

## *Inside Indonesia* Style Guide

for Authors, Editors and Copy editors

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This Style Guide is designed to help make your writing experience as enjoyable and trouble-free as possible. Read it carefully before you begin to write and check your manuscript against it before you send it in. If you have queries that are not covered in the Style Guide, contact your editor for advice.

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### **General guidelines**

- The main thing to remember is that you are writing for a general audience. Don't try to cover everything – try to interest readers so they want to find out more about your subject. It is a good idea to read a number of *Inside Indonesia* articles before starting to write so that you have a sense of the genre (the 'look' and 'feel' of an *Inside Indonesia* article).
- Aim for a senior secondary school reading level so that your article is accessible to all. If you are writing an article about a subject you have worked on in an academic context, you need to be particularly aware of the differences between academic and magazine writing style. Don't try to adapt an academic text directly.
- A good magazine article focuses on one main story. Pick an 'angle' that would be interesting to readers (consult with your editor if you are having trouble with this), then sit down with a blank piece of paper and just write (imagine you're telling someone the story). You can always slot in factual material later.
- *Inside Indonesia* articles are generally between 800 and 1600 words long. Occasionally longer articles (up to 3000 words) are published. These articles require special consideration on submission. If you are planning to submit a longer article please mention this in your email pitch. Remember, longer articles also require more images.
- Be consistent by saying the same thing in the same way throughout the article. This makes for a cleaner, clearer, more professional manuscript.
- Keep sentences short. Use active (subject-verb-object) rather than passive sentence structures. Avoid excessive adjectives and jargon. Avoid repetition. Sentences should not

lose the reader and avoid multiple sub-clauses – generally a maximum of three lines per sentence. Do not include footnotes or references and do not put pages numbers on your article.

- After your manuscript has been submitted, your editor will work with you to maximise the impact of your article. Most of the time articles require significant rewriting, so keep an open mind.
- Once that process is completed, your article will need to be approved for publication by *Inside Indonesia's* editorial committee. If required, your editor will provide you with feedback and help you make any final changes necessary before the article is accepted for publication.

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## Capitals

- Titles of books, films and works of art should use maximum capitalisation, i.e. all words, except for small joining words, are in capitals. For example, *Fluid Iron: State Formation in Southeast Asia* (not *Fluid iron: state formation in Southeast Asia*).
- Indonesian titles of books and works of art should be followed by the English translation in brackets e.g. *Perkenankan Aku Menjelaskan Sebuah Takdir* (*Permit Me to Describe a Destiny*).
- The names of government departments and other official entities, organisations and companies take capitals, for example, the Department of Education, the Attorney General's Office, World Vision, and Indonesian National Shipping (PELNI).
  - Use lower case when referring to the generic elements of these entities, for example, 'the department' (not the Department), 'the court' (not 'the Court'), and the 'the commission' (not 'the Commission').
- The names of government bills and laws take capitals, for example, the Special Autonomy Bill, the Human Rights Law.
  - Use lower case when referring to the generic elements so 'the bill' (not 'the Bill'), the law (not 'the Law').
- Use a capital when referring to the Indonesian Constitution as a specific entity, for example, 'According to the Constitution, all Indonesian citizens have the right to an education'.
  - Use lower case when referring to the generic element, for example 'constitutional rights'. 'The Cabinet' (as a specific entity) also takes a capital, for example, 'On Tuesday the Cabinet met to discuss the new bill' but 'The president said that a new cabinet would be sworn in as soon as possible'.
- Use capitals for academic disciplines, for example Southeast Asian Studies, Classics and World Religions, Anthropology, Indonesian Studies.
- Use Indonesian government (not Indonesian Government).
- Use reformasi (not Reformasi).

## Formatting

- Articles should be presented in a word document, single line spacing in Times New Roman 11.
- Do not bold any headings or subheadings.
- Titles of articles, precedes and sub-headings should be in 'sentence case' (capital letter for first word. Subsequent words – except names – in lower case).
- Use a single space after full stops and colons.
- Ensure that there is a full line (i.e. two hard enters/returns) between paragraphs.
- Links to Websites should appear in brackets.
- Email addresses should appear in curved brackets. **Delete all hyperlinks** from copy, and do not underline or use <>.

- Send your article to your editor by email. Be sure to provide both captions and credits for each image.

### **Italics**

- Indonesian words are not italicised.
- The titles of books, films, works of art should appear in italics.

