

*Asian Ethnology*  
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## Introduction [[return to top menu](#)]

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.

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

*Asian Ethnology* is a peer-reviewed journal that publishes articles, research notes, research materials, review articles, and books reviews. The preferred length of articles is 6000–8000 words. 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.

Manuscript submissions should be sent as email attachments, in either Micro-soft Word or Rich Text Format, to the address above. 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 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.

Manuscripts, editorial correspondence, and book review enquiries should be addressed to:

Editors, *Asian Ethnology*  
18 Yamazato-cho  
Showa-ku  
Nagoya 466–8673  
Japan, tel: (81)–52–832–3111 (ext. 3468)  
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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). Authors are advised to consult previous issues of *Asian Folklore Studies*, such as (Vol. 66, 2007), accessible online at <http://nirc.nanzan-u.ac.jp/publications/afs/> (click on “Back Issues On-Line [from 1942]” regarding stylistic issues).

#### 1.1 Preparation of Manuscripts [[return to top menu](#)]

Manuscripts for consideration in *Asian Ethnology* are evaluated for content and style. Papers must be clearly written in English and checked thoroughly by a native speaker. Failure to do this could delay the processing of the manuscript.

a. Requirements for initial stage [[return to top menu](#)]

The manuscript must contain the following

- contact details (including mailing and email address)
- brief biographical sketch
- a title page with a 150-word summary 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 web sites.

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 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 you can also test whether your figures are suitable for production by using the preflight tool at <http://dx.sheridan.com/onl/>

b. Requirements for next stage [[return to top menu](#)]

Once the review process has been completed, the author should send a paper copy of the revised manuscript plus a final electronic version.

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.

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.

**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/transcriptions [[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.

## 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 to indicate authors' surnames in textual references (e.g., YOSHIDA 1970, 37) and bibliographies, **do not use all caps or small caps anywhere in the manuscript**, except in the case of abbreviations in references (see [3.1 References d. Abbreviations](#)). Small caps will be added as necessary during the editing process.

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

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

For references to works within the text (including footnotes), 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 footnotes 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.

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.

a. 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.

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

c. Journal articles [[return to top menu](#)]

Ikegami Yoshimasa

1994 Local newspaper coverage of folk shamans in Aomori Prefecture. In *Folk Beliefs in Modern Japan*, ed. Inoue Nobutaka, trans. Norman Havens, 9–91. Tokyo: Institute for Japanese Culture and Classics, Kokugakuin University.

**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).