

Philippine Studies Style Guide

This guide is an outline of style preferences followed by *Philippine Studies*. For more detailed instructions please refer to the 17th edition of *The Chicago Manual of Style*. The journal uses *Webster's Third New International Dictionary of the English Language, Unabridged* (2002).

TEXT CITATIONS

- ✦ Published sources must be cited in the main body of the text using the author-date format. Use comma after the year of publication, followed by space and the page number(s). Use an en dash between page ranges.
- ✦ The text citation must be placed as near the author's name as possible, or immediately after the passage concerned. For example:
As Cesar Majul (1959, 46–52) demonstrated, Rizal laid the foundation for a national community.
The uniqueness of persons and cultures and situations are part of the richness of life, not its poverty (Mahoney 1978, 236).
- ✦ In case of multiple sources follow this pattern:
several authors (Moore 1966; Wolf 1969; Paige 1975)
author with multiple works (Poulantzas 1969, 1975)
- ✦ Use "et al." in citing a text with three or more authors, but use all names in the text's entry in the list of references.
- ✦ Use of *ibid.*:
 - If a second quotation or citation is made of the same source close to the first (i.e., on the same or on the next page or two of the text) and there is no intervening citation from another source, use "ibid." (not italicized) in the second parenthetical reference (e.g., "ibid., 114").
 - If the second quotation or citation is made from another source, even if it is of the same author, do not use "ibid."
 - If a citation intervenes between two exactly the same sources, the second mention of that source should provide the full parenthetical reference.
- ✦ In citing a note or notes use this pattern: (Majul 1967, 32–33 nn. 6–8, 117 n. 4)
- ✦ In citing a multivolume work:
 - If only one volume is referenced in the article, then omit volume number in the text citation but cite the specific volume, with the volume number, in the reference list. For example: (Blair and Robertson 1903, 75)
 - If several volumes are referenced, then insert the volume number in the text citation. For example: (Blair and Robertson 1903–1907, 46:364)

- ✦ All author-date citations must be included in the list of references.
- ✦ Details of newspaper sources are preferably indicated in the list of references (see item U in “REFERENCE LIST: Examples” on p. 6). If no details are available, cite within the body text but not in the reference list; for example, (*Philippine Daily Inquirer*, 2 Feb. 1998).
- ✦ In book reviews, references are included in text citations rather than at the end of the review. Provide details, as in the following examples:

Jean Comaroff (“Defying Disenchantment: Reflections on Ritual, Power and History,” in *Asian Visions of Authority: Religion and the Modern States of East and Southeast Asia*, edited by Charles F. Keyes, Laurel Kendall, and Helen Hardacre, 301–14; University of Hawai’i Press, 1994) has argued that the very concept of “ritual” is . . .

(“The Cinematic Mode of Production: Towards a Political Economy of the Postmodern,” *Culture, Theory and Critique*, 2003:91–106)

REFERENCE LIST

- ✦ At the end of the manuscript, all references cited in the body text must be placed in alphabetical order, by author’s name, followed by year of publication and complete publishing or other identification data. Use a single list, with no distinction as to the type of material cited.
- ✦ Please follow sentence case capitalization.
 1. Capitalize the first word of the title/heading and of any subtitle/subheading;
 2. Capitalize any proper nouns and certain other types of words; and
 3. Use lowercase for everything else.
- ✦ Use full names for all authors, except if author goes by initials. Using “et al.” in the reference list is not acceptable. Institutions as authors must be properly identified. If a book has no known author, use “Anon.”
- ✦ Follow national cultural practices in the alphabetization of authors’ surnames.
 - Thai names are listed based on the first rather than the last name.
 - For Spanish names the “de” or “del” is not used to alphabetize the surname, in contrast to Filipino names that use the “de” or “del” in alphabetizing names.
 - In the case of Spanish authors of contributions to the journal, the mother’s maiden surname, which appears after the father’s surname, is not used to avoid confusion.
- ✦ If several works by an author are included in the list, begin with the oldest work. For subsequent entries of the same author, in lieu of typing the name use three em dashes in Times Roman font.
- ✦ Use italics for book title and name of journal.
- ✦ A single place of publication is sufficient, usually the first place mentioned in the book.
 - Do not use the name of the province or state, unless the city of publication is obscure.
 - If the state must be cited, then use postal code abbreviations.

