International Journal of Asian Studies

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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. Normally, colour illustrations will appear as such in the online PDF publication, but be printed in black and white in the paper version, with a reference to the colour version on Cambridge Journals Online. Colour illustrations can also be printed in the paper version if requested, but will incur extra cost, which normally is borne by the author.

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Words or phrases in languages other than English should be italicized, except for proper names and words which have been assimilated into English. Chinese characters (also in Japanese and Korean) 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 phonetic scripts (such as *hangul*, *kana*, Arabic, Sanskrit) are not used (except when they are an integral part of text strings in Japanese or Korean which include characters, or are otherwise necessary for explanatory purposes).

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Dates should be simplified to a day-month-year format: 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.

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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.

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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*" 朱子の家礼と儀礼経典. *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 巻 ("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).

For complete citations in footnotes (in book reviews) the following formats should be used the first time the work is cited:

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

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

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