

International Journal of Asian Studies

IJAS publishes research on Asia – East, West, and everywhere in between – primarily in the social sciences and humanities. The Journal is interested in locating contemporary changes within a historical framework, especially using interdisciplinary approaches, and promotes comparative studies involving the various regions of Asia. While the journal will publish scholars from around the world, it aims to focus attention on the work of Asian scholars, in order to encourage multi-directional scholarly communication in Asian studies. IJAS seeks original papers, translations into English of previously-published papers in Asian languages, and state-of-the-field articles that fall within its scope. Since the Journal is attempting to cross methodological boundaries, it will welcome papers that develop new methodologies within their general approach.

1. Submissions

Articles submitted for publication should be e-mailed as Microsoft Word file attachments to:

The Managing Editors
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International Journal of Asian Studies
Institute for Advanced Studies on Asia
The University of Tokyo
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Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere. Upon acceptance of a paper, the author will be asked to assign copyright to Cambridge University Press.

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All articles in the journal are peer-reviewed by two assessors.

2. Proofs

Normally, typographical or factual errors only may be changed at proof stage. The publisher reserves the right to charge authors for other editing changes.

3. Offprints

No paper offprints are provided, but the corresponding author will be sent the PDF of the published article. Paper offprints may be ordered at extra cost at proof stage.

4. Manuscript preparation

Articles must be in English and in principle no more than 12,000 words in length, including footnotes, to be submitted by e-mail attachment as a Word file. The title of the manuscript, author's name, institutional affiliation, address, email address, and an abstract of up to 200 words should appear at the top of the file. Submissions, or enquiries about prospective submissions, may be sent to the Managing Editors via ej@ioc.u-tokyo.ac.jp.

All submissions should be made in English, although exceptions may be made in certain circumstances after consultation with the editors. Any non-English manuscript must be translated or rewritten into English before final acceptance.

Submitted articles are sent out anonymously to at least two reviewers for evaluation. The IJAS editors will delete the author's name from the head of the file, but authors should ensure that they cannot be identified in other ways, such as, for example, the Microsoft Word file 'Properties', or citations of the author's own work.

The article title should be given in capitals at the top of the file, with the author's name, institutional affiliation, and e-mail address in lower case beneath.

The abstract (maximum 200 words) should be included before the main text, in italics, single spaced; please do not put this in a separate file. Bear in mind that the abstract will be freely available for viewing online, and that readers will often decide whether or not to download the article after reading the abstract. The abstract should reflect the article contents as clearly and concisely as possible.

The main text should be double spaced, aligned left. Please do not use the automatic hyphenation feature in Word. Times New Roman should normally be used as the default font. If available, use the SimSun font for Chinese characters and the Mincho font for Japanese; if you have used other fonts please inform the editors of this at the time of submission.

Headings within the article should be unnumbered, with the first level of subheadings in capitals, second level in bold lower case (with the first letter of the first word and important words capitalized), and the third level in lower case italics (first letter of the first word capitalized). Format headings individually, rather than applying Word styles.

For quotations, double quotation marks should normally be used, with single quotation marks for quotations within quotations, though single quotes may also be used for glosses and definitions if desired (e.g. *dao* 道, 'Way'). Quotations of more than 50 words should be broken off from the text without quotation marks, one blank line inserted above and below, left-indented 1 cm.

Footnotes should be inserted using the Word footnote (not endnote) function, consecutively numbered from beginning to end. Any acknowledgements should be placed in a separate paragraph after the end of the main text, before the list of references, marked "Acknowledgements"; this will be typeset as an unnumbered footnote at the bottom of the first page.

All tables, graphs, figures and illustrations should be submitted as separate, clearly identified files. A descriptive heading, with a citation of the source and text placement advice, should be inserted inside the main text of the article after the paragraph in which the item is first referred to; the item will normally be typeset at the top of the next page. If at all possible, create tables and graphs in Excel, so that they can be edited and reformatted before typesetting. Illustrations submitted as graphics files must be at a resolution of 300 dpi or more. Colour illustrations are possible, but incur extra cost, which normally is borne by the author.

5. Style guidelines

Articles may be submitted using either British or American spelling and conventional punctuation. Consistency within the document should be maintained.

Words or phrases in languages other than English should be italicized, except for proper names and words which have been assimilated into English. Chinese and Japanese characters should be supplied in the text after the transcription, at first mention only. A name or term which first appears in a footnote should also be provided with characters the first time it appears in the main text. Characters should also be provided for all author names and titles in the References list. Character forms (traditional, Chinese simplified, Japanese simplified) should normally follow the source texts or accord with the time and place of the subject matter (e.g. Zhongguo Renmin Yinhang 中国人民银行, *Ming shilu* 明實錄), though *jōyō kanji* may also be used for pre-modern Japanese-language items if desired, in line with Japanese academic usage. Non-Roman scripts (such as *hangul*, *kana*, Arabic) are not used (except when part of text strings in Japanese or Korean which include characters).

Romanization of Chinese should follow the Pinyin system (without tone marks), Japanese the Hepburn system, and Korean the McCune-Reischauer system. Where the convention is to use other spellings for certain names in English, this should be followed (e.g. “Chiang Kai-Shek”). Direct quotes and bibliographical citations should follow the romanization system of the original.

