Modern Asian Studies **text and manuscript preparation—notes for authors**

GENERAL LAYOUT

- All papers (text and footnotes) must be clearly typed in single spacing throughout.
- Main text should be size 12 point, Times Roman font (except for foreign characters and diacriticals). Left and right justified.
- Abstract and footnotes should be size 10 point, Times Roman font. Left and right justified.
- The title of the article (initial upper case only), as well as a 'short' title (no more than 40 characters, including spaces, to be used as the running header in the published paper), the author's name, affiliation, and email address, should be typed at the beginning of the article (all centred 12 point Times Roman Font).
- An abstract of between 100 and 250 words summarizing the content of the paper should be typed before the main text.
- Sub headings must be used to break up long papers.
- Do not use roman numerals as section headings.
- General layout rules regarding text and footnotes
  Spell out centuries: 19th to nineteenth, 10th to tenth, etc.
  Spell out numbers 1-10, one, two, three, etc.; all others as numericals
  Spell out %: 15 per cent
  'c.' should always be spelled out and italics: '*circa*'
  In references, there should be a space between 'p.' and its number, i.e. p. 15
  'ed.' and 'eds' should be in () brackets
  Spell out all American states
  Persons' initials should have a space, i.e. R. D. Hume, Esq
  With footnote layout, please follow rules below, and maintain consistency
  Please use 'and' rather than '&', especially in references between authors.
- Please spell out all acronyms and initialisms, except for the most international, e.g. the UN. Bear in mind that what is familiar to a Western eye might not be to readers in Asia, and vice versa.
- Long quotations should be size 11 point, Times Roman font. Left and right justified, with one line spacing above and below main text. Paragraphs should be flush left with one line space between each, and not enclosed in quotation marks. All quotations must be acknowledged and fully referenced within a footnote.
- Use single inverted commas for short quotations and phrases within the main text, then double quotations for quotes-within-quotes.
- Tables should be clearly laid out and numbered consecutively. Vertical lines between columns should be omitted.
- All English spellings, 'z' rather than 's' for …ize/ization (materialize, constitutionalize, etc.), and, e.g., 'analyse' not 'analyze', 'colour' not 'color', 'programme' not 'program'.
- Please use the phrase 'this article' rather than 'this essay' or 'this paper'.
- Dates: English format please, i.e. day, month, year—14 July 2009.
- Figures, and totals in tables, references and footnote numbers should be checked for accuracy.
- Paragraphs (except directly under a heading, where they should be flush left) should be indented by 4mm, with no line space.

- Section (A) headings should be 12 point, **bold**, centred, with one line space above and below, with initial upper case only except for proper nouns, i.e. 'The political economy of Uttar Pradesh and the mobility saga'
- Second level (B) headings should be 12 point *italic*, centred, with one line space above and below.
- Footnote numbers and text (10 point) should be indented paragraphs (4mm), one space between footnote number and its text.
- No line separator between main text and footnotes.

SUBMISSION

- The use of diacritical marks, italics and capital letters should be kept to a minimum.
- Submissions must be sent as email attachments in TWO formats:
  1. **A Word document, with '.doc' extension or .docx**.
  2. **A PDF document of the Word file**, which accurately displays all diacritical marks and unusual fonts.
- Where there are five or more figures/illustrations/tables in a paper, please provide a separate Word document containing a list of the figures, illustrations and tables in the order in which they appear in the main document, giving Figure/Picture 1, full title, legend, and sources—where appropriate, i.e. not already cited in a footnote.
  When a paper has been accepted for publication, the author is entirely responsible for submitting electronic copies in the correct format. Authors should be aware that substantive alterations or additions are not permitted at first proofs, so authors must ensure that, before final submission, their Word document follows these general rules, has been thoroughly checked for accuracy, and includes the following:
  - Full title and short title (no more than 40 characters, including spaces)
  - Author name, affiliation, town, country and email address
  - Abstract of 100–250 words
  - Automatic footnote numbering and placement of footnote text at the foot of each page
  - Sub-section headings
  - All figures and tables, with captions, consecutively numbered, with appropriate 'marker' in square brackets (see 'Figures/Illustrations' below).

