

INSTRUCTIONS FOR CONTRIBUTORS

MANUSCRIPTS. Manuscripts and related correspondence should be addressed to **The Director, Brunei Museum, Kota Batu, Brunei Darussalam 2018, (Attention : Editor, Brunei Museum Journal).** It is understood that manuscripts submitted to the Brunei Museum Journal have not been published or simultaneously submitted elsewhere. Two copies of all manuscripts are requested and must be typewritten, double spaced, and have 3 cm margins throughout. Revised manuscripts ready for publication can be sent in the form of an ASCII file on diskette. Number all pages in sequence starting with the title page. The first author's surname and page number should appear in the upper right hand corner of each page. Manuscripts can be written in English or Malay and should be organized as follows.

TITLE PAGE. The first page of the manuscript should include the complete title of the paper; the names of authors (each name followed immediately by the respective affiliation); a short title (no more than 40 characters); and name, address, fax and phone number of person to whom correspondence, page proofs, and reprints should be sent.

ABSTRACT. On the second page, the abstract (no more than 300 words) briefly describes the entire work, providing a succinct statement of purpose and research design. The most important results and conclusions should be presented in a concise manner. Abstracts will appear in both English and Malay. Authors are encouraged to provide both if possible. Manuscripts intended as Notes need not include abstracts. A maximum of eight key words (in alphabetical order) useful for indexing should be listed two lines below the abstract.

TEXT. The text proper starts on the third or fourth page of the manuscript and as appropriate should be organized into the following sections : **INTRODUCTION, STUDY SITE, METHODS, RESULTS, DISCUSSION, CONCLUSIONS, ACKNOWLEDGEMENTS and REFERENCES.** Review articles should include Introduction and Conclusions and topical divisions as needed. Subheadings can be used as required to organize information within each section. Use footnotes sparingly; cite references in the text and exclude information not directly relevant to the stated subject of the paper. Abbreviations used in the text should be spelled out in full the first time they appear in the text followed by the abbreviation in parentheses. Extremely long annotated lists, tables or keys should be included as **APPENDICES** that are titled and numbered with Arabic numerals rather than be embedded in the text. Measurements should be in metric units and should be abbreviated (e.g. centimetre = cm, days = d, hour = h, kilometre = km, meter = m, millimetres = mm, months = mo, temperature = °C). Dates are expressed as day month year (e.g. 2 April 1992). Latitude and longitude (00°00'N, 000°00'E) should be provided whenever possible to locate study sites.

REFERENCES. References cited in the text are enclosed within parentheses and include the author's surname and year of publication, e.g. (Brown 1970). Note that a Malay author is cited by the given name, e.g. (Matussin 1983) and not (Omar 1983), when the author's name is Matussin bin Omar. **Citations of authors should**

be embedded in the text rather than included as footnotes. Multiple publications by one author should be arranged in chronological order with the year of each publication separated by commas. Cite authors in alphabetical order and separate all the entries of one author from those of other authors with semicolons. Information from unpublished sources should be cited as personal communication (pers. comm.), personal observation (pers. obs.), unpublished data (unpub. data), or manuscript in press (in press).

The reference list should only include references cited in the text and should be arranged alphabetically by the first author's surname (family name) followed by initials of the given names. In the case of Malay names, the first name (given name) is alphabetized, followed by the other names in full and lastly by the individual's title(s).

Journal Articles :

- Azmi bin Abdullah. 1990. Orang Penan : Asal usul dan bahasanya. *Beriga* 28: 3-34. Dewan Bahasa dan Pustaka, Bandar Seri Begawan.
- Becker P. & Abdul Kadir bin Tengah. 1990. Changing rainfall patterns in Brunei Darussalam. *Brunei Museum Journal* 7(2): 72-78.
- Cheng T. K. 1972. The study of ceramics in southeast Asia. *Journal of Institute of Chinese Studies* 5(2): 1-40.
- Pg. Karim bin Pg. Osman. 1991. Notes on a blue and white sherd (with Arabic inscription) found at Kota Batu Archaeological site. *Brunei Museum Journal* 7(3): 10-25.
- Wong M., Wright S. J., Hubbell S. P. & Foster R. B. 1990. The spatial and reproductive consequences of outbreak defoliation in *Quararibea asterolepis*, a tropical tree. *Journal of Ecology* 78(3): 579-588.

Book Chapters :

- Brunig E. F. 1971. On the ecological significance of drought in the equatorial wet evergreen (rain) forest of Sarawak (Borneo), pp. 66-97. In: Flenley J. R. (ed.) *The water relations of Malesian forests*. University of Hull, Department of Geography, Miscellaneous Series No. 11.

Books, Dissertations, Government Documents and Monographs :

- Economic Planning Unit. 1986. Fifth National Development Plan 1986-1990. Ministry of Finance, Brunei Darussalam.
- Loh P.F.S. 1978. Seeds of separatism educational policy in Malaya 1874-1940. Ph. D. Dissertation, University of Malaya.
- Matussin bin Omar 1981. Archaeological excavations in protohistoric Brunei. *Brunei Museum Special Publications* No.15.
- Mitchell C., Sir 1899. Sir Charles Mitchell to Marquess of Salisbury, 20 April 1899. Foreign Office 12/101: 154, No. 20 (Political). (Also in Colonial Office 144/73 [14878]). Public Records Office, Kew. United Kingdom.
- Thomson G. 1978. *The museum environment*. Butterworth, London.

TABLES. Each table should be on a separate sheet and must be titled and numbered with Arabic numerals in order of appearance. Do not tabulate raw data. Tables should only present results too complicated to be included in the text. They must be referred to in the text, e.g. (Table), and their approximate positions indicated in the manuscript.

FIGURES. Diagrams, maps and photographs are all considered to be figures. Drawings should be prepared with black drawing ink on white paper or tracing film of good quality; high contrast photographs (13 x 18 cm) are preferred. Colour photographs can be submitted as prints (13 x 18 cm) but 35 mm colour transparencies are preferred. Figures should be numbered consecutively with arabic numerals in accordance with the order in which they are mentioned in the text. The first author's surname, the number of the figure, and arrow indicating the orientation of the figure should be written lightly but legibly in pencil on the lower right corner of sheets containing diagrams and maps. For photographs, this information should be provided on an adhesive label and fixed on the reverse side. **Captions should not appear on the figures but rather should be provided on a separate sheet. Figures must be referred to in the text, e.g. (Fig. 1), and their approximate positions indicated in the manuscript.**

REPRINTS. Twenty-five reprints and two copies of the journal will be supplied free to the author(s) of a published paper.

BIOGRAPHICAL SUMMARY. Authors are requested to provide a brief summary (no more than 100 words) of professional interests and experience on a separate sheet.