C., B.P.

Time with alphas is expressed as follows: A.D. 600; 1000 B.C.;
1500 B.P.; eighth century B.C.; 200 B.C. to A.D. 500;
1500-900 B.C.; A.D. 1300-1445. Note: prehistoric A.D. dates usually
include "A.D." even though A.D. may be obvious or date is
commonly historical (cf. use in B.C. dates); e.g., A.D. 1442 is OK
Hawaiian prehistorical date. Query author rather than change
when usage is questionable.

No apostrophe in years with "s": 1960s.

EPOCHS

GEOLOGICAL eras, periods, epochs, series, and episodes are capitalized
(but not the words era, period, epoch (Chicago 7.111): Lower
Jurassic, Upper Carboniferous, Tertiary period
Modifiers such as early, middle, or late used descriptively are
lowercased: early Holocene, late Pleistocene
CULTURAL periods (based on technology) are capitalized: Iron Age, Stone
Age, Dongson Culture; Neolithic (the Neolithic, Neolithic tools),
Mesolithic, Palaeolithic; Upper Palaeolithic; Lower Jurassic; Middle
Mesolithic.
HISTORICAL periods usually lower case (medieval, modern, early historic).
But prehistoric may take caps: e.g., Early Middle Prehistoric, Late
Prehistoric.
MISCELLANY

SERIAL COMMA: Use serial comma consistently: one, two, and three; a cat, a dog, and two rabbits.

POSSESSIVE ON S AND Z: Use ' (no second “s”) to form possessive on words ending in s or z: Movius’ genius; Spriggs’ views.

MR., MRS., PROF., SR., ETC.: Do not use in text. Use person’s name w/o.

JR, II, III IN NAMES: Do not precede with comma; no period following: John Smith Jr., Hiram Goldsmith III.

PREPOSITIONS IN TITLES: Titles in ulc on articles, in table of contents, and table titles use lower case on all prepositions irregardless of number of letters in word.

DIACRITICS on foreign words: Hawaiian words, including place names, must be verified for diacritic usage (Copyeditor: if you were not provided with references, contact Production Editor). Other languages are generally the author’s responsibility, but usage should be consistent. See Glottals below.

GLOSSAL MARKS must always be a single open quote mark. Flag on first occurrence as “glottal.”

CARDINAL DIRECTIONS: Cap when part of name, l.c. when indicating direction: Northeast Timor, South China; southern China; northeast South China; northwestern part of country.

LINGUISTICS PAPERS use single quote marks (for glosses) and punctuation outside quotes (see CMS).

KEY WORDS IN ABSTRACTS: all words lower case except proper nouns, including first word following colon.

Use “and” with two authors (not ampersand); use first author and “et al.” for three or more authors.

No comma between author name(s) and year

When two or more articles are cited together, arrange alphabetically by author and separate authors with semicolons

Arrange multiple citations for one author chronologically and separate years with commas.

Use italics on sequence letters with dates, no space following year; cite year with each sequence letter.

If page numbers are given, use no space after colon.

Examples:
...as noted by Tuggle (1976) and Cleghorn (1982)
...other sites were reported (Barrera 1972; Brumfiel and Earle 1987; Emory et al. 1969; Terrell 1988, 1989; Welsch 1989a, 1989b, 1990; Welsch et al. in press)
(Hollander 1966:301-303; ...proposed by Gerry (1978:561).

LIST OF REFERENCES

Heading always “References Cited”

Use “down” style (as per CMS).

List first or only author by surname, first name, initial (inverted); subsequent authors by first name, initial, surname (not inverted).

Inverting names with “Jr,” “II,” etc.:
Hendry, John Jr (no comma); Solheim, Wilhelm G. II; Walden, Henry III.

Insert a space between initials when two initials, no space with three:
J. W. Smith, A.W.J Lansky

When state names are in publication data, use zip code letters.

Use “ed.” (sing.) and “eds.” (pl.) for “editor(s)”; use “ed.” for edited by:
T. Jones and E. Smith, eds.; ed. T. Jones and E. Smith.