Diacritics should be provided for any language or transcription system which requires them (e.g. Vietnamese, or transcriptions of Arabic and Sanskrit), except in cases where academic publications in the relevant subject area do not normally use them (e.g. proper names and other terms well known in English). If at all possible, use standard Unicode characters in Word, to ensure that they are transmitted correctly electronically. Some characters (such as ħ, ṁ or ṭ) may not display in Times New Roman except on newer Windows systems (Vista and Windows 7); in such cases try changing the text in question to another common font which includes the relevant character, such as Tahoma. Some older systems use special non-Unicode fonts which map characters onto other unused ASCII fonts, in which case the diacritic character will not display correctly on our systems. Consult with the editors if in doubt, and be prepared to supply either a PDF file, or a scan of a paper printout, with the diacritics clearly displayed.

Dates should be simplified to a day-month-year format not using punctuation: 15 May 1965 (UK English) or May 15, 1965 (USA English). Spans of dates should be given in full: 1869–1872 (not 1869–72). Dates based on traditional (non-Western) calendars should be set out with cardinal numbers: “2nd day of the 8th month 1196”; if many dates are mentioned within the article, the abbreviated format “1196.8.2” (year.month.day) may also be used.

The numerals 1 to 99 should be spelled out, except for dates, percentages and where numbers are mentioned several times within a few lines of text. Spell out people’s ages (“seventy-two” rather than “72”) and centuries (“the nineteenth century” rather than “the 19th century”).

In articles, state-of-the-field articles, and most review articles, brief bibliographic references should be given in footnotes, with the complete citation provided in a list with the heading REFERENCES (in capitals) located after the main text of the article. Footnotes should give only a brief reference, normally the author’s surname and year of publication, together with page numbers. Where an author has more than one publication in the same year, use letters (“a”, “b” etc.) to distinguish them (Xiao 2009a, Xiao 2009b). In some cases (pre-modern texts, for example), it may be appropriate to cite a work by title, which may be abbreviated if desired. Examples:

Breman 1996, p. 25.
Shi ji, 16.456.

Use “*ibid.*” to refer only to the immediately preceding reference or part of it. “*Idem.*” and “*op. cit.*” should not be used.

Acknowledgements should appear at the end of the manuscript and before the reference list, to be set as an unnumbered footnote at the bottom of the first page.

In the case of book reviews, or repeated references to the same work in articles, brief in-text citations may be used instead of footnotes, as long as the work cited is clearly identifiable. In the case of reviews, complete bibliographical data may be provided in a footnote the first time a work is cited. A separate reference list is normally not necessary unless six or more items are referred to.

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Examples:

Books:

Breman 1996

Breman, Jan. *Footloose Labour: Working in India’s Informal Economy*. Cambridge: Cambridge University Press, 1996.

When the work is a translation, the following form should be used:

Maruyama 1974

Maruyama Masao. *Studies in the Intellectual History of Tokugawa Japan*, trans. Mikiso Hane. Tokyo: University of Tokyo Press, 1974.

For works cited from non-English languages, use the following format, providing Chinese or Japanese characters for the author and title where relevant. If the title is translated into English (this is at the discretion of the author) put this between parentheses and quotes:

Matsuoka 1936

Matsuoka Kōji 松岡孝児. *Kinkawase honisei no kenkyū* 金為替本位制の研究 (“A Study of the Gold Exchange Standard”). Tokyo: Nihon Hyōronsha, 1936.

Monographs:

Irwin 1966

Irwin, Richard. *The Evolution of a Chinese Novel: Shui-hu-chuan*. Harvard-Yenching Institute Studies X. Cambridge, MA: Harvard University Press, 1966.

Journal articles:

Brass 1980

Brass, Timothy. "Class Struggle and the Deproletarianisation of Agricultural Labour in Haryana (India)." *The Journal of Peasant Studies* 18:1 (1980), pp. 36–67.

Ueyama 1982

Ueyama Shunpei 上山春平. "Shu shi no Karei to Girei kyōden tōkai" 朱子の家礼と儀礼經典. *Tōhō Gakuhō* 54 (1982), pp. 173–256.

Articles in edited volumes:

(In one edited volume)

McMullen 1986

McMullen, David. "Bureaucrats and Cosmology: The Ritual Code of T'ang China." In *Rituals of Royalty: Power and Ceremonial in Traditional Societies*, eds. David Cannadine and Simon Price, pp. 181–236. Cambridge: Cambridge University Press, 1986.

(In a multivolume series)

Yanaihara 1963

Yanaihara Tadao 矢内原忠. "Teikokushugi ka no Indo" 帝国主義下の印度 ("India under Imperialism") in *Yanaihara Tadao Zenshū dai 3-kan* 矢内原忠雄全集 第3卷 ("The Compilation of Writings by Tadao Yahaihara Volume 3"), pp. 459–650. Tokyo: Iwanami Shoten, 1963.

Pre-modern primary sources:

Ming huidian

Ming huidian 明會典. Beijing: Zhonghua Shuju, 1989.

Theses and dissertations:

Al-Wahabi 1988

Al-Wahabi, Najla. "The Hijab: Its Origin and Development from the Pre-Islamic Period to the End of The Umayyad Period." Ph.D. dissertation. University of London, 1988.

(Note: "Ph.D. thesis" may be used if following British usage).

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