

## SEAS Monograph Styles for Copyeditor (2018)

### **Yale Southeast Asia Studies Monograph house styles, compiled for copyeditor**

SEAS generally follows *Chicago Manual of Style*. The notes below, for the copyeditor, include some often encountered specifics and a few exceptions for SEAS monographs.

Abbreviations: *CMOS* = *Chicago Manual of Style*; *CMOS16* = *Chicago Manual of Style* (16th ed.)

### **Fonts in author ms**

Submitted mss should use the same font throughout, preferably a unicode font. If foreign or technical terms require non-western characters or special symbols, a unicode font is essential. Unicode is also essential if any portion of a manuscript was ever written or edited in a western language other than English, or was created or edited in a non-English version of software.

### **Spelling, punctuation, character/word styles**

Spelling, punctuation, and grammar will normally be American style, generally following *CMOS*. In exceptional cases British spelling may be retained for British writers; editor(s) should make this decision on a volume by volume basis.

Quotation marks are Yale SEAS American style

Quotation marks within (indented) block quotes (i.e., extracts) are double (“ ”)

All other punctuation is American—and Yale SEAS—style, namely, end of sentence and end of phrase punctuation marks are within quotation marks, with the exception of colon and semi-colon

Decades such as “1920’s and -’30s” are edited to “1920s and 1930s”

SEAS uses BCE and CE, not BC and AD

SEAS follows *CMOS16*, 10.4: “Use no periods with abbreviations that appear in full capitals, whether two letters or more and even if lowercase letters appear within the abbreviation: VP, CEO, MA, MD, PhD, UK, US, NY, IL

Spacing and punctuation in references and citations:

- SEAS style specifies date:locator in all instances that are feasible, both in text citations and reference lists (*CMOS16*, 15.1 ff. is inconsistent in this matter). The locator is commonly a page number, and the “p.” or “pp.” is omitted. Less commonly, the locator may be something like a plate or figure number, and the kind of locator *may* need to be expressed: “Millies 1871:pl. II” or “Sarkar 1971:no. xxiv”
- For abbreviated citations in text, no spaces before or after colon, even (contrary to *CMOS*) when colon is preceded by closing parenthesis: “1966:328” and “(1997):415” and “17 (April):137–59” (but see *however*, below)
- In References or Bibliography, and for abbreviated citations in text and notes, there are no spaces between most elements—volume, issue (if present), cited notes (if present), and pages, including (contrary to *CMOS16*) parentheses: “45(3):545–61” or “13:35nn21–23” (but see *however*, below)
- *However*, there is a space after a comma between date and volume number: “1966, 2:328”
- “in this volume”—text citations of a reference republished as chapter of present volume should enclose chapter reference in square brackets (assuming citation is within parentheses), e.g.:

(Barnes 1987a:219–20 [chapter 1 in this volume]). When not a reprint of an earlier reference, square brackets revert to parentheses.

If initials are followed by periods in place name abbreviations, there is no space following period and next initial (e.g., Ithaca, N.Y.) [usually found only in quoted passages; SEAS style is no periods; see above]

Names with Jr., Sr.—SEAS retains the setoff commas, e.g., “John Doe, Sr., spoke first”; “Adam Smith, Jr., arrived later.” (The comma keeps names consistent in inverted forms, i.e, last-name first, and *CMOS16* allows for retention of the comma for house style.)

Abbreviations of honors and degrees—without periods or spaces (e.g., PhD, LLD, MA)

Ellipsis (three periods): a letter space buffers the word or punctuation mark immediately preceding or following an ellipsis, unless the ellipsis ends a sentence, in which case the final punctuation follows the ellipsis without an intervening letter space.

Ellipsis between sentences—SEAS continues to use the closing period (the fourth dot) where possible and appropriate.

*Note to Author/Copyeditor:* Please clarify punctuation where ellipsis falls between sentences, namely:

1. Does the ellipsis end the preceding sentence, that is, is the ellipsis followed by a period?
2. Does the preceding sentence end without an ellipsis, that is, the period ends the preceding sentence and the ellipsis follows, indicating material omitted from the subsequent sentence(s)?
3. Where neither can be determined, SEAS fallback can be merely the single ellipsis, preceded and followed by a space.

## **Acronyms and abbreviations**

While most acronyms will be typeset as small caps, the working manuscript should present them as uppercase (all caps), not small caps.

Exceptions to small caps—copyeditor should provide a list of any acronyms and abbreviations that are *not* to be typeset as small caps.

Examples of acronyms and abbreviations with capitalized letters that *might not* be set in small caps but in *full caps*:

- Names that include initials: JFK, M.K. Fischer
- Names of schools, companies, major organizations: MIT, UC Berkeley, RJR Nabisco, the BBC, the UN
- Education degrees or honors: MA, PhD, LLD, MD
- Place names: CT; USA; UK; Washington, DC

## **Headings (i.e., subhead) styles**

Authors and editors should *explicitly* mark the level of each heading. Do not attempt to identify heading levels with font face, font size, type style, or positioning.

