Asian Ethnology
Manuscript Submission and Style Guide

October 2020

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Introduction [return to top menu]

Prospective authors should follow this guide carefully to ensure that the processing of submissions is as efficient as possible. We reserve the right to return manuscripts that are not prepared in accordance with these instructions. All manuscripts are subject to editorial modification with permission of the author. Manuscripts submitted for consideration should not have been previously published or be under consideration for publication elsewhere. If a manuscript has been accepted for publication in *Asian Ethnology*, we ask authors not to distribute the manuscript before publication.

Once an author has submitted an essay to *Asian Ethnology* for consideration, the journal retains the right of first refusal, which means that the author cannot submit the same article to another journal under any circumstances without first officially withdrawing the piece in writing and receiving the approval of the journal's editors. Under such condition that the paper is found to be under review elsewhere, the editors of *Asian Ethnology* also retain the right to reject the article under consideration, even if it has been accepted formally for publication. This policy is intended to avoid having the same article published in two journals, resulting in one being a reprint of the other.

1. Manuscript Submission [return to top menu]

Manuscripts for consideration in *Asian Ethnology* are evaluated for content and style.

Asian Ethnology does not require any article processing charges (APCs), submission charges, page charges, and so forth to complete the publication process. The author, however, is responsible for obtaining permission for use of illustrations and covering costs related to such permission.

Authors of accepted articles whose native language is other than English may be requested to engage the services of a professional copyeditor (*Asian Ethnology* has a list of preferred copyeditors in this regard).

Regarding style and format, *Asian Ethnology* generally follows *The Chicago Manual of Style* (17th edition); additionally, the journal also follows other conventions (consult Stylistic Conventions below).

1.1 Preparation of Manuscripts (essays) [return to top menu]

Manuscripts for consideration in *Asian Ethnology* are evaluated for content and style.

a.   Requirements for initial stage [return to top menu]

The manuscript must follow *Asian Ethnology* stylistic conventions and contain the following:

- author contact details (including mailing and email addresses)

- a title page with a 150-word abstract and 5–6 keywords

- separate lists of illustrations, tables, and graphs (with captions

and acknowledgments).

- full text matter including notes (no more than 25)

- full reference list including URLs and access dates for all websites, as well as DOIs (Digital Object Identifiers) for relevant articles (see below)

The author's name, which will be deleted for peer review, should appear only on the first page. All submitted manuscripts should be double-spaced throughout and limited to 10,000 words, including notes and references.

b. Evaluation and acceptance [return to top menu]

The submission will be evaluated internally after initial submission. It will be sent to reviewers. *Asian Ethnology* follows a double-blind review system. The reviewers will recommend that the submission be accepted with minor revisions, accepted with major revisions, should be revised and resubmitted for a new evaluation, or rejected.

After completing revisions, the author should send a final electronic version to the communicating editor. Authors must also submit a separate document that provides responses to the reviewers' specific concerns.

If a submission is accepted for publication, the author will be asked to provide a short biographical statement (5–6 lines) detailing affiliation, research interests, and major publications.

When a manuscript has been accepted for publication, we ask authors not to distribute the manuscript before final publication. All manuscripts are subject to editorial modifications.

c. Images [return to top menu]

If the author does not own the images, permissions must be obtained and provided, in writing, regarding their reproduction in *Asian Ethnology*.

All images should be supplied in an electronic format at a suitable size for printing with the following resolutions: 600 dots per inch (dpi) for line drawings and combinations; 300 dpi for grayscale and color. Color figures must be supplied in CMYK not RGB colors. Please ensure that the prepared electronic image files print at a legible size and are of a high quality for publication.

Images should be provided as separate, clearly labelled files (Figure 1, Figure 2, etc.). **They should not embedded in the text file.**

All figures must be referred to/discussed in-text and placeholders left to

indicate their preferred placement

Ensure that each figures or table has a corresponding in-text reference (ie, do not include figures that are not directly discussed in the main text).

Photo credits are provided, as applicable

d.   English language editing [return to top menu]

Authors, particularly those whose first language is not English, may consider having their paper checked by a native speaker before submission. While this is optional, it may help to ensure that the content of the paper is fully understood by the editor and potential reviewers, and that the submission can be judged purely on academic merit.

Please note that having language edited **does not** endorse your work for publication – your edited manuscript will still be subject to the same editorial assessment at submission stage.

