

Guide to Preparing Your Manuscript for *The Journal of American–East Asian Relations (JAEAR)*

The Journal welcomes innovative manuscripts of wide interest which are original, not previously published in English, and not being considered for publication elsewhere. Our readers include academics, government officials, the policy community, journalists, teachers, and interested citizens in all parts of the world. The level and tone of manuscripts should be professional but accessible, free from jargon, and with technical terms tactfully explained. If you prepared your manuscript for an academic degree, you may want to rewrite.

Articles most often are 8,000 –10,000 words in length but we also invite longer essays, shorter reminiscences, documents and analysis, issues and responses, and research notes.

Please submit your manuscript, accompanied by an abstract of 150-200 words, at least six keywords, and a brief vita, by email in a word-processing file, preferably MS Word. The file name should include the author's last name, a short title, and the date in the style *mmddyyyy*, for instance, "Doe_Cold-War_02-11-2012."

The Editor will send suitable manuscripts to one or more of the Journal's Editorial Advisors or other established scholars for anonymous review. There should be no mention of the author's name or identifying information on the title page or in the text.

JAEAR style is based on the humanities style in **The Chicago Manual of Style** (Chicago: University of Chicago Press, 16th online edition (<http://www.chicagomanualofstyle.org/home.html>)), with some exceptions and adaptations. The online [Chicago-Style Citation Quick Guide](#) covers common citation needs.

A Few Specific Points

(1) Spelling and Usage

- (a) Except in quotations, spelling and usage are American English, including the use of hyphenation and compound words. Please consult the most recent edition of **Merriam-Webster Dictionary**.
- (b) Except in quotations, use "the United States" when referring to the country, not "US" or "USA." The preferred adjective is U.S., as in "U.S. policy." Please be aware that "American" may refer to other countries in the America, in which case you need to be specific.

(2) Personal Names and Titles

- (a) Personal names must be given in their full version at their first appearance together with official rank, title, or other identification.
- (b) *JAEAR* follows the style of using as few capital letters as possible. Official ranks and titles, to be spelled out, are capitalized only if they appear with the personal names. Introduce people with a full (or reasonably full) name or title and office. Thus: "the president of the United States, John F. Kennedy"; "the prime minister of India, Indira Gandhi"; "Secretary of State Cordell Hull," but "the secretary of state, Cordell Hull."

(3) East Asian Names:

We want to be clear and correct without confusing readers who are not specialists.

- (a) The order of East Asian names in the text should ordinarily follow East Asian style, that is, family name first.
 - (b) While we cannot be completely consistent, we respect the choice of Western names made by people of Asian origin and follow Western common practice, a sometimes unsteady standard. Again, a good guide is the latest edition of **Merriam-Webster Dictionary**. The Asian-language version, if different and needed, should be in parentheses on first appearance: V. K. Wellington Koo (Gu Weijun); Y. C. James Yen (Yan Yangchu); Syngman Rhee (Yi Seungman); Sonny Chiba (Chiba Shinichi). Sometimes we depend on context: either Chiang Kai-shek or Jiang Jieshi might be appropriate, Sun Yatsen or Sun Yixian. Place names may depend on historical period, perhaps either Canton or Guangzhou; Peking, Beiping, or Beijing; Busan or Pusan.
 - (c) Names and terms in quoted material should not be changed, although it will often be helpful to supply standard romanization in square brackets.
 - (d) Asian organizations which have established or legal English names should use them: Yenching University; Peking Union Medical College; Peking University; Tsinghua University.
 - (e) Asian names and terms that require long or short vowels, such as macrons for Japanese and breves for Korean, should include them in both the text and footnotes.
- (4) Stay away from acronyms and abbreviations unless (like NATO, NGO, radar, or U.S.) they have come into general use. An acronym which appears more than once should be spelled out in the first appearance, followed by the acronym in parentheses. Use “for example” or “and others” instead of “e.g.” or “etc.” Unfortunately, **Merriam-Webster** is not entirely helpful in this respect, so just use common sense.
 - (5) Give dates in the order day, month, and year (example, 1 July 1997), with the exception of quotations.
 - (6) Words added within a quotation should be put in square brackets. The accuracy of quotations is the responsibility of the author; double check them word for word. Added emphasis in a quotation should be mentioned in the corresponding note: “(emphasis added).”
 - (7) Quotations and extracts should have lead-ins to identify the source or relevance. A quotation with more than 75 words should be formatted as an indented paragraph (extract), with no quotation marks at the beginning and the end.

Notes

The Journal uses footnotes. We do not include bibliographies.

