



Guide to Referencing Quotes from Bapak's Talks and Ibu Rahayu's Talks

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Introduction

This document is for anyone intending to quote a talk, or an excerpt from a talk by Bapak Muhammad Subuh Sumohadiwidjojo, or by Ibu Siti Rahayu Wiryohudoyo. The reason to create this Guide for Referencing is to try to ensure its veracity of quotes, and that any citation from a talk can be traced back to their source and context; and that quotes are conveyed in the best available translation (or -transcript- for quotes for Indonesian language).

SPI, Subud Publications International, has an agreement with WSA to handle the official translations from the original Indonesian into English as well as the publication of the books known as *Bapak's Talks Volumes*.

Since the publishing of the Bapak's Talks Volumes, SPI has strived to ensure the most faithful transmission of Bapak's words.

The translations which are official or 'authorized' are the ones which have been published by SPI on behalf of the WSA in the *Bapak's Talks Volume* books, and if in digital format, the ones that have the words 'Authorized translation' and 'SPI' written in the title header. All other versions of Bapak's talks and Ibu Rahayu's talks are automatically rendered 'Transitional Translations' or 'Podium Interpretations'. For more information please refer to point **2.3 Types of translations**.

1. General guidelines for quotes

- This document acts as a guideline to try to make sure any quotes from Bapak's talks or Ibu Rahayu's talks are traceable to their source and that they are of the most accurate available translation. Both Bapak and Ibu Rahayu continually remind us to read Bapak's talks. Quotes can easily be misinterpreted when taken out of context, therefore please make sure to always read and refer back to the entire talk.
- When any chosen excerpts or quotes need to be given a title, choose titles which are neutral or descriptive, for example: *Excerpt from Bapak about Culture/ Youth/ Enterprises/ Kalimantan*, etc.
- Avoid personal comments about excerpts (and or talks), do not use a quote from Bapak or from Ibu Rahayu in a way that may imply an opinion or may cause provocation.
- When taking excerpts from talks regarding a specific topic, cover the full concept and context, as Bapak often talked about a topic in one paragraph this way and in another paragraph in a different way. Make sure to give the reader the full context of the content.

2. How to quote

In this current age of instant sharing of information, it is vital that sources are authentic and can be traced back. Even if there is a recording code on the document, there are often different versions of the translation of the same talk to be found, hence from now on, for each quote or excerpt from a Talk the following should always be mentioned in the source reference:

2.1 Complete reference information requirements

Required source reference information:

RECORDING CODE	SOURCE	TYPE OF TRANSLATION
69 TYO 1	Title, Volume, Edition	-if given (such as: UT, PI, TT, or VT)

For example:

64 WOB 3, Bapak's Talks Vol 13, SPI 2005, VT

69 TYO 1, Bapak's Talks Vol 25, SPI 2013, subudlibrary.net, VT

81 LAX 5, All of Mankind, SPI 1981, TT

Optional additional source reference information:

- **Date and Place** of when the talk took place -if given, ie: *Tokyo, 12 September 1969*
- **Talk Title** -if given, such as: *Talk to Delegates from Zone 1*
- **Chapter** within a Volume or other book -if applicable, i.e. *Volume 25, Chapter 15*
- **Page Number** if from a hard copy book

2.2 Code system for the recorded talks

All recorded talks, whether given by Bapak or by Ibu Rahayu, were indicated in the following manner by the TPU Tape Preservation Unit in Belgium, based on the IATA (International Air Transport Association) code system:

Break-down of the recording code, i.e.: **'63 NYC 3'**

Prefix **63** = Year in which the talk was given, i.e.: 1963

Index **NYC** = Place in which the talk was given, i.e.: NYC is New York City, Suffix **3** = the chronological order if multiple talks were given in the same year and the same place.

For example: **69 TYO 2** = The 2nd recorded talk given in Tokyo in 1969.

