Notes for Contributors

Submission Notes

1. Manuscripts submitted for publication in the *International Journal of China Studies* should focus on contemporary China and her relations with other countries and regions, in the context of regional and global development, and more specifically, issues related to the political, social, economic development, trade and commerce, foreign relations, regional security and science, medical and technological development of contemporary Mainland China, Taiwan, Hong Kong and Macau.

2. A manuscript submitted should be an original, unpublished work not under consideration for publication elsewhere.

3. All manuscripts under consideration for publication will be refereed via a double blind reviewing process.

4. The contents of a published article in the *International Journal of China Studies* reflect the view of the author or authors and not that of the editors of the journal or the Institute of China Studies, University of Malaya.

5. The editors of the journal do not accept responsibility for damage or loss of manuscripts submitted.

6. Manuscripts submitted should be written in English with Microsoft Word in Times New Roman font, size 12 and with 1.5 line spacing, and should not exceed forty pages (or in the case of a book review, not exceeding three pages) inclusive of tables, charts and diagrams, notes, list of references, and appendices. A short note on the author, including name, academic title and highest qualification (e.g., professor, senior lecturer, PhD, MSc, etc.), institutional affiliation, full postal address and institutional e-mail address, and telephone and facsimile numbers should be included. In the multi-author case, the corresponding author should be identified. An abstract of 100 to 250 words and a list of three to five keywords should also be given.

7. Copyrights of accepted manuscripts will be transferred to the *International Journal of China Studies*.

8. Authors must obtain permission to reproduce all materials of which the copyright is owned by others, including tables, charts, diagrams and maps, and extensive quoting should be avoided.

9. Book review submitted should focus on new or recent publications, and the book title, author, city/publisher, year of publication and total number of pages should be shown above the review.

10. Manuscripts and book reviews should be sent by e-mail to chinastudies@um.edu.my and iichinastudies@gmail.com, addressed to the Editorial Manager, *International Journal of China Studies*, Institute of China Studies, University of Malaya, 50603 Kuala Lumpur, Malaysia.

Stylesheet

1. Check carefully grammar and spelling before submitting the article.

2. Use British English, but alternate –ize spelling is permissible. Also note that a billion = 1,000,000,000 and a trillion = 1,000,000,000,000.

3. Make headings and subheadings identifiable, and try to avoid sub-subheadings.

4. A list of references should be compiled, and notes should be placed under a “Notes” heading. Notes and the list of references should be placed at the end of the article.

5. Use full point for decimal and commas for numbers 1,000 and above. A zero must always precede decimals less than 1.

6. Use “per cent”, not “%”, except in tables and charts.

7. For dates, use day-month-year format (e.g., 1st January 2010), and spell out the months to avoid ambiguity.

8. Do not use apostrophes for decades (e.g., 1990s, not 1990’s or ’90).

9. For short phrasal quotations, full points and commas fall outside a closing quotation mark. However, where the quote is a complete sentence, the full point falls inside the closing quotation mark.

10. Long quotations, if unavoidable, should be indented, using no quotation marks. The author should take note of the copyright implications of long quotations.

11. Use unspaced hyphens, not dashes, in pages and year spans, and write all page numbers and years in full (e.g., 245-246; 1997-1998).

12. Use British “open” style for abbreviations, with no full points in the following: Dr, PhD, Ltd, Mr, Mrs, US, EU, m, km, kg, ft, eds, vols, nos, but retain full points in ed., vol., no., p., pp., i.e., viz., e.g., etc., ff., et al., ibid., op. cit.

13. Use full capitals only for abbreviated names: UN, EU, USA. Only capitalize the first word and important words (verbs, nouns, pronouns, adjectives and adverbs, but not definite and indefinite articles, prepositions and conjunctions) in headings and book titles. Use “State” (except in quotations if the original is not so capitalized) to refer to the central body politic of a civil government and “state” to refer to other senses of the term, including a country or a political territory forming part of a country (except when the term begins a sentence).

14. A non-English term or word should be italicized but the s-ending (if added) in its anglicized plural form should not be italicized, but note that names of institutions, organizations and movements, local or foreign, and names of currencies, local or foreign, should not be italicized. Quotations from books or direct speech in a non-English language and set in quotation marks (followed by an English translation in square brackets) should not be italicized. Quotations translated by the author of the manuscript into English should be so indicated.