



Instructions for Authors

Scope

The *Journal of American-East Asian Relations* is a peer-reviewed quarterly journal of inter-disciplinary historical, cross-cultural, and social science scholarship from all parts of the world. The scope includes diplomatic, economic, security, and cultural relations, as well as Asian-American history. Geographical coverage includes the United States, Canada, other countries in the Americas, and East Asia, typically China, Japan, and Korea, but also the Pacific area, Australasia, Southeast Asia, and the Russian Far East.

Ethical and Legal Conditions

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Submission

Please submit your manuscript, accompanied by an abstract of 150-200 words, at least six keywords, and a brief vita, by e-mail in a word-processing file, preferably MS Word, in Times New Roman with 12-point font and one inch margins (headers and footers at .5). The file name should include the author's last name, a short title, and the date in the style *mmdyy*, for instance, "Dou_China_and_Japan_06_15_10." Transmit your manuscript and associated files to the Editor-in-Chief, Professor James I. Matray, at jmatray@csuchico.edu.

The *JAEAR* welcomes innovative manuscripts of wide interest that are original, not previously published in English, and not under consideration 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 prepare a revised draft for submission.

Blinded Peer Review

The Editor-in-Chief will send manuscripts that he/she determines worthy of publication to Editorial Advisers or established scholars for blind review. There should be no mention of the author's name or identifying information on the title page or in the text.



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Language

Except in quotations, spelling and usage are American English, including the use of hyphenation and compound words. Please consult the most recent edition of the *Merriam-Webster Dictionary*, available at merriam-webster.com/. Spelling should be consistent throughout.

Length

Major articles normally are 8,000 to 10,000 words, including full citation of sources in footnotes. The *JAEAR* also welcomes longer essays, shorter reminiscences, documents and analysis, issues and responses, and research notes. Contact the Editor-in-Chief regarding requirements for manuscript submission for these special sections.

Manuscript Composition

JAEAR follows the humanities style in *The Chicago Manual of Style* (Chicago: University of Chicago Press, 16th ed., 2010)—online edition at: chicagomanualofstyle.org/contents.html—with some *JAEAR*-specific exceptions and adaptations. The online Chicago-Style Citation Quick Guide (chicagomanualofstyle.org/tools_citationguide.html) covers common citation needs.

Abstract, Keywords, and Vitae

A 150 to 200 word abstract, at least six keywords, and a brief author's vita must accompany the submission.

Usage and Grammar

(a) Except in quotations, authors must 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 authors need to be specific.

(b) Do not write passive sentences—the Editor-in-Chief will ensure that published manuscripts contain only sentences in the active voice.

Personal Names and Titles

(a) Personal names must appear in their full version at first reference 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: “John F. Kennedy, the president of the United States”; “Indira Gandhi, the prime minister of India”; “Secretary of State Cordell Hull,” but “Cordell Hull, the secretary of state.” The first appearance of a U.S. senator or House



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representative must include identification of the individual's party affiliation and state, for example, Senator Dianne Feinstein (D-CA), Senator John McCain (R-AZ); former Congresswoman Linda Smith (R-Wash.).

East Asian Names

JAEAR wants to be clear and correct without confusing readers who are not specialists.

- (a) The order of East Asian names in the text ordinarily should follow East Asian style, that is, family name first.
- (b) While we cannot be completely consistent, JAEAR respects the decisions of people of Asian origin to choose Western names and follows Western common practice, an at times 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, for example V. K. Wellington Koo (Gu Weijun); Y. C. James Yen (Yan Yangchu); Syngman Rhee (Yi Seungman); Sonny Chiba (Chiba Shinichi). Sometimes JAEAR depends on context, for example either Chiang Kai-shek or Jiang Jieshi might be appropriate, Sun Yat-sen or Sun Yixian. Place names may depend on historical period, perhaps either Canton or Guangzhou; Peking, Beiping, or Beijing; Busan or Pusan. The usage within an article should be consistent, however.
- (c) Names and terms in quoted material should not be changed, although it often will be helpful to supply standard romanization in square brackets.
- (d) Asian organizations that have established or legal English names should appear with that spelling, for example 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 digraphs for Korean, should include them in both the text and footnotes.

Acronyms, Abbreviations, and Contractions

- (a) Except for acronyms that are generally known, such as UN or YMCA, authors must spell out an acronym that appears only once, and if more than once spell it out in its first appearance with the acronym following in parentheses.
- (b) Never use abbreviations such as e.g., i.e., etc., but express them in words.
- (c) Except in quoted materials, authors must spell out contractions such as won't, can't, haven't, hasn't, hadn't, I'd, wasn't, isn't.

Dates

Dates should appear in the order day, month, and year (example, 1 July 1997), with the exception of quotations.

Quotations

When adding words within a quotation, authors must place them inside square brackets. The accuracy



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of quotations is the responsibility of the author—double-check them word for word. When adding emphasis in a quotation, the author should note doing so in the text—“(emphasis added)”—immediately after the modification.

Quotations and extracts should have introductory verbiage to identify the source or relevance. Authors should format a quotation with more than 75 words as a block quote (extract), with no quotation marks at the beginning and end.

Acknowledgements

Acknowledgments should be limited to those who read the actual text. If there is need to credit individuals or institutions for their financial support, authors should place the information along with the acknowledgements in the first endnote, inserting it at the end of the title at the very beginning of the article.

