# Guidelines for Submissions

## (1) Article Submissions

Articles should be submitted in Word format. Short pieces should be no more than 1000 words. Longer pieces should be no more than 2500 words.

(a) Please include up to five keywords with the article.
(b) Authors should submit with their affiliation, a short bio, and contact e-mail address.
(c) For authors who wish to submit an article to be published anonymously, please state clearly at time of submission.

## (2) Use of Photos, Images and other visual sources

(a) For photos and images please include captions and source. Images should ideally be 2mb or more.

(b) Copyright protected work should be cleared if images are used which do not belong to the author(s). Authors must have the rights to images or they must be creative commons licensed (or something similar).

(c) For other visual sources please make sure you have permission to use.

## (3) References

(a) Bibliographical references for literature cited should, as a general rule, be collectively listed at the end of the paper. Please try to avoid footnotes

(b) Please enclose the author's name, year of publication, and page number in parenthesis ( ) within the text when you make a quotation or reference is made within the text of the paper.

(Stuart-Fox 1996) (Stuart-Fox 1996, 13) or (Stuart-Fox 1996, 13-14)
Stuart-Fox, Martin. 1996. *The Lao Kingdom of Lān Xāng: Rise and Decline.* Bangkok: White Lotus.

(c) Alphabetical order according to the authors' surnames (First name in the case of Thai, Malay, or Indonesian)

(d) For several works by the same author, publications should be arranged according to the most recent year of publication.

(d) References for languages other than English should be listed.

Titles of books, papers, journals, newspapers, etc. which have been written in non-English languages and not translated should be roughly translated into English by the author. The translated titles should be listed along with those in the original languages and enclosed in brackets.

**(4) Newspaper Sources**
If the source is a newspaper, please note its title and date. (*Bangkok Kan Muang*, December 25, 2009)

**(5) Citation of Online Content**

(a)  For citation of online website content and source material other than formally published material, please include as much information as seen with the example below.

UN News Center. 2011. Curbing Human Trafficking in South-east Asia Focus at UN-Backed Meeting. http://www.un.org/apps/news/story.asp?NewsID=33533&Cr=trafficking&Cr1=. (Accessed 13 October, 2011).

(b)  For online newspaper articles please refer to the following example. For articles which are no longer available on-line but cached, where possible please find the original article available in hardcopy.

Bangprapa, Mongkol. 2020. Net problems best online schooling bid. *Bangkok Post.* 14 May. https://www.bangkokpost.com/thailand/general/1917600/net-problems-beset-online-schooling-bid#cxrecs_s.  (Accessed 14 May, 2020).

(c)  For materials quoted in main text, please embed links to materials and add to references.

(d) For information from Twitter and Facebook, please clearly state source and date of access.

ADB. 2020. Basic 2020 Statistics. https://www.facebook.com/adbdevelopmentasia/ (Accessed 12 May, 2020)

Center for Southeast Asian Studies (CSEAS). 2020.  In Times of Corona. 17 May, 2020, 14:06. https://twitter.com/kucseas/status/1261885846262673408 (Accessed 18 May, 2020).

 **(6) Terms and Conditions**

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