

Notes for Contributors

1. The *CHINA REPORT* is a peer-reviewed journal that publishes original research articles (5,000–8,000 words in length), perspectives and commentaries (2,000–4,000 words), and book reviews (1,200–1,800 words) relating to all facets of China and East Asia.
2. The *CHINA REPORT* will not consider articles that contain tables, figures and substantial amounts of text that have already been published or have been accepted for publication in other journals (including on-line journals), or have appeared in book chapters or longer book manuscripts. The *CHINA REPORT* will also not consider articles that are currently under submission to other journals or duplicate or overlap with parts of other manuscripts that have been submitted to other publishers (including publishers of books and journals). If you have any questions regarding the applicability of these policies in your particular case, you should discuss any such publications related to your submission in a cover e-mail to the Editor. You should also notify the Editor of any related submissions to other publishers (of books and journals) that occur while your submission to the *CHINA REPORT* is under review and which would fall within the scope of this policy.
3. The *CHINA REPORT* uses a double-blind review process and authors are therefore requested to strictly follow the style guidelines in the ‘Manuscript Formatting’ section below. We aim to complete the peer review process and give a publication decision to authors within three months of submission. The Editorial Board regrets that it is not able to relay reports for articles not accepted for publication.
4. All submissions should be made electronically in an MS-Word file attached in an email to the Editor, Madhavi Thampi at madhavi_thampi@yahoo.com
5. Correspondence concerning manuscripts under review or any other matters may be sent to the Editor by e-mail.
6. Authors will be required to assign copyright for their article to Sage Publications India Private Limited prior to publication. Copyright assignment is a condition of publication and articles will not be passed to the publisher for production unless copyright has been assigned. To assist authors, an appropriate copyright assignment form will be supplied by the Editor.

Manuscript Formatting

1. **The first page of the paper must contain the title of the paper plus the full name, institutional affiliation and contact details (full mailing address, telephone and fax numbers and e-mail address) of the author or authors (in case of multiple authorship).** Please also provide a total word count (including Notes and References) on this page.

2. Please provide a short abstract (150–200 words) and 5–6 keywords, at the beginning of the article. All pages (including notes, references, tables, figures, maps) should be sequentially numbered. Papers should be single-spaced throughout (including displayed quotations, notes and references).
3. Use British spellings throughout ('programme' not 'program'; 'labour' not 'labor', 'centre' not 'center'). Use 'ise' spelling instead of 'ize'—for example 'organise', 'emphasise'.
4. Limit the levels of heading within the paper to two, or at most three. If you do have a third level of heading, the text should continue on the same line. Avoid lengthy headings and do not number them.
5. Use single quotation marks throughout for quotations and, if required, use double quotation marks within single quotes. Spellings of words in quotations should not be changed. Quotations of 45 words or more should be separated from the text with a line space above and below and indented from the left margin.
6. Use '20th century', '1960s'. Spell out numbers from one to nine, 10 and above to remain in figures. However, for exact measurements, use only figures (3 km, 9 per cent *not* %). Use thousands and millions, not lakhs and crores.
7. Dates should be in the form of 9 May 1995.
8. Use the smallest possible number of numerals when referring to pagination and dates—for example, (10–19, 42–5, 1971–4, 1981–95).
9. Use of italics and diacriticals should be minimized and, used consistently. Avoid excessive italics for emphasis but use it for book titles, journal names, as well as foreign words.
10. Tables, figures and maps are to be indicated by number separately ('see Table/Figure 1'), and not by placement in the text ('see Table/Figure 1 below' or 'insert Table/Figure 1 here'). Present all figures, that is, diagrams, images, photographs, and tables in a separate word file and number them in the order they appear in the text. Each figure and table should have a heading, an explanatory caption and the complete source reference.
11. **In the text, references should be placed in parentheses**—for example, (Sarkar 1987: 145). If more than one publication by the same author is referred to, then the items should be presented in chronological order—for example, (Lovell 1989, 1993). To distinguish different works by the same author in the same year, use the letters a, b, c, etc.—for example, (Smith 1995a, 1995b)'. For groups of citations, order alphabetically and not chronologically, using a semi-colon to separate names—for example, (Ahmed 1987: 125; Sarkar 1987: 145; Wignaraja 1960: 62). Use 'et al.' when citing a work by more than two authors, but list all the authors in the references. For quotations, please provide page numbers.

