

Asia Pacific World

INFORMATION FOR CONTRIBUTORS & STYLE GUIDE

The Editorial Board welcomes contributions. Authors should submit articles as word attachments by e-mail, formatted as Microsoft Word or Rich Text Format files. Electronic submissions are preferred but mailed contributions will be reviewed. Please note that all correspondence will be transmitted via e-mail.

Please email submissions of **articles** or expressions of interest in **reviewing books** to the Editor: Emma Barber ap-world@apu.ac.jp.

Statement of Originality

On submission, authors must include a statement of originality along with their submitted paper. For papers with multiple authors, authors will need to fill out a form which confirms authorship and originality of the work.

Plagiarism and Double Submission

Asia Pacific World has strict policies on plagiarism and double submission. All new and revised submissions are screened by the latest in plagiarism-checking software before they are further reviewed by the Editors and peer reviewers. Papers found to be plagiarized or double submitted will be rejected, and we may inform the author's institution of the matter. *Asia Pacific World* follows the Guidelines and Flowcharts of the Committee of Publication Ethics (COPE) when dealing with such cases: <http://www.publicationethics.org/>

Papers considered

The Journal accepts papers in the following categories: Original Research Articles (which may include experimental and analytical research, as well as others), Book Reviews, Review Articles, Reports (case reports, technical reports), Commentaries and Opinion pieces.

Original Research Articles must include the following components: Title, Abstract, Keywords, Introduction, Methodology (Materials and Methods), Discussion, Results and Findings, Conclusion and References. Original Research Articles should present new knowledge and findings in the field, instead of repeating the existing knowledge in a new form.

Original Research Articles should be 6,000-8,000 words (including notes and references), although longer and shorter articles may be considered. Reviews should be 800-1,000 words and Review Articles must usually have a minimum of three titles reviewed, and be 2,000 to

4,000 words in length. Commentaries and Opinion pieces should be up to 1,000 words. Longer Reviews, Commentaries and Opinion pieces may be considered.

On occasion, the reviewer may request from the author access to data and calculations while reviewing the manuscript. Contributors who submit papers containing models and calculations must be willing to provide back-up data and calculations if requested by the reviewer.

Book reviews

Book reviews should be 800 words, set in Times New Roman, 12 point, double-spaced, and justified. At the top of the book review, please style the book's bibliographic information as follows:

Examples

China, Asia, and the New World Economy. By Barry Eichengreen, Charles Wyplosz, and Yung Chul Park, eds. Oxford University Press, 2008. xxii, 405 pp. L30.50, (hardback); L21.00, US\$39.95 (paperback).

At the end of your review, please sign off with your name and institution in italics, set right-justified. If References are included, please style them according to pp 7–10 of this Guide.

FORMATTING

The document must be set at the US letter or A4 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. An unusual character or diacritical mark should be flagged, as the character may not translate correctly during typesetting.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (address, phone, fax, and e-mail), biographical data of approximately 100 words for each author, and any acknowledgments. Please provide a total word count and indicate the number of tables and/or figures as included. The figures should be named clearly so that

their placement in text can easily be matched to where they are called out in the text.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than 150 words and 6 to 8 keywords. The abstract should not duplicate the text verbatim but include the research question or puzzle, identify the data, and give some indication of the findings. Keywords will be drawn from the content and not duplicate the article title.

COPYRIGHT/PERMISSIONS

Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. The author is fully responsible for obtaining all permissions and clearing any associated fees.

ARTWORK

Figures and corresponding captions should be placed in separate files; only placement indicators should appear in the main text. Figures should be numbered consecutively as they appear in the text. Please number items individually (figure 1, 2, 3, 4) as opposed to grouping items together (figure 1, figure 2a, 2b, 2c). 'figure,' 'table,' etc., are lowercase unless they begin a sentence or are capitalized in titles. Thus, in the phrase "see figure 11.1," the word 'figure' is lowercase.

For optimal reproduction, halftones (black and white photos or figures without lines) should be submitted as TIFFs (resolution 300 dpi) with all fonts embedded. Line drawings, such as graphs and charts, should be black and white and submitted at 800 dpi. Additionally, all images should be approximately 4 x 4 inches at the resolution indicated. Figures that are embedded in Word or Powerpoint files cannot be used. Figures may also be submitted on glossy camera-ready paper.

Tables and corresponding captions should be placed in separate files; only placement indicators should appear in the main text. As with the figures, please be sure to number the tables consecutively.

