

Cindy Forang

Edelman's Summary Style Guidelines

Title and Institution (Name of Ministry)

- The Ministry of Energy and Mineral Resources, *instead of* the Energy and Mineral Resources Ministry
- The Ministry of Energy and Mineral Resources Directorate General of Oil and Gas, *instead of* The Directorate General of Oil and Gas at the Ministry of Energy and Mineral Resources
- Finance Minister Bambang PS Brodjonegoro, *instead of* Bambang PS Brodjonegoro, the Finance Minister.
- Indonesian Chamber of Commerce and Industry Head Rosan Perkasa, *instead of* the Head of the Indonesian Chamber of Commerce and Industry.
- Menko Perekonomian (Economic Affairs) Coordinating Minister (with, or without names).
Kemenko Perekonomian = The Coordinating Ministry of Economic Affairs.
- Direktorat Jenderal = Directorate General, *instead of* General Directorate.
- Direktur Jenderal = Director General, *instead of* General Director.
- Sekretaris Jenderal = Secretary-General, *instead of* General Secretary
- Deputi Pengembangan Pemasaran Pariwisata Internasional Kementerian Pariwisata = Ministry of Tourism's Deputy for International Tourism Marketing Development (then, put the person's name, if any).
- The House of Representatives of Indonesia-Mexico Bilateral Cooperation Group (GKSB) General Chairperson
Droko Widiyanto

Use of Tense

- Simple present → editorial, column articles
- Present perfect tense → Local, national, international articles (describing events) → until photo news.
- Past tense → for sentences with time remarks. To without-time remarks.
- Present Cont. Tense → Ongoing events.

Use of Comma

- Make sure that commas should be used to divide thousands, instead of periods. (Kindly refer to the Stylebook).
- Remember that the use of commas and periods when writing numbers in English is the **OPPOSITE** of writing in Indonesian.