



COLLEGIATE JOURNAL OF CHINESE AFFAIRS SUBMISSION GUIDELINES

1. Basic Requirements

- In order to be eligible for consideration, submissions cannot have been published in any form at another publication. Authors may submit their manuscripts to multiple journals, but we ask that they withdraw these submissions upon acceptance to the *Collegiate Journal of China Affairs*.
- Submissions must credit any academic advisor(s) or coauthor(s) that supported the development of the research paper.
- All submissions must have an abstract.
- Submissions should be in accordance with the style guide detailed below.

2. General Submission Guidelines

GW Collegiate Journal of Chinese Affairs Submission

- Length Expectations: 12–35 pages (single spaced)
 - Submissions from all disciplines are welcome, and our past publications have featured research in:
 - Art history
 - General history
 - Game theory
 - Economic policy
 - International theory
 - Sociology
 - Security policy
 - All submissions must be centered on Chinese affairs in some way
 - All submissions must be written in Microsoft Word and submitted as .docx files

3. Citation Format

GW Collegiate Journal of Chinese Affairs Submission

- Chicago Manual of Style (18th Edition) with a bibliography and [full endnotes](#) (See [Chicago Ch. 13](#))
 - Authors are welcome to use footnotes for asides¹
 - For subsequent citations of the same source, a shortened note version of the citation can be used.
 - First note: John Lynch, “From Independence to National Organization,” in *Argentina Since Independence*, ed. Leslie Bethell (Cambridge University Press, 1991), 41.
 - Note that this example includes a citation of a book chapter
 - Later note: John Lynch, “From Independence to National Organization,” 38.
 - When citing multiple page numbers in a sequence, it should be written as such:
 - Ex: pp. 31–9, **not** pp. 31–39
 - **NEVER use** “ibid”
- The works cited should appear at the end of the paper after a page break and alphabetized correctly.
- The endnotes should begin after the end of the article on the NEXT page
- The bibliography should begin one line below the end of the endnotes section
- All images and diagrams used must be licensed properly with permission from the original source
 - All translations must have an attached translation credit (authors must credit themselves for any original translations)
 - Royalty free photo banks:
 - Wikimedia Commons
 - Pexels
 - Unsplash

¹ Asides are useful for providing context, clarification, and/or good humor to the reader. Authors can also use them to direct readers to additional reading materials not used as source material for the article.



4. Style Guide

When & When Not to Use Italics

- Use italics when citing anything originally published in print, including newspapers, periodicals, magazines, and books
 - Ex: *The New York Times*, *China Quarterly*, and *Chinese Politics in the Xi Jinping Era*
- Use italics when referencing words from a foreign language
 - Ex: *Zhongnanhai*, *renaissance*, *reconcentrado*, *a priori*, *vis-a-vis*
- Do not use italics when referencing think tanks or private enterprises
 - Ex: The Wilson Center; Brookings Institution
- Do not use italics for titles of articles, chapters, or poems

On Referencing Disputed Territorial Claims

- For a disputed territory that goes by multiple names, pick one name to use throughout the text
- Upon first reference of the disputed territory, you must, in brackets or narratively, reference its other name(s)
 - Ex: “The Senkaku Islands [Diaoyu Islands]” or “The Senkaku Islands, also known as the Diaoyu Islands in China, ...”

On Font, Typeface, and Spacing

- Title: 12 pt Arial Unicode MS, single spaced, centered on top of page
- Author name: 12 pt Bodoni 72 Smallcaps, single spaced, centered below title
- Abstract: 10 pt Times New Roman, 1.15 spaced, bolded, justify-aligned, 3 lines below author name
- Section headers: 12 pt Times New Roman, single spaced with space before paragraph, bolded and left-aligned
- Body text: 12 pt Times New Roman, single-spaced, justify-aligned, half-inch indented first line on each paragraph
- PAGE SIZE: A4
- All graphs, tables, and charts should be centered and use Times New Roman 10.5 pt text

On Abbreviations

- You must spell out the entirety of the abbreviated word(s) upon first usage followed by the corresponding abbreviation in brackets
 - Ex: The China Affairs Forum (CAF)
- For country abbreviations, do not use dots in-between letters
 - Ex: United States (US); United Kingdom (UK)
- In reference to the Chinese Communist Party, use CCP for all subsequent mentions
 - Do not use CPC (Communist Party of China)
- Only introduce an abbreviation if you use it in the same section in which it is introduced *and* continue to use it in following sections

On Romanization of Mandarin Chinese

- In general, use pinyin, **not** Wade-Giles, romanization of the Chinese language
 - Ex: Xinjiang, **not** Hsin-chiang
- For historical figures, choose either Wade-Giles or pinyin and indicate in parentheses the name’s alternative spelling
 - Ex: Sun Zhongshan (Sun Yat-sen); Chiang Kai-shek (Jiang Jieshi)
- For names of locations, use present-day pinyin spellings
 - Ex: Tianjin, not Tientsin; Nanjing, not Nanking; Beijing, not Beiping, Peking
 - An exemption can be made when referencing specific historical agreements such as the Treaty of Tientsin (1858)

On Chinese Surnames

- In China, surnames are listed first in official documentation. When referencing a surname anywhere, make sure the surname appears first
 - Ex: Xi Jinping = Mr. Xi = Xi said..., not Mr. Jinping or Jinping said...
 - Xi, Jinping. “Make Solid Progress Towards Common Prosperity,” in *The Governance*



of China, Beijing, Foreign Languages Press, 2022, 164, 170.

Misc. Spelling

- Use American English when spelling words. Exceptions are made for proper nouns in foreign countries
 - Ex: The U.K. Labour Party, **not** U.K. Labor Party; U.K. Centre for Ecology, **not** Center for Ecology

On Capitalization

- For geographic locations, only capitalize the geographic qualifier when it is attached to proper noun, or if it is used to designate a particular region
 - Ex: Northwest China, **not** northwest China; Western civilization, **not** western civilization
- When referencing the “West” to describe the societies of the United States, Western Europe, and Australia/New Zealand, capitalize “West”
- Capitalize well known historical periods such as the Atomic Age or the Middle Ages
- **Do not** capitalize descriptions of time periods such as medieval China, ancient China, or feudal China.
- Misc. Capitalization Requirements
 - zero-COVID **not** Zero-covid; *danwei*, **not** *Danwei*.

Numbers & Numerals

- World War II, World War Two, WWII, or the Second World War, **not** World War 2 or WW2.
- Great War, World War I, WWI, or World War One, **not** World War 1 or WW1.
- Numbers up to ten should be spelled out, anything larger can be represented as 11, 12
- If a number is used at the beginning of a sentence, it should always be spelled out
 - Ex: A hundred million miles beyond Mars, in the cold loneliness where no man had yet traveled, Deep Space Monitor 79 drifted slowly among the tangled orbits of the asteroids. (*2001: A Space Odyssey*)

5. Collegiate Journal of China Affairs Staff Contact

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