

SEAS Monograph Styles (2014)

Running compendium of Yale Southeast Asia Studies Monograph house styles, compiled for author/book editor, copyeditor, typographer, and proofreader

Letters in left column indicate responsibility: A = author/volume editor, C = copyeditor, T = typographer, P = proofreaders; among A, C and T responsibilities, when one is primary, the primary is indicated in bold color, e.g.: **C T P**

Some responsibilities of the typographer/designer are marked [*CNNM*], meaning “*copyeditor need not mark*” during editing. (Proofreaders, however, should flag missed occurrences.)

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

Fonts

A C Use the same font throughout the ms, preferably a unicode font. If foreign or technical terms require non-western characters or special symbols, a unicode font is mandatory. Unicode is also mandatory 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

- A C** British spelling can be retained for British writers, but the editor(s) should make this decision on a volume by volume basis.
- C T P** Quotation marks will be edited to Yale SEAS American style
- C T P** Quotation marks within (indented) block quotes (i.e., extracts) are double (“ ”)
- C T P** 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
- C T P** Foreign terms—normally italicized when in ordinary type—are set within double quotation marks when appearing in italicized passages (such as Heading A or B). When they appear within small caps passages (such as Heading C), they may be set within double quotation marks or without distinguishing typography; the choice would depend on the nature of the material; the editor may mark or advise which is preferred.
- C T P** Decades such as “1920’s and -’30s” are edited to “1920s and 1930s”
- T P** Possessive “s” after italicized (proper or foreign) noun is Roman (e.g., *rangsi*’s)
- A C** *Note to author/volume editor and copyeditor:* SEAS no longer uses BC and AD, but BCE and CE
- T P** Date and time abbreviations—BCE, CE, PM, AM—will be set as small caps (American style) without periods (from SEAS #63 on), unless in italics, which require full caps (*BCE*, *CE*, *PM*, *AM*)
- C T P** Beginning with monograph #63, SEAS will follow *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
- T P** Punctuation and reference marks immediately before or after styled text (italics, bold, etc.)

- Parentheses and brackets that surround styled text within roman passages remain roman
- Punctuation that follows styled text takes the style of the main surrounding text (whether roman or italic)
- Reference marks (for notes) remain roman

C T P 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)
- 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.

T P p. # or pp. #-##—space after the “p.” (typographer may set as non-breaking space)

C T P US\$350, e.g.—no space between \$ and amount; same for £ and possibly other currencies. If abbreviation rather than symbol is used for foreign currency, typographer will set non-breaking space between abbreviation and number [see *CMOS*].

C T P Initials followed by periods for place names: no space following period and next initial (e.g., Ithaca, N.Y.).

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

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

T P Ellipsis (three periods)—will be typeset as a single Unicode character. 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.

A C T 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.

Hyphenation and spelling [typeset only]

Hyphenation and justification, in general; widows and orphans; and too-short last lines of paragraphs

T P In ordinary text, there should be no widows or orphans. [P—Please flag.]

T P In ordinary text paragraphs, the last word should not be hyphenated and carried over from the previous line. [P—Please flag.]

T P In bibliographies/references, because of the many short paragraphs and the nature of the material, the preceding two prohibitions (widows-and-orphans and partial word as final line) are not imposed. [If authors/editors do not like the appearance of any particular entry, inform the typographer so another compromise method can be applied.]

Acronyms and abbreviations

T P Most acronyms will be set by typographer as small caps, not all caps, whether in text, notes, or reference citations. [P—Please flag instances that are missed.]

C T P Acronyms and abbreviations with capitalized letters that will *not* be set in small caps but in *full* caps are:

- Names that include initials: JFK, M. K. Fischer [note: beginning with #63, is adopting the style of a non-breaking thin space between initials having a period; NYTimes generally keeps them closed, however]
- Names of schools, companies, and so on: MIT, UC Berkeley, RJR Nabisco, the BBC
- Place names: CT; USA; U.K.; Washington, D.C.
- Acronyms that occur in display type (such as headings)
- Math

T Italic text is never in small caps (there is no such thing as italic small caps font)

C T P Copyeditor should mark exceptions to the above or provide instructions to the typographer where passages or volumes demand different treatment.

