



ASEAN-Australia Strategic Youth Partnership (AASYP)

Publications

Editorial Guidelines

| Overview

What kind of articles are we looking for?

AASYP's CORE MESSAGE

AASYP is a platform helping to build knowledge, inspire engagement and create connections to give young people a voice on the complex issues in the region that need to be solved together.

Horizons CORE MESSAGE

Horizons looks for articles that build knowledge on Southeast Asian culture, economy, and politics. We explore ASEAN's role as a multilateral institution in international relations, especially its strategic partnership relationship with Australia. In addition, we promote discussion of regional issues and how youth can drive change.

| Overview

Analysis and Op-Eds



All articles accepted for publication will be published under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License.

Guidelines for these articles are that they should:

- ideally be between 600 and 800 words
- involve analysis and opinion on issues that affect ASEAN, its partnership with Australia or specific countries in Southeast Asia
- must be evidence-based: the author backs up assertions through hypertext (preferred to footnotes)
- avoid specialist jargon with a public audience in mind
- include a mini-bio of the author (name, education/work, interests) max 2-3 lines
- have a short, engaging title

| Overview

Analysis and Op-Eds: Tips & Tricks

- An engaging commentary piece balances opinion and expertise.
- Try not to 'sit on the fence' - make a clear point from the beginning.
- Grab the reader's attention in the opening - it should summarise your key points and why the issue/topic is important - A key tip is to write your introduction as you would a conclusion!
- Avoid phrases like "In this article I will argue" or "I think" for a more natural writing style. The reader should be able to understand your point without this direction.
- Use short paragraphs (no more than four sentences) to deliver more impact
- Avoid using footnotes and use links instead.
- Should you predict outcomes or make risk analysis judgements? Ultimately, this is an author's choice. Bold claims and sensationalism can bring attention but keep in mind that these predictions are often wrong.
- Make practical suggestions to policy problems. If you have no clear solution to offer, it is ok to acknowledge the complexity of issues.
- If an issue is niche and may not be a headline topic, convince your reader through a compelling introduction as to why they should care.
- Explore counter-arguments! There is no shame in recognising potential flaws or rebuttals to your opinion. This can strengthen rather than weaken your analysis.

| Overview

Events & Experiences

AASYP aims to foster engagement and connection between ASEAN and Australian youth. Our blog explores various youth experiences such as attending conferences, organising events, and study abroad programs.

These articles grab reader's attention through personal anecdotes.

If you have a story to tell about your own experiences or an opportunity you would like to promote we welcome your submissions.

These articles could include:

- field notes and anecdotes
- research findings
- reports on conferences, webinars, seminars, etc.
- book and film reviews
- appropriate satire and humour
- insider tips (e.g. applying to a program/scholarship)



| Overview

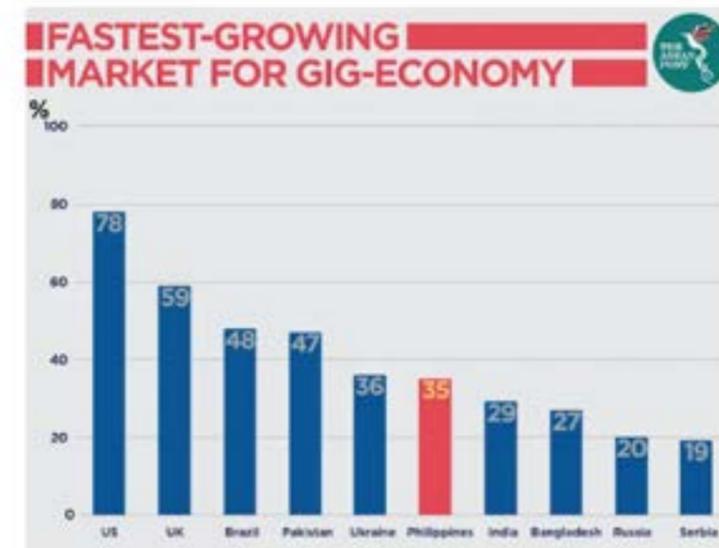
Images

We ask that authors submit photos to accompany submitted articles. Photos must be less than 140 KB (ideally 120 KB) to be compatible with our website.

