

## Journal of the Royal Asiatic Society: advice for authors

It is vital that manuscripts submitted to the *JRAS* are in as polished a state as possible on first submission. Authors cannot expect to use the review process as a mechanism to formulate their ideas, and the *JRAS* will reject, without peer review, manuscripts that are clearly in draft state.

The *JRAS* recognises that some forms of analysis and debate cannot be argued within restrictive word limits, and consequently the journal does not set any definitive limits on the length of submissions. Nevertheless, the journal also insists that no submission should be longer than necessary. The absence of word limits is not an invitation to submit unedited and self-indulgently long manuscripts.

An author may choose to follow *JRAS* house style (see below) when first preparing their manuscript, as this will save time if it is later accepted. This suggestion, however, is not a requirement for manuscripts to be reviewed.

Please remember to insert an abstract of between 100 and 250 words summarising the contents of the article before the main text.

### ❖ Submission process

Submissions to the *JRAS* must be made online via ScholarOne (<http://mc.manuscriptcentral.com/jras>). If there are any difficulties, please contact the editorial office ([cdb@royalasiaticsociety.org](mailto:cdb@royalasiaticsociety.org)).

Contributors should remove their name from their manuscript and should ensure that their manuscript is fully anonymous.

Submission of a manuscript to the *JRAS* will be taken to imply that it has not been previously published in any form, including on the web.

The *JRAS* allows three exceptions to this stipulation: if a submission has been published previously (1) as part of a limited circulation set of conference working papers or proceedings, (2) on an author's personal webpage, or (3), in exceptional circumstances, in another journal in an Asian language.

Similarly, the journal will not consider submissions that are being reviewed simultaneously by another journal. If it is discovered that a manuscript has been offered concurrently to another journal, it will be rejected without peer review.

Authors of articles published in the *JRAS* assign copyright to the journal (with certain rights reserved) and they will receive a copyright assignment form for signature on acceptance of their article. Authors are responsible for obtaining permission to reproduce any material in which they do not own copyright, to be used in both print and electronic media, and for ensuring that the appropriate acknowledgements are included in their manuscript.

The *JRAS* welcomes expression of all shades of opinion, but responsibility for these rests with their author.

## ❖ Peer review process

Before the *JRAS* sends a submission out for external peer review, it is assessed internally by the editors to determine whether the submission falls within the journal's remit and meets basic standards for academic publishing. Should a manuscript fail in either of these regards, it will be rejected without undergoing external peer review.

If the editors decide to proceed with external peer review, the submission will be evaluated by at least two readers on a double-blind basis. The *JRAS* categorically refuses all requests to reveal reviewers' identities.

Contributors are welcome to recommend via ScholarOne the names of potential qualified reviewers who are at 'arm's length' from the author and, more importantly, the names of potential reviewers whom they would prefer to be excluded from consideration. The *JRAS*, however, is under no obligation to honour these requests. The journal also maintains the right to add or change reviewers at any stage during the review process as circumstance dictates.

## ❖ Turnaround time

It generally takes around two months for a manuscript to receive its first set of reviewers' reports. Occasionally this can take longer if it proves difficult to find two willing readers whose expertise falls within the requisite areas or when a reviewer who has previously agreed to report on a manuscript fails to do so.

Once an article has been accepted, it will be published on FirstView (online) before print publication takes place. The Journal normally reckons to publish articles on FirstView c. 12 to 16 weeks following receipt of the author's final copy, but please note that some articles require more complicated setting and so will require more time. Following publication on FirstView an article will then be scheduled to appear in a print issue, usually within the following eighteen months.

## MANUSCRIPT PREPARATION OF ARTICLES ACCEPTED FOR PUBLICATION

### ❖ General layout

- All articles (text and footnotes) must be clearly typed in double spacing throughout.
- The title of the article (initial upper case only), as well as a 'short' title (to be used as the running header in the published article), the author's name, affiliation, and email address (preferably linked to their institution), should be placed at the end of the article (right justified).