Asian Ethnology can recommend suitable editors for this task.

1.2 Preparation of book and film reviews [return to top menu]

Manuscripts for contributions to the book reviews normally should not exceed three pages. Reviews must include full documentation for references. While unsolicited book reviews may be considered, the journal has no obligation to publish.

Reviews are designed to promote high-level academic discussion of newly- published works.

- Reviews should be between 750 and 1000 words, although longer reviews are acceptable if the review engages deeply with the subject and publication under consideration.

- An ideal review will discuss for both specialists and non-specialists the scope of the book under review, assess its major contributions to the field and any weaknesses, and provide a reasonable and balanced judgment of the work under consideration.

- Reviews should be clear and well-written. Footnotes and references are acceptable, but these must adhere to the journal's style. Keep footnotes to a minimum (no more than 3).

- Journal staff will copyedit all reviews. When necessary, the Book and Film Reviews Editor will contact authors to clarify certain points.

- Authors must follow all stylistic conventions of the journal. Reviews should contain diacritical marks where appropriate.

In addition:

- Provide definitions of terms, acronyms, references, and background summary statements where appropriate

- Where necessary, be sure to include complete citations and attributions

- Include the publisher; ISBN designation; price ($US or other currency)

1.3 Copyright and reprinting [return to top menu]

- Copyright for essays and book reviews published in *Asian Ethnology* belongs to the journal.

- *Asian Ethnology* will readily grant permission for the reprinting of essays and reviews, or for their reproduction for classroom use, provided authors request this in writing. If *Asian Ethnology* receives a request for republication, this request will be forwarded to the author(s) for their consent.

- The request for reprinting must include details of the new publication, including projected publication date.

2. Stylistic Conventions [return to top menu]

2.1 Font and spacing [return to top menu]

The document should be single-spaced and use Times New Roman, 12-point font.

2.2 Headings [return to top menu]

Provide section headings (in bold) and, where appropriate, subheadings (in italics).

2.3 Non-English terms: italicization, translation of non-English-language terms/phrases [return to top menu]

When using non-English terms that are <u>not</u> used frequently in English or found in standard English dictionaries, such as the online *American Heritage Dictionary* (see www.ahdictionary.com), define on first mention and translate the term. Italicize the term in each instance and include diacritical marks (see below).

Examples: *su* (vulgarity); *xiangsheng* (cross talk); *kijinden* (a collection of biographies of eccentric individuals).

2.4 Diacritical marks/transliteration [return to top menu]

Authors must include all diacritical marks for terms rendered in non-Roman scripts in their submissions. In principle, *Asian Ethnology* follows *ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts*, approved

by the Library of Congress and the American Library Association. Authors must refer to these before submitting their manuscripts. See http://www.loc.gov/catdir/cpso/roman.html.

In cases where the Library of Congress guides do not give specific rules about the use of diacritical marks, authors must apply diacritical marks globally, including place names, personal names, and organizations.

Final responsibility for the accuracy of diacritical marks rests with the author; *Asian Ethnology* will not take responsibility for any inaccuracies.

2.5 Use of Non-Roman Scripts [return to top menu]

In principle, *Asian Ethnology* does not include non-Roman scripts but will consider their inclusion in cases where they are justified (such as articles that deal with translation or interpretation of the meaning of scripts and characters). Please contact the editors if you are unsure whether to include non-Roman scripts or not.

2.6 Spelling [return to top menu]

Use US spellings. One useful resource is the free online US dictionary, *American Heritage Dictionary*.

Exceptions apply for extracted quotations where the original uses British spellings.

3. Documentation [return to top menu]

3.1 Citations within text [return to top menu]

For citations within the text, use the *Chicago Manual of Style* (17th edition) author- date system with the surname of the author, year of publication (with no intervening punctuation), followed by a comma then page numbers: Examples:

Single page number (Jones 1979, 379)

Consecutive numbers (Suzuki 2001, 289–93).

For further sample citations please refer to http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

3.2 Endnotes [return to top menu]

Indicate endnotes in the text with a raised Arabic number. Assign endnote numbers consecutively throughout the manuscript.

Use endnotes for supplementary data or ideas, not for referencing sources or URLs.

Refrain from excessive use of endnotes; an article would typically have no more than 25 notes in an article, 3 in a book or film review.