While all sources, quotations, sources, and inspirations must be cited, notes should be as few and pithy as possible (usually no more than one per paragraph). Footnotes should generally avoid supplementary information. Problems of interest only to specialists may be discussed, but if information is important it should be in the text. Please limit the citations to sources actually used or works referred to; a bibliographical review of the field is not needed except to show how your contribution confirms or revises earlier work.

Acknowledgments should be limited to those who read the actual text. If you need to credit individuals or institutions for their financial support, put the information in a brief unnumbered note following the main text.

English-language sources:

(1) Monographs, collections of essays, and documentary collections:

- (a) Complete names (including initials, if any) of author(s) and/or editor(s) as they appear on the title pages of the original publication;
- (b) Complete main titles and subtitles (if any); Primary place (city and state -- unless included in the publisher's name); and country if not U.S.) of publication; publisher; year of publication; edition of the publication if not the first. For a multivolume work, provide the total number of volumes and the inclusive years of publication.
- (c) There is no need to provide inclusive page numbers for book chapters.

If you cannot check the physical copy, you may use the Library of Congress Online Catalog at <http://catalog.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=hbSearch>.

(2) Journals, magazines, and newspapers:

Give complete name(s) of author(s) and title, with volume number and issue date (month and year). For weekly and monthly periodicals, provide the issue date. There is no need to provide inclusive page numbers of journal articles. For citation of newspapers with multiple sections such as the *New York Times*, give the section and page number(s).

(3) Government documents:

Cited in ascending order, such as:

(Sender) to (Recipient), date, file or folder, box, (Record Group or collection of papers) library/archive, place.

If a Record Group or collection is used, give the full name in its first appearance.

- (4) "Ibid." may be used at the start of a note only if the previous note has only one reference. Otherwise, identify the source.
- (5) If you cite an author, work, or source more than once, use an abbreviated form after the first appearance.

Examples of how to cite a book or article:

Akira Iriye, *Power and Culture: The Japanese-American War, 1941-1945* (Cambridge, MA.: Harvard University Press, 1981), 65.

Christina Klein. *Cold War Orientalism: Asia in the Middlebrow Imagination, 1945-1961* (Berkeley: University of California Press, 2003).

Dorothy Borg, "Two Histories of the Far Eastern Policy of the United States: Tyler Dennett and A. Whitney Griswold," in Dorothy Borg and Shumpei Okamoto, eds., *Pearl Harbor as History* (New York: Columbia University Press, 1973).

Asada Sadao, "The Shock of the Atomic Bomb and Japan's Decision to Surrender: A Reconsideration," *Pacific Historical Review* 67 (1998), 480.

Shen Yu, "SACO in History and Histories: Politics and Memory," *Journal of American-East Asian Relations* 5 (Spring 1996).

The online [Chicago-Style Citation Quick Guide](#) gives more forms, but authors should consult the Manual itself for further help.

- (7) For titles of works published in Asian languages, give the original title (book, journal, or chapter) in standard transliteration, then the English translation in parentheses. *Never* cite a work only by its title in English!

Wang Lixin, *Meiguo chuanjiaoshi yu wan Qing Zhongguo xiandaihua* (American missionaries and modernization in late Qing China) (Tianjin: Tianjin renmin chubanshe, 1996).

Yin Jiaming, *Huang Zhen jiangjun de dashi shengya* (The ambassadorial career of General Huang Zhen) (Nanjing: Jiangsu renmin chubanshe, 1998).

Hiwatari Yumi, "Kishi-gaikō ni okeru Tōnan Ajia to Amerika" (Southeast Asia and the United States in Kishi's diplomacy) in Kindai Nihon kenkyūkai, ed., *Kyōchō seisaku no genkai: Nichi Bei kankeishi, 1905-1960* (The limits to cooperative policies: The history of U.S.-Japan relations, 1905-1960) (Tokyo, 1989), 223-24.

Tables and Illustrations

Acceptance is at the discretion of the Editor. Tables are not necessary if the information can be clearly expressed in the text. Tables, if any, should be numbered in the text in parentheses, such as "(see Table 1)." Table reference citations should be placed at the bottom of the table. *Never* use a regular text note number in a table.

Figures, if any, should be numbered in the text in parentheses, such as "(see Figure 1)." Photo illustrations must be sent as digital files at high resolution. Captions and proper credit must accompany each of such illustrations. The author has the sole responsibility for the cost of obtaining permission and reproduction of copyrighted materials.

Please display all tables and illustrations, if any, on a separate page(s) after your main text.

Questions or Suggestions?

Please contact the Editor-in-Chief, Dr. Charles W. Hayford (chayford@aol.com).

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