

## STYLE GUIDE

### Preliminary Remarks

- Use footnotes **only** for additional information
- In the text: Footnotes **after** the punctuation
- End footnotes **always** with punctuation
- Complete bibliographical notes only in the list of references at the end of the article. For bibliographical notes in the article, use a bracket before the punctuation: (Author\_Year:Page), for example: (Emmers 2010: 10)
- Do not use "ibid." when referring to the same work twice in succession
- No period at the end of the biographical notes in the list of references
- Do not divide the list into different sections (books, reports, newspaper articles etc.)
- Is there more than one reference to the same author, that author's references should appear in chronological order and replace the authors name with an em dash —

#### in short

- author = Last name, first name
- editor = ed.
- editors = eds.
- no named publisher = s.n.
- no place of publication = s.l.
- no date = n.d.
- translator = trans.

### Books

#### One author

Harder, Hans (2001): *Bankimchandra Chattopadhyay's Śrīmadbhagadgītā. Translation and Analysis*. New Delhi: Manohar (South Asian Studies, 37)  
(Harder 2001: 56)

#### Two or more authors

Fealy, Greg; White, Sally (eds.) (2008): *Expressing Islam. Religious Life and Politics in Indonesia*. Singapore: Institute of Southeast Asian Studies  
(Fealy and White 2008: 44)

For three or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al. ("and others"): (Barnes et al. 2010)

#### Chapter or other part of a book

Goodman, Roger (2008): "Marginals, Minorities, Majorities and Migrants. Studying the Japanese Borderlands in Contemporary Japan", in: Willis, David B.; Murphy-Shigematsu, Stephen (eds.): *Transcultural Japan. At the Borderlands of Race, Gender and Identity*. New York: Routledge, 325–333  
(Goodman 2008: 329)

### Journal article

#### Article in a print journal

In the text, list the specific page numbers consulted. In the reference list entry, list the page range for the whole article.

Doorn-Harder, Nelly; Jong, Kees de (2001): "The Pilgrimage to Tembayat. Tradition and Revival in Indonesian Islam", in: *The Muslim World*, 91: 325–353  
(Doorn-Harder and Jong 2001: 325)

#### Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL and in both cases include an access date.

Walton, Matthew J. (2013): "The 'Wages of Burman-ness'. Ethnicity and Burman Privilege in Contemporary Myanmar", in: *Journal of Contemporary Asia*, 43, 1: 1–27, doi: 10.1080/00472336.2012.730892 (accessed: 2012-12-12)  
(Walton 2013: 12)

### **Article in a newspaper or popular magazine**

Jacobs, Andrew; Wines, Michael (2012): "Murder Aside, China Inquiry Puts Couple's Wealth on Trial", in: *The New York Times*, April 12  
(Jacobs and Wines 2012)

Jacobs, Andrew; Wines, Michael (2012): "Murder Aside, China Inquiry Puts Couple's Wealth on Trial", in: *The New York Times*, April 12, [www.nytimes.com/2012/04/13/world/asia/chinas-inquiry-of-bo-xilai-and-gu-kailai-widens-to-their-wealth.html?\\_r=1](http://www.nytimes.com/2012/04/13/world/asia/chinas-inquiry-of-bo-xilai-and-gu-kailai-widens-to-their-wealth.html?_r=1) (accessed: 2012-08-05)  
(Jacobs and Wines 2012)

### **Thesis or dissertation**

Choi, Mihwa (2008): "Contesting Imaginaries in Death Rituals during the Northern Song Dynasty", PhD diss., University of Chicago

### **Paper, conference paper etc.**

Adelman, Rachel (2009): "'Such Stuff as Dreams Are Made On'. God's Footstool in the Aramaic Targumim and Midrashic Tradition", Paper, Annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24

### **Non-European language**

Title of books/articles as well as journals in quotation marks or italics, followed by the translation in brackets

Cai, Fang (2007): *Liuyisi zhuanzhedian ji qi zhengce tiaozhan* (The Coming Lewisian Turning Point and its Policy Implications). Beijing: Shehui kexue wenxian chubanshe (Zhongguo renkou yu laodong wenti baogao (Reports on China's Population and Labor), 8)  
(Cai 2007)

Oberheitmann, Andreas (1995): "Yu Zhongguo huifu guanmao zongxieding diyueguo diwei he jiaru shijie maoyi zuzhi you guan de guojia he guoji de lihai guanxi" (Zum nationalem und internationalen Interesse an der Wiedererlangung des Status der VR China als Vertragspartei des GATT und Eintritts in die WTO), in: *Guotu yu ouqu jingji* (Chinesisch-europäische Wirtschaft), 3: 65–67  
(Oberheitmann 1995)

