

## GUIDELINES ON STYLE FOR MANUSCRIPTS SUBMITTED TO *STUDIES IN CHINESE RELIGIONS*

### • MANUSCRIPTS AND DISKETTES

Manuscripts should be typed double spaced on A4 size paper with a margin of about 3 cm. all round. Please specify the type of software used.

**Spelling:** British (*The Concise Oxford Dictionary* and *The Oxford Dictionary for Writers and Editors*). Please use British style quotations.

**Tables:** Tables, maps, and figures are to be numbered and have a heading/caption. Do NOT place them in the body of the text; instead, place them at the end of the manuscript. After reformatting, we shall insert them into the text during page layout.

**Keywords and abstract:** Please provide between 3–7 keywords and an abstract of no more than 200 words.

**Notes:** Use endnotes, not footnotes. To make a reference, please use (a) the author's last name + (b) an abbreviation of the title of the book or article + (c) page number. For examples:

1. John P. Dean and Alex Rosen, *A Manual of Intergroup Relations* (Chicago: University of Chicago Press, 1955), 187 can be referred to as: Dean & Rosen, *Manual*, 187;
2. E. M. Mendelson, 'A Messianic Buddhist Association in Upper Burma', *Bulletin of the School of Oriental and African Studies* 24, no. 1: 570 can be referred to as: Mendelson, 'A Messianic Buddhist Association', 570.

**Romanization:** Please use *pinyin* to romanize terms of Chinese origin; for Japanese terms, please follow the usage of Kenkyusha's Japanese-English Dictionary (e.g., *Jinbun* rather than *Jimbun*). The first appearance of a romanized term should be followed by the corresponding Chinese or Japanese character/s. For Korean terms, please use the Revised Romanization system instead of the older McCune–Reischauer system. For example, Romanize 崔致遠 as Choe Chiwon, rather than Ch'oe Ch'iwŏn.

**Diacritics:** Please use full diacritical marks and use the Times New Roman Extended font for diacritics (please contact us should you have any questions as to how to install this program). Diacritics are not required for *pinyin* transliteration.

**Buddhist terms:** A Buddhist term that has entered the English vocabulary need not be italicized, but full diacritics should be kept intact. Please refer to *Journal of the International Association of Buddhist Studies* 5.2 (1982), 141–42, for a complete list of such terms.

### **Bibliographies/References:**

Primary sources and secondary studies shall be presented separately.

**Primary sources:** Primary [Chinese] sources shall be presented in the following way:

1. Romanization of the title + 2. Chinese characters of the title + 3. English translation + 4. *juan* 卷 number + 5. names of author(s) or translators + 6. completion date of the work + 7. Information on the edition used. For example:

*Shishuo xinyu* 世說新語 [New Account of Tales of the World]. 10 *juan*. By Liu Yiqing 劉義慶 (403–444) et al., ca. 430. References made to Yu Jiayi 余嘉錫, Zhou Zumo 周祖謨, and Yu Shuyi 余淑宜 (annotated), *Shishuo xinyu jianshu* 世說新語箋疏 [Notes and Commentaries to the *New Account of the Tales of the World*]. Shanghai: Shanghai guji

chubanshe, 1993.

**\* in particular, citation from the Taisho Canon:**

Translation of a passage from a Chinese Buddhist text must be followed by the passage itself in the original. A citation should include sequence number, volume, *juan*/fascicle, number, page, column and line number. For example:

*Xu Gaoseng zhuan*, T no. 2060, 50: 21.564a18–565b10.

For **Secondary Studies**, the following styles should be followed:

BOOK

Marx, Karl, and Frederick Engels. *The German Ideology*. London: Lawrence and Wishart, 1977.

ARTICLE IN VOLUME OF COLLECTED WORKS

Feith, H., and A. Smith. 'Indonesia'. In *Southeast Asia: Documents of Political Development and Change*, edited by R.M. Smith, 99–110. Ithaca: Cornell University Press, 1970.

ARTICLE IN PERIODICAL

Mendelson, E.M. 'A Messianic Buddhist Association in Upper Burma'. *Bulletin of the School of Oriental and African Studies* 24, no. 1 (1961): 560–80.

DISSERTATION

Puru Shotam, Nirmala. 'The Social Negotiation of Language in the Singaporean Everyday Life World'. Ph.D. dissertation, Department of Sociology, National University of Singapore, 1987.

PHOTOCOPIED MATERIAL

Moore, Philip S. 'Academic Development: University of Notre Dame: Past, Present, and Future'. Mimeographed. Notre Dame, IN: University of Notre Dame, 1960.

Yang, Tracy. 'Crisis, Contagion, and East Asian Stock Markets'. ISEAS Working Papers on Economics and Finance, no. 1. Singapore: Institute of Southeast Asian Studies, 2002.

EAST ASIAN LANGUAGE BOOKS

Kohō Chisan 孤峰智璨. *Zenshū-shi: Indo, Shina, Nihon* 禅宗史——印度、支那、日本 [A History of Zen: India, China, Japan]. Tokyo: Kōyūkan, 1919.

EAST ASIAN LANGUAGE ARTICLES

Huang Xinyang 黃信洋. 'Duochong rentong de shehui sixiang kao' 多重認同的社會思想考 [An Examination of Multiple Identities in Social Thought]. *Shehui lilun xuebao* 社會理論學報 20.1 (2009): 79–96.

EAST ASIAN LANGUAGE BOOK CHAPTERS

Wang Bangwei 王邦維. 'Biyushi yu fodian zhong biyu de yunyong' 譬喻師與佛典中譬喻的運用 [Dārṣāntikas and the Application of Story Telling in Buddhist Literature]. In *Fojiao shenhua yanjiu: Wenben, tuxiang, chuanshuo, yu lishi* 佛教神話研究：文本、圖像、傳說與歷史 [Studies on Buddhist Myths: Texts, Pictures, Traditions and History], edited by Wang Bangwei 王邦維, Chen Jinhua 陳金華, and Chen Ming 陳明, 1–12. Shanghai: Zhongxi shuju 中西書局, 2013.