

KEY ISSUES

in Asian Studies

Call for Proposals & Author Guidelines

PURPOSE

"KEY ISSUES IN ASIAN STUDIES" is a new series of booklets designed for use in undergraduate humanities and social science courses, as well as by advanced high-school students and teachers. "Key Issues" booklets complement the AAS teaching journal, *Education about Asia*, and serve as vital educational materials that are both accessible and affordable for classroom use.

Manuscript proposals submitted to the series should tackle broad subjects or major events in an introductory but compelling style appropriate for survey courses. Examples of booklets, both published and in production, include: Caste in India; Understanding East Asia's Economic "Miracles"; Political Rights in Post-Mao China; Global India circa 100 CE (South Asia in Early World History); Traditional China in Asian and World History; Korea in World History; Japanese Popular Culture and Globalization; and Japan and Imperialism. Manuscripts on contemporary affairs that are narrow in focus or without historical context will not be suitable for the series.

Authors should assume little prior audience knowledge of the subjects of their manuscripts. They should present various points of view in jargon-free prose meant to encourage debate and discussion.

PROPOSALS

Authors should first submit a booklet proposal to "Key Issues" Editor, Lucien Ellington, for evaluation. Proposals should consist of a draft table of contents and an introduction to the booklet (or portion of chapter one if more applicable). Proposals should be e-mailed to l-ellington@comcast.net (Microsoft Word documents are preferred).

FULL MANUSCRIPTS

If a proposal is accepted for evaluation, the author will be given up to nine months to submit a complete manuscript. Only completed manuscripts will enter the formal review process. Manuscripts should conform to the following guidelines.

PRESENTATION

Manuscripts should be printed on white paper, on one side of each page, double-spaced in 12-point type with margins of at least one inch all around. The main text should be divided into chapters/sections followed by endnotes (rather than footnotes, used as economically as possible) as well as a 1–2 page glossary, a bibliography and/or "References for Further Study." **The recommended manuscript length, inclusive of all material, is approximately 25,000 words.** Please avoid use of non-standard diacritics.

The cover page should include the title of the manuscript and the total word count. It should also include information on the author: name, title, professional affiliation, complete mailing address, e-mail address, and telephone and fax numbers. **To allow blind peer review, the name of the author should not appear on any other page.**

NOTES

Use endnotes rather than footnotes (as economically as possible). Each new chapter should begin with **Note 1**. Please conform to the 15th edition of the *Chicago Manual of Style*. Endnotes should be typed and double-spaced on separate pages that follow the manuscript but precede the bibliography and/or "References for Further Study." **Please avoid automatic endnote functions and submit notes in a separate file, not as part of each chapter.** Do not place note numbers in chapter titles or headings. Note numbers should always follow punctuation and be placed at the end of sentences. Try to avoid having more than one note in a sentence. Combine notes if possible.

BIBLIOGRAPHY AND REFERENCES FOR FURTHER STUDY

Please conform to the Humanities Style in Chapter 16 of the 15th Edition of the *Chicago Manual of Style*. This reference matter should be typed and double-spaced on separate pages that follow the endnotes.

PHOTOGRAPHS, ILLUSTRATIONS AND FIGURES

Since the "Key Issues" booklets will be mainly used in classrooms, we strongly encourage the inclusion of photographs, figures, maps, and other illustrative materials. Images should be submitted in high-resolution digital form (at least 300 ppi), with accompanying photocopies for editorial use. Please number the images sequentially and indicate in the manuscript where each should appear, together with a suitable caption. Please Note: The AAS does not furnish artwork, maps, or illustrations. These are the responsibility of the author. **If your manuscript is accepted for publication, you must obtain written permission to reproduce each illustration—and provide payment if required—prior to the booklet being entered into production.** Copies of all necessary reprint permissions must be included with your finished manuscript.

TABLES

Tables should be numbered sequentially and have concise titles and column headings. Each table should be discussed in the text but remain intelligible by itself. Each table should be inserted in the text near the corresponding narrative.

Please number display materials such as tables, figures, maps, and charts and submit them in separate files. Placement in the text should be indicated with a statement such as "Place figure 2.3 about here" on a separate line in the text. **Please supply a separate file containing figure captions, map titles, table titles, and so on.**

MANUSCRIPT SUBMISSION

If a proposal is selected for evaluation and a full manuscript is requested, the author should e-mail: (i) a copy of the manuscript along with (ii) a completed **author questionnaire** to "Key Issues" Editor, Lucien Ellington, at l-ellington@comcast.net. **Microsoft Word documents are preferred.** A hard copy of the manuscript should also be mailed to Lucien Ellington, "Key Issues in Asian Studies," 302 Pfeiffer Hall, Dept. 2222, 615 McCallie Avenue, University of Tennessee at Chattanooga, Chattanooga, TN 37403.

MANUSCRIPT REVIEW AND EDITING

After assessment by the Series Editor, completed manuscripts that meet the series requirements will be evaluated by two referees. Final decisions to accept or reject manuscripts will be made by the Series Editor. Manuscripts accepted for publication will be copyedited and returned to authors for review.

CONTRACT AND HONORARIUM

An honorarium of \$1,500 will be awarded to manuscript authors in two stages. Once a manuscript has been accepted for publication, a standard contract will be issued to the author to sign and return to AAS. Once AAS receives the signed contract, the author will be paid an initial honorarium of \$500. Upon completion of any required revisions and final approval of copy editing, the remaining \$1,000 will be paid to the author.