### **Website**

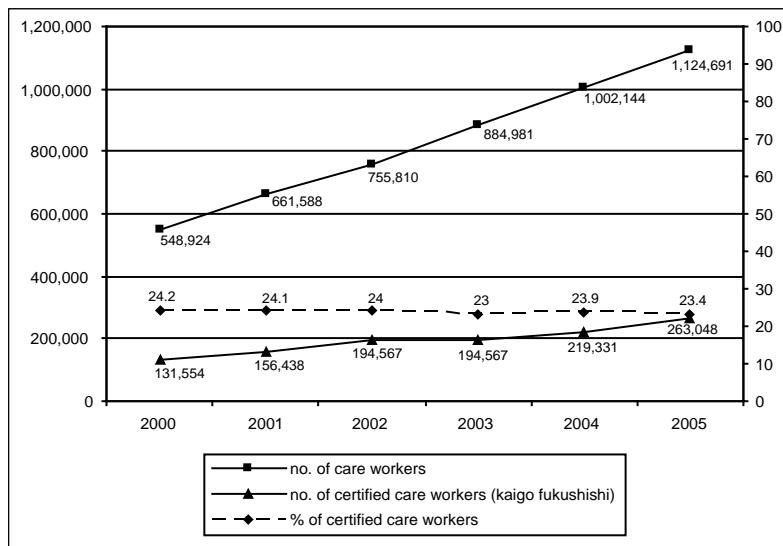
Google (2012): "Google Privacy Policy", last modified March 11,  
<http://www.google.com/intl/en/privacypolicy.html> (accessed: 2012-08-05)  
(Google 2012)

McDonald's Corporation (2012): "McDonald's Happy Meal Toy Safety Facts",  
<http://www.mcdonalds.com/corp/about/factsheets.html> (accessed: 2012-08-05)  
(McDonald's 2012)

## REMARKS ON FORMATTING CHARTS

Please note that ASIEN is printed in black and white, and all illustrations, including charts and graphs, should be designed to be suitable for reproduction in black and white.

To show where in the text you would ideally like figures or tables to appear, please put  
**"INSERT FIG. 1 / TAB. 1 AROUND HERE"** at the appropriate point.



### Formatting axes:

**Data labels:** Font size: 8 / Font: Times New Roman

**Important:** Use numbers with English separators (,): 1,000

Add vertical axis major gridlines

### Graph-formatting:

Marker options:

Marker type: Built-in

Size: 3

Line color: Solid line (black)

Line style: Width: 1

Marker line color: Solid line (black)

Marker line style: Width: 0,75 pt.

### Frame:

Border color: Solid line (black)

Border style: Width: 0,25 pt.

### Legend:

Font size: 8 / Font: Times New Roman

Legend position: Bottom

## REMARKS ON FORMATTING TABLES

To show where in the text you would ideally like figures or tables to appear, please put  
**"INSERT FIG. 1 / TAB. 1 AROUND HERE"** at the appropriate point.

	Wahlkreise (2012)	Parteilisten (2012)	Sitze gesamt (2012)	Sitze (2008)	Differenz zu 2008 (Sitze)
<b>DP</b>	21	10	31	28	+3
<b>MVP*</b>	18	9	27	45	-18
<b>MRVP</b>				-	
<b>MNDP*</b>	4	7	11	0	+11
<b>PBW</b>				1	
<b>Grüne</b>	0	2	2	1	0
<b>Unabhängige</b>	3	-	3	1	+2
<b>Total</b>	44	28	74**	76	

### Formatting charts

First Row: Borders and shading | Shading | **Grey-15%**

First Column: Borders and shading | Shading | **Grey-15%**

Font: **Times New Roman**

Font size: **8**

Spacing: **Before: 2pt | After: 2pt.**

First Row / First Column: **Bold**

## MISCELLANEOUS

- Please avoid using footnotes wherever possible.
- Do not include any footnotes and references in your abstract or headings
- You may use up to three levels of heading in the text to help guide readers around your paper
- Use American English spelling (except for British English proper names)
- Use italics for emphasis, not bold, underlining or single quotation marks
- Use square bullet points in the text for lists and the like
- Use double quotation marks
- Dates should be in the form of "month day, year", eg. May 10, 2014
- When using abbreviations or acronyms, spell them out in full on their first use. Do not use full points within abbreviations or acronyms
- Quotations in the text of more than 30 or so words should be pulled out of the text and indented. Indented quotations should not be put in quotation marks