



CSEAS Guideline for Manuscripts

1. Manuscripts type

a. Commentary (800-900 words)

Purpose: Brief expert perspectives or opinions on current events or policy issues. Commentary pieces offer timely and concise analysis and opinion to provoke thought and inform debate. Commentary gives researchers a platform to convey insights on pressing policy questions, breaking down current events, and untangling complex trends. These are concise, focused arguments (often one main idea) intended for a broad audience (policy-makers, journalists, general public).

Content & Structure:

- **Introduction/Hook:** Start with an engaging lead (an anecdote, startling fact, or question) that highlights the issue. State your main point or thesis early.
- **Body:** Organize 2–3 short sections or paragraphs around key subpoints. Use clear subheadings sparingly (e.g., *Background, Implications*) or a straightforward narrative flow. Focus on analysis or interpretation rather than detailed evidence. Include one or two concrete examples or relevant data points to support your view.
- **Conclusion:** Wrap up with a concise takeaway or call to action corresponding to your main argument above. Emphasize the significance of your perspective and any implications for policy or public debate, very concisely.
- **No-subheading:** Commentary does not need to have each sub-heading; make your ideas flow naturally and logically without subheadings.

***Exclusive note: Authors must use a hyperlink when citing sources in the commentary paper, rather than full academic references (e.g., Chicago footnote, APA, etc.).

b. Analysis Paper (2000-3000 words)

Purpose: In-depth examination of a policy issue or a research question. Analysis papers present rigorous, evidence-based arguments with balanced assessment. They go beyond commentary to systematically evaluate causes, effects, and options. A good analysis should be “open and explicit”, laying out all data and assumptions clearly so readers can follow and critique the reasoning. The objective is to inform scholars and decision-makers through detailed logic and evidence.

Content & Structure:

- **Abstract (100–200 words):** Provide a concise abstract or executive summary highlighting the paper’s purpose, principal findings, and conclusions. This helps busy readers grasp the study at a glance.



- **Introduction:** Define the issue or question, explain its importance for Southeast Asian studies, and state your thesis or research goal. Outline the paper's structure.
- **Background/Literature:** Briefly review relevant context or scholarship. (For a policy-oriented analysis, outline existing policy context or history.)
- **Methodology/Approach:** If original analysis is involved, describe data sources, methods, or framework.
- **Analysis Sections:** Divide the body into clearly labeled sections (use numbered or titled headings) for each line of argument or evidence (e.g. Economic Trends, Socio-political Factors, Case Studies). Present data, cite sources, and logically develop your analysis. Use charts or tables if they clarify points.
- **Findings/Discussion:** Highlight key results or insights. Interpret what the evidence means for the issue at hand.
- **Conclusion:** Summarize the main findings and their implications. You may suggest recommendations, but the emphasis is on analysis. State any policy implications clearly.

How to put sub-heading in your paper?

The sub-heading should look like the following sample:

Introduction

Community of Shared Future: What Does It Entail?

Political-security cooperation in the new era

Cambodia-China must cooperate closely

Forging A New Partnership in the New Era

Challenging partnership amid great powers rivalry

Conclusion

c. Insight (4000-5000 words)

Purpose: Authoritative, long-form investigations that offer new perspectives or knowledge on complex issues. Insight papers are the longest format (e.g., similar in spirit to Chatham House's "Insights" volumes) and aim to illuminate trends or ideas across a region or theme. They should be concise, lively, and authoritative in tone, bringing readers a deeper understanding. The audience is a mix of policymakers, academics, and informed public who seek a comprehensive analysis.

Content & Structure:

- **Executive Summary:** Start with a 250–350-word summary (or bullet-point Key Insights) capturing the paper's purpose, main arguments/insights, and conclusions. This should let readers quickly grasp the core message of the paper.



- **Introduction:** Set the stage with context and objectives. Explain why this issue matters for Southeast Asia. State the scope and approach.
- **Thematic Sections:** Organize the paper into several major sections (with clear headings). For example: Background, Emerging Trends, Regional Case Studies, Challenges and Opportunities, etc. Dive deep into each aspect with evidence and discussion.
- **Data and Case Studies:** Incorporate relevant data, statistics, and detailed examples. Insight papers can include multiple charts, maps, or boxes highlighting case studies.
- **Analysis and Interpretation:** Synthesize findings to reveal “new ideas and thinking”. Discuss how the parts fit into the larger picture (economic, political, social dimensions).
- **Recommendations/Implications:** Conclude by articulating the implications of your insights. Offer well-supported recommendations or scenarios for policy and practice.

d. Policy Brief (2000-3000 words)

Purpose: Concise policy-oriented reports that advise decision-makers. Policy briefs diagnose a pressing policy issue, analyze options, and provide clear recommendations at the end of the paper. They are explicitly aimed at shaping policy dialogue. Policy briefs must be short and informative analyses, bringing background and recommendations to policymakers, journalists, and the general public. The key objective is to inform readers quickly and persuasively, guiding them to an actionable conclusion.

Content & Structure:

- **Title:** Choose a descriptive yet engaging title. (Some briefs use a question or directive format to attract attention.)
- **Executive Summary / Key Points:** Begin with a brief (typically 150–250 words) summary or a bulleted Key Messages list. State the issue and your main recommendations upfront. This section should be self-contained, as many readers will stop here if it isn't compelling.
- **Context/Problem:** In a short section, outline the problem's background. Include essential facts or data. Explain why the issue matters now for Southeast Asia or specific countries. (Keep this very focused – avoid lengthy history.)
- **Policy Options/Analysis:** Present the evidence and analysis. This may be split into subheadings (e.g., Option A: ..., Option B: ...). Weigh the pros and cons or impacts of each approach. Use facts, brief case examples, or a simple comparison table if helpful. Be analytical but concise.
- **Recommendations/Conclusion:** Clearly state your preferred policy actions. Numbered or bulleted recommendations work well. Explain how these follow from the analysis. Emphasize feasibility and benefits. Conclude by reinforcing why decision-makers should act on your advice.