2.3 Types of translations

All of Bapak's talks and Ibu Rahayu's talks were given in their own native language, therefore most talks were given with a podium translator present next to Bapak or to Ibu Rahayu. These 'podium translations' or 'interpretations' were often transcribed and published before an authorized translation was available.

In order to identify the different types of translations the WSA Translations team, Ibu's Office, and WSA Cilandak Archive team with support of SPI have come up with these four categories of translations for internal use. If you find this translation-code mentioned on the document from where you wish to quote, please mention it in the reference.

- **UT - Unidentified/ Unknown Source Translations**, which must not be used for quotation as the reliability of the content can't be confirmed
- **PI - Podium Interpretation** = Also called provisional translations, a PI is the transcript of the live translation or what was said by the translator. PI's are not recommended for quotation.
- **TT - Transitional Translation** = The best possible translation for that translator, at that time, of a talk from Bapak or from Ibu Rahayu. A Transitional Translation is a translation which may have been distributed or published, but which has not yet been published according to the 'VT' (Volume Translation) standard by SPI (Subud Publication International).
- **VT - Volume Translation** also called official translation or authorized translation, which are currently only *Bapak's Talks Volumes* as published by Subud Publications International, under the copyright of the WSA. 'Volume Translation' denotes a process of careful transcription of the original Indonesian language from the audio, then a careful translation followed by a process of proofreading before being published. This type of English translation is suitable for quotation as well as for further translation to other languages. The VT code also applies to SPI's Kindle/ eBooks of Bapak's talks as well as the book *Susila Budhi Dharma* (SPI 2001).

Note: If the name of the interpreter or translator is known, their initials can be added to the code. Such as:

TT-RL = Transitional translation by Raymond Lee

Abbreviations for some of the known interpreters and translators for Bapak's and for Ibu Rahayu's talks:

MU - Mohammad Usman; **SH** - Sharif Horthy; **TH** - Tuti Horthy; **RL** - Raymond Lee; **ML** - Muti Lee; **SB** - Sofyan Brugger; **RM** - Rochana Mitchell; **MA** - Mutiah Anderson Lestiono; **AZ** - Anwar Zakir; **RP** - Rachmad Pane; **SA** - Syafrudin Achmad; **IA** - Ichsan Achmad; **HS** - Siti Hardiyati Syafrudin; **ST** - Sylvia des Tombe; **RSC** - Roseanna Sawrey-Cookson

3. Practical examples

3.1 Quoting (from) Bapak's talks

When quoting from Bapak's talks, first check whether the talk is an 'authorized' or an official translation (VT). This can be done by checking whether the talk has already been published in a 'Volume of Bapak's Talks', as published by SPI under WSA copyright. The Volumes of Bapak's talks can be purchased as hard copies, or Kindle/ eBooks from subudbooks.com or can be found on Subudlibrary.net, where it should read for instance 'Bapak's Talks Volume 22' in the header.

- Volume Talks: For quoting, or taking an excerpt from a talk from Bapak, which has been published in the Bapak's Talks Volumes, reference as follows:

But the important thing, brothers and sisters, is that when people wed, when they marry, the truth is that marriage is a path human beings set out on that in reality is difficult'

69 TJK 15, Bapak's Talks Vol 27, SPI 2015, VT

-or-
69 TJK 15, Cilandak, 16 December 1969
Bapak's Talks Volume 27, Chapter 5, Page 109, SPI 2015, VT

-or-
69 TJK 15, Cilandak, 16 December 1969
Bapak's Talks Vol 27, SPI 2015, subudlibrary.net, VT

- Non-Volume talks: If the authorized translation (VT) of Bapak's talk is not available as it has not yet been published yet in the Bapak's Talks Volumes, reference as the following:

Truly, in the latihan we have received something from beyond our wish, beyond our intention. This reality of a human being as a creature of God being able to receive something from beyond his will, is not something new but has occurred ever since the beginning of history. It is told in the stories of the prophets and messengers of God.'

