



Instructions for Authors

Scope

Bijdragen tot de Taal-, Land- en Volkenkunde / *Journal of the Humanities and Social Sciences of Southeast Asia and Oceania* (BKI), now more than one-and-a-half centuries old, is an interdisciplinary journal on Southeast Asia, with a strong focus on Indonesia. The editors especially welcome articles on anthropology, history, political science, law, sociology, social geography, development studies, urban studies, literature, linguistics, socio-linguistics and economics. Articles requiring significant technical knowledge from our readers are considered more suited to a disciplinary journal and will not be accepted by the *Bijdragen*. Submissions about topical issues can be treated with high priority and ‘overtake’ articles brought to our attention earlier. This is a fully Open Access journal, which means that all articles are freely available, ensuring maximum, worldwide dissemination of content. As the journal receives a subvention for publication from the learned society Vereniging KITLV (NL), the Article Processing Charge (APC) is waived and all articles are published in Open Access at no cost to the author. For more information visit the Brill Open dedicated webpage.

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Contact Address

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For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: support-em@brill.com.

Book Reviews

Correspondence regarding book reviews should be sent to:

Tom Hoogervorst and Susi Moeimam

KITLV, P.O. Box 9515, 2300 RA Leiden, The Netherlands

Fax +31 - 71 - 5272638; e-mail: hoogervorst@kitlv.nl; moeimam@gmail.com



Instructions for Authors

Submission Requirements

Length

Articles may not exceed 12,000 words, including notes and bibliography (about 25 pages in print).

Language

The author is expected to ensure that his/her contribution is written in grammatically and stylistically correct British English (centre, honour, realize, organize). Authors whose first language is not English are strongly recommended to have their texts checked for grammar, spelling and style by a native speaker before submitting their final versions.

Do not add an *s* to form the plurals of nouns taken from Indonesian languages, which do not form the plural in this way. It should be clear from the context if the plural sense is intended.

Diacritics

Indicate any unusual diacritics or special (e.g., phonetic) symbols in the margin and explain them in detail, including a typeset sample, so that they may be reproduced accurately in print.

For all diacritics and special symbols, the Palatino font should be used; for those which cannot be reproduced in this font, alternatives available in this font should be used.

Spelling of Proper Names

Indonesian personal names are to be left in the original spellings, even though these spellings might be outdated today. Similarly, names of newspapers, periodicals and organizations, titles of officials, and the like, are to be given in their contemporary spellings (with English translations in parentheses, where necessary), for example: Boedi Oetomo, Tjokroaminoto, Bataviaasch Genootschap, Hollandsch-Inlandse School, Residentie Verslag. Indonesian geographical names are to be given in their modern spellings.

Manuscript Structure

General

- All contributions (articles) should be double-spaced throughout, with ample margins.
- Do not use indentation at the beginning of a new paragraph.
- Avoid word division at the end of a line.
- When referring the reader to another part of your article, refer to the section (number), not to the page number.
- Avoid abbreviations, in particular *e.g.*, *etc.*, *cf.*, *op cit.*, and *i.e.*



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- When established abbreviations for names of institutes and journals (such as KITLV, ARA, LIPI, *BKI*) must be used, provide the complete name upon first use.

Abstract and Keywords

The article must contain an *abstract* of about 150 words and 2-6 keywords.

Headings

Format headings as follows:

The First Level Heading

The Second Level Heading

The Third Level Heading

Text Citations

Source citations referring to no more than three works are to be placed in brackets in the text, as follows: (De Jonge 1980:234-5; Manuel and Baier 1986).

Footnotes

Other notes, including references to archival sources, webpages, and references to more than three works, will appear as footnotes at the bottom of the page. Give exact page numbers in source citations, avoiding such abbreviations as *op. cit.*, *loc. cit.*, *ibid.*, *f.*, *ff.*, and *passim*.

Bibliography

Give the bibliography the caption 'References'. In the bibliography should be listed all, and only, works cited in the text, in alphabetical order according to authors' surnames and chronologically per author. Where an author has more than one publication for any given year, these should be mutually distinguished by adding the letters *a*, *b*, *c*, etc., after the date. For the bibliography adhere to the examples given below, or check the following rules for details.

- Indonesian composite names are alphabetically listed as if they have a western surname (for example Sartono Kartodirdjo is listed under K).
- Dutch names with a prefix, such as Van Mook or De Jonge, are never listed under the *V* or *D* in the bibliography, but (in these particular examples) under the *M* and *J* respectively.
- Abbreviations must not be used. In the case of plural authorship, give the names of all the authors, unless there are four or more, when only the name of the first author should be stated and the words 'et al.' added. Refer to reports of organizations without a known author by referring to the organization. Refer to publications without a known author or organization, by using between one and three words from the title that form a coherent whole.