C *Note to copyeditor:* In the word-processing file, either tag or otherwise mark exceptional small caps in the same or similar way you mark headings; alternatively, simply ignore them. *Do not* use word-processor attribute for small caps or small caps built into a font.

Headings (i.e., subhead) styles

Most monographs have three levels of subheads. If a volume has more than three heading levels (such as Monograph #53) the Heading C Alt, instead of the usual Heading C, is used, and heading levels D and E are added.

A C *Note to Authors/Editors:* Please mark level of each heading. (Do not type in all caps, do not specify the typography.)

C T P Words that would be otherwise italicized but that occur within an italics heading (Heading A or B or D) are enclosed in double quotation marks. Otherwise italicized words that occur within small caps heading (Heading C) are either enclosed within double quotation marks or undistinguished.

T P A separate sheet with typeset samples of subheads is available from MetaGlyfix to illustrate subhead levels. Technical descriptions of the subheads:

- Heading A: centered, italics, title case; following text paragraph is without first line indent; font: Minion Pro Italics, 11 pt
- Heading B: first line flush left, subsequent lines indented 15 pt.; italics, sentence case, no period at end; following text paragraph is without first line indent; font: Minion Pro Italics, 10.5 pt
- Heading C: flush left callout, small caps, lower case throughout, loose tracking (-5/200's), ending in period followed by en space; font: Minion Pro, small caps, 10.5 pt, tracked 5/200s
- * Heading C Alt: like Heading B, but in lower case small caps; font: Minion Pro, small caps, 10.5 pt, tracked 5/200s
- * Heading D: flush left callout, italics, sentence case, ending in period followed by en space
- * Heading E: flush left callout, small caps, lower case throughout, loose tracking (-5/200's), ending in period followed by en space; font: Minion Pro, small caps, 10.5 pt, tracked 5/200s

Other text styles:

T P First few words of each chapter: in small caps, lower case; slight positive tracking (about 3/200 em) [CNNM; P—Please flag missed instances]

C T Major section breaks within a chapter are usually indicated with space above a flush left paragraph. Breaks may or may not include an ornament (varies volume to volume). Editor should indicate where such breaks are desired.

T P Chapters are numbered with Arabic numerals; parts are numbered with Roman numerals

T P For single-author works, the running head at the top of verso pages in text chapters spells out the chapter number; for multi-author works, it gives the chapter author's name in lower case small caps (e.g., "CHAPTER THREE," "ADAM SMITH"). The running head at the top of verso pages in a non-chapter introduction of a Part gives the part number in roman numerals, all lower case small caps (e.g., "PART IV"); the running head at the top of verso pages in other non-chapter sections—e.g., forward, bibliography, notes—mirrors the recto running head, but may be in (lower case) small caps

T P Running head at the top of recto pages gives the chapter/part/section title, in italics

Lower case (old style) Arabic figures

T P Lower case (or old style) figures (i.e., numerals) are used throughout, with the following possible exceptions:

- equations (sometimes)
- tabular numeric data and sometimes table column and row heads may or may not be old style (determined by designer/typographer on a volume by volume basis)

T P [C^NNM] Copyeditor need not mark lower case Arabic figures; proofreaders should be alert to instances of incorrect figure case.

Italicization:

C T P Roman: *ca.*, *cf.*, *et al.*, *ibid.*, *idem*, *passim*

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

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

C T Words that would be otherwise italicized but that occur within an italics passage or heading (Heading A or B) are enclosed in double quotation marks

Notes:

C T P Notes will be at end of chapter (multiple author volume) or end of book (single author volume) and labeled “Notes” (not “Endnotes”).

T P No new page for “Notes” when at end of chapter

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

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

T P References marks (usually numbers, sometimes letters or symbols)—at least in the text, are in the text font (Minion Pro); that is, they are not italics or bold, even when following an italics or bold character.

T Numbered reference marks are Open Type position superscript (not type style superscript, not type style superior, both of which are positioned lower). Open Type font features: proportional figures, position superscript; “Oldstyle Figures” can remain checked, but the figures displayed are actually special, chunky Lining Figures

T Letter/alphabet reference marks, such as ordinals (1st, 2nd)—when not accompanied by a numeral—are rendered merely as Open Type Ordinals.

