



Submission and Editorial Guidelines for Authors

GENERAL POINTS

Provide your paper in MS Word .doc format.

There is no set word limit.

Email submissions to:

<eastasianhistory@anu.edu.au>.

Use UK English spelling, e.g. *ise* as in *criticise*, not *criticize*; *our*, as in *colour*, not *color*.

Insert a single space after a full stop, not two.

Use line spacing set at 1½.

Note that your paper will undergo an initial assessment, after which we will advise you if your paper is deemed suitable to undergo peer review. Papers are double-blind peer reviewed.

If your paper is accepted for publication, please complete the License to Publish form at: <www.eastasianhistory.org/contribute>.

ILLUSTRATIVE MATTER

Multimedia elements are welcomed, as are full-colour images.

Provide high-quality images of 300 dpi, as .tif, .eps, .jpg, or .gif files. Make sure maps and graphs are legible when reduced to fit on A4.

You must obtain permission to reproduce any images, maps, artwork or audiovisual material you wish to include in your paper.

Provide all illustrative matter as separate files, not embedded in your Word doc. Indicate in the text where the figures would be ideally placed, and include there suitable captions with attributions/credits and permissions for use.

Please upload image, sound and film files at: <www.eastasianhistory.org.au/contribute>.

NUMBERS

Spell out numbers one to twenty, unless in a series of numbers or in tables and graphs.

Spell out numbers at the beginning of a sentence.

Also spell out numbers when used in the approximate sense, e.g. 'About thirty thousand soldiers were killed'.

Use numerals (including for numbers under twenty) when there is a series of several numbers.

Use a comma, with no space, to divide tens and hundreds of thousands. For example: 10,000, 300,000. But do not use a comma for 1000 to 9000.

Per cent

Spell out per cent (note two words) rather than the symbol %, unless in tables.

Ordinals

Spell out ordinals up to twenty, e.g. tenth, nineteenth. Use ordinals over twenty, but do not superscript e.g. 22nd, 23rd, 25th

Quantities

Imperial and metric measurements are both acceptable, but use a consistent system in your paper.

Spell out measurements in text, for example: ten miles, fifteen kilometres

However, use abbreviations in tables, e.g. 26mm, 10km, 5kg (note no space before the abbreviation)

Time

Do not use a space before the abbreviations am and pm: 10am, 3.30pm

Dates

Spell out centuries up to twenty, e.g. ninth century, twentieth century, the twenties.

Use an en dash and elide dates thus: 1778–79, 1650–95 but don't elide century changes, e.g. 1899–2000

PUNCTUATION

Use a single space after a full stop, colon, semicolon and question mark.

Do not use full stops in common abbreviations such as: US, USA, GMD, PhD, UN

Use full stops between initials in names, but do not use spaces between the initials. For example:

G.E. Morrison, C.P. Fitzgerald

Quotations

Use **single** quotation marks. Use double quotation marks for a quote within a quote.

For quotations of more than three lines, set in a block indent.

All quotes should be referenced.

Put the full stop **outside the closing quotation mark** unless the entire sentence is a quotation.

Place endnote reference numbers at the end of sentences wherever possible.

... which he alternately glossed as a ‘temporary dwelling place where excellent persons search for the Buddhist way’, and as a place that ‘gives sustenance and protection to officials travelling on official matters and private travellers’.³

Dashes

En dash – (ctrl + hyphen OR ctrl + minus on PC keypad)

Use an en dash to indicate a relationship between two elements. For example:

a Sino–American agreement
the China–Japan conflict

Also use an en dash in date ranges, page ranges, time spans and in figures. For example:

the 1650–1670 reign April–June
3000–3500 people

Em dash — (ctrl + alt + minus symbol on number keypad)

Use a spaced em dash in a sentence to set off an amplifying or explanatory statement, to isolate parenthetical elements, or where there is a shift of flow in thought. For example:

There are long-held religious differences — but this issue is not the focus of this paper.

ROMANISATION

For Chinese words, use *pinyin* or Wade-Giles.

For Japanese words, use Modified Hepburn.

For Korean words, use McCune–Reischauer.

PARTICULAR SPELLINGS & ABBREVIATIONS

Use appropriate accents on French words such as: élite, déjà, hôtel.

In text, do not use i.e. or e.g. — spell these out.

Do NOT capitalise the following:

county, dynasty, emperor, prefecture, province, period (as in Edo period), shogunate

Acceptable abbreviations:

et al.	(Jap.)	(Chin.)
ed.	(Kor.)	
c.	(S.K.)	for Sino–Korean
fl. (for flourished)	(Mong.)	
j. (for <i>juan</i>)	(Skt)	for Sanskrit
cf. (for compare)	r. (for reign)	
comp. (for compiler & compiled date)		

CHINESE, JAPANESE & KOREAN WORDS IN MAIN TEXT (i.e. not endnotes)

Italicise foreign words and terms.

