



THE JOURNAL OF THE SOCIETY FOR ASIAN HUMANITIES (JOSAH)

Information for authors

Submissions

What to submit

JOSAH is a refereed journal and the flagship publication of the Australian Society for Asian Humanities, which promotes knowledge of Asia and provides a venue for scholars to present their work to their peers and others interested in Asia.

JOSAH publishes original articles relating to any region(s) of Asia and from all disciplines in the Humanities. Submissions to *JOSAH* should not have been submitted, accepted for publication or published elsewhere. We accept:

- Articles: roughly 5,000–8,000 words. Assessed anonymously by two referees.
- Book reviews: roughly 1,500–2,000 words (but may be longer).
- Memorial lectures, obituaries, etc.: not refereed, length by arrangement with the editors.
- Proposals for special issues: include a general rationale, explaining the significance of the topic and how it fits with *JOSAH*'s aims, and a set of abstracts for contributions.

The accepted manuscript is defined here as the final draft author manuscript, as accepted for publication by *JOSAH*, including modifications based on referees' suggestions, before it has undergone copy-editing and proof correction.

Papers accepted for publication by *JOSAH* must follow the conventions and style guide described below.

How to submit

Submit manuscripts to josaheditor@sydney.edu.au. Include the author's name and short title in the file titles, e.g. 'Zuraidah_Malay language'. Required files are:

- manuscript: this includes
 - article title
 - author's name
 - institutional affiliation
 - contact details
 - abstract (200–250 words)
 - 4–7 keywords
 - acknowledgements (if necessary)
 - list of figures and tables (if necessary)
 - main body
 - footnotes (not endnotes), with arabic (not roman) numerals

- figures, tables, images, etc.
 - these may be included where they add materially to the analysis
 - supply these in separate files
 - in the manuscript, refer to them in the body of the text and indicate their approximate position with a line space above and below the callout, as follows:

<Fig. 1 about here>
 - they should each have a short explanatory caption and be numbered: 'Zuraidah_Fig. 1_National monument'
 - illustrations (JPEG, TIFF, etc.) should be high resolution (300 dpi minimum)

Permissions

Authors are responsible for obtaining permission from copyright-holders to reproduce any illustrations, tables, figures or lengthy quotations previously published elsewhere, and for ensuring that the appropriate acknowledgements are included in their manuscript.

Style Guide

File format

- Microsoft Word (.doc or .docx)
- A4 paper size
- Times New Roman font
- 12 point
- double-spaced
- unjustified (do not justify the right margin)
- indent new paragraphs, do not use two hard returns

Subheadings

- first-level subheadings: bold, title case, centre page
- second-level subheadings: italics, title case, ranged left
- do not use more than two levels of subheadings
- do not number subheadings

Spelling and punctuation

Use as little punctuation as necessary while retaining the meaning of the sentence.

- British spelling and conventions
 - for spelling, check **Oxford English Dictionary** (<https://www.lexico.com/>)
 - use suffix '-ise/-yse/-isation' not '-ize/-yze/-ization': 'realise' not 'realize', 'globalisation' not 'globalization'
 - no serial commas: 'interviews, observations and research' and not 'interviews, observations, and research'
 - punctuation falls within quotation marks if it is part of the original quotation, otherwise all punctuation falls outside quotation marks

- compound words
 - check for spelling of compound words
 - open: ‘dinner table’
 - closed: ‘bookshop’
 - hyphenated: ‘a long-term solution’ [see also Hyphens below]
- ellipses
 - use the ellipsis character (‘...’), not three full stops (‘...’), to indicate missing text in a quotation
 - leave a space before and after an ellipsis: ‘Installation art ... is now central to this project’
 - when used to indicate removed text that goes over one sentence in quotations, include a full stop before the ellipsis: ‘end.... Start’
- square brackets
 - use to enclose comments, corrections, references or translations made by a subsequent author or editor
 - use inside round brackets: ‘(tourism in Malaysia [and Singapore])’
 - use to insert authorial adjustments in quoted material, e.g. Bonnie McDougall comments, ‘I dared not go into Fisher [Library]’
- apostrophes
 - to indicate possession: after singular nouns, plural nouns that do not end in ‘s’ and indefinite pronouns: ‘anybody’s guess’
 - if a name already ends in ‘s’ then an additional apostrophe s (’s) is included following the rule of euphony, i.e. it can be heard: St Thomas’s hospital
 - do not use an apostrophe in ‘its’ with the meaning ‘belonging to it’; ‘it’s’ is a contraction of ‘it is’