81 LAX 5, All of Mankind, Page 83, SPI 1981, TT

'So that is the miracle of the latihan kejiwaan, that the movement of the latihan isn't limited to your hands and your legs; eventually it moves to your brain and everything within you. And that is what Bapak meant the other day when he said that Subud is very, very strange, but it is real. (Bapak laughs).'
(Provisional translation by Sharif Horthy)

85 JKT 5, Jakarta, 25 June 1985, subudlibrary.net, PI-SH

3.2 Quoting (from) Ibu Rahayu's Talks

Ibu Rahayu's talks have not been published and gone through the complete editing and proofreading process which Bapak's talks go through for the *Volumes of Bapak's Talks by SPI*. Therefore all talks by Ibu Rahayu are at this time considered **Transitional Translations***, or in a few cases, Podium Interpretations.

*See: Disclaimer for this document

- For quoting or taking an excerpt from a talk from Ibu Rahayu from any SPI published books, use the referencing as follows:

'As such brothers and sisters, although you may not realize it, you made a promise to yourself, and God witnessed your promise to follow the latihan when the Power of God made contact with the Power that you have inside you.'

04 CHC 1, Talks by Ibu Rahayu, Chapter 1, Page 7, SPI 2005, TT-RL

- For quoting or taking an excerpt from a talk from Ibu Rahayu which reads 'final translation by Raymond Lee'* in the header, reference as follows:

'When testing, you can receive direct from the power of God that envelops the entire universe. That is the reason why I keep advising you to not to look on testing as an enjoyment or something to play with. When you test, you face the power of God directly. So, do not test about every single problem to the point that

you belittle God's power and it becomes an enjoyment for those who do it. And besides, there is a risk if we keep testing or use testing for things that are not appropriate to test: it is as if we second-guess God's will. And doing that will make it the responsibility of those who do that testing. After all, you face the power of God.'

17 JOG 2, Yogyakarta, 4 February 2017, subudlibrary.net, TT-RL

***Note from Raymond Lee from the translators' team:**

The words 'final translation' in relation to talks, are used as an indicator that it is the 'most final' version for that translator at that time. In essence no translation is ever final.

If the title header of Ibu Rahayu's Talk reads 'Final translation by Raymond Lee' it doesn't mean that the talk is official or authorized or a VT (Volume Translation).

- If the 'final translation' of Ibu Rahayu's talk cannot be found, or if the title header says, 'podium interpretation' or 'provisional translation', use the following referencing:

When you test, do not always be too sure that you are right. We are only approaching the truth. Only God is true, whilst we are only beginning to approach the reality, the truth. Do not say that what you test is God's Will. What you receive is simply the answer that you are capable of receiving.'

(Podium Interpretation)

Ibu Rahayu, 90 LON 4, London 23 October 1990, Based on notes from Ibu Hardiyati Syafrudin, subudlibrary.net, PI-HS

4. Quoting multiple excerpts from the same talk

It is not permitted to edit or modify any quotes, excerpts or any entire talks from either Bapak Muhammad Subuh or Ibu Rahayu. When quoting from a talk, do not cut up any excerpts mid-sentence or mid-paragraph or leave out any words.

Also, do not paste two different quotes together without a separate reference. Although in academic papers or regular publications it is common practice to use an ellipsis [...] when omitting words, phrases, sentences or paragraphs from a quoted passage; when quoting from Bapak or from Ibu Rahayu, due to the sensitive content and the content being easily misinterpreted, it is strictly asked not to use ellipses.

By editing or modifying excerpts from Bapak's or from Ibu Rahayu's talks, the editor is applying the understanding from the mind to a content which was originally received; making the excerpt fit with the editor's concept of the content of the talk. When excerpts are taken out of context, the meaning can easily be misconstrued.

