

ASIA SHORTS

AUTHOR GUIDELINES

YOUR PROPOSAL

Please submit your proposal to “Asia Shorts” Editor, Bill Tsutsui, tsutsui@hendrix.edu for initial evaluation. Your proposal should consist of:

- An overview of the proposed book along with an outline of its main theme(s), arguments, and significance to the field.
- A draft Table of Contents outlining the content and structure of each chapter.
- A draft Introduction or sample chapter.
- If applicable, a comparison with other published books on the topic.
- A brief overview of the intended audience.
- An estimate of the length of the manuscript, your plans for illustrative materials, and an estimate of a schedule for completion.
- A completed “Asia Shorts” author questionnaire—available at www.asian-studies.org/publications/Asia-Shorts-Questionnaire.doc
- The recommended manuscript length, inclusive of all material, is between 35,000 and 75,000 words.

SUBMISSION OF YOUR FULL MANUSCRIPT FOR REVIEW

If your proposal is accepted for blind peer review, the series editor will negotiate a timeline with you for the submission of your complete manuscript and a Letter of Intent will be sent to you. Only complete manuscripts will enter the formal review process.

POST-REVIEW EDITS

Reviewers may provide suggestions for changes to the manuscript. Reviewer suggestions will be provided to the author for comment and/or implementation prior to final acceptance for publication.

Final decisions to accept or reject manuscripts will be made by the editor.

IF YOUR MANUSCRIPT IS ACCEPTED FOR PUBLICATION

If, after review, your manuscript is accepted for publication, please adhere to the following format.

- Manuscripts should be double-spaced in 12-point type with margins of at least one inch all around and prepared using Microsoft Word.
- Do not send your entire manuscript as a single Word file; please create a new Word file for each chapter or section (including front matter, bibliography, section title pages, etc.).
- Every page should be numbered to indicate the page number and chapter number.
- The cover page should include the title of the manuscript and the total word count. It should 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, the name of the author should not appear on any other page.**

- **NOTES: Use endnotes rather than footnotes.** Each new chapter should begin with Note 1. Please conform to the *Chicago Manual of Style*. Avoid the automatic endnote function in Word and include the notes at the end of each chapter file. Do not place note numbers in chapter titles or headings. Note numbers should always follow punctuation and be placed at the end of sentences. Try to avoid having more than one note in a sentence and combine notes where possible.

BIBLIOGRAPHY

Please conform to the Humanities Style in the *Chicago Manual of Style*.

PHOTOGRAPHS, MAPS, ILLUSTRATIONS, FIGURES, AND TABLES

- We encourage the inclusion of photographs, figures, maps, and other illustrative materials. Images should be submitted as high-resolution digital JPEG (or similar) files, at least 300 ppi with accompanying photocopies for editorial use. Please number the images sequentially and indicate where each should appear, together with a suitable caption.
- Tables should be numbered sequentially and have concise titles and column headings. Each table should be discussed in the text but remain intelligible by itself. Each table should be inserted in the text near the corresponding narrative.
- Number display materials such as tables, figures, maps, and charts and submit them in separate files. Placement in the text should be indicated with a statement such as “Place figure 2.3 about here” on a separate line in the text. Please supply a separate file containing figure captions, map titles, table titles, and so on.
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SUBMISSION INFORMATION

Please e-mail your manuscript to both: (i) “Asia Shorts” Editor, Bill Tsutsui, tsutsui@hendrix.edu; and (ii) AAS Publications Manager, Jon Wilson, jwilson@asian-studies.org.

COPYEDITING, LAYOUT, AND AUTHOR REVIEW

Manuscripts accepted for publication will be copyedited and returned to the author for review prior to layout. After layout, the book will be returned to the author for review and, providing that there are no edits affecting pagination, for index preparation. It will be the responsibility of the author to prepare an index or to compensate a third party for index preparation.

CONTRACT AND HONORARIUM

An honorarium of \$2,000, in lieu of royalties, will be awarded to “Asia Shorts” authors in two stages. Once a manuscript has been accepted for publication, a contract will be issued to the author to sign and return to AAS. Once AAS receives the signed contract, the author will be paid an initial honorarium of \$1,000. Upon completion of required revisions and final approval of copy editing, the remaining \$1,000 will be payable.