

# *Asian Ethnology* Manuscript Submission and Style Guide

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## Introduction [[return to top menu](#)]

*Asian Ethnology* seeks to deepen understanding and further the pursuit of knowledge about the peoples and cultures of Asia. We wish to facilitate intellectual exchange between Asia and the rest of the world, and particularly welcome submissions from scholars based in Asia. The journal presents formal essays and analyses, research reports, and critical book reviews relating to a wide range of topical categories, including

- narratives, performances, and other forms of cultural representation
- popular religious concepts
- vernacular approaches to health and healing
- local ecological/environmental knowledge
- collective memory and uses of the past
- cultural transformations in diaspora
- transnational flows
- material culture
- museology
- visual culture

Responsibility for factual accuracy and for views expressed lies with the author, not necessarily with the journal.

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.

## 1. Manuscript Submission [[return to top menu](#)]

Manuscripts for consideration in *Asian Ethnology* are evaluated for content and style. Electronic manuscripts may be submitted to either or both the co-editors (dorman@nanzan-u.ac.jp; korom@bu.edu) by e-mail or file-sharing software such as Dropbox, WeTransfer, and so on.

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. Please include an abstract of up to 150 words, along with 5-6 key words that most effectively evoke the article's content. If a submission is accepted the author will be asked to provide a short biographical statement of up to 75 words.

*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.

Regarding style and format, while *Asian Ethnology* generally follows *The Chicago Manual of Style*, 15<sup>th</sup> edition, the journal also follows other conventions (consult “2. Stylistic Conventions” below). Please use the Library of Congress transliteration charts <<http://www.loc.gov/catdir/cpsd/roman.html>> Authors are advised to consult previous issues of *Asian Ethnology* (from 2008), which are accessible online at <http://nirc.nanzan-u.ac.jp/AsianEthnology> (click on “Back Issues On-Line [from 1942]”) regarding stylistic issues.

### 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 contain the following

- 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 acknowledgements)
- full text matter including notes
- 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 should also submit all permissions, in writing, regarding the reproduction of illustrations and previously published material, and citation of unpublished data and personal communications.

#### b. Evaluation and acceptance [[return to top menu](#)]

The submission will be evaluated internally after initial submission. It may then be sent to at least two external 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. Thus the submission will be returned with suggestions for improvements or revisions in style and content.

- After completion of the required 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.
- All figures 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. For useful

information on preparing figures, visit <http://dx.sheridan.com> where authors can also test whether the figures are suitable for production by using the preflight tool at <http://dx.sheridan.com/onl/>

- Images should be sent in separate files, not imbedded in the text file. The placing of the images, and captions, should be indicated in the proper place within the text file.
- Authors whose manuscripts have been accepted must also supply a two-line biographical note (for the front page of the article) plus a six-line version (for the Contributors Page).
- The author should also submit all permissions, in writing, regarding the reproduction of illustrations and previously published material, and citation of unpublished data and personal communications.
- All references (where applicable) should indicate their DOI (e.g. “[http:// dx.doi.org/10.1093/obo/9780195393521-0062](http://dx.doi.org/10.1093/obo/9780195393521-0062)”). The DOI for specific articles can be searched and identified at [www.crossref.org](http://www.crossref.org) or through the [Crossref metadata search engine](#). A DOI will be assigned to the submitted article in *Asian Ethnology* upon publication.

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

## 1.2 Reviews and Communications [[return to top menu](#)]

Manuscripts for contributions to the book reviews and communications sections normally should not exceed three pages. References in book reviews should be fully documented. Unsolicited book reviews are accepted with no obligation for publication.

The deadlines for review submissions are as follows:

1st issue: 31 March

2nd issue: 30 September

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. Endnotes and references are acceptable, but these must adhere to the journal's style
- All reviews will be copyedited by the journal staff. When necessary, authors will be contacted to clarify certain points

### 1.3 Copyright [[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 it is requested in writing. *Asian Ethnology* will not accept or request fees for such reprinting. As a matter of courtesy, requests received by *Asian Ethnology* for republication will be forwarded to the author(s) for their consent. The full contents of *Asian Ethnology* will be posted on its website, in PDF format, for full and free open access by the academic community; acceptance of this condition is implied by the author's consent to publish in *Asian Ethnology*.

## 2. Stylistic Conventions [[return to top menu](#)]

### 2.1 Headings [[return to top menu](#)]

Provide section headings and, where appropriate, subheadings. Do not begin an essay with a heading, such as "Introduction."

