

Style Sheet 2.0

Applies To: Transcultural Studies Created On:01/26/2010 4:33 pm Last Edited:02/20/2013 15:20 pm

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Submissions to *Transcultural Studies* should follow *The Chicago Manual on Style, 16th Edition*; manuscripts should be in *doc(x)* format, coded in UTF8.

I. ABSTRACT

Please include a 150-word abstract with your submission.

II. TEXT FORMATTING

Please keep it simple! If you spend a lot of time formatting your manuscript, we, in turn, must spend time paring your manuscript back down to its basic elements to ensure that the whole publishing process goes smoothly.

Use the following guidelines to ensure that the electronic manuscript you submit to us will be ready to edit without further ado:

- Your manuscript should be double-spaced throughout.
- Make sure that there are no comments, annotations, or hidden text whatsoever in the final version of the manuscript that you submit to the press. In addition, make sure that all “tracked changes” or other revision marks have been accepted as final (i.e., there should be no revision marks, hidden or otherwise, in the final manuscript).
- Do not use the space bar to achieve tabs or indents or to align text.
- Do not use the automatic hyphenation feature. There should be no “optional” hyphens in your manuscript.
- Use a standard font such as Arial or Times New Roman throughout the entire manuscript. If you use a second font containing special characters not available in standard typefaces, please alert your editor.
- Mark a new chapter by **bolding**
- If a chapter has subheads, mark them by underlining. If you have further subheadings, mark them with left justified text and an extra line space.

- To insert notes, use your software’s built-in end-note feature. Use the feature “as is”; please don’t reset any of the options. “Embedded” notes can be moved, combined, or deleted with ease; the number in the text will always carry its text with it, and the notes will be automatically renumbered as needed.
- Do not assign “styles” to achieve different formats for subheads, block quotes, paragraph indents, etc. The default, or “normal,” style should be the only style in your manuscript. If your program assigns a special style to automatic endnotes or footnotes, however, that’s okay.
- Produce any special characters using your word-processing program’s built-in character set. But do not “make” a character by combining more than one character or using graphics or field codes—these will not convert. If a special character is unavailable in your program, write the correct character and its name in a comment (e.g., P, thorn); then call it to the attention of the editor in your cover letter.
- In a list of references, for successive works by the same author, use three em-dashes in place of the author’s name after the first appearance.
- Do not insert an additional hard return to create extra space between paragraphs. Where you wish a space break in the text to indicate a change of subject, type “<space>” on a line by itself.
- Format prose extracts (block quotations) and verse extracts with your word processor’s feature for indenting paragraphs. Insert a hard return only at the end of a paragraph or a line of verse. Do not “line up” text using the space bar—adjust the indent level instead.
- Do not “manually” create hanging indents for your bibliography by using hard returns and tabs in the middle of an entry. Instead, use the hanging indent feature in your word processing program. If you are unsure how to do this, simply indent the first line of each entry (i.e., format them like the paragraphs in the rest of the text).
- For each table, illustration, photograph, or figure of any kind, please place a bracketed, sequentially numbered “callout” in the manuscript that indicates placement:
[Figure 1.1 about here]
 Also include a separate, sequentially numbered list that matches the callouts in the manuscript and contains a caption and credit line (or source), if any, for each figure. For specifics on images see below.
- No two pages of your manuscript should have the same number, and no page should be submitted unnumbered. Please number the pages consecutively throughout the manuscript.

III. REFERENCING

Transcultural Studies follows The Chicago Manual of Style, 16th Edition. References may be cited in the text in two different ways, either as **1) notes and bibliography** or **2)** according to the **author-date system**.

Please use footnotes **or** endnotes, **not** both. You may optionally include a bibliography. References in footnotes and endnotes are cited identically. All references are cited differently in the bibliography.

Also, references by the same author consecutively cited in the same text should be shortened after its first use. Please only use one location for the publisher: i.e. (London: Routledge); not two or more, i.e.. (London, New York: Routledge). The following illustrates a basic referencing example:

Book by one author:

Footnote

Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Pollan, *Omnivore's Dilemma*, 3.

Bibliography entry

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

For a full citation guide, please visit: http://www.chicagomanualofstyle.org/tools_citationguide.html

IV. IMAGES

Filetypes: Please avoid compressed formats such as jpps or gifs. Vector graphics should be in svg or eps format. Images should be saved as bmp or tiff.

All media files should be submitted as separate files, and NOT be embedded within the main text document.

Resolution: If you want the image to be available in screen-size, please make sure we receive high-resolution images, preferably 1024x768 or larger.