12. When quoting a source from a secondary source, mention all the details of the original source—including publisher and year of publication and the page number—from where the quote has been taken both in the in-text reference and the list of References at the end of the article. For example, (Schurmann 1968: 23, cited in Sharma 1978: 35).
13. **All works cited in the text (including sources for tables, graphs, figures and maps) should be listed in the ‘References’ section at the very end of the paper.** All items should be listed in alphabetical order, giving the author’s surname first followed by first name. If more than one publication by the same author is listed, the items should be presented in chronological order; for different works by the same author in the same year, use the letters a, b, c, etc. When listing two or more works by the same author, repeat the author’s name for each entry. For multi-authored works, invert the name of the first author only (Smith, W. and G. Jones). For edited works, use (ed.) for one editor and (eds) for multiple editors. Indicate (opening and closing) page numbers for articles in journals and chapters in books.
14. ‘Notes’ should be numbered serially and presented at the foot of each page (footnotes). Please use ‘notes’ sparingly and only to further clarify or add to a point made in the text. Within the text, notes should be indicated by superscript numbers.
15. Chinese names: In Chinese practice, the family name comes before the given name. Usually, authors from the People’s Republic follow this practice but persons of Chinese ancestry or origin elsewhere have adopted the Western practice of giving the family name last. Therefore, in the former case the names do not have to be reversed in the references. *China Report* follows the Hanyu Pinyin system of romanisation for Chinese personal names, place names and titles of books, periodicals, etc. In citations where the original uses a different system, its Hanyu Pinyin equivalent should be given in parentheses. Exceptions include names such as Sun Yat-sen and Chiang Kai-shek, that is, names familiar from pre-1949 China. Thus, it should be Mao Zedong and Zhou Enlai respectively instead of Mao Tse-tung and Chou En-lai, unless they are spelled in the older format in a quoted text or as authors.
16. The author(s) will receive a PDF file of the article once published and access to the electronic copy of the journal in which it is carried.
17. **Detailed style of referencing**

Books

- Yu Xintian (俞新天). 2010. *Zhangwo guoji guanxi de miyue: Wenhua, ruan shili yu Zhongguo duiwai zhanlve* (掌握国际关系的密钥: 文化、软实力与中国对外战略) [Decoding International Relations: Culture, Soft Power and China’s Foreign Strategy]. Shanghai: Renmin Chubanshe.

- Vogel, Ezra. 1989. *One Step Ahead in China: Guangdong Under Reform*. Cambridge, MA and London: Harvard University Press.
- Wei, Yehua Denis. 2000. *Regional Development in China: States, Globalization, and Inequality*. London and New York: Routledge.

Book Chapters

- Chen Cai, Yuan Shu-ren, Wang Li and Godfrey Linge. 1997. 'The North-East: Searching for a Way Forward', in Godfrey Linge (ed.) *China's New Spatial Economy: Heading Towards 2020*. Hong Kong: Oxford University Press, 144–66.
- Cheng, Joseph Y.S. 2003. 'Guangdong: The Challenges of the WTO', in Joseph Y.S. Cheng (ed.), *Guangdong: Preparing for the WTO Challenge*. Hong Kong: Chinese University Press, 1–34.
- Zhang, Tie Jun. 2005. 'China: Towards Regional Actor and World Player', in Mary Farrell, Bjorn Hettne and Luk van Langenhove (eds), *Global Politics of Regionalism: Theory and Practice*. London and Ann Arbor, Michigan: Pluto Press, 237–51.

Journal Articles

- Chao, Chien-min. 2003. 'Will Economic Integration between Mainland China and Taiwan Lead to a Congenial Political Culture?', *Asian Survey*, Vol. XLIII, No. 2, March/April, 280–304.
- Ma Ying and Zhao Gancheng. 2009. 'Evolution of Guiding Principles and Strategies of China's Periphery Policy', *International Review*, Shanghai Institute for International Studies, Vol. 2, http://www.siis.org/cn/en/zhuantu_view_en.aspx?id=10012 (accessed on 15 July 2010).
- Shambaugh, David. 1996. 'China's Military in Transition: Politics, Professionalism, Procurement and Power Projection', *China Quarterly*, Vol. 146, June, 265–98.
- Yang Wenwu and Ni Xiangqin (杨文武, 倪香芹). 2007. 'ZhongYin jingmao hezuo xianzhuang, wenti ji qi duice' (中印经贸合作现状、问题及其对策) [Sino-Indian Economic and Trade Cooperation Situation, Problems and Countermeasures], *Shehui Kexue* (社会科学), No. 9, 16–24.