3.3 References [return to top menu]

Supply full bibliographical information in a section entitled "References" at the end of the document, following the *Chicago Manual of Style* (17th edition).

All references should indicate their DOI where applicable. A DOI (Digital Object Identifier) is a unique identifier that identifies digital objects. While the object may change physical locations, the DOI assigned to that object will never change.

Some articles and books will not have a DOI. Unless a publisher has retrospectively assigned DOIs to articles, articles published prior to 2000 are less likely to have DOIs.

Methods for finding DOIs:

1. Go to http://www.crossref.org/SimpleTextQuery/ and follow the instructions provided there. If this does not yield a DOI, try 2 or 3.
2. If a journal publisher uses DOIs, they will usually print the DOI somewhere on the first page of the article.
3. Some of the online resources used to search for articles on topics will supply DOIs in the citations. View the full citation to see if a DOI is included.

The following information for all references is essential.

Monographs (all languages) [return to top menu]

Stacy, Judith. 1983. *Patriarchy and Socialist Revolution in China*. Berkeley: University of California Press.

Kanda Yoriko. 2001. *Miko to shugen no shūkyō-minzokugakuteki kenkyū*. Tokyo: Iwata Shoin.

a. Book chapters [return to top menu]

Kohn, Livia. 1995. "Laozi: Ancient Philosopher, Master of Longevity, and Taoist God." In *Religions of China in Practice*, edited by Donald Lopez, 52–63.
Princeton: Princeton University Press.

Supply page numbers for all works cited.

b. Journal articles [return to top menu]

Naithani, Sadhana. 2002. "To Tell a Tale Untold: Two Folklorists in Colonial India." *Journal of Folklore Research* 39 (2/3): 201–16.
https://doi.org/10.2979/jfr.2002.39.2-3.201

Supply all volume and issue information available, all page numbers, and the DOI where available.

c. Websites [return to top menu]

For all references to websites, provide full details of author, title of work, URL, and access dates. Remove hyperlinks on all URL references.

Feltham, Heleanor B. 2010. "Lions, Silks and Silver: The Influence of Sasanian Persia." Sino-Platonic Papers 206. Accessed September 5, 2012. http://sino
- platonic.org/complete/spp206_sasanian_persia.pdf.

For further sample references please refer to http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Prior to submission, please crosscheck your article to ensure that all citations are included in the reference list, with correct dates and spellings, as well as vice versa, ensuring that all articles listed in the reference list have been cited in the main text.

4. **Guidelines for Guest Editors of Special Issues** [return to top menu]

Asian Ethnology considers proposals for special topical issues. Here are some guidelines and expected responsibilities for Guest Editors.

- Prospective guest editors should first submit a 3–4-page proposal to the *Asian Ethnology* editors, including a summary of the topic, and an explanation of why the topic is worthy of a special issue. Include a list of approximately 8 possible authors/articles, indicating the current state of these proposed articles (for example, an already completed conference paper that needs revision, a topic proposed but not yet written, or an article that needs to be solicited from an author).

- The collection of articles are evaluated through the double-blind review process. If the proposal is accepted, confer with the editors regarding a possible schedule and concomitant responsibilities. Usually a 2-year lead-in period is required to complete the collection and finish the editing.

- The Guest Editors will be in charge of organizing and collecting the essays from the authors. A deadline of final submission from authors to the Guest Editors should be set for 8–9 months prior to expected publication date.

- The Guest Editors will conduct preliminary editing of the papers, including the standardization of technical terms and style, following the guidelines of this Style Guide. Authors of accepted articles whose native language is other than English may be requested to engage the services of a professional copyeditor (*Asian Ethnology* has a list of preferred copyeditors in this regard).

- The Guest Editors should notify and work with the authors to get the required permissions for illustrations and photos. Guest editors should ensure that illustrations accompanying the essays are high resolution in .jpeg or .tiff format.

- The Guest Editors should confirm that authors supply the required abstract and keywords for the opening page, as well as provide the basic biographical information for the Contributors page.

- The Guest Editors should supply a list of email and other mailing addresses for all the contributors.

- The Guest Editors will prepare an "Editors' Introduction" that expands on the content of their proposal to explain the topic, outline the current state of research on the topic, argue for the significance of the topic, and present brief summaries of the included articles. The Introduction may include a bibliography of important publications on the topic.