- ✦ If a publisher's name is a company, omit "Co.," "Inc.," "Ltd.," and other such abbreviations.
- ✦ If the publisher's name or the place of publication is not given, "n.p." takes the place of the publisher or place. For example, see Item L in the next section on "Reference List."
- ✦ In lieu of an unknown piece of bibliographic information, provisional data may be included and placed inside square brackets, as in Items L, P, and W below. There is no period after the bracket.
- ✦ In encoding the reference list, use the automatic function in Word to make the second line "hanging" by 1.27 cm or 0.5 inch. Use en dash, rather than hyphen, to separate numbers. See "Numbers" below.

REFERENCE LIST: Examples

A. Single-author book

De la Costa, Horacio. 1965. *Readings in Philippine history*. Makati: Bookmark.

Hau, Caroline S. 2000. *Necessary fictions: Philippine literature and the nation, 1946–1980*. Quezon City: Ateneo de Manila University Press.

León, Luis de. 1959. La perfecta casada. In *Obras completas castellanas de Fray Luis de León*, ed. Felix García, 213–41. 3d ed. Madrid: Biblioteca de Autores Cristianos.

Schumacher, John N. 1979. *Readings in Philippine church history*. Quezon City: Loyola School of Theology, Ateneo de Manila University.

———. 1981. *Revolutionary clergy: The Filipino clergy and the nationalist movement, 1850–1903*. Quezon City: Ateneo de Manila University Press.

Thongchai Winichakul. 1994. *Siam mapped: A history of the geo-body of a nation*. Honolulu: University of Hawai'i Press.

B. Coauthored book

Agoncillo, Teodoro and Milagros C. Guerrero. 1973. *History of the Filipino people*. Quezon City: R. P. Garcia.

C. Author, with others (cite first name only in text citation, i.e., Constantino 1975)

Constantino, Renato, with Letizia R. Constantino. 1975. *The Philippines: A past revisited*. Manila: The author.

D. Editor as author (citing an edited collection with one or more editors)

Ikehata Setsuho and Ricardo Trota Jose, eds. 1999. *The Philippines under Japan: Occupation policy and reaction*. Quezon City: Ateneo de Manila University Press.

E. Institution/Organization as author

Institute of Philippine Culture. 2005. *The vote of the poor: Modernity and tradition in people's views of leadership and elections*. Quezon City: Institute of Philippine Culture, Ateneo de Manila University.

F. Chapter in book with editor(s)

Jackson, Karl D. 1989. The Philippines: The search for a suitable democratic solution, 1946–1986. In *Democracy in developing countries: Asia*, ed. Larry Diamond, Juan Linz, and Seymour Lipset, 231–65. Colorado: Lynne Rienner Publishing.

G. Chapter in book without editor, or in book with two authors

Balibar, Etienne. 1991. Racism and nationalism. In *Race, nation, class: Ambiguous identities*, Etienne Balibar and Immanuel Wallerstein, 153–82. London: Verso.

Bautista, Cynthia B. 1984. Marxism and the peasantry: The Philippine case. In *Marxism and the Philippines: Marx centennial lectures*, 153–82. Quezon City: Third World Studies Center, University of the Philippines.

H. Article in journal

Anderson, Benedict. 2000. The rooster's egg: Pioneering world folklore in the Philippines. *New Left Review*, 2d ser., 2 (Mar.–Apr.): 47–62.

Arnason, Johann. 1997. The Southeast Asian labyrinth: Historical and comparative perspectives. *Thesis Eleven* 50:99–122.

Embree, John F. 1950. Thailand—A loosely structured social system. *American Anthropologist*, n.s., 52(2): 181–93.

Ocampo, Ambeth R. 1998. Rizal's Morga and views of Philippine history. *Philippine Studies* 46(2): 184–14.

I. Article in journal special or theme issue

Aguilar, Filomeno V. Jr. 1996. The dialectics of transnational shame and national identity. Theme issue, "Filipinos as transnational migrants." *Philippine Sociological Review* 44:101–36.

J. Book in series

Landé, Carl. H. 1965. *Leaders, factions and parties: The structure of Philippine politics*. Southeast Asian Studies Monograph, 6. New Haven: Yale University.

Singh, Balwant. 1994. *Independence and democracy in Burma, 1945–1952: The turbulent years*. Michigan Papers on South and Southeast Asia, 40. Ann Arbor: University of Michigan Press.