Photos should be Creative Commons (CC) and should accredit the photographer.

If possible, authors should include a hyperlink to the original webpage in their submission.

Featured article photos should be eye-catching and relevant to the article topic.



Source: Payoneer, 2019

Language Guidelines

| Language Guidelines

General Language Guidelines

Spelling and Grammar

Correct spelling and grammar is to be in plain International English (Australian or British).

We want to make our content accessible for readers of all backgrounds inclusive of those with native languages other than English.

Punctuation

Double check you are using the correct punctuation, e.g. apostrophes, commas, hyphens, colons,.

Tenses

Ensure writing is consistently or accurately written in the correct tense (past, present or future) If you start in the past tense, continue in the past tense.

Quotations

Quotations of speech should use double quotation marks “”, otherwise use single quotation marks ‘’.

Point of View

Maintain consistent use of pronouns in writing. First person plural (we, our), second person (you), or third person (AASYP).

Courtesy Titles and Naming

Ensure Mr, Ms, Mrs, Dr, etc. is accurate. Some people use gender-neutral or non-binary courtesy titles, such as ‘Mx’. Follow a person’s wish in using these titles.

Do not abbreviate Professor.

Courtesy titles never take a full stop.

Check order of names - often Southeast Asian names are written Lastname Firstname rather than Firstname Lastname.

Abbreviations

If abbreviations are going to be used, write the name of the organisation, or the word, in full the first time it is referenced, followed by the abbreviation in brackets. Subsequent references in the same article can use the abbreviation.

e.g. ASEAN-Australia Strategic Youth Partnership (AASYP) or Association of Southeast Asian Nations (ASEAN)

| Language Guidelines

Common Errors in Australian English

- Defence NOT defense
- Separate NOT seperate
- Definitely NOT definately
- Pronunciation NOT pronunciation
- Would have, should have, could have NOT would of, should of, could of
- Stationary = not moving; at a stand still
- Stationery = pens, pencils, erasers, etc.
- Practise is a verb (action)
- Practice is a noun (thing)
- License’ is a verb
- Licence is a noun
- Use OU spelling: behaviour NOT behavior, favour NOT favor, mould NOT mold, honour NOT honor, labour NOT labor, colour NOT color, neighbour NOT neighbor, etc.
- We prefer RE endings to words instead of ER endings, including litre NOT liter, metre NOT meter, centre NOT center, etc.
- Omit periods in initials of organisations, political divisions and countries: CSIRO, NSW, US or USA, NOT U.S. or U.S.A.
- ‘ise’/‘ize’ ending words (also ‘yze’): ‘harmonise’ and all its derivatives: ‘harmonisation’, ‘harmonising’. Other examples include advertise, advise, apprise, chastise, comprise, compromise, devise, disenfranchise, disguise, enterprise, exercise, improvise, organise, premise, revise, supervise, surmise, surprise, televise.
- Middle ‘e’: unlike American spelling, Australian English does not drop the middle ‘e’ in words like ‘judgment’ and ‘acknowledgment’. Therefore, we use ‘judgement’ (not ‘judgment) and ‘acknowledgement’ (not ‘acknowledgment’).
- When quoting verbatim from another written source, follow spelling and punctuation exactly as it was printed. If there is an error in what you are quoting, such as a word spelt incorrectly, add [sic] after the incorrect word.
- ‘Ton’ vs ‘tonne’ is not an American vs British spelling issue. ‘Ton’ is the imperial or non-metric version, ‘tonne’ is the metric equivalent (exactly 1 000 kg)
- Led is the past tense of the verb lead. Do not make this mistake: he lead the team to victory.