Authors are responsible for providing images, tables, graphs, diagrams and charts in a form ready to be printed.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

Asia Pacific World is a refereed journal. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author.

PUBLICATION

Manuscripts that have been accepted for publication but do not conform to the style guide may be rejected or returned to the author for amendment. The Editors also reserve the right to alter usage to conform to the style guide issued by the Publishers. Authors may not supply new materials or request major alterations following the copyediting stage so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *Asia Pacific World* style guide is based on the *Chicago Manual of Style* (CMS) 14th and 15th editions, with some deviations for house preferences. Please note that the journal uses US punctuation and spelling, following *Merriam-Webster's Collegiate Dictionary*.

ARTICLE TITLE AND HEADINGS

Use capitalization in the article title and headings (in English) for nouns, pronouns, verbs and adjectives.

Prepositions and conjunctions are not capitalized (or, but, over, through, between).

Do not number headings within an article. Rather, indicate different levels of headings by varying the typeface, position, and size (eg, use bold for the main headings [Level 1]; italic for sub-headings [Level 2] and underline for Level 3 headings)

Superscript note reference numbers and/or asterisks should not be placed on essay titles, headings, epigraphs, or the essay author's name.

ITALICS/BOLD

Note: Do not use bold for emphasis at any time. Bold type should be used only for titles and headings.

Do not underline words that are meant to be italicized. Instead, change the affected text to italics.

Use italics for emphasis sparingly. It is usually possible to make your point without

special emphasis.

ABBREVIATIONS

☐☐ Acronyms must be spelled out on first appearance with the acronyms in brackets, eg Asia Pacific Economic Cooperation (APEC). The acronym can then be used in subsequent references.

☐☐ Some abbreviations drop the full point, including those in the international system of measurement:

Mr Mrs Dr St Ltd Mme Mlle m mm kg

☐☐ A full point for: ed. eds. vol. seq. no. *ibid.* et al.

☐☐ Names of countries are spelled out in the main text but can be abbreviated in tabular matter, lists, etc. In the absence of a universal standard for abbreviating countries, use periods in the abbreviation of the names of some countries, but omit them in others, especially those that are acronyms.

Ger., Isr., It., Swed, Russ., US, UK, USSR and other acronyms UN, EU, NATO

☐☐ Centuries should be spelled out rather than using numerals: use “sixteenth century” *not* “16th century.”

☐☐ Postal abbreviations are now used for the names of US states in reference list entries.

Note that a comma precedes the state abbreviation: Cambridge, MA; Evanston, IL; Albany, NY; Lanham, MD.

PUNCTUATION

☐☐ All punctuation should be followed by a single space and not a double space.

☐☐ There should be no period at the end of headings or subheads.

☐☐ There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.

TRANSLITERATION

☐☐ We recommend that contributors refer to the Hepburn, Pinyin or other recognized system for Asian languages.

☐☐ All technical terms from languages using non-Roman alphabets (and with no acceptable romanization system) must be fully transliterated with diacritical marks clearly indicated.

☐☐ Contributors are fully responsible for the consistency and accuracy of their transliteration.

☐☐ Transliterated terms (with the exception of those words that have become familiar in English, such as: *catharsis*, *habeas corpus*, *fait accompli*) should be italicized on the first

instance and throughout the remaining text.

[BRACKETS] AND (PARENTHESES)

Use square brackets for editorial comments within quotations or for uncertain data in references (eg, if the publication year or city is ascertainable but does not appear in the book).

Brackets are also used within parentheses: (he used to go there [to Tehran] every spring).

Include translations of foreign-language quotations in brackets immediately following the quotation (without italics and without quotation marks):

‘Todas somos amigas de desde chiquitas, casi puras vecinas’ [We are all friends since we were small, and almost all are neighbours].

QUOTATION MARKS

Single quotation marks are used to denote terms, and in most cases, the quotation marks should be used on every instance that the term appears throughout the essay.

Always use double quotes. Single quotes are only used within a quotation:

He remarked: “This charge of ‘fraudulent conversion’ will never stick.”

Unless the punctuation is part of an original quotation, the closing quote mark follows all punctuation.

Quotations of eight to ten lines or longer (or over 60 words) should be indented as extracts and separated from the main text. Such text extracts should not be set within quotation marks.

Extracts longer than 400 words require copyright permission.

DASHES

The American style for dashes has no blanks before or after the en dash.