- An abstract of between 100 and 250 words summarising the content of the article should be inserted before the main text.
- Paragraphs should be flush left with one line space between each.
- Abstract and main text should be left and right justified. Footnotes should not be justified.
- Sub-headings must be used to break up articles. Do not use Roman numerals as section headings.
- Section (A) headings should be bold and 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 italic and centred, with one line space above and below.
- Spell out centuries, i.e. 'nineteenth century' rather than '19th century', 'tenth century' rather than '10th century', etc. Decades should be cited as 1860s, 1900s, 1980s, and so on.
- Use English format for dates, i.e. day, month, year—12 August 1978.
- Numbers: 0 to 9 should be spelt out; 10+ in numerals. For exact measurements, numerals alone should be used: 12 kms, 36 miles. Use thousands and millions, not lakh. For inclusive numbers follow these examples: 5–12, 64–67, 83–110, 100–107, 153–97, 1100–1145, 108–9, 402–12, 1001–5, 125–26, 425–657, 1224–26, 1634–714. Bridge inclusive numbers by an 'n'-dash rather than a hyphen.
- Spell out %: i.e. '15 per cent'.
- c. should always be spelled out and italics: *circa*.
- ed. and eds./trans. should be in () brackets.
- Use 'and' rather than '&', especially within references when giving the names of authors.
- Please spell out all acronyms and initialisms when first mentioned.
- All quotations must be acknowledged and fully referenced within a footnote.
- Use double inverted commas for short quotations and phrases within the main text, then single quotations for quotes-within-quotes.
- No quote marks should be used in quotations that are more than 40 words. Instead, these should be separated from the text with space above and below, right justified and indented with a one-tab space from the left margin.
- Tables should be clearly laid out and numbered consecutively. Vertical lines between columns should be omitted.
- Use British spellings: 's' rather than 'z' for ...ise/ization (materialise, constitutionalise, etc.), and, for example, 'analyse' not 'analyze', 'colour' not 'color', 'programme' not 'program'.
- Please use the phrase 'this article' rather than 'this essay' or 'this paper'.
- Please use English format dates, i.e. day, month, year (14 July 2009).

- Figures, and totals in tables, references and footnote numbers should be checked for accuracy.
- No line separator between main text and footnotes.

## ❖ Citations

Citations need to be in footnotes at the bottom on pages, **without a bibliography** at the end of the manuscript.

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 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 article. Use *ibid* when two references in a row are from the same source.

In references, there should be a space between p. or pp. and the following number(s), i.e. 'p. 15' or pp. 15-22.

## ❖ JRAS 'house style' for footnotes

### **Book**

G. H. Luce, *Phases of pre-Pagán Burma: Languages and History* (Oxford, 1985), i, pp. 171-88.

B. Z. Kedar (ed.), *Jerusalem in the Middle Ages* (Jerusalem, 1979), p. 122.

### **Chapter in edited volume**

M. Sharon, 'The Ayyubid walls of Jerusalem', in *Studies in Memory of Gaston Wiet*, (ed.) M. Rosen-Ayalon (Jerusalem, 1977), pp. 179-95.

### **Journal article**

C. E. Bosworth, 'Ghaznevid military organisation', *Der Islam* XXXVI (1960), pp. 40-50.

### **Unpublished dissertation**

Elizabeth Kier, 'Changes in Conventional Military Doctrines: The Cultural Roots of Doctrinal Change', (unpublished PhD dissertation, Cornell University, 1992), p. 200.

### **Website**

F. Jansz, 'LTTE's police and UFPA's silence', *The Sunday Leader*, 20 June 2004, <http://www.thesundayleader.lk/archive/20040620/issues-more.htm> (accessed 31 January 2018).

(It is essential to mention the date on which the website was accessed because many websites become redundant with time, and so cannot be referred to later on. In case of article references from a website, follow the style of printed texts above, followed by the reference to the website and date on which it was accessed.)

Later references should use a shortened title, e.g. Luce, *Phases of pre-Pagán Burma*, p. 33.

Please do not use op.cit. and loc. cit., but instead use *ibid.* where necessary. E.g., *ibid.*, pp. 56–71.

Use *et al.* if there are more than three authors.

## ❖ **Figures/illustrations**

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 <https://www.cambridge.org/core/services/authors/journals/journals-artwork-guide>.

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.).

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...]'

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 tables/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).

## **FINAL SUBMISSION**

The final submission of an accepted article must be supplied again through ScholarOne (<https://mc.manuscriptcentral.com/jras>) in TWO formats:

1. A Word document, with .docx extension.
2. A PDF document of the Word file, which accurately displays all diacritical marks and unusual fonts if used.

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.

Please note that when an article 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.

The initial Word document (with accompanying pdf document displaying all diacritical marks if relevant) sent in by the author will be viewed by the copy-editor. 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 copy-editor 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 copy-editor, and to resubmit the final amended Word document, together with an updated pdf file.

## ❖ Proofs

First proofs in PDF format only will be sent to the author who will be expected to return them to the email address that appears on the cover sheet within the specified number of days. Authors should note that no substantive alterations or additions can be made to first proofs, and therefore that they should ensure that their final submission is thoroughly checked for accuracy.

Authors are reminded that if they wish to withdraw their article from the journal after it has reached proof stage, they are liable for the cost of typesetting their paper.

## ❖ Open access policies

Please visit Open Access Policies at <https://www.cambridge.org/core/services/open-access-policies> for information on *JRAS* open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository. Enquiries about Open Access should be directed to: [cdb@royalsocietypublishing.org](mailto:cdb@royalsocietypublishing.org).