K. One volume (and one entry in a volume) in a multivolume work

Chirino, Pedro. 1904. Relación de las islas Filipinas [1609]. In *The Philippine Islands, 1493–1898*, vol. 12, ed. and trans. Emma H. Blair and James A. Robertson, 115–34. Cleveland: Clark.

López Jaena, Graciano. 1996. The Philippines in the universal exposition of Barcelona. In *La Solidaridad*, vol. 1: 1889, trans. Guadalupe Fores-Ganzon, 30–35. Pasig City: Fundación Santiago.

Reid, Anthony. 1988. *Southeast Asia in the age of commerce 1450–1680*, vol. 1: *The land below the winds*. New Haven, CT: Yale University Press.

L. Work with uncertain or unknown bibliographic information

- **Uncertain or no publication date**

Abella, Domingo [1978?] *From indio to Filipino and some historical works*. Manila: Milagros Romualdez-Abella.

Bonifacio, Andres. ca. 1894. Ritual for the initiation of a Bayani. Online document, <http://www.kasaysayan-kkk.info/membership-documents/andres-bonifacio-ritual-for-the-initiation-of-a-bayani-c-1894>, accessed 7 Feb. 2013.

Tiongson, Jaime F. [n.d.] Translation of the Calatagan pottery inscription using old Tagalog as defined by Pedro de San Buenaventura in 1613. Based on the experimental decipherment of Dr. Ramon Guillermo. Pila, Laguna: Pila Historical Society Foundation.

- **Unknown author, unknown publisher, and inferred publication place**

Anon. [1934?] *Shopping in old Manila*. [Manila]: n.p.

M. Reprint and/or translation

Blumentritt, Ferdinand. 1980. *An attempt at writing a Philippine ethnography*, trans. Marcelino N. Maceda. Marawi City: Mindanao State University.

Colín, Francisco. 1663/1900. *Labor evangelica, ministerios apostolicos de los obreros de la Compañía de Iesvs* [The labor of evangelization, the apostolic ministries of the workers of the Society of Jesus], ed. Pablo Pastells, SJ. Vol. 1. Reprint, Barcelona: Henrich.

Conant, Charles A. 1900/1971. *The United States in the orient: The nature of the economic problem*. Reprint, Washington: Kennikat Press.

N. Revised edition and reprinting

Anderson, Benedict. 1991. *Imagined communities: Reflections on the origins and spread of nationalism*. Rev. ed. London: Verso.

Fernández, Eligio. 1919. *Vocabulario tagalo-castellano*. 8th ed. Manila: J. Martínez.

Ileto, Reynaldo C. 1979. *Pasyon and revolution: Popular movements in the Philippines, 1840–1910*. 8th print. Quezon City: Ateneo de Manila University Press. [Same text but page numbers vary depending on the printing]

Steinberg, David J. 1994. *The Philippines: A singular and plural place*. 3d ed. Boulder, CO: Westview Press.

O. Work accepted for publication

Mojares, Resil B. In press. *Brains of the nation: Pedro Paterno, T. H. Pardo de Tavera, Isabelo de los Reyes and the production of modern knowledge in the Philippines*. Quezon City: Ateneo de Manila University Press.

P. Work submitted for publication

De la Cruz, Juan. [n.d.] Education and migration among Filipino immigrants in Sydney, Australia. Department of Sociology and Anthropology, Ateneo de Manila University.

Q. Unpublished conference paper

Gealogo, Francis. 2014. Mabini, Masonry and the revolution. Paper presented at the “*Alay at Laya: Conference on Bonifacio and Mabini in Memory of their 150th Birth Anniversaries,*” organized by the National Historical Commission of the Philippines and held at the Ateneo de Manila University, Quezon City, 24–25 Apr.

R. Report and working paper

Curaming, Rommel and Lisandro Claudio. 2010. A historicized (re)assessment of EDSA ‘People Power’ (1986). Working Paper 134, Asia Research Institute. Singapore: National University of Singapore. Online document, www.ari.nus.edu.sg/docs/wps/wps10_134.pdf, accessed 8 July 2014.

Naga City Council. 2006. Results of the experiment in redesigning local school boards, 2002–2005. Technical Report, 5. Naga City: Naga City Council.

Prill-Brett, June. 2000. Concepts of ancestral domain in the Cordillera Region from indigenous perspectives. In *Perspectives on resource management in the Cordillera region*. Research Report 1, Ancestral Domain and Natural Resources Management in Sagada, Mt. Province, Northern Philippine (NRMP 2), 2–21. Baguio City: Cordillera Studies Center, University of the Philippines-Baguio.