### **Names and titles**

- Always put a person's title first and their name second, for example, 'The Governor of Jakarta, Sutiyoso'
- Avoid honorifics such as "Ms." or "Mister". For example; at first mention the person is referred to as Megawati Soekarnoputri. If the person is Indonesian, use their common-use name after that, for example, Megawati. If the person is from America, Australia or Europe, use their surname on second mention, unless you're telling a personal story about them.
- For Susilo Bambang Yudhoyono: when first mentioning him, use 'Susilo Bambang Yudhoyono, or SBY,...'. All subsequent times within the same article, use 'SBY'.
- For Joko Widodo: when first mentioning him, use 'Joko Widodo, or Jokowi,...'. All subsequent times within the same article, use 'Jokowi'.
- Titles such as chairperson, secretary general, governor, mayor, district head, commander and general should take a capital when they are part of a person's title, for example, 'General Wiranto said yesterday...'.
  - When they are not part of a person's title use lower case, for example, 'The mayor of Surabaya ...'.
- Academic titles such as associate professor and professor take a capital letter when they are part of a person's title. For example, 'Associate Professor David Reeve coordinates the Indonesian studies program at the University of New South Wales'.
  - When they are not part of a person's title, they should be written in lower case. For example, 'Elizabeth Fuller Collins is an associate professor in classics and world religions at Ohio State University'.
- Use capitals when referring to the heads of countries, for example, 'President Susilo Bambang Yudhoyono said yesterday that...', 'Prime Minister Kevin Rudd met with ...'.
  - Use lower case when the title appears without the name, for example, 'However, the president also said ...'. Use lower case when referring to former presidents, for example, 'The bill was introduced under former president Megawati Soekarnoputri...'.
    - Use vice president (not vice-president).
- Capitals should also be used when referring to government ministers, for example, 'On his arrival in Jakarta, he was met by Indonesian Minister of Defence Juwono Sudarsono...'.
  - Use lower case when the title appears without the name, with the exception of the Attorney General, which should also appear in capitals.
- If there is more than one spelling for a person's name, use the most common spelling and put the alternative spelling in brackets at the first usage of the name in the article, for

example, ‘Kahar Muzakkar (also spelled Qahhar Mudzakkar)’. Use the most common spelling in the rest of the article.

- Do not use full stops with initials in personal names, for example, Sari P Setiogi (not Sari P. Setiogi). Where there are two initials, place them together without a space, for example, SP Setiogi (not S P Setiogi).
- Names such as Abdul and Mohammad should not be abbreviated.

### **Non-sexist language**

- Use gender-neutral terms wherever possible, for example, police officers (not policemen).

### **Numbers and dates**

- Spell out numbers under 10, for example, seven. For 10 and above, use the figures, unless the sentence begins with a number.
- Do not use full stops when writing the time. Write it as one word, for example, 10am, 3pm.
- Decades (for example, in the 1970s) do not have an apostrophe.
- Do not use a comma in four-digit numbers, for example, 1824. Numbers with five or more digits take a comma, for example, 10,809 or 100,307.
- Dates should be in Australian style, for example, 24 October 2004 (not October 24, 2004).
- For currencies, use A\$15 (*not AUD*), US\$20 (*not USD*), Rp.20,000 (*not Rupiah or rupiah*). Do not put a space between the currency sign and the amount, and use commas where appropriate (not spaces or full stops). Give the Australian dollar equivalent the first time a rupiah amount is used (after that there is no need to put in the conversions).

### **Photos and graphics**

- Provide several photos or graphics to be considered for publication. The longer the article, the more images it can absorb.
- Good images are very important to the look of the website. Make sure images have good composition, definition and contrast. Remember, it will be easier for you to find suitable images, because you know the topic.
- Photos should be in *.jpg* format and charts, cartoons & other line graphics should be in *.gif* format. As a general rule, they should be around 1 MB size per image (we will crop and resize as necessary). Be sure to provide both captions and credits with each image (but be aware that your editor may change the captions).

### **Punctuation**

- In Australian English, a comma is generally not used before ‘and’ or ‘or’ in a list (for example, ‘John, Elena and Warren came to lunch.’) except where leaving it out would cause ambiguity.
- Use an **unspaced en-dash** (–) to link words that retain separate identities (cost–benefit, parent–child, Australia–Indonesia).

