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.


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
... 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 parenthetic 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 juan) (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 jieme ng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崔沖(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工部美術學校), 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" and the "Tai-hsueh wen-shih che-hsueh bao" 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)

For ambiguous titles that require explanation, use an endnote.

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

- saṃgha
- sutrā
- prajñā
- Mahāyāna
- vinaya (generally do not italicise)

REFERENCING AND ENDOOTES
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.’.

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

Books
First citations in full thus:


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


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

Chapter in an edited book

Subsequent citations may be shortened to:


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


Journal Articles
Give page span of entire article. Only use ‘pp.’ when referring to specific parts of an article. For example:


Nohara Teimei, '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