JOURNAL OF FEMINISM AND GENDER STUDIES
Pusat Studi Gender Universitas Jember

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Grammar and Style Sheet

Please follow these style and grammar notes when submitting an article to the Journal of Southeast Asian Human Rights. This list serves as a reminder for authors of common grammar rules to be used in submitted articles but is not comprehensive of all grammar rules.

Spaces

- Please use a single (not double) space after words, sentences, and periods (including following the initials of names).

- Do not put a space in between paragraphs, use the tab function instead to indicate a new paragraph.

Punctuation and Quotations

- Include the serial or Oxford comma when listing three or more items before a conjunction. For example, “These policies can be found in Singapore, Indonesia, and Malaysia.”

- Refrain from using a comma before a restrictive clause or between two parts of a compound predicate; avoid a comma splice.

- Use commas after transitions or introductory elements of a sentence.

- Use a comma in between two adjectives if they describe the same noun and the meanings are interchangeable. For example, “The small, black bug” and “The black, small bug.”

- Include all commas and periods within quotation marks.
- Question marks and exclamation points are included in the quotation marks if it is part of the quoted material.

- Quoted text should not be italics.

- When using block quotes, please include a transition before the insert.

- Avoid using quotation marks for emphasis.

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Singular and Plural Verbs

- Collective nouns, in most cases, should be followed by a singular verb.
- Nouns defined by "the" should also be followed by a singular verb.
- "Total," "Chain," and "Sequence," should take a singular verb.
- Words such as, "percent," "proportion," "part," and "fraction," can take either a singular or plural verb depending on the object of the preposition.

Capitalization

- Avoid capitalizing non-proper nouns. For example, do not capitalize "government" when the word is on its own in a sentence.
- For the titles of submitted articles, all major words should be capitalized. Do not capitalize conjunctions or articles.
- Capitalize the name of specific laws, regulations, courts, and judges, if followed by a proper noun, for example, "Sharia Law."

Acronyms

- When using appropriate acronyms, please define the term when it first appears in the paper.

Geographical Terms

- Do not capitalize generic geographical terms unless used with a proper name. For example:
    - Do not capitalize ocean but capitalize Indian Ocean.
    - "Southeast Asia" but not "South East Asia."

Numbers

- When numbers are less than 10, write out the full, numerical name. For example, "there are six examples."
- When numbers are 10 or higher, use the numeral. However, if the numbers are used in succession, be consistent with all numbers regardless if they are more or less than 10. For

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example:

- "There were two issues with the policy."
- "There are 7 categories in the first chart and 12 categories in the second."

Dates

- Always write out dates in the proper format, for example 14 August 2017 or August 14, 2017

- Never use:
  - 1/15/12
  - 1-15-12

Common Word Choice Mistakes

- Ensure that you are using the correct form of the following words:

  - Affect/Effect
  - Lay/Lie
  - Sit/Set
  - Who/Whom
  - Toward/Towards

To Avoid

- Run-on sentences or sentence fragments.
- Informal, casual, or colloquial language.
- Using first person narrative, do not use pronouns such as "I" or "we."
- Vague pronoun reference: make sure that pronoun references are clear. In addition, when using "it" in a sentence, make sure that the meaning of "it" is also clear. If the meaning is not clear, do not use "it" and use the actual word instead.
- Unnecessary adverbs: avoid using "very" when describing an adjective.

Generally, for all papers, practice consistency when using technical or common terms in the paper. If there are variations in spelling for a common term, choose one and use it throughout the paper. Appropriate verb tenses should also be used consistently.

Avoid redundant language usage. For example, avoid using the same adjectives twice in the same sentence.

Please confirm all spelling using the *Merriam-Webster's Collegiate Dictionary* 11th ed.

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If there are any questions concerning these stylistic and grammar guidelines, please email us at: jfgs@unej.ac.id

Resources:

"AGU Grammar and Style Guide." *American Geophysical Union*, publications.agu.org/agu-grammar-and-style-guide/#reference.

"APA Style." *APA Style Online* www.apastyle.org/.

"The Chicago Manual of Style, 17th Edition." *The Chicago Manual of Style Online*, www.chicagomanualofstyle.org/home.html.

"Punctuating Around Quotation Marks." *APA Style Blog*, blog.apastyle.org/apastyle/2011/08/punctuating-around-quotation-m arks.html.