

Your initial submission to AAS should be an extended excerpt of your manuscript (10,000–15,000 words, including a full Table of Contents and a representative sample chapter) and a completed Author Questionnaire. Do not send complete manuscripts (excerpts will not be returned). If, after initial evaluation, your manuscript is selected to be sent for review, you must then be prepared to provide a complete manuscript. Only complete manuscripts that adhere to the guidelines below will be reviewed. Books in the series are typically 6" x 9" paperback printed in black & white.

LENGTH OF MANUSCRIPT/GENERAL ORGANIZATION

Complete manuscripts should include page numbers and be printed on white paper (single or double-sided), double-spaced in 12-point type, with margins of at least one inch all around. Our preference is for manuscripts that do not exceed 100,000 words (inclusive of front matter, bibliographic material and endnotes) although we will not discount a manuscript based on length alone.

Please include a cover page which includes the title of the manuscript and the total word count. The cover page must also include information on the author: name, title, professional affiliation, complete mailing address, e-mail address, and telephone and fax numbers. **To allow blind peer review, please do not enter the name of the author on any other pages.** We will seek evaluations from at least two qualified evaluators. **Once a manuscript is sent for review we request right of first refusal to publish.**

ENDNOTES

Endnotes are preferred to footnotes. Please conform to the 15th edition of the *Chicago Manual of Style*. Endnotes should be typed and double-spaced on separate pages that follow the manuscript but precede the bibliography and/or "References for Further Study." **Please avoid automatic endnote/footnote functions and submit notes in a separate file, not as part of each chapter.** Do not place note numbers in chapter titles or headings. Note numbers should always follow punctuation and be placed at the end of sentences if possible. Try to avoid having more than one note in a sentence. Combine notes if possible. **Note numbers should begin with note 1 at the start of each chapter.**

BIBLIOGRAPHY

Please conform to the Humanities Style in the *Chicago Manual of Style*. The bibliography should be typed and double-spaced on separate pages that follow the endnotes.

PHOTOGRAPHS, ILLUSTRATIONS AND FIGURES

The inclusion of photographs, maps, and other graphics is strongly encouraged. Images should be submitted in high-resolution digital form (at least 300 ppi). Photocopies of illustrations and figures should accompany the manuscript. Illustrations or figures should be placed as close as possible to the first text reference. They should be numbered sequentially, and captions should be typed below. **NOTE: The AAS does not furnish artwork, maps, or illustrations for booklets. These are the responsibility of the author. Authors must obtain written permission to reproduce each illustration or photo—and provide payment if required—prior to the manuscript being entered into production.** Copies of all necessary reprint permissions must be included with your finished manuscript.

TABLES

Tables should be numbered sequentially. Each table should be discussed in the text, but should also be intelligible by itself and have a concise title and column headings. Each table should be inserted in the text near the corresponding narrative.

EDITING OF TEXT

For manuscripts that have been accepted for publication, the AAS reserves the right to make stylistic edits (grammar, punctuation, syntax). Changes will be made only with the consent of the author.

SUBMISSION INFORMATION

If, after initial evaluation of your excerpt, your manuscript is selected by AAS for review, you should be prepared to send two complete copies to: Jonathan Wilson, Publications Manager, Association for Asian Studies, 825 Victors Way, Suite 310, Ann Arbor, MI 48108 USA along with a full *Curriculum Vitae* and a cover letter stating that your manuscript is not under consideration for publication elsewhere.