



Instructions for Authors

Manuscripts

The first page of the article should give the article title, author's name, affiliation, and a running header (condensed title) of no more than 40 characters including spaces. The first page should also include an abstract of around 100 words, marked by the header ABSTRACT.

All pages should be consecutively numbered including the bibliography. Authors whose native language is not English should have their manuscripts checked by a native English-speaking colleague prior to submission. Great care should be taken that the chosen bibliographical format is entirely consistent.

All manuscripts should be submitted in electronic form as well as on paper. The electronic files should be on either a 3.5" diskette or a CD-ROM in a format that be used in Word for Windows. The text should be typed double-spaced with wide margins, using Times New Roman. To facilitate conversion of Chinese characters, please use a Unicode font. The printed version should be correct and contain all Chinese characters and diacritics. Please send a single-sided print on either A4 or US letter (8.5" by 11") with the electronic files.

Illustrations & tables

Illustrations and tables should be included only in so far as they are absolutely indispensable for a correct understanding of the text.

Diagrams, charts, maps, plans and other line illustrations should be submitted in a form suitable for direct reproduction, i.e. neatly drawn with India ink on white drawing paper or on tracing paper and provided with lettering in printing type. When supplied in digital format line illustrations should be 600 dpi at the format at which they will appear in the article.

Halftone illustrations should be submitted in the form of glossy black-and-white photographs and should be ready for direct reproduction. When supplied in digital format halftone illustrations should be 300 dpi at the format at which they will appear in the article.

The approximate positions of all illustrations should be clearly indicated in the margins of the manuscript.

In-table references to notes should be by means not of numbers but of letters (a, b, c etc.).

Authors of articles containing large numbers of tables should submit these tables in a form suitable for direct reproduction.

Illustrations and camera-ready tables whose sizes exceed the width and/or the height of the type area should be submitted in a form permitting sufficient reduction.

References

All bibliographic references should follow the Chicago Manual of Style, 14th edition.

Proofs

Authors receive first proofs for reading. Second proofs are read by the editors only. The proofs will be sent by email as PDF files. Larger files will be zipped.



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Offprints

Authors of articles are entitled to 25 complimentary offprints, authors of reviews to 8.

Charges

The publisher reserves the right to charge authors for:

- changes made to proofs other than correction of compositor's errors;
- extra work resulting from the presence in the text of large numbers of words in scripts other than the Roman, Chinese and Japanese ones;
- any reworking or improving of illustrations or camera-ready tables that may appear to be necessary.

Contact details

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