The initial word document (with accompanying pdf document displaying all diacritical marks) sent in by the author will be viewed by the copyeditor. If figures or illustrations have not been sent separately as high resolution tiff or eps files, the submission will not be accepted and will be returned to the author with a request to provide everything in the correct format. If all the submission documents are correct, the copyeditor will make amendments and suggestions. This marked-up word document may be sent back to the author who is then requested to 'accept' or 'reject' the amendments/suggestions made by the copyeditor, and to re-submit the final amended word document, together with an updated pdf file.

FOOTNOTES AND REFERENCES

Authors should follow the referencing style they are most familiar with and should use it consistently throughout their article.

Placement of footnotes must be at the foot of each page, with automatic footnote numbering, running consecutively to the end of the document. ALL SOURCES OR REFERENCES SHOULD BE INCORPORATED AS FOOTNOTES, cited in full in the first instance, within the body of the footnote text. References repeated in subsequent footnotes should be written: author, 'short' title, page numbers. *(Add initials, if more than one author with the same surname is mentioned in the paper. Please use English date format, i.e., day-month-year.)*

Examples:
What is a footnote?
Footnotes are what they sound like—a note (or a reference to a source of information) which appears at the bottom of a page. In a footnote referencing system, you indicate a reference by:

1. putting a small number above the line of type directly following the source material. This number is called a note identifier. It sits slightly above the line of text.

It looks like this.[1]

2. putting the same number, followed by a citation of your source, at the bottom of the page. Footnoting should be numerical and chronological: the first reference is 1, the second is 2, and so on. The advantage of footnoting is that the reader can simply cast their eyes down the page to discover the source of a reference which interests them.

The first footnote for a source
In the text
Note identifiers should be placed at the end of a sentence, and follow any punctuation marks (but precede a dash). If you use a long quotation (more than three lines of text), the note identifier should be placed at the end of the quotation, i.e.:

Lake points out that a division began in the latter half of the nineteenth century with the doctrine of 'separate spheres'.[1]

At the foot of the page

When you reference a source for the first time, you must provide all the necessary information to enable the reader to locate the source.

1. You should provide bibliographic information (information about the source). This includes:
- author(s) initial(s) and surname(s)
- name of the article, book or journal
- editors (if applicable)
- publisher name and location
- year published

2. You should give exact page numbers if your reference is a direct quotation, a paraphrase, an idea, or is otherwise directly drawn from the source:

1 M. Lake, 'Intimate strangers' in *Making a Life: a People's History of Australia Since 1788*, V. Burgman and J. Lee (eds), Penguin, Victoria, 1988, p. 155.

Note formatting
- Titles of publications should be *italicized*.
- Use minimum capitalization for publication titles.
- Use minimal capitalization for journal or book article titles.
- Article titles should be enclosed between single quotation marks.
- Use commas to separate each item of the citation and end with a full stop.

Second and subsequent notes
Second and subsequent references to the same source do not need to be as detailed as the first note—they just need the minimum information to clearly indicate which text is being referred to.

With a single author
Provide all the necessary information in the first note. If you want to refer to the same source again, a simple method is to give the author's name, the year of publication or a shortened version of the book's title and the page number. For example:

1 I. Reid, *Higher Education or Education for Hire? Language and Values in Australian Universities*, CQU Press, Rockhampton, 1996, p. 87.
2 ...
3 Reid, p. 98.

If two or more works by the same author are referred to in the text, include the title:

1 E. Gaskell, *North and South*, Penguin, Harmondsworth, 1970, p. 228.
2 E. Gaskell, *The Life of Charlotte Brontë*, Penguin, Harmondsworth, 1975, p. 53.
3 Gaskell, *North and South*, p. 222.

Subsequent references to articles are done in a similar way:

17 M. Doyle, 'Captain Mbaye Diagne', *Granta*, vol. 48, August 1994, pp. 99–103.
18 ...
19 Doyle, 'Captain Mbaye Diagne', p. 101.

Abbreviations for subsequent footnotes
Another way to shorten second or subsequent references is with Latin abbreviations. For example:

Ibid = same as last entry
Use ibid when two references in a row are from the same source.