The first occurrence of a non-English word should be presented thus:

English translation (*romanisation in italics* + characters)
e.g. blood covenants (*shaxue jiemeng* 歃血結盟)

For subsequent mentions, only the English is required.

Characters are NOT required for dynasties.

Personal Names

Give characters for the first mention of a person, including authors. Also, give life dates for historical figures. For example:

Ch’oe Ch’ung 崔冲 (984–1068) was one of early Koryŏ’s most esteemed scholars.

Organisation/Institution Names

The first government-sponsored art school, the Technical Art School (*Kōbu Bijutsu Gakkō* 工部美術学校), opened in 1876.

Place Names

Characters are NOT required after the romanised names of provinces, provincial capitals and national capitals, and other well-known place names.

Citing Foreign Books and Journals in the Main Text

The English translation is NOT required. For the first mention of a work, give the romanised title in italics and capitalise only the first word. Include characters for both the author and title. For example:

.. in his biographical *San guo zhi* 三國誌 and Sima Guang’s 司馬光 *Zi zhi tong jian* 資治通鑑 ...

and

.. historical publications at the time, such as the *Li-shih yu-yen yen-chiu-so jikan* 歷史語言研究所季刊 at Academia Sinica and the *Taiwan Ta-hsueh wen-shih che-hsueh bao* 台灣大學文史哲學報, were works of source analysis.

For subsequent mentions, give only romanised title.

Exception:

For foreign works with official English titles, give: *romanised title* (English + characters). For example:

Zhongguo wenhua yanjiusuo xuebao (Journal of Chinese Studies 中國文化研究所學報)

For ambiguous titles that require explanation, use an endnote.

BUDDHIST TERMS

Use appropriate diacritics on Sanskrit words, and note the following preferences:

saṃgha *śūtrā* *prajñā*

Mahāyāna vinaya (generally do not italicise)

REFERENCING AND ENDNOTES

You must fully reference your paper — this is standard academic practice.

Use **endnotes** rather than footnotes.

Citing Works in Endnotes

For works without a publication date, use 'n.d.'.

English translations are NOT required for book, chapter, journal and article titles.

Do not add a space after abbreviations 'p.' and 'Vol.'.

Capitalise only the first word of the title of foreign works cited.

Books

First citations in full thus:

Wan Man 萬曼, *Tangji xulu* 唐集敘錄 (Beijing: Zhonghua shuju, 1980), pp.292–93.

Isabelle Robinet, *La revelation du Shangqing dans l'histoire du taoisme* (Paris: l'École française d'Extrême-Orient, 1984), p.38.

Use parentheses and the abbreviation 'trans.' for translated works, for example:

Henri Maspero (trans. Frank A. Kiernan), *Taoism and Chinese Religion* (Amherst: University of Massachusetts Press, 1981).

Subsequent citations can be shortened, for example: Maspero, *Taoism*, p.150.

Do not give characters for foreign publishers.

Note: do not give the state as well as the city for a publisher.

Page numbers

Use an en dash and elide page spans thus:

25–26, 105–8, 595–600, 112–14, 350–57, 1467–469

Edited book

Livia Kohn, ed. *Daoism Handbook* (Leiden: Brill, 2000).

Chapter in an edited book

Peter Nickerson, 'The Southern Celestial Masters,' in ed. Livia Kohn, *Daoism Handbook* (Leiden: Brill, 2000), pp.256–82.

Subsequent citations may be shortened to:

Nickerson, 'The Southern Celestial Masters', p.81.

Kang-i Sun Chang, 'Qian Qianyi and His Place in History,' in eds Wilt L. Idema, Wai-ye Li and Ellen Widmer, *Trauma and Transcendence in Early Qing Literature* (Cambridge: Harvard University Press, 2006), pp.199–218.

Use Vol. with no space following for citing part of a multivolume work. For example:

L. Carrington Goodrich and Chaoying Fang, eds, *Dictionary of Ming Biography, 1368–1644* (New York: Columbia University Press, 1970), Vol.2, pp.1399–405.

Journal Articles

Give page span of entire article. Only use 'pp.' when referring to specific parts of an article. For example:

Denis Twitchett, 'Merchant, Trade and Government in Late T'ang,' *Asia Major* 14.1 (1968): 63–95, at p.70.

Nohara Teimei 野原貞明, 'Ishikawa-o tsuioku' 石川翁追憶, *Bijutsu* 美術 1.7 (May 1917): 26–29, at p.28.

Pre-Modern East Asian Sources

Use standard referencing style for works with traditional East Asian pagination, noting the edition. For example:

Weishu, 89:11a (Tushu jicheng ed., 1886).

Use short form for subsequent citations thus:

Weishu, 90:6b.

The author's name is not required. In cases of ambiguity, add a short explanation in the note.

Dissertations

Michael Williams, 'Destination Qiaoxiang: Pacific Ports and the Pearl River Delta, 1849 to 1949' (PhD diss., University of Hong Kong, 2003).