Heading level A will be in **title case**. All other heading levels should be presented in **sentence case**. (Typography will distinguish heading levels.)

## Italicization

Roman: ca., cf., et al., ibid., idem, passim

Italics: *sic*, *n.d.* (formerly *s.a.*), *n.p.* (formerly *s.n.*)

*Note to author/volume editor and copyeditor:* SEAS no longer uses *s.a.* and *s.n.*, but *n.d.* and *n.p.*

## Notes

Notes are usually endnotes and will be placed at end of chapter (multiple author volume) or end of book (single author volume) in a section titled “Notes” (not “Endnotes”).

Acknowledgement note at beginning of a chapter usually set as unnumbered footnote on opening page of chapter.

True footnotes may be set for volumes with few notes (usually less academic/technical texts, e.g., Monograph #42).

## Citations, Bibliography, References:

Citations may be author-date style or traditional/humanities style, as suits the subject and author, but must be consistent across text, notes, and bibliography/references.

Copyeditor should indicate whether “Bibliography,” “References,” or other description is the appropriate section title.

## Extracts (block quotations):

*Note to Copyeditor:* Please add design tags to *each* paragraph—including follow-up paragraphs—of extracts (or any passages) that are not in the main paragraph style of a section. For example, a prose extract of three paragraphs within the body of a chapter needs the tag <EXT> before all three paragraphs. (Without a tag, follow-up paragraphs are not distinguishable from main paragraphs during text cleaning and typesetting.) Alternatively, CE could add a new tag, such as <RESUME MAIN> for the paragraph following the special passage.

First paragraphs (and all paragraphs) of extracts are typeset with indented first line unless they are clearly a continuation of the preceding text.

*Note to Copyeditor:* Please please indicate when the latter is the case.

Subsequent paragraphs are set with indented first line.

Source of an extract follows within parentheses, without final period, immediately following final punctuation of extract.

## Illustrations (i.e., maps and figures [drawings and photos]) and tables:

For most volumes, illustrations and tables are numbered (see below for method). Most have titles. Some may also have captions (sometimes called legends) and/or notes. Sometimes a title is extracted from a longer caption. Titles, captions, legends, and notes will be in sentence case.

Illustration or table number and full title/caption appear with the illustration or table.

Illustration or table number with short titles are listed in front matter, following the table of contents (TOC). Short title may be a full title if it is not overlong; otherwise, it is an edited, shorter version of the full title or caption.

Tables, maps, and figures (non-map illustrations) are numbered in separate series, by chapter. Figures include text figures (that is, drawings, graphs, etc.) and photos, and are in the same series. For example, if chapter three contains two tables, two maps, a line drawing, two photos, and a second line drawing, the series would be:

Table 3.1, Table 3.2

Map 3.1, Map 3.2

Figure 3.1 [a line drawing], 3.2 [a photo], 3.3 [a photo], Figure 3.4 [a line drawing]

The words “Table” and “Figure” are spelled out. When all illustrations are photos, they may be designated merely 2.1, 2.2, etc. [Exceptions: for certain material or when there are very few illustrations, figure or map numbers may be omitted].

### **Reminder to authors, editors, and publisher**

Before submitting a manuscript (including accompanying illustrations and tables) to the typographer, please review and observe the continually updated online guides, *Submitting manuscripts and illustrations* <[www.metaglyfix.com/tips/msguide.html](http://www.metaglyfix.com/tips/msguide.html)> and *Formatting text: Dos and (mostly) don'ts* <<http://www.metaglyfix.com/tips/format.html>>. Among the two most important “rules” are:

- 1) When submitting text/word processing files for typesetting, keep the formatting as simple as possible in every respect. Before submitting the manuscript, clean up the digital file by deleting all extraneous material, such as comments, and “live” email or web address. Accept all tracked changes. Save the cleaned file, then also export the file to or save it as an RTF file. Submit both versions. (Sometimes one or the other or both together will work better for typesetting.) Please examine the RTF file to confirm that it represents the author's/editor's intentions.
- 2) For illustrations (drawings, photos, maps) and tables, the guidelines warn NEVER to embed them or their captions, titles, legends, notes, or credit lines in the text of the manuscript, whether hard copy or electronic. They must ALWAYS be created, saved, edited, and submitted separately from the manuscript text. The manuscript text should then be marked merely to indicate where the illustration or table should (ideally) appear. NEVER submit images embedded or pasted into in a PowerPoint (or other presentation) file, into an MS Word (or other word-processor) document, into any other document, or saved as a PDF—such will simply NOT BE USABLE. Each digital image must be a single file, in its native graphic format (preferably TIFF for photos and raster files, EPS for vector files), and generally at the highest native resolution available. Each table must be a separate file in an appropriate and simple format.

Failure to follow the submission guidelines in these and other matters will cause confusion, delays, extra costs, and, for illustrations, poor-quality reproduction.