2. Appearance

- CSEAS' logo is put at the top of the first page.
(logo's dimension: Height: 4 cm, Width: 8 cm)
- The author's name is put under the title of the manuscript.
- Language: English
- Font type: Arial
- Font size: 14 for the title, 12 for the rest
- Spacing: Spacing 1.5
- Margin: Normal (2.54 cm for all sides)
- Paper Size: A4
- Alignment: Justify
- Page number: Include page number (except Quarterly Update), middle of the page, size of number: 10

3. Illustrations, Tables, and Figures

- Illustrations, tables, figures, and maps are to be numbered and have headings, captions, and source information.
- They should be placed in the body of the text, rather than at the end of the manuscript.
- In the case that it is obviously inconvenient and impractical to be put in the body of the text, illustrations, tables, figures, or maps can be put at the end of the manuscript.

4. Ending

- Author's information must be put at the end of the manuscript, along with the following sentences:

The opinions expressed are those of the author and do not represent the views of his/her affiliations.

Acknowledgement:

The author would like to appreciate the research assistance from

Center for Southeast Asian Studies (CSEAS) of the Institute for International Studies and Public Policy (IISPP) aims to be a highly reliable and advanced hub of knowledge on Southeast Asian affairs to catalyze progress and advance prospects of positive integration, peace, and development. With its pool of high-caliber researchers, IISPP's CSEAS aims to be an alternative to ad-hoc research, training, and policy dialogue arrangements with limited or short-lived national and regional impacts



5. Citation and Referencing

- Footnote referencing in Chicago referencing style is used.
- The references in the footnote must be in sequential order (1, 2, 3...).
- In the case that you cite a source that was previously cited, and the current citation follows the previous citation immediately in the footnote, **ibid** is to be used (to avoid repeatedly rewriting the same source).

Chicago Referencing Style

The Chicago referencing style consists of two different formats of citation:

- The Notes-Bibliography (NB) system uses a bibliography and either footnotes or endnotes.
- The Author-Date system uses a bibliography and parenthetical citations within the text.

The Notes-Bibliography system of Chicago style is used for publications of CSEAS.

- Footnote: Each note corresponds to a raised (superscript) number in the text. Each footnote is placed at the bottom of each page. A separate bibliography is not needed.
- Endnote (for Southeast Asia Quarterly Update): Each note corresponds to a raised (superscript) number in the text. Endnote is placed at the end of the text or chapter.

Punctuation: A superscript footnote/endnote number (^{1 2 3}) should generally be placed at the end of a sentence or at the end of a clause. Relative to other punctuation, the number is put **after** the punctuation mark except for the dash (—).

<https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Punctuation/faq0020.html>

Sample Citations for Note Entry:

(Please note that in Chicago style, citation entry for footnote/endnote is different from citation entry for bibliography, even for the same reference)

News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

- **With individual author(s):**

Yutharo Kim, “Senate Approves Draft Law for Civil Aviation; Advances Vision,”
The Phnom Penh Post, October 18, 2023,



<https://www.phnompenhpost.com/national/senate-approves-draft-law-civil-aviation-advances-vision>.

[First name Last name, “Title of the Article,” *Publisher*, Month Day, Year, URL.]

▪ **With cooperate/group author or without individual author(s):**

“Senate Unanimously Approves the Draft Law Establishing the Secretariat of State for Civil Aviation,” *Khmer Times*, October 17, 2023,

<https://www.khmertimeskh.com/501377329/senate-unanimously-approves-the-draft-law-establishing-the-secretariat-of-state-for-civil-aviation/>.

[“Title of the Article,” *Publisher*, Month Day, Year, URL.]

▪ **Without publication date:** (used date of accessing instead)

Yutharo Kim, “Senate Approves Draft Law for Civil Aviation; Advances Vision,” *The Phnom Penh Post*, accessed October 25, 2023,

<https://www.phnompenhpost.com/national/senate-approves-draft-law-civil-aviation-advances-vision>.

[First name Last name, “Title of the Article,” *Publisher*, accessed Month Day, Year, URL.]

Website content

▪ **With individual author(s):**

Dean Bokari, “5 Ways to Stop Procrastinating,” Boise State University, last modified April 20, 2021, <https://www.boisestate.edu/coen-mbe/2021/04/20/5-ways-to-stop-procrastinating/>.

[First name Last name, “Title of the Article,” *Publisher*, Month Day, Year, URL.]

▪ **With cooperate/group author or without individual author(s):**

“5 Ways to Stop Procrastinating,” Boise State University, last modified April 20, 2021, <https://www.boisestate.edu/coen-mbe/2021/04/20/5-ways-to-stop-procrastinating/>.

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“5 Ways to Stop Procrastinating,” Boise State University, accessed October 20, 2023, <https://www.boisestate.edu/coen-mbe/2021/04/20/5-ways-to-stop-procrastinating/>.

[“Title of the Article,” *Publisher*, accessed Month Day, Year, URL.]

Book

- Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.



[First name Last name, *Title*, Number ed. (City: Publisher, Year), page number.]

Journal Article

In a note, cite specific page numbers. For online articles, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

- Fabio Blasutto and David de la Croix, "Catholic Censorship and the Demise of Knowledge Production in Early Modern Italy," *The Economic Journal* 133, no. 656 (November 2023): 2899-2901, <https://doi.org/10.1093/ej/uead053>.

[First name Last name, "Title", *Journal* volume, no. Issue number (Month Day, Year): page number, URL.]

Note: Last name is family name.

For more information and guidelines:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html