S. Review

Prueba, Henry T. 1999. Review of "Filipinos and their revolution." *History and Anthropology Quarterly* 17(2): 255–57.

Salonga, Elpidio Jr. 2003. Review of "Yali's question: Sugar, history, and power." *Oceania Historica* 23(4). Online, http://www.oh.org/abc/efg/hij_hjm, accessed 28 Dec. 2004.

T. Dissertation or thesis

Kramer, Paul A. 1998. The pragmatic empire: U.S. anthropology and colonial politics in the occupied Philippines, 1898–1916. PhD diss., Princeton University.

Labrador, Ana M. T. 1998. The representation of Bontok identity in museums and in central Bontoc, northern Philippines. PhD thesis, Gonville and Caius College, Cambridge University.

U. Article in newspaper or popular magazine

Cabreza, Vincent. 2004. Filipino moviegoers 'Asianized,' notes screenwriter. *Philippine Daily Inquirer* (Entertainment section), 21 Dec.: D1, D3.

Chen, Richard. 2002. Straight out of *Joy Luck Club*. *Philippine Star*, 17 Nov.: D4.

Letter to editor. 1998. *Philippines Free Press*, 27 Nov.: 12.

Manila Chronicle. 1995. BI now accepting applications from illegal aliens, 1 June: A3.

Red, Isah V. 2005. Mano Po takes a comic turn. *Manila Standard*, 2 Nov. Online, <http://www.yehey.com/entertainment/movies/article.aspx?i=8449>, accessed 3 Mar. 2006.

Washington Post. 1992. Editorial. *Washington Post*, 14 Feb.: B2.

V. Foreign-language sources

Ikehata Setsuho. 1989. Firipin kakumei to Nihon kan'yo [Japan's involvement in the Philippine revolution]. In *Seiki tenkan-ki ni okeru Nihon-Firipin kankei* [Philippines-Japan relations at the turn of the century], ed. Ikehata Setsuho, Terami Motoe, and Hayase Shinzo, 1–36. Tokyo: Institute for the Study of the Cultures and Languages of Asia and Africa, Tokyo University of Foreign Languages.

Wiselius, J. A. B. 1876. *Een bezoek aan Manila en omstreken* [A visit to Manila and its environs]. The Hague: Nijhoff.

W. Materials in archives

Archives of the Archdiocese of Manila. 1830–1845. Libro de Gobierno Eclesiástico, Arzobispo José Seguí.

Davidson, William A. [n.d.] On several occasions she would even join us in our discussions. Untitled paper, John P. Gillin Papers, Box 10. Peabody Museum Archives, Harvard University, Cambridge, MA.

De los Reyes, Isabelo. 1902. Letter to the US president, 16 Aug. US Record Group 350, Entry 5, Box 70, File 370.86. US National Archives and Records Administration, College Park, MD.

Folkmar, Daniel. [1906] Manuscript and Pamphlet File, National Anthropological Archives, Smithsonian Institution, Washington, DC.

[Peláez, Pedro] 1851. Quejas y exposiciones del clero secular de Cavite contra la Real Orden de 9 de Marzo de 1849, que disponía pasasen al clero regular (Recoletos y Dominicos) la administración espiritual de siete parroquias que el clero indígena poseía en aquella provincia, 1849–1851. E-II-a-12. Archivo de la Provincia de Tarragona de la Compañía de Jesús, Sant Cugat del Vallès, Barcelona.

X. Internet sources

Bagatsing, Isidro. 2000. A glimpse at my virtual life. Online, <http://well.ur.cu.us/serv/ftp.htm>, accessed 12 June 2000.

Guillermo, Ramon. 2003. Exposition, critique and new directions for Pantayong Pananaw. *Kyoto Review of Southeast Asia* (Mar.). Online journal, <http://kyotoreview.cseas.kyoto-u.ac.jp>, accessed 23 Sept. 2005.

Richardson, Jim. 2006. Documents of the Katipunan: Andres Bonifacio, letter to Julio Nakpil, 13 February 1897 (transcription of a document located in the Archivo General Militar in Madrid). Online document, <http://kasaysayan-kkk.info/docs.ab.130297.htm>, accessed 19 June 2007.

St. Louis Public Library. 2004. Celebrating the Louisiana Purchase. Online interactive exhibition, <http://exhibits.slpl.org/lpe/about.asp>, accessed 3 Nov. 2004.