EXAMPLES OF BASIC REFERENCE STYLE:
No space between vol number and pages but do use a space when pages follow volume title directly. Ulc author names (copy-editor will set to small caps).

Ellis, William

Jeffries, Arlo H.

1982 Book Title with Cap Main Words, 2nd ed. City: Publisher.

Louis, Allen W.
1968 Title of article, in Title of Multiauthor Book: 450-571, ed. A. Black. City: Publisher.


1973 Title of Monographic Work. Monograph Series 14. Locality: Publisher (if provided by author; otherwise series title sufficient)

Valans, Douglas L. and David G. Hopkins, eds.
1990 Name of Multiauthor Work. City: Publisher.

Youngfellow, Bobby C.

BISHOP MUSEUM PUBLICATIONS:
B.P. Bishop Museum Bulletin 000 (to ca. 1987).
Department of Anthropology Report Series 00-0. Honolulu: Bishop Museum.
Occasional Papers Bernice P. Bishop Museum 00. (series runs through Vol. 25 as single titles)
Bishop Museum Occasional Papers 00 (Vol. 26 ff, continues series above as a multi-author work).
Memoirs of the Bernice Pauahi Bishop Museum 0(0). Honolulu: Bishop Museum.

Note: Bishop Museum Press used only for Press books, never on journals or reports.

TABLE STYLE

No vertical lines in body of table. Horizontal lines above and below column heads and at end of table only. Hair rules to separate heads and subheads in headings OK.

Cap first word of each entry in all columns.

Line return indents in all columns. (Mark ms for run-on unless indent obvious)

Stub column runs fl left; stub head fl left (not centered on column). Other column heads center on columns.

When stub runs two or more lines and column entries only one line, column entries align with last line of stub. Flag format on ms.

If both stub and (one or more) column entries run two lines or more, columns align from first line of stub.
Numbers in columns align on decimal points.

Use zero before the decimal point in quantities less than one.

Footnotes: Use superscript lower-case alphas for flagging footnotes in body of table. References to table title should be treated as notes. Asterisks, double asterisks, etc. are used to express significance/probability. Mark asterisks as "asterisk (not star)." (Copyeditor: if using a cf. program with superscr lc alphas as flag, alphas on tables may have to be marked with colored pencil on hard copy.)

ILLUSTRATIONS

All pictures, graphs, line art, and photographs are treated as figures and numbered consecutively as figures.

In text, write out “Figure(s)” when the term is not in parentheses; abbreviate within parentheses:

...which Figure 2 illustrates
...as shown (Figs. 1, 2)

When letters are cited with figure numbers, letters take rom; no space between number and letter, no space between multiple letters: Fig. 4a; Fig. 6a,b  Caption heads: Abbreviate "figure" and "plate." Use rom on fig letters, with colon, in caption text:

Fig. 3. Large jars from Thailand: a: incised decoration; b: burnished jar from Layer 3; c: jar cover.

