

Author Style Guide for *The Journal of Transcultural Studies*

Manuscripts should be in .doc or .docx format, and encoded in UTF-8. Our publishing process relies on a basic, clean document. Please avoid excessive formatting, and bear in mind that the appearance of the document will not be reflected in the layout of the final publication.

Our language of publication is US English. Submissions to the *Journal* should follow the most recent edition of *The Chicago Manual of Style*. Please use 12 pt. Times New Roman (or your word processing software's equivalent) throughout. When you submit your article, please be sure to include a 150-word abstract and up to eight suitable keywords.

The *Journal* practices double-blind peer review, so please remove any references to yourself before you submit and hold any specific acknowledgements until after peer review is completed. Listed below are some house standards. Please check your manuscript against this list before submission and note that editors reserve the right to alter or suggest alteration to your manuscript to accord to our standards. We will return to authors manuscripts that ignore these guidelines.

General conventions

- Headings should be concise. Only one level of headings should be used through the article (no sub-headings within sections with headings). Headings should not be given to single paragraphs or chunks of text comprising only two or three paragraphs. All further work of structuring the argument and communicating the message of the section should be achieved by the running prose.
- Social roles should be capitalized if used as part of a title, e.g. King John, the Meiji Emperor, and the Fifth Dalai Lama, but they should not be capitalized if used generally, e.g. “John was king at the same time that Ningzong 寧宗 was emperor in China.”
- Age names take title case, but dynasty and period names do not, e.g. the Iron Age, the Ming dynasty, the medieval period.
- CE and BCE are preferred over BC and AD.
- Months of the year should be spelled out, e.g. January instead of Jan.
- Century names and all ordinal numbers less than 100 are spelled out rather than written as numbers, e.g. nineteenth, not 19th.

- River, sea, and ocean names should be in Title Case, e.g. the River Nile, the White Sea, the Pacific Ocean, but cf. “The Nile is a long river.”
- City names should take the standard English form, e.g. Cologne rather than Köln, Milan rather than Milano.
- Names of disciplines and academic fields do not take title case, e.g. anthropology, Buddhist studies, transcultural studies.
- Should you decide to use an acronym for a term consisting of three or more words, write it out in full on its first appearance followed by the acronym being used, e.g. People’s Republic of China (PRC), actor-network theory (ANT), etc. Use such abbreviations only for terms repeated very frequently.

Punctuation

- The *Chicago Manual* prefers the serial comma, otherwise known as the Oxford comma.
- Use double quotation marks for quoted material. Single quotes are only used for quotes within quotes.
- Keep “scare quotes” to an absolute minimum.
- Block quotes do not have quotation marks unless there is quoted material within the block quote, in which case, use double quotes.
- Make sure quotation marks, apostrophes, and commas are “curly” or “smart” quotes, e.g. “Smith’s,” not "Smith's."
- Ellipses should be written ... instead of [...] or French ellipses (. . .).
- Use closed em dashes, e.g. “The em dash—long though it may be—is correct.”
- When indicating page ranges and year ranges, write out the full numbers and separate them with an en dash, not a hyphen, e.g. 236–289, not 236-89, and 1951–1978, not 1951-78.

Language

Authors are asked to take special care to accurately follow the conventions of the languages in their submission, as editors cannot be expected to know the rules for languages they cannot speak. In the interests of accessibility, please provide translations for non-English language quotations and terms used in the main text, and where feasible for the references in the notes. Providing

translations of the titles of works cited allows readers from different areas of research to more fully engage with the material being used to support the arguments. However, it is also acknowledged that this is not always possible. For further instruction and examples, please consult Chapter 11 of *The Chicago Manual of Style*.

Words or phrases from languages that do not use the Latin alphabet should be transliterated. In accordance with the *Chicago Manual of Style*, we recommend the romanization tables maintained by the US Library of Congress, which can be found [here](#). If using scripts not covered by these tables, or if there is a specific reason for not adhering to them, please contact the managing editor to discuss.

Diacritics may be used or left out, so long as your usage is consistent. Translated phrases should be enclosed in quotation marks followed by the original phrase and then the original script, where relevant. For example:

In contrast, the Japanese term for “new world history” (*atarashii sekai shi* 新しい世界史) is closer to “global history” as used in Anglophone countries.

Flexibility in the ordering of the three forms in the main text is permitted, especially for the purposes of emphasis. When used in the main body of the text, titles of books, journals, and other publications should be transliterated and italicized or given in quote marks, following usual standards for titles, followed by the characters, and then a translation of the title in sentence case in parentheses: “One can refer to the data assembled in the *Zhongguo wenyan xiaoshuo shumu* 中國文言小說書目 (Catalog of novels in Literary Chinese).”

References

All references must be formatted according to *The Chicago Manual's* “Notes and Bibliography Style.” Please consult the most recent edition, an abbreviated version of which can be found [here](#). Pay attention to the differences between the required format for footnotes and for bibliographic entries, especially punctuation.

References in Chinese, Japanese, and other languages that do not use the Latin alphabet should be transcribed, followed by the original characters, followed by a translation in sentence case in square brackets. References in languages that use the Latin alphabet should likewise be translated into

English in sentence case in square brackets.¹ The title of the journal or book in which an article appears does not need to be translated.

If you use reference management software such as EndNote or Citavi, be sure to remove the field codes that link your document to the software.

Images and media files

Please include the file name of your image in the manuscript, in the place where you would like it to appear, followed by the brief descriptive caption text (see example below). Do not forget to refer to the images in your paragraphs where relevant, e.g. (see Fig. 1).

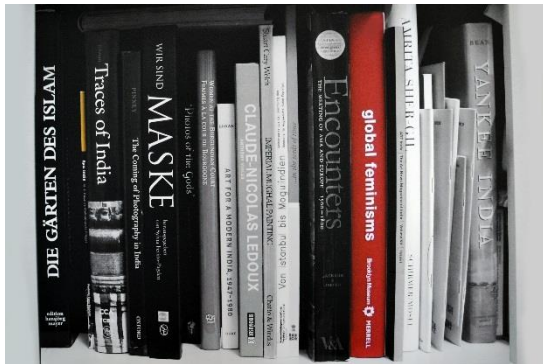


Fig. 1. Authurname_001.png.

Caption: Name of Artist, title of work, medium, date, provenance/location.

We refer to most forms of media (images, maps, graphs) as “figures,” with the exception of tables. Figure file names should include your last name, and should take the following format: Authurname_001.png. The list of figures should be numbered in the order in which they appear in the text. All images and other media files must be submitted along with the manuscript as separate high-resolution files (300dpi or more, with minimum dimensions of 1024 × 768 pixels), while a low-resolution image should be embedded in the text. If taken from the web, please also provide the URL of the image. Please contact the managing editor regarding file formats.

We cannot publish any copyrighted images or media files for which clearance has not been obtained, so please confirm to the managing editor in writing that you have copyright clearance on all submitted material.

¹ Leo Klejn Лев Клейн, *Fenomen sovetskoy arkheologii* Феномен Советской Археологии [The phenomenon of Soviet archaeology] (St. Petersburg: Farn Фарн, 1993).