| Language Guidelines

Formatting

Numbers

Up to and including nine are to be spelled out in full:

One, two, three, four, five, six, seven, eight, nine

Do not use commas between 0s in large numbers

Use ‘per cent’ not %

Dates and Times

To be written in the following format (do not punctuate):

Day, Date Month Year e.g. Friday 10 April 2020

HH:MMam/ pm TIMEZONE e.g. 6:30pm AEST

Time Periods and Years

No apostrophes should be included between plurals of numbers e.g. 1800s, 1980s, 2000s

Currencies

In general, lowercase the names of currencies, but capitalise the reference to the country or region.

e.g. Australian dollar, US dollar, Malaysian ringgit, Vietnamese dong

When you’re referencing specific amounts of money, use the currency code, followed by the amount, with no space.

e.g. The average cost of a basic Thai meal in a restaurant is BHT150 (AUD7)

Article Titles

Always capitalise the first word in titles. When using a colon in the title, the subsequent word should be capitalised. For

example, ‘Lifting the lid: Political donations in Southeast Asia’

When to use italics:

Italics should be used for book titles, films, television series, song titles, ship

names, and non-English words

| Language Guidelines

Capitalisation - more details

Political Titles

Capitalise incumbent elected positions and Cabinet ministers in Australia and overseas: the Prime Minister, the Health Minister. Don’t

capitalise former titles or plurals: Kristina Keneally was then planning minister, the health ministers say they are working on a solution.

Opposition titles, here and abroad, take capitals: Opposition Leader, Deputy Opposition Leader, Shadow Treasurer. Capitalise Attorney-

General since it is effectively a ministerial title. Do not capitalise: secretary-general, auditor-general, solicitor-general.

For local government, the same principles apply: Mayor, Lord Mayor. Lower case for councillor unless part of a formal title. Leader isn’t

a title and, as such, doesn’t take a cap: Greens leader di Natale, Labor leader Bill Shorten. Do not capitalise personal (non-elected) titles:

manager, director, chief executive, chairman, secretary etc. Capitalise foreign heads of state and ministers. Always capitalise: the Pope,

the Queen.

Organisations or Government

The full names of organisations take upper case on first reference and lower case in subsequent reference: the University of New South

Wales, but later the university. Department of Immigration and Border Protection, but later the department.

Incumbent administrations take upper case: the Federal Government, the Queensland Government. In subsequent reference: the

Government. Lower case for previous administrations, or adjectival use: the previous federal government, government policy. Capitalise

government departments on first reference: Treasury officials, the Department of Foreign Affairs and Trade. In subsequent reference: the

department.

State and Territory

Use upper case for proper names, but not in generic or plural references: the State of Victoria; state government policies, state land, an

independent state.

Geographical and Political Designations

Names that designate a group of nations geographically or politically always take a capital: Southeast Asia, Central America, the Balkans.

Sometimes, when descriptive names of this type become semi-official, they then take a capital: Central Australia, Far North Queensland,

the Gulf (of Carpentaria), the Red Centre.

Commonwealth

Upper case: the Commonwealth of Australia, the Commonwealth of Nations.

| Overview

Guidelines for writing about Southeast Asia

- Southeast Asia not South East Asia
- Myanmar not Burma
- Sea of Japan is used to describe the body of water between Japan and the Korean peninsula
- Please translate all non-English terms. In some instances where there is no equivalent English term it may be acceptable to use a word or phrase in a foreign language with a description of its meaning in English.
- Please provide complete information when referring to local laws and regulations, for example: Law No. 3 of 1999 on Human Rights. This will help readers (and us) search for the law if required.

What term should I use when describing low-income regions?

Developing Countries? Global South? Third World?

All of these terms are problematic as they present the world as being hierarchical. The 'developing world' concept is preferable when describing low-income regions that are under-developed. However, when referring to specific countries it is best to refer to their World Bank status, for example, low-income or lower-middle income.