Therefore, when quoting two or more separate excerpts from a talk, either give a reference for both excerpts, even if they are from the same talk, rather than replacing the text in between the chosen excerpts with [...]; or, quote the text in its entirety:

- When using two excerpts from the same talk, and you wish to omit any text in between, the source reference must be given twice, like this:

'The spiritual training of Subud seems ordinary. Indeed, it is ordinary. Because of this it is not appropriate to refer to the latihan as just an inner training; it is also an outer training. Since it is both inner and outer, you can simply say that it is training for life, training for human life.'

65 TJK 4, Cilandak 1 May 1965,
Bapak's Talks Vol 13, SPI 2005, subudlibrary.net, VT

'So, this Subud latihan is a training for life, for human life. Since those who do the latihan are human beings – no animals do it – it is training for human life. It is true that if animals joined in, then it would be for all creatures, all creatures of God; but since the latihan is done just by people, it has to do with human life, so it is training for human life. That is why it looks ordinary and reflects the way human beings live in this world.'

65 TJK 4, Cilandak 1 May 1965,
Bapak's Talks Vol 13, SPI 2005, subudlibrary.net, VT

- Alternatively, provide the excerpt in its entirety without any cutting, like this:

The spiritual training of Subud seems ordinary. Indeed, it is ordinary. Because of this it is not appropriate to refer to the latihan as just an inner training; it is also an outer training. Since it is both inner and outer, you can simply say that it is training for life, training for human life. For if you were to call the latihan an 'inner' training, then during the latihan you would certainly be still, quiet and not moving. You would truly be meditating, emptying your thoughts, and feeling your inner self; whereas in fact in the latihan you usually move. Indeed, you are moved by God's power, which envelops your being inwardly and outwardly. But if you were to call it an 'outer' training, that does not describe the latihan either, because it does not concern only the outer. We do not just make sounds, those sounds come from within – from beyond our thinking. Hence it is also inappropriate to call it an outer training. Therefore, yes, it appears as outward manifestations – we use our voices, we act and we move – but we do not lose touch with what is within us, because our latihan is moved from within. But if we say it is from within, that is not so either, since it is moved by the power of God that envelops us both inwardly and outwardly. So, this Subud latihan is a training for life, for human life. Since those who do the latihan are human beings – no animals do it – it is training for human life. It is true that if animals joined in, then it would be for all creatures, all creatures of God; but since the latihan is done just by people, it has to do with human life, so it is training for human life. That is why it looks ordinary and reflects the way human beings live in this world.'

65 TJK 4, Cilandak 1 May 1965,
Bapak's Talks Vol 13, SPI 2005, subudlibrary.net, VT

5. Quoting talks from publications other than from SPI

Most older publications such as the *Pewarta Kejiwaan*, were published during a time when many talk translations and transcriptions were not authorized under SPI, these publications may contain transcription or translation errors.

For a quote from a talk found in a *Pewarta Kejiwaan* or other non-SPI Subud publications, always try to find the original source. At this time, SPI has translated Bapak's talks up 1972. If there already is a Volume translation of the talk available, use the Volume source and follow the reference system as mentioned above.

If a (VT) translation of the excerpt or talk cannot be found, make sure to mention the recording code; the date of the talk; the type of translation i.e. provisional translation (UT or TT) and the source details of the excerpt, i.e.:

'This is also the reason why religion too suggests doing work in the social field, which means enabling you to help. The rich help the poor, those who have give help to those who have not, the clever help the ignorant, the strong help the weak. This is how it has to be for all us human beings, brothers and sisters, if we wish our lives to be calm, our lives to be harmonious, our lives to be peaceful.'

(Provisional translation)

74 CDK 1, Cilandak, 1 January 1974, Bapak's talk at the Bank Susila Bakti Selamatan, *Pewarta Kejiwaan Subud*, Vol XI No 5, subudlibrary.net, *PI*

6. Later editions, other languages and page numbers

6.1 Later editions and other languages

Please note that in later editions of the Volumes the page numbers may be subject to change. Languages other than English may have similar publications of the talks as the Volumes, but the page numbers and chapter numbers may not correspond to those from the English Volumes due to the difference in vocabulary and lay-out.