Syjuco, Miguel. 2012. Response to *Pinoy Templars*. Facebook, 31 Aug. Online, <http://www.facebook.com>, accessed 17 Oct. 2012.

Y. Film, video, and music recordings

Ballesteros, Maria Socorro. 1999. *We're so syndicated, ma'am*. Video play. Manila: International Organization for Migration and the Belgian Embassy.

High School Parody. 1998. Carmela Carvajal and David C. Kim, dirs. 120 min. Paramount Pictures, Hollywood.

Ramos, Fidel V. 2004. Interview by Pia Hontiveros. *Let's talk politics*. ANC, 2 May.

Shakur, Tupac. 1997. I wonder if heaven got a ghetto. From *R u still down? (remember me)*. New York Interscope Records.

Z. Personal communication (including email, listserv, newsgroup messages, and author's interviews)

Abinales, Patricio. 2005. Email to author, 7 Aug.

Dixon, Walter Horace. 1999. Letter to author, 12 Oct.

Dos Santos, Maria Cecilia. 2001. Interview by Hideo Aoki, São Paulo University, 15 Aug.

Loza, Manuela M. 2006. Interview by the author, Jose Fabella Center, Mandaluyong City, 4 Dec.

Ramos, Jose. 2013. Interview by the author via Skype, Austin, TX, 3 Nov. [*Location is that of interviewee*]

NOTES

- ✧ Notes are mainly for explanatory purposes, not for sources, which should be cited according to the style described above.
- ✧ Notes, numbered sequentially, should be put together at the end of the article before the References section. Do this manually, that is, without using the automatic endnote feature of software programs.

- In listing the notes at the end of the article there is no need to use superscripts.
- In the main text superscripts should be encoded manually, and should be placed at the end of a sentence as much as possible. Note numbers placed between subject and verb or between other related words in a sentence are distracting to a reader.
- Superscripts should come after any punctuation mark (except a dash).

NUMBERS

- ✧ Numbers from one to ninety-nine are spelled out. Numbers 100 and above are written as numerals.
 - Very large numbers are written as numerals, followed by million, billion, trillion, and so on: 2.3 million, 5 billion, 4 trillion
 - Numbers followed by units of measure or distance such as miles, kilometers, and the like are written as numerals: 22 meters, 10 kilometers
 - Numbers from one to ninety-nine are written as numerals when they are found in the same sentence or paragraph with other numbers 100 and above: "Out of 6,289 households in San Gabriel, 765 or 12 percent had landline telephones. Of these, 720 or 94 percent lived in the poblacion . . . and 45 in the border village."

- ✧ Numbers are also spelled out in the following instances:
 - At the beginning of a sentence
 - Approximate figures in hundreds, thousands, or millions

- ✧ Age: 13 years old; 11 months old; a 56-year-old woman; in his thirties

- ✧ Amounts of money are always set as numerals: P25, AS\$15 million
 - Do not use PhP or USD
 - Always indicate the country of the dollar currency: US\$, S\$

- ✧ Dates
 - 23 February 1986; 11 September 2001 (no comma)
 - 1960s (*not* 60s, 1960's, or the sixties)
 - Inclusive numbers: do not elide year spans:
 - from 1800 to 1809; 1800–1809 (*not* from 1800–09)
 - from 1951 to 1952 (*not* from 1951–52)
 - Spell out centuries: sixteenth century, mid-nineteenth century
 - Spell out name of month in the main text, but abbreviate the following months in notes and references: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec.

- ✧ Time of day
 - Times of day in even, half, and quarter hours are usually spelled out in text matter:
 - The students expected to end the meeting by half past three.
 - The soldiers had to be at their barracks by midnight.
 - He left town a quarter of five.
 - They always began work at eight o'clock.

 - Numerals are used (with zeroes for even hours) when the exact moment is to be emphasized:
 - The program is televised at 8:30 in the morning.
 - We should catch the 2:30 PM train.
 - The country returns to standard time tomorrow morning at 4:00.