Op. cit. = as previously cited
Use op. cit. when you have already given full details of that source in an earlier note. When using op. cit. you still need to provide information such as the author's name to make the source clear. These abbreviations should be in lowercase, even when they appear at the beginning of a note.

Examples
11 I Reid, *Higher Education or Education for Hire? Language and Values in Australian Universities*, CQU Press, Rockhampton, 1996, p. 87.
12 Ibid., p. 26.
13 M. C. Doyle, 'Captain Mbaye Diagne', *Granta*, vol. 48, August 1994, p. 99.
14 Reid, op. cit., p. 147.

Citing different sources
What are 'Bibliographical details'?
They are information about a source. Such details include the names of the author, the title of the publication, the date of publication, the name of the publisher and the place of publication.

Book
List information in the following order:
1 author's surname(s) and initial(s)
2 title of book (italicized)
3 publisher
4 place of publication
5 year of publication
6 page number(s)

1 M. Henninger, *Don't Just Surf: Effective Research Strategies for the Net*, UNSW Press, Sydney, 1997, p. 91.

Article/Chapter in a Book Collection
List information in the following order:
1 author's surname(s) and initial(s)
2 title of article (between single quotation marks)
3 title of book (italicized)
4 editor(s) name
5 publisher
6 place of publication
7 year of publication
8 page number(s)

2 M. Blaxter, 'Social class and health inequalities', in *Equalities and Inequalities in Health*, C. Carter and J. Peel (eds), Academic Press, London, 1976, pp. 6–7.

Journal Article
List information in the following order:
1 author's surname(s) and initial(s)
2 title of article (between single quotation marks)
3 title of journal or periodical (italicized)
4 volume number
5 issue number
6 month of publication (if applicable)
7 year of publication
8 page number(s)

3 M. Doyle, 'Captain Mbaye Diagne'. *Granta*, vol. 48, August 1994, pp. 99–103.

Electronic Source
A Website
1   author
2   name & place of sponsor of site
3   date site was created or updated
4   URL
5   [date of accessing, i.e. 'accessed 21 July 2011']
A Document within a Website
1   author/editor, title
3   name of sponsor of site
4   last date site updated
5   URL
6   [date of accessing]

4 N Curthoys, 'Future directions for rhetoric—invention and ethos in public critique', in *Australian Humanities Review*. March-April 2001, htttp://www.lib.latrobe.edu.au/AHR/archive/ Issue-April-2001/curthoys.html, [accessed, 11 April 2011].

Emails
These are cited the same as for personal communications
Electronic Mail Lists
This includes Electronic mailing lists, Usenet Groups & Bulletin Boards
1   author
2   author's identifying details (e.g.email address)
3   description of posting
4   name of list owner
5   date of posting
6   URL
7   [date of accessing]

FIGURES/ILLUSTRATIONS

1. Figures should be supplied final size, and be no larger than 110mm x 180mm, as separate electronic files, in either TIFF or EPS format, scanned at a minimum of 320dpi for black and white halftone, or colour artwork, at 1200 dpi for black and white line art, and at 800 dpi for combination artwork (line/halftone). FIGURES EMBEDDED INTO THE WORD DOCUMENT WILL NOT BE ACCEPTED. For further details of file formats please see Cambridge Journals Artwork Guide.

2. The separate tiff/eps files containing Figures and Illustrations should be saved individually with their Figure/Picture number being the file name: ('[author surname]Fig_1.tif', '[author surname]Pic_2.eps', etc).

3. **(Please DO NOT include legends, sources and general text in the figure files; these should be included in your Word document underneath the position marker text, i.e.** '[INSERT FIGURE 1 NEAR HERE. LEGEND: Figure 1. The handbill calling the Nishads to support Ramraj and the BJP. *Source:* OND Government texts 1954…] '.

4. Each figure must be cited at least once in the text. The spelling of place names should be consistent with those used in the text. If there are more than five table/figures/ illustrations, please provide a separate word document listing them, in the order they

are to appear in the main text, with full titles, legends and sources. Pictures may be embedded in this Word document, but for information only. They cannot be used for final publication (see 1 above).

Last Updated: 22nd January 2015