Captions run on width of illustration. Mark for x-width when less than full page width (done by Journals Dept).
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
<th>Unit</th>
<th>Spell out – do not abbreviate</th>
</tr>
</thead>
<tbody>
<tr>
<td>anno domini (after Christ)</td>
<td>A.D. (smcaps)</td>
<td>liter</td>
<td></td>
</tr>
<tr>
<td>before Christ</td>
<td>B.C. (smcaps)</td>
<td>longitude</td>
<td>long.</td>
</tr>
<tr>
<td>before present</td>
<td>B.P. (smcaps)</td>
<td>meter</td>
<td>m, m², m³</td>
</tr>
<tr>
<td>carbon</td>
<td>$^{14}$C</td>
<td>micron</td>
<td>um</td>
</tr>
<tr>
<td>centimeter</td>
<td>cm, cm², cm³</td>
<td>mile</td>
<td>mi</td>
</tr>
<tr>
<td>circa</td>
<td>c.</td>
<td>milligram</td>
<td>mg</td>
</tr>
<tr>
<td>confer (compare)</td>
<td>cf.</td>
<td>milliliter</td>
<td>ml</td>
</tr>
<tr>
<td>degrees Celsius</td>
<td>°C</td>
<td>millimeter</td>
<td>mm</td>
</tr>
<tr>
<td>degrees of freedom</td>
<td>$df$ (lc italic)</td>
<td>no date</td>
<td>n.d.</td>
</tr>
<tr>
<td>diameter</td>
<td>diam.</td>
<td>number (of an artefact)</td>
<td>No.</td>
</tr>
<tr>
<td>edition</td>
<td>ed.</td>
<td>number (sample)</td>
<td>$n$ (lc italic)</td>
</tr>
<tr>
<td>edited by</td>
<td>ed. Name</td>
<td>new series</td>
<td>n.s.</td>
</tr>
<tr>
<td>elevation</td>
<td>elev.</td>
<td>parts per million</td>
<td>ppm</td>
</tr>
<tr>
<td>et alia (and so forth)</td>
<td>et al.</td>
<td>personal communication</td>
<td>pers. comm.</td>
</tr>
<tr>
<td>exempli gratia (for example)</td>
<td>e.g.</td>
<td>plate</td>
<td>Pl.</td>
</tr>
<tr>
<td>figure</td>
<td>Fig.</td>
<td>pound</td>
<td>lb</td>
</tr>
<tr>
<td>foot</td>
<td>ft</td>
<td>probability</td>
<td>$p$ (lc italic)</td>
</tr>
<tr>
<td>gram</td>
<td>g</td>
<td>state names</td>
<td>2-letter abbrevs used in references</td>
</tr>
<tr>
<td>hectare</td>
<td>ha</td>
<td>thousand years</td>
<td>kyr</td>
</tr>
<tr>
<td>id est (that is)</td>
<td>i.e.</td>
<td>unpublished</td>
<td>unpubl.</td>
</tr>
<tr>
<td>inch</td>
<td>in.</td>
<td>versus</td>
<td>vs.</td>
</tr>
<tr>
<td>kilogram</td>
<td>kg</td>
<td>videlicit</td>
<td>viz.</td>
</tr>
<tr>
<td>kilometer</td>
<td>km, km², km³</td>
<td>(unit of color)</td>
<td>yr</td>
</tr>
<tr>
<td>latitude</td>
<td>lat.</td>
<td>year</td>
<td>spell out – do not abbreviate</td>
</tr>
</tbody>
</table>

**NOTE**  **ALWAYS** use abbreviations for units of measure when with a number, except "percent" when used in text.
Preferred spellings and usages for some frequently occurring terms

acknowledgment (no third “e”)
adze
artifacts (not artefacts)
arqueology, archaeological (not archeol...)(same for all aeol/eol words)
Central Asia
Contact, pre-Contact (to refer to Contact period in Hawaiian articles) but Euro-American contact, European contact.
district (l.c.)
Early Man (if not politically incorrect--flag usage please)
fieldwork (one word)
fire making
fire pit
ditch digging
General period C, B
Hand adze, hand axe
Holocene (cap), early Holocene, late Holocene (lc on descriptive adjs. in geological periods; see Geological eras above)
hominid
Indo-Pacific
Inner Asia, inner Mongolia
Inter-island (check usage)
Island (not Insular): Island South Pacific, Island Southeast Asia
land birds (two words)
land snails (two words)
Mainland China, the mainland
millennium (sing) millennia (pl.)
Near Oceania
Neolithic, Neolithic tools (use cap)
Palaeolithic (not Paleolithic); Middle Palaeolithic, Upper Palaeolithic
(Please use cap both words; see Cultural periods above)
Peninsular Thailand
Pleistocene, early Pleistocene, late Pleistocene (see Geological eras above)
Pondfield
Postholes
Post mold
Potsherds
pottery making (noun):...engaged in pottery making.
pottery-making (adj.): pottery-making culture
rainfed (one word)
Remote Oceania
seabird (one word)
sea level (two words)
sherd (not shard)
Stone-Age man (if politically correct -- flag)
South Asia(n)
South China, southern China
Subsoil (one word)
Upper Pleistocene
Viet Nam (but Vietnamese)
western Micronesia, western Pacific, Western Melanesia
West New Britain
wet-rice (adj.): wet-rice habitat