Manuscript References

The online *Chicago-Style Citation Quick Guide* gives more forms, but authors should consult the Manual itself for further help. The Editor-in-Chief will provide a style model when returning the manuscript with the referee reports.

Endnotes

JAER uses endnotes for initial submissions. Manuscripts also must have a bibliography that includes at least all sources the author references. While all sources, quotations, and inspirations require citations, notes should be as few as possible (usually no more than two or three per paragraph). Endnotes generally should avoid supplementary information. Brief discussion of problems of interest only to specialists is permissible, but if information is important it should be in the text. Authors should limit citations to sources they actually used; a bibliographical review of the field is not needed except to show how the submission confirms or revises earlier work.

English-language Sources

Monographs, collections of essays, and documentary collections:

- Complete names (including initials, if any) of author(s) and/or editor(s) as they appear on the title pages of the original publication;
- Complete main titles and subtitles (if any) and then edition of the publication if not the first.
- Primary place (city and—unless included in the publisher’s name—state, as well as country if not the United States) of publication;
- Publisher; year of publication. For a multivolume work, provide the total number of volumes and the inclusive years of publication.



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- 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 catalog2.loc.gov/.

Examples of a book citation:

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 *Pearl Harbor as History*, Dorothy Borg and Shumpei Okamoto, eds. (New York: Columbia University Press, 1973).

Book recite model: Klein, *Cold War Orientalism*, p. 55 [or pp. 66-67].

Journals, Magazines, and Newspapers:

- Give complete name(s) of author(s) and title, with volume number, issue number, issue date (month and year), and page(s) after a colon.
- For weekly and monthly periodicals, provide the issue date and page(s).
- For citation of newspapers with multiple sections such as the *New York Times*, give the section and page number(s).

Examples of a journal citation:

Asada Sadao, "The Shock of the Atomic Bomb and Japan's Decision to Surrender: A Reconsideration," *Pacific Historical Review* 67, no. 4 (November 1998): 480.

Shen Yu, "SACO in History and Histories: Politics and Memory," *Journal of American-East Asian Relations* 5, no. 1 (Spring 1996): 38.

Article recite model: Yu, "SACO in History and Histories," p. 40 [or pp. 46-47].

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.



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Asian Language Sources

For titles of works published in Asian languages, the citation should provide the original title (book, journal, or chapter) in standard transliteration, then the English translation in italics inside square brackets. *Never* should an Asian language work appear solely with its title in English.

Examples of an Asian language source citation:

Wang Lixin, *Meiguo chuanjiaoshi yu wan Qing Zhongguo xiandaihua* [*American Missionaries and Modernization in Late Qing China*] (Tianjin: Tianjin renmin chubanshe, 1996), 211.

Yin Jiaming, *Huang Zhen jiangjun de dashi shengya* [*The Ambassadorial Career of General Huang Zhen*] (Nanjing: Jiangsu renmin chubanshe, 1998), 154.

Hiwatari Yumi, "Kishi-gaikō ni okeru Tōnan Ajia to Amerika" (*Southeast Asia and the United States in Kishi's Diplomacy*) in *Kyōchō seisaku no genkai: Nichi Bei kankeishi, 1905-1960* [*The Limits to Cooperative Policies: The History of U.S.-Japan Relations, 1905-1960*], Kindai Nihon kenkyūkai, ed. (Tokyo: Kindai Nihon kenkyūkai, 1989), 223-24.

Bibliography

A list of sources with the heading "Selected Bibliography" must accompany each submission, with subdivisions for primary and secondary sources only. Authors should include at least those sources that appear as references in the endnotes, presenting them in alphabetical order. Books should begin with the author (surname first), title, city of publication, and publisher. After author and title, article citations then should present the journal name, volume number, issue number, in parenthesis month and year, and page numbers. Newspapers and periodicals should begin with author (if available) and name of article, with date and page numbers. Authors should use the form suggested in the *Chicago Manual of Style* for other sources.

Manuscript Special Features

Figures

All figures must have consecutive citations in the text. Authors should submit figures as separate source files in .eps, .tif, or .jpg format and in a size suitable for the typesetting area of the journal. The resolution of these files should be at least 300 dpi for half-tone figures, and 600 dpi for line drawings. Authors should number the files, and indicate where they are to appear in the manuscript (Fig. 1 here).

The text in a figure must be legible, and should not be smaller than corps 7. The size of this lettering for any text in a figure should be the same for all figures in the manuscript. Please display all tables and illustrations, if any, on a separate page(s) after your main text.



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Tables

Acceptance is at the discretion of the Editor-in-Chief. Tables are not necessary if the author can cover the information clearly in the text. Any table in the text should appear with a number in parentheses, such as "(see Table 1)," and a reference citation at the bottom of the table. *Never* place a regular text note number in a table.

Publication

Proofs

After acceptance and the Editor-in-Chief's final vetting, Brill will e-mail a pdf of the article proofs to the designated author to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are urged strongly to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are permissible. Alterations to the original manuscript at this stage will result in considerable delay in publication and, therefore, are not acceptable unless charged to the author. Authors should be return proofs promptly.

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A PDF file of the article will be supplied free of charge by the publisher to authors for personal use. Brill is a RoMEO yellow publisher.

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