### 2.2 Diacritical marks/transliteration [[return to top menu](#)]

Authors are expected to include all diacritical marks in their submissions. *Asian Ethnology* will not take responsibility for inaccuracies that have been missed by the author. 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 are expected to refer to these before submitting their manuscripts. See <http://www.loc.gov/catdir/cpsd/roman.html>.

### 2.3 Italicization of non-English-language terms [[return to top menu](#)]

Italicize non-English-language terms, except for those that are used frequently in English or found in standard English dictionaries.

### 2.4 Spelling [[return to top menu](#)]

Use American spellings. An exception may be made for extracted quotations where the original uses British spellings.

### 2.5 Use of all caps/small caps [[return to top menu](#)]

Although *Asian Ethnology* uses small caps at the layout stage to indicate authors' surnames in textual references and bibliographies, **do not use all caps in a manuscript for submission**. Small caps are acceptable.

## 3. Documentation [[return to top menu](#)]

### 3.1 Citations within text [[return to top menu](#)]

For references to works within the text, use the author-date system with the surname of the author, year of publication (with no intervening punctuation), followed by a comma then page numbers, e.g., (Jones 1979, 379); for consecutive numbers, use (Suzuki 2001, 289–93).

### 3.2 Endnotes [[return to top menu](#)]

Indicate endnotes in the text with a raised Arabic number. Assign endnote numbers consecutively throughout the manuscript, but supply them on a separate sheet of paper at the end of the text. Use endnotes for supplementary data or ideas, but use citation notes for simple references (see 3.1).

### 3.3 References [[return to top menu](#)]

Supply full bibliographical information in a section entitled “References” at the end of the document. **Do not use small caps in the references.** If a submission is accepted, these will be applied at the layout stage.

The following information for all references is essential.

#### a. 1 Monographs (English and Western languages) [[return to top menu](#)]

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

#### 2 Monographs (Asian languages)

Notes: For Asian language-texts, include all characters. The author must also supply fonts in case *Asian Ethnology* does not have them. The Romanized title for monographs should be italicized, but not the Asian-language characters. A translation of the title should also be provided, as in the example below.

Kanda Yoriko 神田より子  
2001 *Miko to shugen no shūkyō-minzokugakuteki kenkyū* 神子と修験の宗教民俗学的研究 [Religious folklore study on shamans and mountain asceticism]. Tokyo: Iwata Shoin.

These principles also apply to book chapters (3.3 b) and journal articles (3.3 c).

**Separate the date from the title with a tab space.**

#### b. Book chapters [[return to top menu](#)]

Kohn, Livia  
1995 Laozi: Ancient philosopher, master of longevity, and Taoist god. In *Religions of China in Practice*, ed. Donald Lopez, 52–63. Princeton: Princeton University Press.

In the case of multiple editors, please use the following form:

Hall, Stuart

1996 Introduction: Who needs identity. In *Questions of Cultural Identity*, Stuart Hall and Paul Du Gay, eds., 1–17. London: Sage Publications.

**Supply page numbers for all works cited.**

c. Journal articles (include [DOI number](#) where available [[return to top menu](#)])

Naithani, Sadhana

2002 To tell a tale untold: Two folklorists in Colonial India. *Journal of Folklore Research* 39: 201–216. doi: 10.2979/jfr.2002.39.2-3.201

**Supply all volume and issue information available, and all page numbers.**

d. 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.

Parsons, R. Keith

2000 Traditional songs and stories of the Hua Miao of south west China. [www.archives.ecs.soton.ac.uk/miao/songs/index.html](http://www.archives.ecs.soton.ac.uk/miao/songs/index.html) (accessed 19 July 2001).

#### 4. Guidelines for Guest Editors [[return to top menu](#)]

*Asian Ethnology* receives many proposals for editing a special topical issue. Here are some guidelines and expected responsibilities for Guest Editors.

- Submit a 3–4 page proposal to the *Asian Ethnology* editors, including a summary of the topic, 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 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.
- The Guest Editors should notify and work with the authors to get the required permissions for illustrations and photos, and 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 address 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.
- The submission of final versions of all articles should reach the *Asian Ethnology* editors at least 5 months before the publication date (e.g. end of December for a June issue, early July for a November issue), after which the editing and layout (and contact with authors) will be the responsibility of the *Asian Ethnology* editors.

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