Referencing Guidelines

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Hypertext for Blog Articles

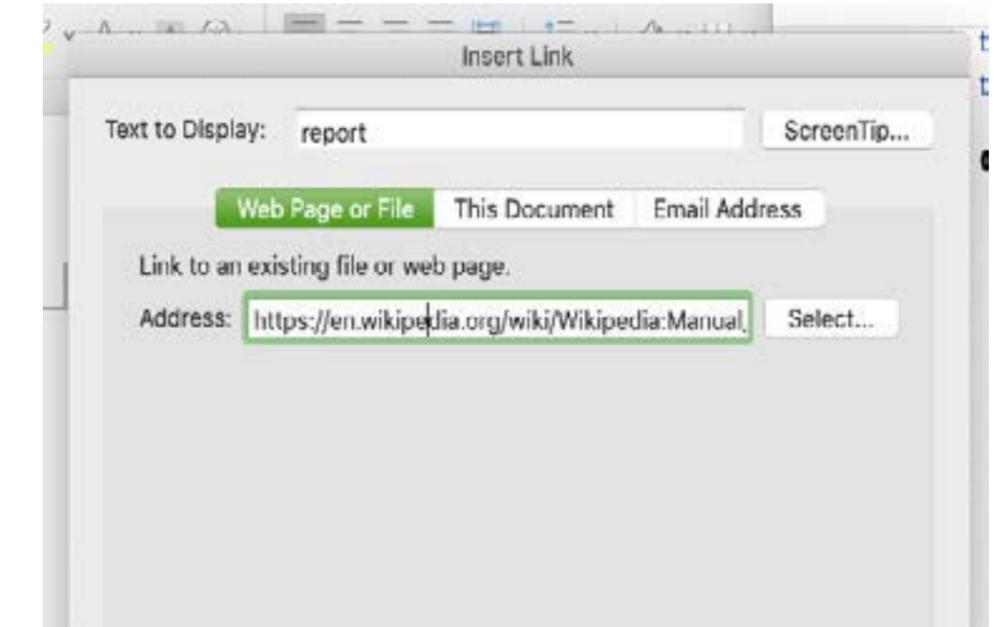
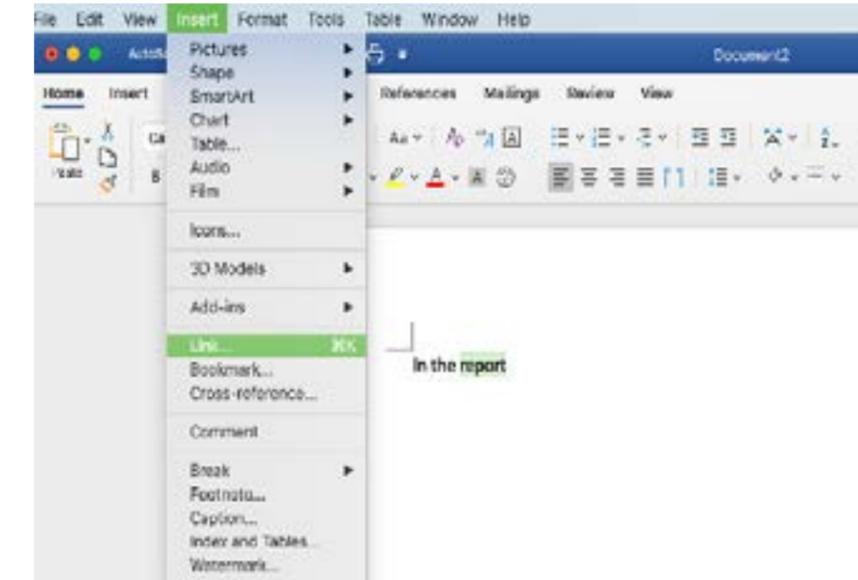
Hypertext is text that references another text through hyperlinks, making it easy for the audience to access sources of information such as reports and news articles immediately. This style of referencing is preferable for Op-Ed articles.