- In prose, write ‘to’ rather than use a dash to indicate spans of time or distance, e.g. March to August (not March–August) and Melbourne to Sydney (not Melbourne–Sydney).
- Use a **spaced en-dash** (–) to introduce an amplification or explanation (She arrived late – her usual train had been cancelled.) and set apart parenthetical elements (*Inside Indonesia* uses a spaced en-dash – not an em-dash – within text).
- Use a **hyphen** to make certain compound words, to attach prefixes (and occasionally, suffixes) to words. E.g. city-state, cold-call, government-owned, three-year-old, post-war.) Check the Macquarie Dictionary or the Oxford Concise Australian Dictionary if you are unsure whether a word should be hyphenated. Do not use a hyphen (-) instead of an unspaced dash (–).
- Use single quotation marks (‘...’) not double (“...”) in most cases. Only use double quotation marks for quotes within quotes.
- When quoting, put the full stop;
  - inside the quote marks when there is no carrier expression (‘Indonesia’s hard to get your head around because there are so many different cultures and languages.’)
  - after the quote mark when there is a carrier expression (She paused and said ‘Indonesia’s hard to get your head around’.) or the quote is part of another sentence (It seemed that confessed terrorists could walk out of jail on a ‘mere technicality’.)

### Shortened forms

- **Do not use abbreviations.** Write road or street (not rd or st), for example, (not e.g.); therefore (not i.e.), Mount (not Mt), kilogram (not kg). Percentages must be written as two words (per cent, not % or percent).
  - Abbreviations are only to be used for currencies. Use A\$15 (*not AUD*), US\$20 (*not USD*), Rp.20,000 (*not Rupiah or rupiah*). Do not put a space between the currency sign and the amount, and use commas where appropriate (not spaces or full stops).
- Use a full stop in abbreviations that don’t end with the same letter, for example No. for Number. For abbreviations where the end letter is still present, there is no need to use a full stop, for example Dr for Doctor.
- Write nineteenth (not 19<sup>th</sup>) and twentieth (not 20<sup>th</sup>). For example, ‘In the nineteenth century...’ (not ‘In the 19<sup>th</sup> century...’)
- If you are using an Indonesian acronym, write the acronym, then the English translation in brackets, for example, the PKI (Indonesian Communist Party).
  - Do not use full stops between the letters in acronyms. Write PKI (not P.K.I.).
  - All letters in acronyms should appear in capitals, for example, WALHI (not Walhi).

### Spelling and standard translations

- *Inside Indonesia* uses **Australian spelling**. That includes 's' instead of 'z' (organisation, not organization), kilometres (not kilometers) and travelling (not traveling).
  - Select ‘Australian English’ from your word processor’s dictionary and do a spell check before you submit your draft.
- Use Indonesian language expressions sparingly, and translate them. Where possible, use an English word or phrase. If you must use an Indonesian word or phrase, put the **Indonesian first then the English translation in brackets**, then use the Indonesian in the rest of the text. Do not use italics. Make sure your translations are consistent.

- *Inside Indonesia* uses the following standard transliterations: syariah, hadith, Qur'an (not Koran), Sunnah (the normative practice or codes based on the hadith), fikih and zakat.
- Use district (not regency) for kabupaten, and sub-district for kecamatan; district head (not regent) for bupati and sub-district head for camat.
- Use Suharto (not Soeharto), Jusuf Kalla (not Yusuf Kalla), PDIP (not PDI-P)
- *Inside Indonesia* uses the following standard translations. It is not necessary to expand the Indonesian versions of acronyms.
  - For MPR use People's Consultative Assembly.
  - For DPR use People's Representative Council. It is also appropriate to use the generic term 'parliament'.
  - For DPRD use Regional Peoples' Representative Council. It is also appropriate to use 'regional parliament'.
  - For DPD use Regional Representative Council.
- Both Papua and West Papua may be used to refer to the province formerly known as Irian Jaya. The region is made up of two provinces: Papua and West Papua. West Papua is the term usually preferred by Papuan nationalists. Usage in *Inside Indonesia* might reflect which perspective is being expressed.
- References to legislation should appear in the following form: Law No. 24/2003.
- Use Southeast Asia not South East Asia.