 - Abbreviations for divisions of the day (AM, M, PM) are set in small caps or in lower case (am, m, pm). Numerals are used with these abbreviations, but not with o'clock.
 - at 4:00 PM or 4 PM; 4:00 am, 4 pm
 - 12:00 M (*meridies*, or noon)
 - eight o'clock

- ✧ Inclusive numbers are separated by an en dash, not a hyphen (e.g., 24–28). Inclusive numbers are abbreviated according to the following principles:

<u>First Number</u>	<u>Second Number</u>	<u>Examples</u>
Less than 100	Use all digits	12–88
100 or multiple of 100	Use all digits	100–104, 600–613 1100–1123

More than 100 but less than 110 (in multiples of 100)	Use changed part only (i.e., omit 0)	107–9 1005–8
More than 109 (in multiples of 100)	Use last two digits (or three if needed)	321–45 1140–48

- ✧ Percentages are always set as numerals, e.g., 37 percent. Do not use % except in tables.
- ✧ Numbers referring to pages, chapters, and other sections of a book or other reference, as well as to illustrations and tables are typed as Arabic numerals. Numbers referring to front matter or pages before a preface are typed as Roman numerals in lowercase.

SPELLING AND DISTINCTIVE TREATMENT OF WORDS

- ✧ American (not British) English spelling is used by the journal. However, quotations and titles the original material of which is spelled in British English must retain their original spelling.
- ✧ The simpler spelling is preferred. Please refer to the grid on p. 12 for preferred spellings.
- ✧ Prefixes and compound words
 - Avoid excess punctuation, including hyphens. Usually hyphens can be omitted from words beginning with prefixes (for example, nonconformity, postwar, prehistory). See the grid.
 - Do not use hyphens after an adverb ending with “ly”:
a highly literate population (*not* highly-literate)
the strategically placed forts (*not* strategically-placed)
 - Hyphens may be used in compound adjectives formed by combining an adjective and a noun: a nineteenth-century text; Meiji-era rulers; two-and-half pages, non-English-speaking peoples; semi-labor-intensive industries
 - Use an en dash to connote relationships between two things: Manila–Cebu flight, Radical–Unionist coalition, Philippines–China relations
 - Use an en-dash and a hyphen in longer compound adjectives that combine adjectives and a noun: late–seventeenth-century dictionary, early–twentieth-century Manila
- ✧ The possessive case of singular proper names ending in *s* or another sibilant is formed by adding *’s*, while that of plural proper nouns, by adding an apostrophe only:
Cruz’s complaint / Marcos’s decree / the Santoses’ property
- ✧ Place names in the Philippines follow the spelling in the Philippine census. Ethnolinguistic groups are called by what they call themselves:

Apayao (not Apayaw)	Kapampangan (not Pampangan)
Ifugao (not Ifugaw)	Calamba (not Kalamba)

- ✦ Names of cities, provinces, mountains, rivers, islands, and so forth are capitalized. A generic term such as mountain, river, or valley is also capitalized when used as part of the name.

Mountain Province; Baguio City
 Himalaya Mountain; the Himalayas
 the Pasig and Pulangui Rivers; *but* the rivers Pasig and Pulangui
 Mount Makiling, Mount Apo (*not* Mt. Makiling, Mt. Apo)

- ✦ The singular form of Filipino nouns is used, even if the plural is meant. That the term is plural should be deduced from the content or from a numeral modifier.

The two *dalaga* came from Malolos.
 The thirty *kasama* filed a protest.

A advisor amid anticolonial antiwar anti-imperialist anti-Marcos	B BCE bloodline broodmare biannual	C cityscape crossbreed coresident corvée cofinancing cowrite crossborder crosscultural comingling	D dialogue deemphasize decolonize	E Eastern (as in Eastern world) eastern (direction or portion of a region) ethnohistory email
F fief-holding (adj.) folktale foot-binding (adj.) full-time (adj.) female-dominated fieldwork	G geomedical gray	H handouts Hawai'i (press) Hawaii (state) hill-dwellers (adj.) hispanization hypernationalist	I inequalitarian interethnic intermarriage Internet	J
K	L landholding life-form (adj.) lifestyle lifeworld long-standing low-lying (adj.)	M macroregion metahistories mid-1870s midcentury midyear mindset multiethnic multivolume male-dominated (adj.)	N neo-Confucian nonconformity noncontractual neoliberalism nonexistent nonviolent	O offstage overstaffed online onward

P path-breaking precolonial/postcolonial postmarital postmodern/premodern preeminent prehistory preindustrial prewar/postwar proarmament pseudophilosophical post-Marcos powerholder prehispanic	Q Qur'an	R racetrack reclassification ricefield	S self-governed semidivine semifeudal semiprivate Sinocentrism sociocultural socioeconomic sociopolitical subcommittee subdistrict subregion	T transshipment traveler tribesmen toward, <i>not</i> towards
U undertheorized understaffed unselfconscious	V	W website worldview Western (as in Western world) western (direction) well-being	X–Y	Z