An author may substitute a hyphen for the en dash if necessary.

The en dash is commonly used in ranges without additional spaces: 129–173, Monday–Thursday, vi–xii.

ELLIPSES POINTS (...) (. ...) (, ...) (... !)

Three points should be used for omitted text. There should be one space before and after the ellipsis.

If the omitted text follows a completed sentence, there should be four dots, the first indicating a period (full stop).

In contradiction to the three-dot ellipses, there is no space between the last word in the

sentence and the first period ending the sentence.

DATES, NUMBERS AND RANGES

Dates should be set day/month/year, with no comma in between the elements, eg 26 January 1988.

In general, use words for numbers that are less than 100, and numerals for all other numbers.

Number ranges should *always* be non-abbreviated: 1979–1999; 249–381.

In-text number ranges should employ prepositions not dashes:

Use “from 1924 to 1928” or “between 1924 and 1928”

Do *not* use “from 1924–1928,” and not “between 1924–1928”

BIAS/PAROCHIALISMS

Never use a feminine article to refer to ships, countries, and so on. Use “it” and “its” rather than “she” and “her.”

If possible, avoid gender-specific language in contexts in which it is not necessary. The use of neutral pronouns is preferred whenever feasible.

humankind *instead of* mankind; spokesperson *instead of* spokesman

Authors should not assume that all of the readers share their social and humanistic experiences, background, and world-view. Making generalizations that imply such a shared experience should be avoided.

AUTHOR-DATE SYSTEM

In-text citations should follow the author-date system with full documentation in the Reference section.

Every author mentioned in the reference list must be cited in the main text, and every author cited in the main text must be listed in the reference list.

Confirm that spelling and dates are consistent between in-text citations and the reference list.

Any parenthetical notes should be presented as endnotes, and should be kept short and to a minimum. Authors should use the software feature that allows notes to be added in Word. This ensures that the endnotes will be numbered sequentially and correctly, and that no entries will be left out.

Acknowledgements should not be included as a numbered note but given its own heading and paragraph following the body of the text, prior to the note and reference sections.

IN-TEXT, AUTHOR-DATE CITATION EXAMPLES

(Smith 1987; Pickett and White 1985)

Jones's research (1977, 1979a, 1979b)

(Kant n.d.; McGinnis forthcoming)

Single Author with Multiple Sources: (Smith 1993; 1998)

Three or More Authors: (Jones et al. 2001)

Authors with Same Last Name: (D. Smith 1981; G. Smith 1999)

REFERENCE LIST

The style that *Asia Pacific World* has adopted for its reference lists is based on figure 16.2 in *CMS*, 14th ed.

It is preferred that the authors' first names be given in full, rather than using first-name initials.

Note that article and chapter titles are to be capitalized and enclosed within quotation marks.

When listing two publication cities, use 'and' (not a comma or slash) to join them: "New York and Oxford" *not* "New York, Oxford" or "New York/Oxford."

The reference list must be in alphabetical order with a period placed at the end of each entry. For multiple listings under an author's name, list the oldest publication first, followed by the next publications, in chronological order.

In the references section, please use underscores rather than dashes to indicate a subsequent title by the same author.

Please confirm that web links are accessible as cited.

If possible, update information where references cited are in press or submitted for publication.

REFERENCE EXAMPLES

BOOK

Wagner, Roy G. [1975] 1981. *The Invention of Culture*. Chicago: University of Chicago Press.

——— 1986. *Symbols that Stand for Themselves*. Chicago: University of Chicago Press.

TWO AUTHORS (USE COMMA TO SEPARATE)

Bloch, Alexia, and Laurel Kendall, eds. 2004. *The Museum at the End of the World: Encounters in the Russian Far East*. Philadelphia: University of Pennsylvania Press.

CHAPTER IN A BOOK (NOTE PLACEMENT OF PAGE NUMBERS AND EDITORS)

(Include full stops only if and exactly where the reference indicates)

Appadurai, Arjun. 1991. "Global Ethnoscapes: Notes and Queries from a Transnational Anthropology." Pp. 191-210 in *Recapturing Anthropology*, ed. R. Fox. Santa Fe, NM: SAR Press.

SEVERAL CONTRIBUTIONS TO THE SAME BOOK

When two or more contributions to the same multi-author book are cited, the book itself, in addition to the specific contributions, may be included in the reference list. The entries for the individual contributions may then cross-refer to the book's editor(s). In the shortened form in the reference list, no mention of the title, publisher, and publication city is then needed. Abbreviations such as "eds." and first-name initials are omitted.