## Standard terms

<b>A</b> Abdul	<b>B</b>	<b>C</b> colour Constitution (Indonesian)	<b>D</b> district district head Dr	<b>E</b>
<b>F</b> fikih for example former president	<b>G</b>	<b>H</b> hadith	<b>I</b> Indonesian government	<b>J</b> Jusuf Kalla Joko Widodo or Jokowi (first use), Jokowi for all subsequent times within the same article
<b>K</b> kilogram kilometres	<b>L</b> labelling	<b>M</b> Mohammad Mount	<b>N</b> neighbour No.	<b>O</b> organisation
<b>P</b> Papua per cent PDIP PKI	<b>Q</b> Qur'an	<b>R</b> realise reformasi road	<b>S</b> Southeast Asia Suharto Sunnah street sub-district sub-district head syariah	<b>T</b> travelling
<b>U</b> United States	<b>V</b> vice president	<b>W</b> western West Papua while wi-fi	<b>X,Y,Z</b> zakat	<b>#</b> six twentieth 11 10am 1970s 1824 91,553 \$A15 Rp.20,000

**Sample article** [This article is a normal-length article.]

[All the text is in times New Roman 11, single space, left justified, one blank line between paragraphs, with no extra space before or after paragraphs, italics should only be used when absolutely necessary.]

Sensitive truths [This is the title – keep it short and snappy, two or three words is ideal, no more than six. Note that it is in **sentence case**, i.e. the first letter of the second word is in lower case.]

The exhumation of mass graves from 1965–66 is a fraught and dangerous business [This is the precede. Note that it is a statement not a sub-title, and it has no full stop.]

Katharine McGregor [Author name, no other details required here.]

Approximately half a million people died in the 1965–66 killings in Indonesia. But where are the remains of all these people? From the accounts we have of the killings of 1965–66, we know bodies were dumped in a range of locations including rivers, isolated forests and rubber plantations, cane fields, wells, cemeteries and limestone caves in southern Central Java. During the New Order, many people in local communities knew where mass graves were located but any discussion of them was taboo. Even today, there is still a sense of fear about sharing knowledge of them with outsiders. [Paragraphs work well when they are two to four sentences long. They can be a longer or shorter if it better suits the author's voice]

In the last decade, however, victims' groups, NGOs and the National Commission of Human Rights have made efforts to document the mass graves. One of the most vocal advocates of justice for the dead and the recovery of the remains of those killed was Sulami, a former member of the communist women's group Gerwani who, with Pramodya Ananta Toer and Umar Said, co-founded the Foundation for the Research into Victims of the 1965–66 Killings, known widely as YPKP. One of the specific goals of YPKP was to conduct investigations of mass graves to prove that the killings of 1965–66 took place.

The exhumation [This is a subheading. It is in sentence case and it is short and punchy (two or three words is ideal, no more than five). Note that it is also in sentence case]

Between 16 and 18 November 2000, YPKP exhumed a mass grave in Situkup forest near Dempes village on the outskirts of Wonosobo in Central Java. This gravesite was unusual because a prison official had recorded the names of people killed at this site and YPKP was in contact with a surviving family member of a person on this list.

Syaiful H Shodiq was part of a group of Muslim youth activists concerned to make amends for the role of his organisation, Nahdlatul Ulama, in the violence of 1965. He assisted YPKP in negotiating with the district head and his deputy, who had ties to NU, for permission to exhume the grave. The deputy head initially asked YPKP to delay the exhumation, forcing YPKP to go to the National Human Rights Commission, which intervened. When they presented their case to the commission, YPKP argued they wanted to exhume the grave so that Sri, the person they had been in contact with, could bury her father properly.

The excavation team identified some of the victims in the grave using the list of persons taken to the site, skeletal evidence and personal items found at the site. A medical consultant, Dr Handoko, determined that the killings had been carried out using short and long barrelled rifles of the kind used by the military. The forensic team was able to identify six of the 26 people in the grave.

Given the strong climate of anti-communism during the New Order, the Wonosobo exhumation went surprisingly smoothly. Local members of the youth wing of the Nahdlatul Ulama, Ansor, were on site

for the exhumation to assist with security, as were members of the security apparatus attached to the political party PDI-P. The exhumation also attracted widespread media coverage and international attention.

For YPKP, the physical evidence from this grave was important as a form of proof both of this specific atrocity and of the mass killings of 1965–66 in general. But despite the positive identification of several individuals from the mass grave at Wonosobo as victims of the killings and the finding that the people in Wonosobo had been executed by rifles, the YPKP was unable to submit this evidence as part of a larger investigation on 1965 because at that point the National Commission of Human Rights was not mandated to investigate the massacres.

For those in attendance at the exhumation, the opening of this grave presented the first opportunity for them to witness evidence of the deaths of community members or relatives. Surviving family members wanted answers to questions that for almost forty years they had not been able to ask, such as where their own family members had been buried. For Sri, the woman who had contacted the YPKP, the recovery of her father's remains brought some sense of closure and allowed her to rebury his remains respectfully.