For further technical information on issues such as half-tones, line art or color art, please consult the Chicago Journals Site: <http://www.journals.uchicago.edu/page/cid/msprep-art.html>

V. OTHER MEDIA FILES

Movies: mpeg

Sound-files: mp3 or wav

Interactive files: please contact the editor directly

IMPORTANT: Make sure you have **Copyright Clearance** on all submitted material.

VI. INTERNET SOURCES

Please include all digital resources in the submitted document. Digital resources referred to but not included in the manuscript itself, be they from the WWW or personal holdings, should be submitted in a separate file that accompanies the manuscript. They will be stored and kept available to prevent loss of verifiability when the source-website is no longer available. Access to these records will be

password-protected. The digital object identifier (DOI) or any other digital identifier for the internet resource should be given whenever provided.

VII. LANGUAGES

Transcultural Studies follows the guidelines of the *Chicago Manual of Style* on the rendering of non-English language text. For a concise instruction on how to deal with issues such as capitalization, languages using the Latin alphabet, transliterated languages, classical Greek, Old English and Middle English, please consult with the 15th Edition of the CMOS.

Quick reference guide for Chinese and Japanese copy (for other languages contact the editor directly):

Chinese

Transcultural Studies follows the 1998 Library of Congress Romanization guidelines for the *pinyin* transliteration system of Chinese. If you have the earlier Wade Giles transliteration system, please make sure you transfer it.

Chinese names should be indexed as spelled in the work, whether in the *pinyin* or the Wade-Giles system. Cross-references are needed only if alternative forms are used in the text. Since the family name precedes the given name in Chinese usage, names are not inverted in the index, and no comma is used.

Li Bo [*pinyin*; alphabetize under L]

Mao Tse-tung [Wade-Giles; alphabetize under M]

Persons of Chinese ancestry or origin who have adopted the Western practice of giving the family name last are indexed with inversion and a comma.

Kung, H. H.

Tsou, Tang

Japanese

Transcultural Studies follows the modified Hepburn (or *hyōjun*) system for the romanization of Japanese language text: an apostrophe is placed at the end of a syllable that is followed by a vowel or *y*: *Gen'e*, *San'yo*. A macron is used over a long vowel in all Japanese words except well-known place-names (e.g., Tokyo, Hokkaido, Kobe) and words such as “shogun” and “daimyo” that have entered the English language and are thus not italicized. (When the pronunciation of such names or words is important to readers, however, macrons may be used: Tōkyō, Hokkaidō, Kōbe, *shōgun*, *daimyō*.) Hyphens should be used sparingly: *Meiji jidai-shi* (or *jidaishi*) *no shinkenkyū*. *Shinjuku-ku* (or *Shinjukuku*) *no meisho*.

Capitalization and Italics in Chinese and Japanese:

Although capital letters do not exist in Japanese or Chinese, they are introduced in romanized versions of these languages where they would normally be used in English. Personal names and place-names are capitalized. In hyphenated names, only the first element is capitalized in romanized Chinese, though not in Japanese. Common nouns and other words used in an English sentence are lowercased and italicized. Names of institutions, schools of thought, religions, and so forth are capitalized if set in roman, lowercased if set in italics.

Donglin Academy; the Donglin movement

Buddhism, Taoism, *fengshui*, and other forms . . .

Under the Ming dynasty the postal service was administered by the Board of War (*bingbu*) through a central office in Beijing (*huitong guan*).

The heirs of the Seiyūkai and Minseitō are the Liberal and Progressive parties of Japan.

It was Genrō Saionji (the *genrō* were the elder statesmen of Japan) who said . . . (note that *genrō* is both singular and plural)

VIII. REFERENCING NON-ROMAN SCRIPT MATERIALS

We strongly urge that **all** references be made in Roman script; either with or without diacritical marks. Original characters may only appear alongside Roman script references if conventionally practiced, as in the cases of Chinese and Japanese languages.

Chinese-language Materials

Authors' names should be transliterated in *pinyin* followed by Chinese characters.

The source title should also be transliterated in *pinyin* followed by Chinese characters and include an English translation of the title in brackets. (For articles in books or journals, only the title of the article requires characters and an English translation, whereas the title of the book or journal in which it is included can just be in *pinyin*. Also, places of publication and names of publishing houses should be transliterated in *pinyin*).

Since Chinese family names always come first, there is no need to separate the family name from the given name by a comma in the bibliography, i.e. where you would write "Spence, Jonathan" in the bibliography for a western name, for a Chinese name you can just write "Wang Wenxing" or "Bai Meiyong" without the comma in between. Remember that the only correct way to write a Chinese name in *pinyin* is by writing the family name (xing 姓) and the given name (ming 名) both as one word.