Bryant, Clifton D., ed. 2003. *Death and Dying: A Reference Handbook*. 2 vols. Thousand Oaks, CA: Sage Publications.

Hayslip, Bert, Jr. 2003. "Death Denial: Hiding and Camouflaging Death." Pp. 34-42 in Bryant 2003.

ARTICLE IN A JOURNAL

Gingrich, Andre. 2006. "Neo-Nationalism and the Reconfiguration of Europe." *Social Anthropology* 14(2): 195-217.

REPORTS

Marciniak, Edward, and Nancy Jefferson. 1985. "CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report." Chicago: CHA Association (December 1985).

SPEECHES

Gillard, Julia. 2008. "A Higher Education Revolution: Creating a Productive, Prosperous, Modern Australia." Speech given at the Australian Financial Review Higher Education Conference, Sydney (13 March 2008).

PAPERS READ AT MEETINGS

Common, Mark. 2001. "The Role of Economics in Natural Heritage Decision Making." Paper presented at conference Heritage Economics: the International Society for Ecological Economics, June 3, in Canberra, Australia.

TRANSLATIONS

Translations in English should be provided wherever possible.

Cortázar, Julio. 1969. *Cronopios and Famas*. Trans. Paul Blackburn. New York: Random House.

Labidi, Leila. 1989. *Cabra hacham: Sexualité et tradition* [Patience and Shame: Sexuality and Tradition]. Tunis: Dar Annwras.

ARTICLE IN A NEWSPAPER OR MAGAZINE

Fontanelle, Eric C., and Valerie Mandible. 1951. "Iron Despair: Postwar Bewilderment." *World Spectator*, 6 April.

If the article has no author, please cite by title:

"Iron Despair: Postwar Bewilderment." 1951. *World Spectator*, 6 April.

MOVIE

Godard, Jean-Luc, dir. [1966] 2005. *Masculin Féminin*. Criterion Collection.

DISSERTATION

Downer, John. 1975. "Necessity and Knowledge in the Later Philosophy of Wittgenstein." PhD diss., University College of North Wales.

UNPUBLISHED MATERIAL

Marciniak, Edward, and Nancy Jefferson. 1985. "CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report" (December). Chicago: Unpublished.

ORGANIZATION AS 'AUTHOR'

Metropolitan Housing and Planning Council. 1982. *Map 2000: Metropolitan Area Plan for the Year 2000*. Chicago: Metropolitan Housing and Planning Council.

MATERIALS IN ARCHIVES:

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

INTERNET / WORLD WIDE WEB SITES:

World Health Organization. 2000. "Committee on Technical Barriers to Trade—Notification—Mexico—Tequila" [online WHO notification]. Document G/TBT/Notif.00/168, serial number 00–1336 (3 April). <http://docsonline.eto.org> (accessed 9 April 2000).

NAMES

Japanese and Chinese names should usually be given in the normal Japanese and Chinese order with the family name first, followed by the personal name. The major exception is reference to published works in which the Western order has been used.

TEXT PREPARATION CHECKLIST

All text, including headings, sub-headings, notes, and references, are set in a standard 12-point type, such as Times or Times New Roman, and must be double-spaced with a 1-inch margin on all sides.

US spelling has been used: set default language to “English (USA),” and make sure that the spell checker is in US English.

The abstract is no more than 150 words.

The abstract is a summary or overview of the entire article. Whereas it can paraphrase the text, it has not duplicated verbatim sections of the main text. Please be sure that such duplicated text is avoided.

The keywords are limited to eight and listed in alphabetical order.

Bold type should be used only for titles and headings, not for emphasis. Use italics (sparingly) for emphasis.

Although the contributions may originally have been papers presented at a conference, in the journal they should be referred to as articles.

Italicize on every instance foreign-language words that are not common in general English usage.

URLs should not be located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). URLs should be relocated to endnotes or the reference list.

Copyright permissions have been obtained for any quotations longer than 400 words.

Any artwork supplied conforms to the requirements with location called out in the text and all permissions cleared.

The Style Guide has been followed:

o References adhere to the examples provided.

o Every author mentioned in the reference list has been cited in the main text or notes, and every author cited in the main text and notes has been listed in the reference list.

Please always double-check your manuscript to see that these conditions have been met.

THANK YOU FOR YOUR COOPERATION!