✘ The plural form of ethnic groups whose names are derived from Spanish may use the English form by adding an *s*, e.g., Filipinos, Bikolanas, Ilokanos. However, if an ethnic group’s name is indigenous, then do not pluralize by adding an *s*. For example, *not* Tagalogs; instead, the Tagalog

✘ Titles: A civil, military, religious, or professional title is spelled out only when the complete name is not provided:

General Arellano	Gen. Antonio Arellano
Lieutenant Colonel Abraham	Lt. Col. Jose Abraham
Senator Marquez	Sen. Rene Marquez
Father Burgos	Fr. José Burgos
President Aquino	Pres. Corazon Aquino

✘ Use of SO-CALLED: When this expression is used with a word or phrase, the designation itself should not be enclosed in quotation marks or set in italics.

The so-called shadow cabinet was not as powerful as originally thought.

ITALICS AND FOREIGN WORDS

✘ Italicize non-English words and phrases only at their first mention, except when not italicizing the words or phrases at their every mention would affect clarity.

- In endnotes italicize as if each note carries a first mention of the word.

✧ When not to italicize:

- Do not italicize words that, although borrowed from another language, have been adopted into English and appear in *Webster's Third New International Dictionary*:

tao	plaza	fiesta	Weltanschauung	jihad	jeepney
barrio	hacienda	mestizo	mestiza	barangay	
cofradia	rajah	datu	laissez-faire	pueblo	

- Do not italicize non-English names of organizations or agencies.

For example:

It was called the Firipin Aikoku Doshi Kai (Philippine Patriotic Comrades' Association).
The Kalipunang Makabayan ng mga Pilipino (Makapili) was a volunteer army.

- Do not italicize Manong, Manang, Kuya, or Ate if followed by a proper noun.
- Do not italicize e.g., i.e., et al., and cf.
- Do not italicize foreign sentences and quotations, but place in quotation marks.

✧ Translations:

- Place the English translation of foreign words or phrases in parenthesis immediately following the word (or the reverse, but be consistent)
- Include translations of foreign-language block quotations immediately following the quotation
- Titles of articles, journals, and books in languages other than English, Spanish, and Pilipino must be translated to English and placed in brackets in the list of references. (See item V in "REFERENCE LIST: Examples" on pp. 7–8.)

✧ Diacritics: retain diacritical marks, including in names from the Spanish Philippines (e.g., José Rizal)

QUOTATIONS

- ✧ Provide the author, year, and page number or numbers of all published quotations. The source is cited within the sentence *before* the period, as in the examples under "Text Citation," p. 1

✧ Block extracts: If the extract takes more than four printed lines, make it a block extract.

- The source for an indented extract is placed within parentheses *after* the end of the punctuation mark, usually a period.
- The English translation of foreign-language block extract immediately follows the original quotation (without italics and without quotation marks). Cite the source at the end of the non-English extract. For example:

Queremos qué la religión de los naturales y la de los que al país vengan, sean rigurosamente respetadas por los poderes públicos y por los individuos en particular. (Calderón 1907, 33)

We want the religion of the indigenes and of those who come to the country to be strictly respected by the public authorities and by those individuals in particular.

- ✦ If italics have been added, specify. For example: (Hodder 2008, 34, italics added)
Do not use “italics in original,” unless the context makes it necessary.
- ✦ You may change the initial letter of a quotation to fit the sentence, but add brackets to the letter that was altered.
- ✦ Use an ellipse (three spaced points) to denote an omission. If the preceding sentence is complete in itself, it should end with a full stop (or period), followed by a space and the ellipsis.
- ✦ Retain the spelling, punctuation, and other elements of style of the quote as in the original. Insert “[sic]” without italics immediately after any words misspelled and other errors found in the original.