6.2 Page and chapter numbers

For any published hard copy talks, mention the page number of the respective excerpt. Please note that on the subudlibrary.net website individual talks are listed within the newly translated Bapak's talks Volumes and are each published as stand-alone files, where each talk within a volume consists of a single HTML webpage. Also, the Kindle Book talks published by SPI may have different page numbers. Therefore, talks on subudlibrary.net or Kindle/ eBook talks do not have page numbers or chapters that correspond to the printed volumes.

All the above information applies to printed talks as well as audio and video talks. For an overview please refer to the chart on the last page of this document.

7. Quoting from the original Indonesian language

If you cannot find the original Indonesian transcript, get in contact with SPI, or a WSA Archive in your area. **It is not permitted to re-translate any of Bapak's talks or Ibu Rahayu's talks from the English translation back into Indonesian.**

For quoting from the original Indonesian language, please refer to the Indonesian counterpart of this document.

7.1 Indonesian Transcripts

When Bapak gave talks, he spoke in *Bahasa Indonesia*, the Indonesian national language, and at times in his native tongue, Javanese; occasionally laced with other languages such as Dutch, Arabic and others.

For quoting from a talk in the original language in which the talk was given, it is vital to check the source of the text. The following coding system indicates the types of transcripts in circulation:

- **UI** - Unidentified Indonesian Transcripts of talks, where the origin of the document is not known or verified, which are not recommended for use
- **KI** - Transcripts created under R. Kamal-Uddin Moehammad Singgih's team, which vary in accuracy and quality of punctuation and are not recommended for use
- **CIS** - Checked Indonesian Transcripts, commissioned by SPI, which have been verified against audio recording from the *Sillem Master*
- **CISM** - Checked Indonesian Transcripts, commissioned by SPI, which have been verified against audio recording from the *Sillem Master*, as well as the *Memnon Master*
- **VI** - Volume Indonesian Transcript: The Indonesian transcript as published in the SPI Volumes, having been proofread and edited for punctuation where necessary by SPI

7.2 Note from the translators' team

Regarding Indonesian transcripts for talks: SPI translator, Sharif Horthy explains that the Indonesian language, as spoken by Bapak during his talks, would be considered a 'spoken' version of the language.

The transcription process of Bapak's Indonesian by SPI's team, goes through a careful process whereby at first Bapak's words are exactly transcribed. Following this, through careful editing a second version is created, which is used in the Volumes of Bapak's Talks; this version only omits any slip of the tongue, etc. However, Sharif points out that in the Indonesian language, the written form is quite different from the spoken form. Hence the transcript, as printed in the Volumes of Bapak's Talks, is still a 'spoken language' form, and does not read very well to an Indonesian reader. For any regular (non-talk) documents in the Indonesian language, a transcript might -in such a case- undergo a third edit, in order to make the document readable according to Indonesian standards.

8. Sensitivity

When quoting an excerpt or taking a quote from a talk, take into consideration where the quote will end up, who will have access to it, and how it will be perceived:

8.1 Copyright

The copyright belongs to the World Subud Association, we are responsible to take care of the good name of Subud in the World as well as to comply with what we were entrusted by Bapak and by Ibu Rahayu. So before quoting or using a talk in a publication, we need to ask for written permission from the WSA Exec.

To read Ibu Rahayu's letter confirming this about Bapak's writings click

http://www.subud.org/dyn/file/media_programs/publ_translations/BapakTalk_Copyright2007.pdf

and for Ibu's writings click

http://www.subud.org/dyn/file/media_programs/publ_translations/IbuTalks_WSAAgreement.pdf

8.2 Disclaimer for Bapak's Talks and Ibu Rahayu's Talks

The disclaimer is a reminder for all of us; it should accompany any distributed (forwarded) talk, always. Talks are distributed in many countries, not only in English.

