

## *Copenhagen Journal of Asian Studies*

### **Guidelines for Manuscript Submission and Preparation**

*Copenhagen Journal of Asian Studies* is a peer-reviewed journal focusing on the social and political economy of contemporary Asia. The journal aims to provide a view of research on Asia from a Scandinavian point of view, but we welcome submission of any papers that centre on business in society and society in business in Asia. The journal is published through the Asia Research Centre, Copenhagen Business School. Now in its 31st year, the journal's editor-in-chief is Kjeld Erik Brødsgaard and the Associate Editor is Yang Jiang.

#### **Submission**

A complete submission includes a title page, abstract, keywords, short bibliography as well as the manuscript. The manuscript itself must not contain any identifying information, as we use a double-blind review process.

- Length** Manuscripts are normally around 6,000 to 8,000 words, including notes and references. Manuscripts must not exceed 10,000 words.
- Title** The title of the manuscript should be relatively brief and to the point.
- Abstract** The abstract should be 150-200 words and should be carefully written to provide the potential reviewer and eventual reader with enough information to interest them in the full article.
- Keywords** Include up to five essential keywords or search terms after the abstract.
- Authors** A brief biographical statement (2-3 sentences) for each author must also be included. It should give title, institutional affiliation, and email address. You may also add recent publications or areas of research interest.
- Formatting** Submit the manuscript in Microsoft Word. Manuscripts should be double spaced, in 12 point font, but formatted as little as possible. Make headings and sub-headings identifiable. Sub-sub-headings are normally unnecessary.
- Notes** Notes (endnotes) should be used sparingly.
- References** Citations are to be embedded in the text ('Harvard style') and a complete alphabetical reference list must be attached at the end of the article. See below for more information on references.
- Submission** Manuscripts must be submitted via email to the editorial office at: [cjas@cbs.dk](mailto:cjas@cbs.dk).

#### **Preparation**

- Spelling** CJAS uses British English spellings with **-ize** verb endings (e.g. organize, realize).

- Numbers** Spell out one to ten. For 11 and more, use numerals.
- For numbers with four or more digits, use commas: 3,456.
- For numbers above 1,000,000: 5.3 million, seven billion
- For decimals, use a full stop. A zero always precedes decimals less than one: 0.75.
- Write out 'per cent' in the text; the per cent sign (%) may be used in tables only. Use numerals when using percentages: e.g. 10 percent.
- Time** To remove ambiguity, write dates as day month year without punctuation: e.g. 16 February 1998.
- Decades are written with numerals and without apostrophes: e.g. 1980s (not eighties, '80s, 80's, or 1980's).
- Centuries are spelled out: nineteenth century (not 19<sup>th</sup> century).
- Titles** Use lower case initial letters where talking generally of a president, prime minister, king, minister of finance, etc. Where the word forms a proper title (Queen Elizabeth, President Clinton) it should be initially capitalized.
- Quotations** Use single quotation marks, e.g. 'quote'. Double quotation marks should only be used for a quote within a quote:
- Following British convention, full stops and commas fall outside quotation marks.
- Quotations longer than four lines or about 40 words should be indented, without quotation marks. Ellipses (points of omission) should not be used at the beginning or end of a quote.
- Serial Commas** Do not use a comma before the words 'and' or 'or' to separate items in a list of three or more items:
- He took his suitcase, umbrella and hat.
- She didn't speak Chinese, Japanese or Korean.

## **References**

- Citations** For sources in the main body of the text, put author's last name, date of publication, and page numbers, if applicable, in parentheses as follows:
- (Smith 2007: 174-177) or 'According to Smith (2007: 174-177). . .'
- (Smith and Thompson 1999)
- (Smith et al. 2001a: 99-102)

Multiple references should be organized alphabetically. References by different authors are separated by a semicolon.

(Gleiser 1992; Richmond 1998; Schwinn 2001)

**Reference list** All sources cited in the text must appear in the reference list. All items in the reference list must be cited in the text. However, references to non-scholarly material (websites, newspaper articles, blogs) should be put in endnotes rather than the reference list.

Review all works cited and make sure the spellings and dates match in the reference list.

Reference lists should be ordered alphabetically by the first author's (or editor's) surname. If the author has more than one work, they should be listed from the earliest to the most recent. If the author has more than one work in a single year, use a, b, c, etc. (1998a, 1998b, 1998c).

For multi-author or multi-editor publications, use up to five names. If there are more, use 'et al.' after the first author's name

Foreign language titles should include a translation.

#### **Books with one author**

Sun, Wanning 2006. *Media and the Chinese Diaspora: Community, Communication and Commerce*. London: Routledge.

World Health Organization 2005. *Demographic Tables for the Western Pacific 2005-2010*. Manila: World Health Organization, Regional Office for the Western Pacific.

#### **Books with two or more authors**

Brødsgaard, Kjeld Erik, and Susan Young 2000. *State Capacity in East Asia: Japan, Taiwan, China, and Vietnam*. New York: Oxford University Press.

#### **Journal article**

Kumar, Rajesh, and Verner Worm 2003. 'Social Capital and the Dynamics of Business Negotiations between the Northern Europeans and the Chinese'. *International Marketing Review* 20 (3): 262-285.

#### **Chapter in a book**

Heilesen, Simon 1976. 'Chinese Pottery Collections in Scandinavia'. In C. G. Glenn et al. (eds.) *Chinese Pottery through the Ages*. Berkeley: University of California Press 1976: 168-193.

#### **Dissertation, thesis or paper**

Chew, Kean Hong 1996. *Beyond Individualism-Collectivism: Additional Constructs to Consider*. Ph.D. dissertation, University of Oregon.

Ong, Aiwa 1989. *Gender and Power in Southeast Asia*. Paper presented at 'Workshop on Research Methodologies', Penang, 2 October 1989.

### **Online sources**

Online resources should follow the same format as print resources as much as possible but with the addition of the URL. If the resource is on a website that is subject to change (such as periodic updating), then the date the information was accessed should be included.

### **Websites**

Columbia University 1998. *SARAI South Asia resource access on the Internet*. New York: Columbia University Libraries. <http://bibpurl.oclc.org/web/813>. Accessed 21 December 2008.