CAPITALIZATION

- ✦ Ethnicity (unless author makes a case): black, *indio*, mestizo, native, white
- ✦ Historical events and terms:
 - Capitalize Great Depression, Industrial Revolution, the 1896 Revolution, People Power, Propaganda Movement, Second World War (*not* World War II), Second Vatican Council (not Vatican II)
 - Lowercase: civil rights movement, martial law
- ✦ Numbered items such as chapters of books are not capitalized
 - In text: chapter 5, part 3, pp. i–ix
 - In reviews and notes: ch. 5, chs. 7–11
- ✦ Tables, figures, appendices: lowercase (“As seen in table 2 . . .”)
- ✦ Directions and geographical terms
 - Capitalize if part of a proper noun, or used as a formal term: East Asia, Global South, Northern bloc, South Pacific, Western world, Philippine Islands, Aklan province
 - Lowercase: eastern Mindanao, northern Luzon, southern Philippines, the province of Aklan
- ✦ Lowercase: department chair, a master’s degree in education, president, prime minister, professor, pope, mass, church (unless part of proper noun)

ABBREVIATIONS

- ✦ The names of government agencies, associations, service organizations, unions, countries, countries, and other entities are often abbreviated. Uncommon terms are preferably spelled-out at first use. Such abbreviations are without periods.

Initialism: An abbreviation that is read as letters, usually noun forms: US, UK, KMU, YMCA, CPP, NGO, PC, MA, PhD

An abbreviation that is used in adverbial form: rpm, mpg

Acronym: An abbreviation that is read as a word: APEC, GATT, BAYAN, NATO, NAMFREL

Acronyms of five letters or more may be spelled with only an initial capital, depending on popular usage: Asean, Nafta, Unesco, Unicef

- ✧ To form the plural, add *s*, *not* 's: NGOs, PCs, PhDs
- ✧ When a number of sources are used in the same manuscript, devise an abbreviation for each and include a list of the abbreviations at the end of the manuscript, before the Notes. Titles that are italicized in the notes or references should be italicized in the list of abbreviations.
- ✧ Abbreviations associated with scholarship: Spell out in text, abbreviate in parenthesis (cf., i.e., e.g., etc.)
see also, that is, for example, and so on
- ✧ Ampersand: Use "and," not "&"

COMMAS AND OTHER PUNCTUATION MARKS

- ✧ Serial comma: The serial comma is the comma that precedes the conjunction before the final item in a list of three or more items.
 - Use the serial comma in a series with three or more terms:
red, white, and blue
"A man may die, nations may rise and fall, but an idea lives on." – John F. Kennedy
 - If the last element consists of a pair joined by *and*, the pair should still be preceded by a serial comma and the first *and*:
The meal consisted of soup, salad, and macaroni and cheese.
Ramil was working, Karl was resting, and Mike was running errands and marking papers at the same time.
 - Use the serial comma before the concluding conjunction in a complex series of phrases:
The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.
 - Use the semicolon in a complex series that includes internal punctuation such as commas:
Economically active adults worked in the low-wage informal economy of Quezon City and Marikina City, as construction and factory workers; taxi, jeepney, and tricycle drivers; welders; laundrywomen; and seamstresses.

✧ Unnecessary use of commas

- If a “,” can easily be read into the text by the reader, avoid using the comma.
- Use the comma for introductory phrases longer than two or three words
As will be demonstrated in the next section, it is imperative that . . .
- Do not place a comma before parentheses.

✧ Use of commas in pairs

- Enclose parenthetical expressions, especially those longer than two or three words, between commas. In this case commas must be used in pairs.

✧ Colon: Use colon before enumerating in a sentence

OTHER POINTS OF STYLE

- Use gender-neutral language, avoid sexist terms
 - Pronoun for country: use “it” rather than “she”
 - Do not use “s/he,” “him/her,” or “his/her.” Use “he or she” or rewrite as plural.
- Emphasis: Do not emphasize by using bold fonts or italics. The reader will understand by reading what the author is trying to say.
- Hyphenation: Do not hyphenate words except those followed by noun:
policy-making procedures policy making
peace-making formula peace making
- Dialogue: Spell out names on first occurrence and then use first initial on subsequent occurrences:
Mang Tomas:
Author:
MT:
A:
- Initials in names: space between initials
A. B. Paterno, *not* A.B. Paterno T. S. Eliot, *not* T.S. Eliot
- Avoid “But” at beginning of a sentence
- Use “Although,” instead of “Though,” especially at the beginning of a sentence or a phrase
- “This” and “These” should be followed by a noun for clarity’s sake
- Data is plural
- Not “married by religious ritual” but “married *in* religious ritual”
- Use “especially,” not specially
- “Compared with,” not “compared to” (unless comparison is to something or someone superior)
- “People Power Revolution” is preferred over “EDSA Revolution”
- *Philippine Studies*, the journal; Philippine studies, the field of study