Online Articles

- *Da Jiyuan* (大纪元). 2011. 'Yindu xu Huayu shizi Jiaobu jiang peixun' (印度需華語師資 教部將培訓) [India needs Chinese language teachers, Ministry of Education will launch training], 9 May, <http://www.epochtimes.com/b5/11/5/9/n3251997.htm> (accessed on 1 October 2012).

- *East Day Daily*. 2004a. 'Yangtze Delta exports soar', 13 August, <http://english.eastday.com/eastday/englishedition/delta/userobject1ai439090.html> (accessed on 15 July 2010).
- *East Day Daily*. 2004b. 'Yangtze river Delta churns on manufacturing strength', 3 February, <http://english.eastday.com/eastday/englishedition/delta/userobject1ai558158.html> (accessed on 15 July 2010).
- International Campaign for Tibet. 2003. 'Crossing the Line: China's Railway to Lhasa, Tibet', Washington, D.C., Amsterdam and Berlin, <http://www.savetibet.org/documents/document.php?id=34> (accessed on 9 May 2006).
- Jiang Zemin. 2002. 'Build a Well-off Society in an All-Round Way and Create a New Situation in Building Socialism with Chinese Characteristics', report delivered at the 16th National Congress of the Communist Party of China (CPC). *Xinhua*. 8 November, http://news.xinhuanet.com/english/2002-11/18/content_633685.htm (accessed on 15 April 2008).
- Li Hongmei. 2010. 'What to Do with Afghanistan?' *People's Daily*. 13 January, <http://english.people.com.cn/90002/96417/6867948.html> (accessed on 15 July 2010).

Unpublished Material

- Batisse, Cécile and Sandra Poncet. 2003. 'Protectionism and Industry Localization in Chinese Provinces,' paper presented at the *43rd European Congress of the Regional Science Association*, Jyväskylä, Finland, 27-30 August, http://www.hiebs.hku.hk/events_updates/pdf/poncet.pdf (accessed on 8 October 2004).
- Meng, Liuxi. 2003. *Qu Bingyun (1767–1810): One Member of Yuan Mei's Female Disciple Group*, Unpublished Ph.D. dissertation, University of British Columbia.

Guidelines for Book Reviewers

1. Reviews should be between 800–1,600 words in length for a single book.
2. Reviews should be submitted within two months of receiving the book. If this deadline is impossible, please contact the Book Reviews Editor, Kishan S. Rana at kishanrana@gmail.com
3. Book reviews must contain the name of the author and the title of the book reviewed, place of publication and name of publisher, year of publication, number of pages, ISBN and price in the following format. For example:

Cheng Li (ed.). 2010. *China's Emerging Middle Class: Beyond Economic Transformation*, Washington, DC: The Brookings Institution Press, pp. 396. ISBN: 978-0815704058. Price: US\$34.95

4. Your evaluation may consider the accuracy of statements of facts, robustness of arguments, awareness of literature, appropriateness of selected materials, organisation, accessibility and presentation. Your evaluation will probably judge the book on its own declared aims and objectives and also in terms of how well conceived those aims and objectives are. You may also wish to comment on the potential contribution the book makes to theory, empirical knowledge or policy. Your review must remain professional and there should be no personal comments directed towards the author of the publication.
5. If you refer to a particular idea or use a quote from the book under review please put the page number in brackets, in the format (p. 65).
6. If you make references to other written works in the course of your review, please do so according to the Guidelines above, including a List of References at the end of your review.
7. Reviewers will be required to assign copyright for their review to SAGE Publications India Private Limited prior to publication. Copyright assignment is a condition of publication and reviews will not be passed to the publisher for production unless copyright has been assigned. To assist authors, an appropriate copyright assignment form will be supplied by the Editor.
8. The reviewer will receive a PDF file of the review once published and access to the electronic copy of the journal in which it is carried.
9. At the end of your review, please provide a two-line bio indicating your professional experience in the field along with your full name, title, institutional affiliation, and postal and e-mail addresses.

