

# Style Sheet

*Social Science Diliman: A Philippine Journal of Society and Change (SSD)*  
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*Social Science Diliman: A Philippine Journal of Society and Change (SSD)* accepts manuscript submissions in English and Filipino that have not yet been published in any form and are not under simultaneous consideration for publication elsewhere.

The SSD Editorial Board will review submissions according to any standard set of scholarly conventions following the format below:

1. Spelling

Although American English is preferred, we are willing to review papers written in British English spelling and punctuation conventions.

2. Capitalization

For titles of books, articles, chapters, monographs, etc., written in languages using the Roman alphabet, capitalize the first word of the title and the first word after a colon or semi-colon, as well as any proper nouns. In transcribing from languages written in non-Roman scripts, capitalize only proper nouns.

3. Italics

Titles of books, pamphlets, and periodicals should be italicized, as should words of non-English origin except for words that have been incorporated into English. Examples of non-italicized words include *ibid.*, *ad hoc*, and *per annum*. Avoid italicizing words for emphasis.

4. Quotations

Set off quotations of four lines or less with double quotation marks except for quotes within a quote, which should be marked with single quotations marks (inverted commas).

Unless sentences are full quotes, punctuations should be placed outside the quotation marks.

Use a five-space indentation to set off a quotation of five or more lines as a block quotation. If the quotation consists of two or more paragraphs, the second and any subsequent paragraphs should begin with a paragraph indentation.

## 5. Paragraphs

The first paragraphs and those in beginning sections as well as paragraphs following block quotes should not be indented.

## 6. Numbers

Spell out numbers below ten (0 – 9) and use numerals for others. Numbers that start off sentences, however, should be spelled out.

All statistics and fractions in the text should be written out and written as numerals in the appendix and footnotes. Decimals should be presented as numerals in both text and appendices/endnotes.

Use the word per cent rather than the symbol in the text, except in statistical tables and endnotes.

Centuries spelled out in full (“seventeenth century” instead of “17th century”).

## 7. Dates

Present dates in this format: day month year (e.g., 30 September 2016).

## 8. Ellipses

For ellipses within and at the end of a sentence use three full stops [periods] ...

## 9. Abbreviations in Footnotes

For complete dates, use the abbreviated forms, e.g., 24 Aug. 1971; 18th century; for months use the following abbreviations: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

## 10. Acronyms and Abbreviations

Do not punctuate acronyms (e.g., ASEAN), which should be written in capitals, and titles such as Dr (for Doctor) or PhD (Doctor of Philosophy).

## 11. Units of Measure

Use the international metric system for measures of dimension and weight and Celsius for temperature. For other units of measure, provide their metric or Celsius equivalents in parentheses.

## 12. References to Scholars in the Text

When referring to the work of other scholars, use the full name in the first usage in the text and the last name in succeeding use.

13. Page numbers

Page numbers should be in the following format.

p. 1

pp.15–9 [for pages 15–19]

pp. 147–72 [for pages 147–172]; pp. 288–95 [for pages 288–295]

14. Cross-References

Avoid cross-referencing pages in the manuscript, or from one footnote to another.

15. Placement of Citations

Citations should be placed closest to the punctuation mark or at the end of the sentence.

16. Brackets

Use square brackets [ ] to enclose material inserted in a verbatim quotation to complete a sentence or as part of a translated text to complete the meaning of the translation. Translations of the title of a book or article that is not in English should be provided and placed in brackets after the original title.

17. Appendices

Each appendix should start on a new page and arranged in alphabetical sequence (Appendix A, B, C, ...) and individually titled. The source/s for these materials should be cited if applicable and indicated below it.

The author must also indicate that permission to use these materials was granted, if necessary.

18. Diagrams, Illustrations, Tables, Maps

Visual material, figures, and tables integrated into the manuscript should be numbered in the order they are presented in the text. These should be placed on separate sheets and numbered as in the text. The source/s for these materials should be cited if applicable and indicated below it. The author must also indicate that permission to use these materials was granted, if necessary.

19. Material in Filipino

For authoritative spellings and definitions, refer to Leo James English, C.Ss.R., *English-Tagalog Dictionary* (Metro Manila: National Book Store, 1992).