Institute of East Asian Studies
University of California, Berkeley

Publications Guidelines for Authors

To keep production costs as low as possible and to publish your book as quickly as possible, we ask that you follow certain rules when submitting your manuscript.

Preparing Your Electronic Manuscript

If possible, use MS Word (for pc or Mac). Save each chapter as a separate file. Also save all tables, figures, and charts in separate files. Don't mix art in with text files. Our covers have full-color images; if you have a photograph or design in mind, please send it as well.

Submit your electronic manuscript as an e-mail attachment. Make certain that every file is clearly identified. Don't send multiple (old) versions of your chapters.

We require the submission of one hard copy (for reviewers) in addition to the electronic copy. The hard copy *must* match the electronic copy exactly. Send the paper manuscript to the editor using a traceable service such as UPS, FedEx, or registered mail. Always keep at least one complete, up-to-date copy of your manuscript for back-up.

Formatting Guidelines

Double-space *everything*. That includes notes, references, footnotes, block quotations, etc. Set margins to at least 1 inch all around. Font should be 12 point.

Type the text such that it is ragged right (unjustified). Allow your word-processing program to do automatic word-wraps without hyphenation so that there are no hyphens breaking words at the far right side of the pages.

Perform word-processing operations the same way every time. Each key you press leaves a unique electronic "signature" in a file. For example, using the tab key to indent the first line of a paragraph leaves a different "signature" than pressing the space bar a few times to indent; likewise when using the automatic paragraph indentation in MS Word. An inconsistent approach to typing on your end can complicate the composition process on our end.

Make sure that everyone involved in preparing your manuscript uses these formatting guidelines for the sake of consistency.

Style Advice

IEAS Publications generally follows *The Chicago Manual of Style* in all matters of editorial style. For spelling and hyphenation, we refer to the current edition of Webster's dictionary. Some common style issues are addressed in the following.

Capitalization. Standard practice is to lowercase general references to an organization. For example, although we capitalize the full, official names of organizations—e.g., "U.S. Navy," "the World Bank"—we lowercase partial names used for general references to the same organizations—"the navy," "the bank."

Personal titles are treated in a similar fashion. When a title immediately precedes a person's name, it is capitalized—"Director Wen-hsin Yeh"—but when the title appears alone or *after* the person's name, it is lowercased—"Wen-hsin Yeh, the director."

Punctuation. We use the serial comma (a, b, and c *not* a, b and c)

Dates. In text, U.S.-style dates require a comma before and after the year: "On January 1, 2001, we celebrated the new year." European-style dates—1 January 2001—are also acceptable; just be consistent.

Plurals of dates are formed by adding an "s"—1960s. Dates spanning several years should be given in full (1953–2003). Spell out centuries—nineteenth century (not "19th century").

Numbers. This is another troublesome area for most authors. For general text, spell out one through one hundred. Also spell out rounded thousands and millions—six thousand, fifty-two million (but 52,123,456). However, use numerals for units—23 miles, 16 cups. For inclusive numbers, such as page ranges, use the full style (i.e., "221–228" *not* "221–28").

Titles and Headings. First-level headings should be bold; second-level headings should be italicized. Third-level headings should begin with a regular paragraph indent and end with a period, with the text of the paragraph immediately following. Keep chapter titles and headings descriptive but brief.

Please be especially careful when capitalizing words in titles and headings. Always capitalize the first and last word in a title or heading. Beyond that, do *not* capitalize articles (the, a, an), prepositions (to, from, over, above), or coordinate conjunctions (and, for, or, nor). *Do* capitalize nouns, verbs, adverbs, adjectives, and pronouns. Bear in mind that the word "is" is indeed a verb and as such should be capitalized!

Quotations. Short quotations (the equivalent of four lines or less) should be run in with the text, preceded and followed by double quotation marks. Longer quotations should be set off from the text by an extra line space above and below and by being entirely indented (as a block extract).

Footnotes. Notes should be numbered consecutively by chapter. For citations, we follow *The Chicago Manual of Style* regarding footnotes and ask that you do the same. Be sure that your

bibliographical information is complete (including place of publication for books, page numbers where appropriate, volume and number for journals, etc.).

If you would rather use author-date references in the text, please doublecheck the internal citations against the reference list. The dates and names should always agree. We suggest that you use a style with minimal punctuation: (Roberts 1976, 25–26; Wang 2004a, Wang 2004b).

We prefer you not to use "op. cit," "ibid.," or "idem." It is clearer to the reader if you use the author's family name followed by a shortened version of the title for repeated citations.

In bibliographies and reference lists, you may use six hyphens to replace the full name of an author cited in the entry immediately above.

Tables and Figures

All artwork (including tables, figures, graphs, charts, photos, maps, etc.) should be numbered consecutively. Include a reference for each piece of art so that the reader will know where in the text the material is discussed. Always refer to the art by number—"as shown in table 14.3" (not "as follows" or "in the table below").

In addition to having a text reference to each piece of artwork, you need to insert a "placement" notice at the end of the paragraph in which the piece of art is mentioned. Type the placement notice on a line by itself, with a blank line above and below and with square brackets enclosing it:

[Table 3.1 near here.]

When possible, please send artwork in native file format, so it is editable on our end. For example, if a graph was made in MS Excel, send that file rather than place the graph as a picture in an MS Word document. Likewise, images should be jpg or eps rather than pdf.

For an image to be used in print, it must be at least 300dpi/ppi, It should also be a reasonable size (our books are 6 inches by 9 inches).

Provide source notes for all your artwork. Authors are responsible for obtaining permission to use artwork as necessary.

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