For Starters...

think-tank	NOT	thinktank; think tank
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Figure-conscious

1,200,000 or 1.2 million	NOT	12,00,000
100,000	NOT	1 lakh or 1,00,000
1 million or 1,000,000	NOT	10 lakh
10 million or 10,000,000	NOT	1 crore or 1,00,00,000
10kms	NOT	10 kms
1500MW	NOT	1500 MW
38 per cent or 38% ⁺	NOT	38percent or 38 %
figures in millions, billions	NOT	in lakhs, crores
per cent	NOT	percent
US\$35	NOT	US\$ 35 or \$35
US\$35 million	NOT	US\$35million
9am	NOT	9 a.m.
32kg	NOT	32 kg

Going on a Date

14 March 2009 (date month year)	NOT	March 14, 2009 or 14 th March 2009
the 1980s	NOT	the 1980's
9/11	NOT	911 (this isn't America; Dial 100 for the cops in Delhi)
29AD	NOT	29 AD
12 th ASEAN Summit	NOT	12 ASEAN Summit

The Hyphens (as in "The Sopranos"... sound of gunfire)[♦]

Asia-Pacific	NOT	Asia Pacific
Awami League-led	NOT	Awami League led
cutting-edge technology	NOT	cutting edge technology
dual-use technology	NOT	dual use technology
geo-economic	NOT	geoeconomic [*]
language-based	NOT	language based
multidimensional	NOT	multi-dimensional

⁺ "38 per cent" is used within the text while "38%" in tables or figures.

[♦] Please also note there is a difference between Asia-Pacific and Asia – Pacific. The first is a hyphen (which joins), the second is a bar (which separates).

^{*} Quibbles about "geostrategic" and "geopolitical" have been noted but such non-hyphenation is partly also a result of how frequently the expression is used. Generally, when hyphenated terms begin to be used with increasing frequency, the hyphens tend to gradually disappear, as a matter of convenience.

unidimensional	NOT	uni-dimensional
non-military	NOT	non military
pro-BNP	NOT	pro BNP
second- or third-rate	NOT	second or third rate
second-rate	NOT	second rate
Shia-dominated	NOT	Shia dominated
short-term gains	NOT	short term gains
state-generated	NOT	state generated
wide-ranging	NOT	wide ranging
50km-long road	NOT	50km long road
300kg-heavy satellite	NOT	300kg heavy satellite

The Non-Hyphens

ceasefire	NOT	cease-fire
counterterrorism	NOT	counter-terrorism
crossfire	NOT	cross fire
geopolitical	NOT	geo-political
geostrategic	NOT	geo-strategic
hard line (noun)	NOT	hard-line (adjective)
policymaker	NOT	policy-maker
policymaking	NOT	policy-making
proactive	NOT	pro-active
reopen	NOT	re-open
reassert	NOT	re-assert
socioeconomic	NOT	socio-economic
sociopolitical	NOT	socio-political
stakeholders	NOT	stake holders
the northeast	NOT	North East; North-east
timeframe	NOT	time-frame
weekend	NOT	week-end

Simply Language

a Memorandum of Understanding	NOT	an Memorandum of Understanding
an MoU	NOT	a MoU
and so on	NOT	etc.
changes would be effected to laws	NOT	changes would be affected to laws
crackdown (noun)	NOT	crack down (verb)
differences on several key issues	NOT	differences in several key issues
emphasized the need	NOT	emphasized on the need
firming up	NOT	firming in

for the last thirty years	NOT	since the last thirty years
Most Shia politicians	NOT	Most of the Shia politicians
namely,	NOT	viz.,
on the cutting edge	NOT	on the cutting-edge
that is,	NOT	ie., OR i.e.,
the Afghan situation	NOT	Afghan situation
the EU	NOT usually just	EU
the UN	NOT usually just	UN
the US	NOT usually just	US
transport equipment	NOT	transport equipments

Proper Nouns and Foreign Words

al Qaeda	NOT	Al Qaeda (except at the beginning of a sentence) or al-Qaeda
Cold War era	NOT	cold war era
Communist Party of Nepal-Maoist (CPN-M)	NOT	Communist Party of Nepal-Maoist [CPN-M]
jihad	NOT	jehad
Naxal	NOT	naxal
Naxalism	NOT	naxalixm
Naxalite	NOT	naxalite
Northeast India	NOT	North East India or North-east India
Sharia	NOT	sharia
Shia	NOT	Shi'ite or Shi'ite
South Asia	NOT	south Asia
Southeast Asia	NOT	South East Asia or South-east Asia
southwestern China	NOT	south-western China
southern and eastern Afghanistan	NOT	Southern and Eastern Afghanistan
Taliban	NOT	Talibans
US	NOT	U.S. or U.S
War on Terror or "war on terror"	NOT	war on terror ^N
war on terrorism	NOT	War on Terrorism or "war on terrorism"

- The names of all newspapers and publications are to be italicized.

