GENERAL INSTRUCTIONS:
Submissions to the Journal of Song-Yuan Studies should be sent in electronic form as email attachments to both Editors (chartman@albany.edu, psmith@haverford.edu). Manuscripts should be double-spaced throughout (text, quotes, and notes), using Times New Roman 12-point. Complete footnotes are preferred, but bibliographies are not required. Since the Journal uses an anonymous review process, authors should not identify themselves on the first page (please provide only a title), in the main body of the article, or in the footnotes.

STYLE:
Manuscripts should conform, as much as possible, to the guidelines outlined in this style sheet. Authors are strongly encouraged to consult back issues of JSYS for additional information on style.

BOOK REVIEWS:
The headings of reviews should contain the following information: title, author, place of publication, publisher, year, number of pages, and price. Unsolicited book reviews (not including comprehensive review essays) are unlikely to be considered.

ROMANIZATION:
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Characters should appear where necessary in the body of the text or in the footnotes, following the appropriate romanization. Please use the SimSun font for all Chinese and Japanese characters. JSYS does not use separate glossaries. Use only traditional-form characters (fantizi 繁體字) except when citing modern scholarship that is itself produced in simplified form (jiantizi 簡體字). Characters need not be provided for names, terms, and titles familiar to Journal readers (Zhu Xi, Song shi, Zizhi tongjian, Daoxue, etc.). The Editor reserves the privilege to delete any unnecessary characters.

OFFICE TITLES AND GOVERNMENT ORGANIZATIONS:
English translations of office titles and government organizations should be capitalized (e.g., Prefect, Bureau of Military Affairs, etc.); romanized office titles and government organs should be in lower case and in italics (cishi, shumi yuan, etc.).

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WHEN PREPARING YOUR SUBMISSION:

1. Use Times New Roman 12-point, double-spaced, for all of the main text (even block quotations). Use the same font, double-spaced, for footnotes and bibliography. Use SimSun for Chinese text.
2. Use only one space after periods, colons, exclamation points, question marks, quotation marks: any punctuation that separates two sentences.
3. Please make sure that there is a single space between all Chinese characters and the neighboring English text. These spaces can be hard to see in Microsoft Word, but will make converting these into PDFs much easier for our typesetter.
4. The top, bottom, left, and right margins of your manuscript should each measure one inch.
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Please use this standard formatting for footnotes to CHoC vol. 3:

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For *Asia Major*, the series name isn’t italicized, and goes inside parentheses:
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**Footnote format for abbreviated Chinese titles:**
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*Siku beiyao > SBBY*
*Song huiyao jigao > SHY*
*Song shi > SS*
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北宋 as Bei Song  NOT BeiSong  BUT, if it’s Japanese: 北宋 as HokuSō
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Qin Gui 秦檜 not Hui
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In block quotations, use Chinese-style commas and periods (, or 、 or 。)
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