So when dealing with talks, there are three points to keep in mind:

- Talks are for Subud members
- Talks are explanations, not rules to follow!
- They should not be uploaded and posted in social media (Youtube, Facebook)

Bapak Muhammad Subuh and Ibu Rahayu have previously explained that their talks were received and provided to suit the needs and capacity of the relevant audience, and they have consistently reminded us that their talks and writings are guidance, advice and clarifications rather than rules. The talks were given as explanations to those following the latihan kejiwaan of Subud so that followers could better understand things they have already experienced, or may later experience, through the latihan. The talks may therefore be misunderstood or taken out of context by those who are yet to experience the latihan. Accordingly, both Bapak and Ibu Rahayu explained that these talks were not suitable to be read or listened to by people before they have joined Subud and practiced the latihan.

It is not permissible to publish or share Bapak's Talks or Ibu Rahayu's talks or excerpts of talks on any platform or social media which can be accessed publicly, without the written permission of the WSA.

9. A general reminder

- Only the English Volume translations as published by SPI, are considered official and authorized as 'VT' (Volume Translation) standard. All other texts are to be considered 'TT' (Transitional Translation), PI (Podium Interpretation) or UT (Unidentified translations).
- Only the Indonesian Volume transcripts as published by SPI, are considered official and authorized as 'VI' (Volume Indonesian) standard.

Disclaimer for this document

This (first) version of this document was created in 2018, according to the situation at the time, and is therefore subject to change.

For further information please contact

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WSA ONLINE LIBRARY OF BAPAK'S AND OF IBU RAHAYU'S TALKS

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Summary Chart

Quoting from Bapak's or Ibu's talks

Please follow this chart:

RECORDING CODE	SOURCE	TYPE OF TRANSLATION
PRINT		
Talks published by SPI in Volumes of Bapak's Talks		
69 TYO 1	Bapak's Talks Vol 25 Chapter 15, SPI 2013	VT
69 TYO 1	Bapak's Talks Vol 25, SPI 2013, subudlibrary.net	VT
Talks not published yet in SPI Volumes of Bapak's Talks		
74 CDK 1	Pewarta Kejiwaan Subud, Vol XI No 5	PI
81 LAX 5	All of Mankind, SPI 1981	TT
85 JKT 5	Jakarta, 25 June 1985, subudlibrary.net	PI-SH
86 LON 3	Bapak's Talks - Video Talks Volume – chapter 12	VT
Talks by Ibu Rahayu		
04 CHC 1	Talks by Ibu Rahayu, Chapter 1, SPI 2005	TT-RL
04 CHC 1	Christchurch, 4 February 2017, subudlibrary.net	TT-RL
17 JOG 2	Yogyakarta, 4 February 2017, subudlibrary.net	TT-RL
MP3		
84 CDK 3	Bapak's Talks – Mp3 Audio Disc 21, SPI	PI-SH
04 CHC 1	Christchurch, 4 February 2017, subudlibrary.net	PI-RL
86 LON 3	Bapak's Talks – Mp3 Audio Disc 21, SPI	PI-SH
VIDEO		
86 LON 3	Bapak's talk to members (with English translation) , subudlibrary.net	PI-SH
86 LON 3	Bapak's talk to members (subtitled in English) , subudlibrary.net	VT
70 OSL 3	Photo slide video: Bapak's talk to Members (subtitled in English) subudlibrary.net	TT-RL
10 CHC 4	Original video: Ibu Rahayu's talk to Youth at the 13 th Subud World Congress, Christchurch, New Zealand	PI-RL
10 CHC 4	Subtitle video: Ibu Rahayu's talk to Youth at the 13 th Subud World Congress, Christchurch, New Zealand	TT-RL