- The names of all chemical elements should be in small letters, unless it is their abbreviations that are used. For example, uranium BUT U_{235} or U_{238} ; and plutonium BUT Pu_{239} .

^N Depending on the context, the use of the expression without quotes or without caps is also acceptable.

- Whether terms such as jihad and Sharia are italicized within the text depends on how frequently they occur. If they occur very frequently, leave them un-italicized. An argument can be made that these are also now very common terms and should not be italicized. I would tend to agree with this. In long research papers, special reports, etc, it's the author's call. In the web articles, we prefer not to use italics for common phrases such as jihad because they require additional work from the formatters. Others will be italicized.

The Queen's English vs. The President's[^]

colour	NOT	color
defence	NOT	defense
endeavour	NOT	endeavor
neighbourhood	NOT	neighborhood

Mind your 'z's

analyze	NOT	analyse
institutionalize	NOT	institutionalise
modernization	NOT	modernisation
emphasise	NOT	emphasize
civilization	NOT	Civilization
organise	NOT	Organize

Quick Note on the use of "A, An or The":

- **'a'** is an indefinite article (not a specific object, one of a number of the same objects) with consonants
She has a dog.
I work in a factory.
- **'an'** is an indefinite article (not a specific object, one of a number of the same objects) with vowels (a, e, i, o, u)
Can I have an apple?
She is an English teacher.
- **'the'** is a definite article (a specific object that both the person speaking and the listener know)
The car over there is fast.
The teacher is very good, isn't he?
- The first time you speak of something use "a or an", the next time you repeat that object use "the".
I live in a house. The house is quite old and has four bedrooms.

[^] In other words, we prefer, the American 'z' but the English spellings in all other instances.

I ate in a Chinese restaurant. The restaurant was very good.

- DO NOT use an article with countries, states, counties or provinces, lakes and mountains except when the country is a collection of states such as **the United States** or **the northeast**
He lives in Washington near Mount Rainier.
They live in northern British Columbia.
- Use an article with bodies of water, oceans and seas -
My country borders on the Pacific Ocean
- DO NOT use an article when you are speaking about things in general
I like Russian tea.
She likes reading books.
- DO NOT use an article when you are speaking about meals, places, and transport
He has breakfast at home.
I go to university.
He comes to work by taxi.

Others

- All designations such as President, Prime Minister, etc are to begin with capitals.
- Do not use Mr. or Dr. or Prof. and other titles within text
- **Use the period or space after initials**, that is simply say E. S. Bloodyfool instead of ES Bloodyfool or E S Bloodyfool

“QUOTES”

- Use double quotation marks for quotations, and single marks for quotations within quotations.
- While using double quotes please keep in mind that the period will come within the quotes, as in,

While addressing the meeting the speaker said, “I spoke to our Prime Minister about the matter. He said ‘You’ve signed the treaty and must abide by what you agreed.’ So there the matter rests.”

- Single quotes are also used to highlight a word or term. For example,

Who is a ‘Naxal’?
I like ‘red’.

Please note that in such usage the period come after the quotes.

ABBREVIATIONS

- Abbreviations including those in common use (BJP, IAEA, DPRK), are spelled out at first occurrence.

Example

“In 1977 the Democratic People’s Republic of Korea (DPRK) concluded an agreement with the International Atomic Energy Agency (IAEA)...”

Or

“In the Politburo meeting of the Communist Party of India (Maoist) [CPI (M)]...”

- No periods are used with abbreviations that appear in full capitals, whether two letters or more, as in BBC, CITU, US and acronyms, as in NATO.
- Ditto for abbreviations that appear in lowercase, as in **am**, **pm**.

Note: A few of these are purely subjective and personal preferences but somebody’s got to do it. Of course, there are always exceptions to the rule, else English wouldn’t be English and copyeditors would be out of jobs. So feel free to fill in the boxes below and run them by me.

	NOT	
	NOT	