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- Give the full title and sub-title of each work, separating the sub-title from the main title by a colon. Nouns, adjectives, adverbs and numerals in titles of journals are written in capitals; the titles of books, articles in journals and chapters in edited books have capitals only for proper names and the first word of the title and the sub-title.
- For journals, indicate the volume number, only adding the number of the relevant issue if the page numbering begins anew in each issue of the volume.
- For articles in newspapers and periodicals without an author, refer to the title of the article and the newspaper (or periodical) in a footnote, followed by a comma and the date. No page number is required. For example: ('Pilih mana, Jokowi-Yusril atau Jokowi-JK?', *Kompas*, 16-3-2014; 'Atjeh-moorden', *Java-Bode*, 12-7-1933). Refer in the same way to a gazette or law (*Staatsblad van Nederlandsch-Indië*, 33/1948; Undang-Undang Pokok Agraria, UU 5/1960). These newspapers and periodicals do not need to be listed in the bibliography at the end. Articles in hardcopy newspapers and periodicals with a known author can be referred to as journal articles and are listed in the bibliography. Articles in digital newspapers and periodicals are referred to as electronic information in a footnote (see below) and not listed in the bibliography.
- Consider music and film as if they are printed publications, referring to the performer in the case of records and CDs, and the director in the case of films and documentaries. When there are more than five different records, CDs or films in the bibliography, make a separate section Discography or Filmography.
- References to e-books, and articles in e-journals can take the form of printed works; add the URL only if the publication exists in no other form than the e-source. A DOI (Digital Object Identifier) should be given when available.
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- References to archival materials in the text are placed in footnotes, using the following order: item description, repository, collection name, and number of the item in the collection. When there is more than one reference to the same repository or the same collection, an abbreviation (given between parentheses after the first mention) can be used in the footnotes. In the description use names used in the source where possible. For example, Letter R.A.A. Hilman Djajadiningrat, Gouverneur Batavia, to Secretaris van Staat Binnenlandse Zaken, 11-3-1949 no 39, Arsip Nasional Republik Indonesia, Jakarta (ANRI), Algemene Secretarie 930; Laporan perdjalananan Sukoso Wirjosaputro, Kementerian Sosial, Jogjakarta 12-12-1947, ANRI, Kementerian Sosial dan Perburuhan 1946-1950 7; Notulen meeting Raad van Beheer Centrale Stichting Wederopbouw 10-6-1950, private collection R.J. Clason. When there is at least one reference to archival material, the bibliography



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should be split in Unpublished Sources and Published Sources. The section Unpublished Sources lists the repositories and the collection names (with the above examples: Arsip Nasional Republik Indonesia, Jakarta, Algemeene Secretarie, Kementarian Sosial dan Perburuhan 1946-1950; R.J. Clason, private collection).

- Place any additional information concerning the nature of the publication (for instance, whether it is a thesis or an unpublished manuscript, and the series in which it has appeared) between square brackets.

Journal Articles

Coté, Joost (2014). 'Thomas Karsten's Indonesia: Modernity and the end of Europe, 1914-1945', *Bijdragen tot de Taal-, Land- en Volkenkunde* 170-1:66-98.

Cowan, H.K.J. (1957a). 'Prospects of a "Papuan" comparative linguistics', *Bijdragen tot de Taal-, Land- en Volkenkunde* 113-1:70-92.

Cowan, H.K.J. (1957b). 'Hidden change in late colonial urban society in Indonesia', *Journal of Southeast Asian Studies* 14-3:354-71.

Reza, Astrid (2013). 'Making food policies personal', *Inside Indonesia* 114 (October-December 2013). <http://www.insideindonesia.org/> (accessed 13-12-2022).

Books and Dissertations

Berlage, H. (1931). *Mijn Indische reis: Gedachten over cultuur en kunst*. Rotterdam: W.L. & J. Brusse.

Haan, F. de (1935-36). [1922-23] *Oud Batavia*. Second impression. Batavia: Kolff. [Two vols.]

Harrell, Max Leigh (1983). *The music of the gamelan degung of West Java*. [PhD thesis, University of California, Los Angeles.]

Housing policy (1976). *Housing policy and program in Indonesia*. Yogyakarta: Gadjah Mada University Press.

Klinken, Gerry van and Ward Berenschot (eds) (2014). *In search of middle Indonesia: Middle classes in provincial towns*. Leiden: Brill. [Verhandelingen KITLV 292.]

Ruinen, W. (ed.) (1928). *Overzicht van de literatuur betreffende de Molukken*. Vol. 2: *De Zuid- Molukken*. Amsterdam: Molukken-Instituut.

Tagliacozzo, Eric (2005). *Secret trades, porous borders: Smuggling and states along a Southeast Asian frontier*. New Haven and London: Yale University Press.

The World Bank (2013). *The World Bank annual report 2013: End extreme poverty, promote shared prosperity*. Washington DC: The World Bank. Three vols.

Chapters in Edited Books

Basta, S.S. (1982). 'Health programmes directed to urban squatter populations', in: J.L. Taylor and D.G. Williams (eds), *Urban planning practice in developing countries*, pp. 301-20. New York: Pergamon Press.



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Leclerc, Jacques (1993). 'Mirrors and the lighthouse: A search for meaning in the monuments and great works of Sukarno's Jakarta, 1960-1966', in: Peter J.M. Nas (ed.), *Urban symbolism*, pp. 38-58. Leiden: E.J. Brill.

Papers

Tanjung, Ida Liana (2006). 'Decolonization of colonial symbols in an oil company town: Plaju, 1930-1965', paper presented at the International Conference on the Decolonisation of the Indonesian City, Leiden, April 26-28.

Dates and Numbers

Dates in the text: 17 August 1945; dates in footnotes and the bibliography: 17-8-1945. Numbers from one to ten should be spelled out; higher numbers, percentages and measurements should be given as numerals (3 km, 6%).

Figures, Tables and Maps

If your manuscript contains figures or tables, upload them as separate documents, number the figures and tables consecutively, and refer to them in the text (Figure 1, Figure 2, Table 1, Table 2, etc.). Do not include the figures and tables themselves in the manuscript. Indicate in the manuscript where about you would like to see the figure or table included if the manuscript is accepted for publication.

Maps can be called a figure (and numbered as such).

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Tables should be self-contained and complement, but not duplicate, information contained in the text (and vice versa, the text should not duplicate information in a table). Tables can be submitted as a Word file with the caption on top of the table and the source at the bottom.

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