So "Mao Zedong", not "Mao Ze Dong" or "Mao Ze-dong". (Source: SOAS CHINA & INNER ASIA DEPARTMENT. DEPARTMENTAL STYLE SHEET; <http://www.soas.ac.uk/cia/file39762.pdf>).

Recommended *Pinyin* sources and language tools include:

The Pinyin transliteration homepage <http://www.pinyin.info>; John DeFrancis' *ABC Chinese-*

English Dictionary (Honolulu: University of Hawai'i Press, 1996), pp. 835-845.

Japanese-language Materials

Authors' names should be transliterated in the modified Hepburn style.

The source title should also be transliterated in Hepburn style followed by Japanese characters, but must not include an English translation.

Retain Japanese family names in their original format except for non-Japanese nationals with a Japanese name and Japanese nationals active chiefly overseas (or publish primarily in English), and when citing the Japanese author of an English-language work that gives his or her name in Western order; and when citing a Japanese-language work by a non-Japanese national with a Japanese name, follow the usage adopted by the work in question. (Source: Sophia University's *Monumenta Nipponica Style Sheet* (Tokyo, 2008)

For detailed information on referencing Japanese-language materials, please refer to Sophia University's *Monumenta Nipponica Style Sheet* (Tokyo, 2008) http://monumenta.cc.sophia.ac.jp/MN_Style_Sheet.pdf

Recommended transliteration styles and language tools include: Kenkyusha, *Kenkyusha's New Japanese-English Dictionary* (New York, 2003)

South Asian-language Materials (including Sanskrit, Urdu, Hindi, Sinhala, Tamil, Bengali, etc.)

References to all south-Asian language materials should be transliterated into Roman script with or without diacritical marks, and should adhere to the Chicago Manual of Style standard for documentation purposes.

Recommended transliteration styles and language tools include:

R.S. McGregor, *Oxford Hindi-English Dictionary* (Oxford, 1997), F. Steingass, *A Comprehensive Persian-English Dictionary* (Ottawa, 1992) — also available online <http://dsal.uchicago.edu/dictionaries/steingass/> — The Library of Congress' 'AIA-LC Romanization Tables' <http://www.loc.gov/catdir/cpsol/roman.html>, and the University of Chicago's 'Digital Dictionaries of South Asia' <http://dsal.uchicago.edu/dictionaries/>.

Tibetan-language Materials

References to Tibetan-language materials should be transliterated into Roman script with or without diacritical marks, and should adhere to the *Chicago Manual of Style* standard for documentation purposes. Tibetan family names are difficult to document but, whichever way an author chooses to do so, she or he must be consistent.

Recommended transliteration styles and language tools include The National Library & Archives of Bhutan's Extended Wylie Transliteration System (EWTS) <http://www.library.gov.bt/index.html> and the Library of Congress' 'AIA-LC Romanization Tables' <http://www.loc.gov/catdir/cpsol/roman.html>

Arabic-language Materials

References to all Arabic-language materials should be transliterated into Roman script with or without diacritical marks, and should adhere to the *Chicago Manual of Style* standard for documentation purposes.

Recommended transliteration styles and language tools include The Library of Congress' 'AIA-LC Romanization Tables' <http://www.loc.gov/catdir/cpsol/roman.html>, the Deutsche Morgenländische Gesellschaft <http://www.dmg-web.de/> and the Hans Wehr *Arabic-English Dictionary* (Urbana, 1994), also in its original German version.

Turkish-language Materials

References to all Turkish-language materials should be transliterated into Roman script with or without diacritical marks, and should adhere to the *Chicago Manual of Style* standard for documentation purposes. Authors must consistently use only one transliteration style per individual work.

Recommended transliteration styles and language tools for "Ottoman Turkish" include Robert Avery and Serap Bezmez, *The Redhouse Turkish/Ottoman - English Dictionary* (Chicago, 2000); and, *İslam ansiklopedisi indeksi (VII. dizi)* (Turk Tarih Kurumu Basimevi, 1994). For "Turkish-Turkish" please refer to Karl Steuerwald, *Türkisch - Deutsches Wörterbuch*, 2nd ed. (Harrassowitz, 1988); and, James Redhouse, *New Redhouse Turkish - English Dictionary - Türkçe - İngilizce Sözlük* (Redhouse Press, 1950).

Persian-language Materials

References to all Persian-language materials should be transliterated into Roman script with or without diacritical marks, and should adhere to the *Chicago Manual of Style* standard for documentation purposes. Authors must consistently use only one transliteration style per individual work.

Recommended transliteration styles and language tools for Persian-Language include The Library of Congress' 'AIA-LC Romanization Tables' <http://www.loc.gov/catdir/cpsol/roman.html>