

Western China Studies Submission Guidelines

General Guide to Contributing Authors and Reviewers

Please follow these instructions carefully to avoid later changes

Western China Studies is an international, peer-reviewed journal focusing on research into Western China. The journal is published in March and October each year, covering studies on politics, economy, history, archaeology, education, thought and culture, sociology, environment and ecology, literature, linguistic, art, religions, and ethnography. Articles either in English or Chinese are accepted, however, original English articles are much encouraged.

Manuscript should be submitted as a Word document by e-mail (westerncs@snnu.edu.cn), including abstract and keywords. Please use only the US writing system and make sure the formatting is consistent.

1. Structure

Manuscripts should be structured as follow:

Title page.

This should include the article title, and the authors' names and full affiliation details for publication both in English and Chinese, including an e-mail address for correspondence. This should be a separate document to the main document.

Main document

Anonymous with all identifying information removed. The main document should include:

- Abstract. This should be written within 100-250 words.
- Keywords. Please provide 4-6 keywords.
- Text. Divide your article into clearly defined and numbered sections. Subsections should be numbered as 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc.
- Figures and tables. (if any)
- Acknowledgements. Acknowledgements are not necessary, but it could be combined in the Afterword before Appendix at the very end of the article.
- Abbreviation. (if any)
- Appendix. If there are two or more appendices, name them by Appendix A, Appendix B and so on.
- Funding statement. (if any)
- Reference.
- Supplementary material. (if any)

2. Font and line spacing

Times New Roman is the working font. Text should be prepared at 12-points font size with 1.5 line spacing. All titles and subtitles should be boldfaced. For manuscript in Chinese, please use the font “宋体” in the font size 五号.

3. Citation

Western China Studies employs the Harvard style of referencing. Please review the guidelines of Harvard style to ensure your manuscript conforms to this reference style.

For in-text citation, see the examples below:

- a) Citing a single author
(Grayson 1983:10)
- b) Citing two authors
(Grayson & Evans 2010: 10)
- c) Citing three or more authors
(Grayson et al. 2009: 25)
- d) Citing more than one work by same author
(Grayson 1983, 2009)
- e) Citing more than one work by same author and same year
(Grayson 1983a, 1983b)
- f) Citing more than one work by different author: in date order
(Grayson 1983; Evans 2009)
- g) Citing more than one work by one author and different authors: in date order
(Grayson 1983, 2009; Evans 2009)

Please ensure that all references cited in the text are included in the reference. Page numbers should be cited wherever possible. Software such as EndNote could be used for your convenience.

4. Figures and tables

Table captions should be placed above the table. Captions of figures, maps or pictures should be placed below. Font size should be smaller than text font size. Please leave a blank line before and after the tables/figures/maps/pictures.

You are required to submit the manuscript as a single Word document containing all text, figure captions, references, and tables. Figures should be submitted as .TIF or .JPG files. Do not embed figures in the text. Figure resolutions must be 300dpi or higher.

5. Reference

Full references should be listed alphabetically at the end of the paper.

For detailed guidance, please see the example references below.

- a) Book
Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing.
- b) Book: chapter in an edited book
Partridge, H. & Hallam, G. (2007) Evidence-based practice and information literacy. In: Lipu, S., Williamson, K. & Lloyd, A. (eds.) *Exploring methods in information literacy research*. Wagga Wagga, Australia, Centre for Information Studies, pp. 149–170.
- c) Journal article
Chhibber, P. K. & Majumdar, S. K. (1999) Foreign ownership and profitability: Property rights, control, and the performance of firms in Indian industry. *Journal of Law & Economics*. 42 (1), 209–238.
- d) Dissertation/unpublished thesis\
Anderson, E. (1994) Flint technology in the Irish later Mesolithic. Unpublished PhD dissertation, Manchester University.
- e) Website

European Space Agency. (2015) Rosetta: *rendezvous with a comet*. Available from: <http://rosetta.esa.int> [Accessed 15th June 2015].

If the publication has its own English translation, please follow it, if the publication is originally in Chinese, please translate it by yourself. Provide the following 3 essential information in parentheses: author's name, title of the article, title of the book/journal. Please see example below:

Chunlin F(范春林).(2015) “Social and Emotional Learning and Its Implications for China’s Elementary Education” (社会性—情绪学习的研究及其对我国基础教育的启示). *Educational Research* (教育研究),36,(9),138-145