T Mixing letters and figures requires some fine tuning to keep them both chunky, aligned with each other, and matching other reference marks in height, ascenders, etc.

Bibliography (or References):

- A C Author or copyeditor should indicate whether “Bibliography,” “References,” or other description is the appropriate section title.
- T P Bibliography/reference sections at end of book begin on new page, verso or recto.
- T P In multi-author works where references are at the end of each chapter, they follow “Notes” (if present) or chapter text (if there are no notes) without a page break.

Extracts (block quotations):

- C *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 processing and typesetting. Alternatively, CE could add a new tag, such as <RESUME MAIN> for the paragraph following the special passage.)
- C T P First paragraphs (and all paragraphs) of extracts are set 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.
- T P Subsequent paragraphs are set with indented first line.
- T P Source follows within parentheses, without final period, immediately following final punctuation of extract (Earlier volumes had source on separate line, right aligned.)

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

- C T P 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.
- C T Illustration or table number and full title/caption appear with the illustration or table
- C T Illustration or table number with short titles are listed in front matter, following 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.
- A C T 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]
- C T 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].

- T Placement of numbers, titles, captions, legends, and notes:
- Tables—number and title usually above, caption or legend (if any) below, notes (if any) below
 - Maps— number and title above, captions and notes (if any) below; alternatively, on volume-by-volume basis, may be below only, especially when mixed with mostly photos. [For a map, “legend” has a special meaning: an explanatory area within the map itself.]
 - Text figures (e.g., drawings)—number and title may be above, as in most recent volumes, or below, as when mixed with mostly photos; caption or legend (if any) below; notes (if any) below
 - Photos (and art work)—caption usually below; when numbered, may be with or without tag (“Figure 3.2” or “3.2”); may be without numbering throughout when appropriate to volume, as when all or most illustrations are photos; legend (if any) below; notes (if any) below
 - Figures in scientific volume (such as Monograph #53) may have number and caption below, without explicit title
- T P Drop folio for full-page maps and for pages with map on upper portion of page only; drop folio for pages with photos at top of page; normal expressed folio in header if illustration is only on lower portion of page. (Revised for #47; previous volumes did not express folio for full-page maps). However, see text figures in #48, with normal expressed folios in headers. [*CNNM*; proofreaders should be alert to folio position]

Miscellaneous:

- T P Drop folios for opening pages of chapters [*CNNM*]
- T P Chapter One begins on recto page. Introductory chapter of a book and first chapter in a named Part begin on recto page. Other chapters begin recto or verso, on page immediately following preceding chapter. (For SEAS #59, an unnumbered, titled “chapter” is treated as an introduction to a new section, with or without subsequent numbered chapters. These section introductions begin recto; subsequent chapters begin verso or recto.)
- T P In back matter, first Appendix, Notes, and Index begin on recto page.
- A Index does not index front matter or bibliography.
- T P Emdash should not be preceded or followed by a visible space. (Technically, emdashes will be surrounded by an invisible zero-width space to allow line breaks both before or after the dash) [*CNNM*]

Reminder to authors, editors, and publisher

Before submitting a manuscript (including accompanying illustrations and tables) to the typographer, please review and observe the instructions in the separate booklet, *Guidelines for Submitting Materials for Typesetting and Layout for Yale Southeast Asia Studies Monograph Series*, also available in PDF format and (with updates) online at <www.metaglyphix.com/tips/msguide.html>. Among the two most important are:

- 1) When submitting text/word processing files for typesetting, keep the formatting as simple as possible in every respect. If you use MS Word, before submitting the file, clean up the file by deleting all extraneous material, such as comments, tracked changes, and “live” email or web address. Save the cleaned file, then also SAVE AS an RTF file, and 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 NOT 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 all be edited and submitted separately from the manuscript text. The 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, as a PDF, or in any other document—they simply will not be usable. Digital images must each be a single file and in its native graphic format (preferably TIFF for photos and raster files, Illustrator or EPS for vector files).

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

Hyphenation questions

To authors/editors/proofreaders: When proofreading typeset text, please flag incorrect hyphenations, particularly those of proper nouns and non-English words.