#### Reburial thwarted

After the identified remains were returned to their families, those not yet identified were stored at Dr Sarjito Hospital in Yogyakarta. But then things began to deteriorate. After several months, the hospital contacted YPKP to inform them that they could no longer store the remains. YPKP decided upon a reburial of the remains in a small ceremony with multi-faith prayers for those who had died. At a symbolic level, the reburial served to rehumanise the victims of this violence, thus challenging the long held view that communists were somehow subhuman and deserving of their fate.

A former political prisoner and member of YPKP, Irawan Mangunkusuma, offered to donate land for the reburial in the sub-district of Kaloran north of Yogyakarta. In the lead-up to the scheduled burial on 25 March 2001, YPKP reassured the religious leader Kiai Khozim and the Temanggung police intelligence chief that they were not going to make a big fuss. Only six coffins were to be used to bury the remains of the twenty unidentified persons recovered from the Wonosobo exhumations, with the remains of between two and five people in each coffin. In addition, the coffins for the remains would be much smaller than normal coffins. The YPKP committee had also visited Kiai Khozim's nearby pesantren (Islamic boarding school), Pondok Pesantren Sumur Blandung to gain approval for the reburial.

But the day before the ceremony, members of the Kaloran Muslim Brotherhood (FUIK) made it known that they intended to obstruct the proceedings and a mob of young men blockaded the road leading to the house of Mangunkusuma. When members of the organising committee tried to escape with the remains of six people, a group of around fifty protesters stopped the second vehicle. They assaulted the driver and a member of the organising committee, dragged the coffins out of the vehicles and strewed the remains on the ground. The skeletons were rescued for later reburial, but the mob burnt the remaining coffins and destroyed Irawan's home.

There are conflicting accounts about the reasons for this violent disruption. Syaiful heard reports that the local military had tried to provoke the hard-line factions of the two NU-aligned parties PKB and PPP to obstruct the reburial and to isolate those young members of the NU who had supported YPKP. It appeared that the main motivation for this action was to defend the institutional image of both the military and the NU, both of which had played a major role in the killings. On the other hand there were also reports that some of the men involved in the obstruction were from Laskar Jihad which at the time was searching for shared Islamic causes in addition to its campaign in Maluku.

Even though the National Commission of Human Rights protested about the violence to the head of the Temanggung police, there were no arrests or prosecutions of those responsible for the violence,

suggesting a lack of broad support or sympathy for YPKP's cause. However, under political pressure, religious leaders disbanded FUIK, the anti-communist group which had emerged to oppose the reburial.

#### Aftershocks

The Kaloran incident shocked members of the YPKP. Many within the organisation realised that the reburial had not been properly planned and that they were perhaps overconfident about the extent to which community attitudes towards the events of 1965 had changed.

Sulami herself suffered shock and her health deteriorated rapidly due to the emotional and physical stress associated with the events. Since then, YPKP has split into several organisations, all of which have continued to document mass graves throughout Indonesia. They have not, however, been involved in any further exhumations. In fact, Wonosobo is the only known example of a successful excavation of a mass grave from 1965.

Two NGOs that have also been involved with mass grave identification are SEKBER 65 (Joint Secretariat 65) based in Solo and Kasut Perdamaian (Shoe for Peace) based in Jakarta. Members of the National Commission of Human Rights appointed in 2007 have also formed a team to investigate the killings. They have collected extensive evidence of gravesites across Indonesia. This evidence will not, however, be used for legal purposes unless the Attorney General calls for further investigation after considering the team's findings. But given continuing opposition within Indonesia to opening this past, there is only a small possibility that those further investigations will ever take place.

Kate McGregor (k.mcgregor@unimelb.edu.au) teaches Southeast Asian History at the University of Melbourne. [This is the tagline, which provides the author's name, email, and a bit of information about them. Note that they hyperlink to their email has been removed]

99\_mcgregor1.jpg [This is the name of the image. Note that the name of the file is in lower case.]

Communist grave in Jembrana, Bali [This is the caption.]

Mary Ida Bagus [This is the credit. You need to have the permission of this person to reproduce this image.]

[If you have more than one image, leave a blank line and then start again with author2.jpg (in this case mcgregor2.jpg, followed by a caption and credit.)

#### Checklist

When submitting your article make sure to include the following items:

1. Article file (Word document)
  - a. Precede
  - b. Bio tagline
  - c. Caption and credit for photographs
2. Photographs (submit as separate .jpg files)
3. Tags – please nominate a couple of tags in order for us to appropriately classify your article
4. Your twitter handle (if applicable)