General Rules:

- The link should correspond as closely as possible to the highlighted word (e.g. “When Mozart wrote [his Requiem](#)” or “In the [UN Report on Refugees](#)”)
- Only link the first usage of the term, unless referencing a different section
 - The text must make sense to readers who do not follow the links
 - Avoid using too many links, as this can be distracting for readers

| Referencing Guidelines

Hypertext for Blog Articles Using Word



When drafting a document using Microsoft Word, highlight the word you wish to hypertext then press “command K” and paste your desired hyperlink in the Address box. Your text will then be blue and underlined, and will take you to the website when clicked.

| Referencing Guidelines

American Psychological Association (APA) Style 7th Edition for Articles and Academic Writing

TIPS

When inserting a citation into the text of your document, include the authors' surnames and the year of publication, enclosed in parentheses, e.g. (Smith & Jones, 2016). This brief citation allows the reader to find the appropriate full reference in the list at the end of the document.

If you include a direct quote (word-for-word), the in-text citation must include the page number/s where the quotation appeared, e.g. ... "correct referencing is a necessity" (Smith & Jones, 2016, p. 16).

For multiple in-text citations within parentheses, alphabetise citations by first author and add a semi-colon (;) between them to differentiate citations, e.g. (Smith & Jones, 2016; Williams, 2014).

Use "and" when citing authors' names in sentences and "&" for parentheses, e.g. Smith and Jones (2016) ... versus ... (Smith & Jones, 2016).

When you have multiple resources from exactly the same authors in the same year, alphabetise by title for your reference list and then add a, b, c, and so on after the year to differentiate the references for the in-text citations.

For example:

Smith, D. (2014a). Care facilities for the elderly [Brochure]. NSW Health.

Smith, D. (2014b). Hand hygiene [Pamphlet]. NSW Health.

