

## NOTES FOR CONTRIBUTORS

*The Journal of the Siam Society* welcomes original articles and reviews of a scholarly nature in conformity with the principles and objectives of the Siam Society, investigating the arts and sciences of Thailand and neighbouring countries.

### Articles

Articles should be primarily in English, and must be accompanied by a ten-line abstract in English and a five-line biographical note about the author(s). The word length of the contribution must be given in a covering letter, supplying full postal and e-mail addresses, and the author(s) must confirm that the article has not been published elsewhere in any form, nor is currently under consideration for publication elsewhere. Articles submitted to *JSS* are subject to review by external referees.

Typescripts should not normally exceed 7,000 words (including footnotes and references). One copy should be sent by e-mail (preferably as a Word document) and a hard copy should be posted, printed on one side of the paper only with double line spacing (preferable using 12 point Times New Roman font). Do not use a multiplicity of fonts, do not indent for paragraphs (leave a line blank) and do not give any right-hand alignment. Quotations of more than four lines should be indented.

Contributors using special fonts, such as for various Asian languages, should consult the editor in advance.

References in the text should where possible use the form '(Jones 1970: 82)' and full details should appear in the list of references at the end of the article. These references must be complete bibliographical entries and include the full name of the author(s), title, and publication data, including the place of publication, publisher, and date of publication (including the original date of publication if the item is a reprint). Titles of the books and periodicals should, of course, be italicized.

Footnotes are to appear as such, not as end notes, and should be numbered consecutively. References to articles or books written in Thai should include the title in romanized Thai followed by a translation into English in parentheses. Romanization in general follows the system of the Royal Institute.

If in doubt concerning form or how to reference non-standard sources, please consult the *Chicago Manual of Style* (most recent edition), or *Hart's rules for compositors and readers at OUP* (most recent edition). If in doubt over spelling, use, as with the United Nations, the *Concise Oxford Dictionary* (most recent edition), taking the first entry where variants are allowed.

## Style

Each paper should follow a consistent form of dating, capitalization (to be kept to a minimum) and other aspects.

The style adopted should be appropriate for scholarly journals with an audience of specialists in a diversity of fields and nationalities; this said, jargon is to be avoided and articles should be readily comprehensible by non-specialists. Articles and reviews should avoid the use of the first person singular, numbers below 11 are written out, as are century numbers (e.g. 'nineteenth century') and First/Second World War. Date forms should be day-month-year, without contractions (e.g. '13 April 2007'). Acronyms must always be spelt out when first used e.g. 'National Economic and Social Development Board (NESDB)'. Measurements should be metric, not imperial.

Non-native speakers of English are strongly advised to have their contributions checked by a native speaker before submission. Both British and American English variants are admitted, but an article must be internally consistent in the use of whichever is selected.

## Figures and illustrations

Figures, site plans, maps, etc., should be drawn on strong paper, white card, or good quality tracing film, and suitably lettered for printing. They should measure approximately twice the intended final size, which should be indicated where possible. If these have been scanned or are computer-gener-

ated, then the appropriate disks should be sent indicating format, together with a hard copy.

Do not embed any graphics in the text on the disk or print-out, but send them separately. A published full-page illustration may not exceed 210 mm x 140 mm. Photographs should be printed on glossy paper and mounted on thin card. Figures, maps, and plates should be titled and numbered; originals should be numbered lightly on the back in pencil only. A list of captions to figures and plates must be provided on separate sheets.

Authors must obtain approval, before submission, for the reproduction of illustrations or other material not their own.

Redrawing or lettering of maps or figures cannot be undertaken by the Siam Society or the editor, who may omit or return sub-standard work for re-presentation.

Illustrations to articles should be limited to a maximum of ten; many articles may need no accompanying visuals.

## Proofs and offprints

Page proofs will be sent to authors if time allows. Authors are reminded that these are intended for checking, not re-writing: substantial changes to the text at this stage will result in the contribution being rejected. Failure to return proofs by the required date may lead to substitution of the editor's corrected proofs.

One copy of the *Journal* and 20 offprints will be supplied free to authors

on publication of the issue in which their contribution is included.

### **Reviews**

Unsolicited book reviews are not normally accepted. Offers to write reviews should be directed to the Editor, *Journal of the Siam Society*.

Reviews should normally be 1,000–2,000 words in length, written in English and supplied as a print-out and by e-mail with double spacing as for articles. Full bibliographic details about the book under review must be supplied, including ISBN, number of pages and price, if known.

### **Disclaimer and resolution of conflict**

The opinions expressed in the *JSS* are those of the authors and do not necessarily represent the views of the Siam Society.

The editor's decision is final.

### **Correspondence**

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