

General: Manuscripts should be 7,000–10,000 words (including footnotes and references). All papers submitted for publication must represent original work not previously published and should not be under current review by another publisher. Use 12-pt Times New Roman (double space) throughout the main text. When using East Asian scripts, use SimSun (Chinese), MS PMincho (Japanese), and BatangChe (Korean). Authors should include an English-language abstract (max. 200 words) and three to five keywords

Spelling: Authors must use UK spelling (-ise, -isation, etc.).

Diacritics, accents: Where a European language employs accents or diacritics, these should be retained in names and words, e.g. Françoise Choay, Médecins Sans Frontières. We basically follow the conventions of the McCune-Reischauer romanisation for texts on Korean subjects. Thus the Korean diacritic (ũ and õ) should be used as necessary, with both capital and small vowels. Japanese words and names follow the Hepburn romanisation, thus they should similarly show the Japanese macron (ō and ū) as required. Chinese terms should be romanised according to Hànyǔ Pīnyīn including tonal marks. The first mention of romanised terms/names should be followed by the corresponding Asian characters.

Type: Do not use **bold** type. Use *italics* for titles of books and newspapers, for the titles of films and for the names of ships. Use italics for foreign words.

Chapter titles are to be in **bold** in 12-pt Times New Roman, and subheadings are to be in bold. An extra blank line should be inserted before and after.

Citations and references: All direct quotations from a source to be written inside double quotation marks. For a quotation within a quotation, use single quotation marks.

Large quotations (more than four lines, i.e., five lines and longer) should be set as block indentations. This means no quotation marks are required for this text. Indented quotations should be in 10-pt Time New Roman.

In-text citations generally follow the rule of (Author's Surname Year: Page Number). For example, (Hardacre 2017: 113–114).

Multiple works by the same author are to be listed as follows: (Urban 1989; 1998; 2000).

If any author is mentioned in the same sentence as the citation, an abbreviated version may be used. For example, “[...] although Wilson (1985: 13) argues that these themes parallel the main concerns of the Church.”

When a source has four or more authors, ‘et al’ should be used after the first author’s surname when citing in-text.

Serial commas are to be used at all times for the sake of clarity. For example, “item 1, item 2, and item 3” as opposed to “item 1, item 2 and item 3.”

Bibliography (Examples):

Book

Miller, John H. 2008. *Modern East Asia: An Introductory History*. Armonk and London: M. E. Sharpe.

Narangoa, Li and Robert B. Cribb. 2014. *Historical Atlas of Northeast Asia, 1590–2010: Korea, Manchuria, Mongolia, Eastern Siberia*. New York: Columbia University Press.

Journal Article

Park, Hye Jeong. 2014. “East Asian Odyssey Towards One Region: The Problem of East Asia as a Historiographical Category.” *History Compass*, 12 (12), pp. 889–900.

Pokorny, Lukas. 2010. “Anti-Buddhist Polemics in the Yongbiöch’ön’ga.” *Studia Orientalia Slovaca*, 9 (1), pp. 59–69.

Chapter in Edited Volume

Melton, Gordon. 2007. “Introducing and Defining the Concept of a New Religion.” In David G. Bromley, ed., *Teaching New Religious Movements*. Oxford and New York: Oxford University Press, pp. 29–40.

Perdue, Peter C., Helen F. Siu, and Eric Tagliacozzo. 2015. "Introduction: Structuring Moments in Asian Connections." In Peter C. Perdue, Helen F. Siu, and Eric Tagliacozzo, eds., *Asia Inside Out: Changing Times*. Cambridge and London: Cambridge University Press, pp. 1–22.

M.A. and Ph.D. Dissertations

Anderson, Richard. 1988. "Taiken: Personal Narratives and Japanese New Religions." Ph.D. thesis, Indiana University, United States.

Online

Lum, Thomas. 2006. "China and Falun Gong." Online: <http://fpc.state.gov/documents/organization/67820.pdf> (accessed: May 7, 2016).

Beig, Stefan. 2012. "Ein Rückschritt zur Inquisition." *Wiener Zeitung*, April 9, 2012; online: http://www.wienerzeitung.at/nachrichten/kultur/kulturpolitik/449291_Ein-Rueckschritt-zur-Inquisition.html (accessed: May 28, 2012).

Publications in Non-European Languages

Kil, Yöng-hwan 길영환. 2002. "T'ongil kyohoe'üi chugüm'üi ihae'wa sünghwasik 통일교회의 죽음의 이해와 승화(昇華)식 [Understanding Death in the Unification Church, and the Seunghwa]." *Sinjonggyo yön'gu* 신종교연구 [New Religion Studies], 7, pp. 146–162.

Pān, Xuān 潘煊. 2011. *Rénjiān fóguó* 人間佛國 [A Buddha Land in the Human Realm]. Táiběi 臺北: Tiānxià wénhuà 天下文化.

Acronyms: Always use capital letters, e.g. OECD, UNDP. Always spell out the name of the organisation, country, etc., when it first appears in the text and follow it immediately by the acronym in brackets, e.g. Democratic People's Republic of Korea (DPRK). Thereafter use the acronym.

Numbers and Figures:

- Dates: In the text, these should follow the order month/day/year, e.g., June 15, 2000, the celebrations of July 4.
- Percentages: Use “per cent” (two words) in the text, the symbol “%” in tables with no space between number and the symbol, e.g., 1.3%.
- Years: Use the full form and no apostrophe when referring to a decade, e.g., the 1980s and 1990s. Please use – “en dash” between two years, e.g., 2007–2008, not 2007-2008.
- Cardinal numbers: Write out in full up to one-hundred, unless used for the numbering of figures and tables (e.g., Figure 1, Table 2). Use numerals from 101 to 999,999. Thereafter use one million, one billion. In four-digit numbers, place a comma after the first digit, e.g. 1,000-9,999; in five-digit numbers, after the second digit, e.g. 10,000 to 99,999; in six-digit numbers, after the third digit, e.g., 100,000.
- Decimal numbers: Place a point between the whole numbers and the decimal values, e.g., 0.6.
- Ordinal numbers: Write out in full, e.g., first; nineteenth.