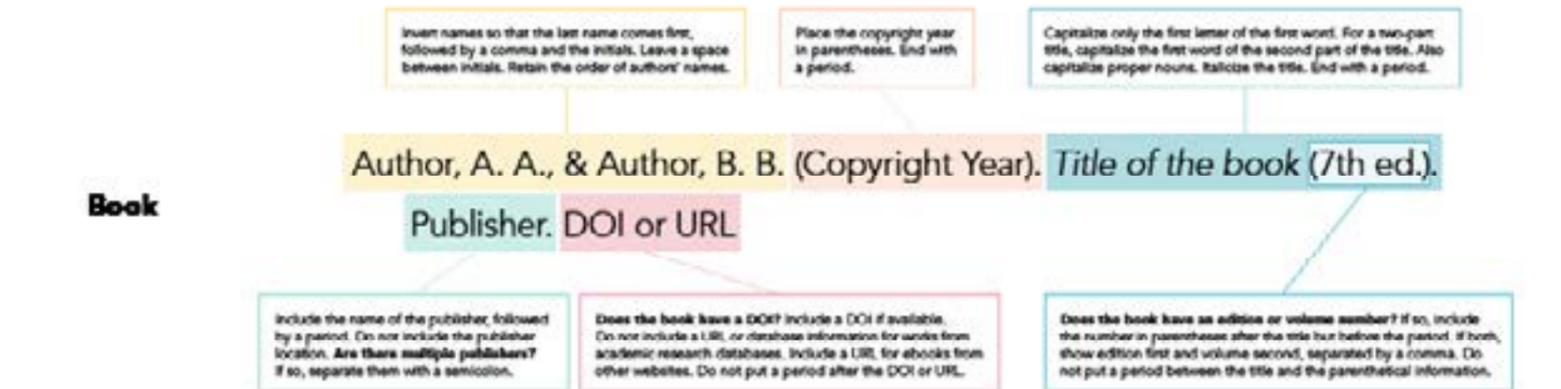
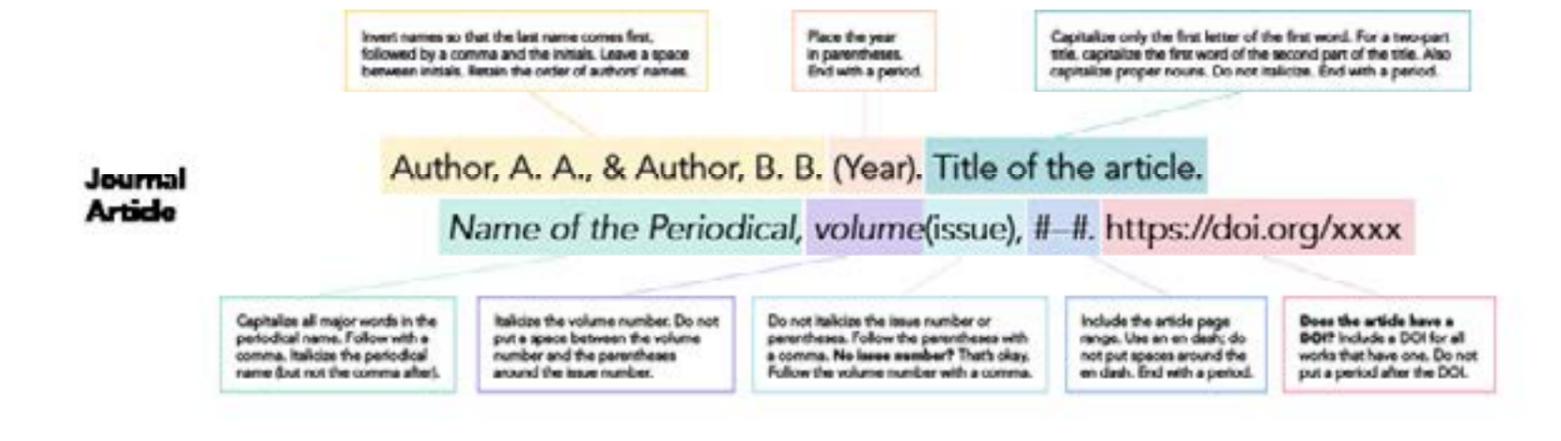
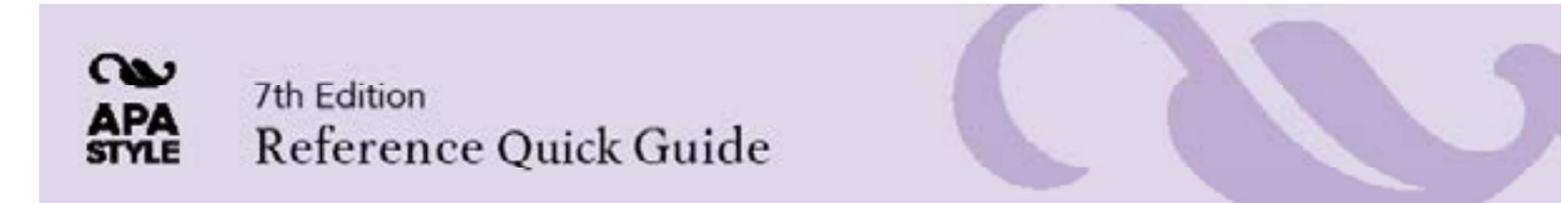
The in-text references would then be (Smith, 2014a) or (Smith, 2014b), depending on which document you cite.

Capitalise all names and proper nouns as appropriate. Examples include Generation Z, YouTube, iPad, and PowerPoint.

Digital Object Identifiers (DOIs) are important for APA 7 and need to be included as part of reference list entries (where provided).

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APA Style 7th Edition for Articles and Academic Writing



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