Journal of Current Chinese Affairs

Guidelines for Authors

1. Language

The **Journal of Current Chinese Affairs** only accepts English-language articles. The author is responsible for correct language use. Manuscripts must not be published or under current consideration by any other publication.

2. Length

The length of the **Research Articles** is not to exceed 10,000 words (including abstracts and references). For **Analyses** 5,000 words should be normally the rule (also including abstracts and references).

3. Biographical note and abstract

All authors are asked to provide a biographical note, which should state the following: current occupation and/or academic title and institutional affiliation, scientific discipline, research interests and/or major current research projects, and the title and year of publication of one major recent publication (maximum 100 words) as well as postal and e-mail address, and website URL if available. Please keep in mind that all contributions are to be headed by an abstract of at most 150 words and three to four keywords.

4. Format

Please refrain from formatting! Eliminate all editing, formatting and automatic numbering. Send the text as a plain Word file. Please use a standard font (e.g., Times New Roman, 12 pt.). Bold or underlined text is not necessary. Please use left alignment (not "justification") and avoid word division in your text. Organise titles and subtitles using a clear hierarchy; please do not use more than three levels of headlines. Refer only to sections, not to specific pages. Please don't use footnotes! Use British English spelling and style conventions consistently throughout the text, and please be sure to write clearly and use correct punctuation; non-native authors are strongly encouraged to have their contributions proofread. Use double quotation marks inside the end punctuation (British).

5. Suggestions for consistency

Abbreviations such as e.g., i.e. without space; no space before ff. and f.; spell out numbers up to and including ten; spell out numbers at the beginning of sentences; use four digits for years, e.g., 1973; when referring to a decade write 1970s; percentages are always given as numerals; spell out the word "per cent" in text (use % only in tables, without a space between number and symbol); million and billion spelled out; for currencies use bank abbreviations (USD, EUR) before the figures; no URLs in text; state long names of institutions or organizations only the first time with their acronym in brackets, afterwards use acronym; do not italicize organization, party, agreement, or treaty names, only foreign technical terms and translated names from non-European languages.

6. Tables, graphs and images

Tables and images are to be numbered separately and continuously. Each should be pro-vided with an individual caption and an exact reference. Tables, figures and images must not exceed 11 cm width and 15 cm height and may not be in landscape format. Text in tables and figures should be in a readable font size, normally 12 and not smaller than 10 points. Explanatory notes should be indicated with superscripted small letters, e.g. 4,5a. Units of measure should be

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7. References (Harvard Citation Style)

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