Quotation marks

- all quotation marks should be curly (not straight): ‘’
- use single quotation marks for titles that are not whole publications: short poems, chapters in books, articles from journals, short stories, songs, etc. [see also Italics below]
- use single quotation marks for dialogue/quotes, use double quotation marks for quotes within quotes, e.g. Lim says, ‘Connie finds surrealism “interesting and stimulating”’
- quotes longer than four lines or about 50 words should be set as block or display quotes, which are:
 - set off from the text (additional line before and after)
 - inset from both margins
 - without quotation marks

Italics

- titles
 - use italics for titles of whole publications: books, journals, plays, films, long poems, newspapers, magazines
 - if the title includes ‘The’ or ‘A’ at the start of the title then italicise that as well (but not for newspapers, e.g. the *South China Morning Post*)
 - use single quotation marks for titles that are not whole publications: short poems, chapters in books, articles from journals, etc.

- emphasis
 - use italics for emphasis if needed (and sparingly), never use bold or underline
 - in quotations, indicate whether the emphasis is from the original text or an editorial addition
- foreign words
 - use italics for foreign words/phrases not common in English [see also Foreign languages below]

Capitalisation

Keep the use of capitals to a minimum, i.e. do not use a capital letter unless it is absolutely required.

- proper nouns (institutions)
 - always capitalise: 'Tsinghua University is in Beijing', 'Department of Asian Studies'
 - generic terms referring to a proper noun are lower case: 'The university was established in 1911', 'the department is one of the newest'
- titles (civic, religious, academic, nobility)
 - capitalise when directly attached to a name: 'Professor Guo'
 - lower case when following a name: 'Guo is a professor'
 - lower case when used in place of a name: 'the professor is coming'
 - lower case when used as a descriptive tag: 'our current professor Guo'
- places
 - capitalise recognised countries, regions and geopolitical entities: 'Southeast Asia', 'Western Australia', 'Middle East'
 - places not officially recognised as proper nouns are lower case: 'western China'
- academic subjects
 - generally lower case: 'history', 'philosophy'
 - capitalise subjects derived from proper nouns: 'Taiwanese history'
 - capitalise broad areas of study that include several subjects: 'Humanities', 'Social Sciences', 'Cultural Studies'

Hyphens

Check <https://www.lexico.com/> for spelling of compound words. In general, use hyphens in

- adjectival phrases
 - before a noun: 'a well-written essay' vs 'the essay was well written'
 - with a verb participle: 'the tea was sleep-inducing' – but
 - do not hyphenate adverbs ending in '-ly' combined with another word: 'newly formed association', 'largely irrelevant'
- prefixes
 - to avoid confusion/mispronunciation: 'pre-eminent', 're-released'
 - before proper nouns and numbers: 'pre-Islamic', 'post-1969'
 - before a proper name, number or date: 'anti-Maoist forces', 'pre-2000 politics'
 - the prefix 'mid-' always takes a hyphen: 'mid-speech'
 - note: 'post-war' vs 'postmodern' (<https://www.lexico.com/>)

En dashes (n-dashes) and em dashes (m-dashes)

- en dash (–)
 - use in number spans: ‘1939–1945’, ‘pp. 17–23’
 - use in linking two items of equal weight in an adjectival compound: ‘Malay–Chinese relations’, ‘mixed Chinese–Japanese heritage’
 - use between names of joint authors/creators etc. to distinguish from hyphenated names of a single person: ‘the Sapir–Whorf hypothesis’
- em dash (—): used as a pair of parenthetical dashes without spaces: ‘In a complementary long article completed in 1994—the year of Said’s reflections above—John Clark ...’

Abbreviations, acronyms, contractions

- abbreviations omit letters from the end of words and have full stops: ‘Prof.’ – do not duplicate the full stop if the abbreviation ends a sentence
- contractions omit letters from the middle of a word and have no full stops: ‘Dr’
- acronyms are formed from the initial letters of words – spell out terms on first mention, with the acronym in brackets and no full stops: ‘Association of Southeast Asian Nations (ASEAN)’ – thereafter, use the acronym alone – try to minimise the use of acronyms in order to avoid ‘alphabet soup’
- use full stops in people’s initials, with no space between initials: ‘E.R. Leach’
- try to avoid using Latin abbreviations – spell out ‘etc.’ as ‘and so forth’, ‘e.g.’ as ‘for example’ or ‘such as’, and ‘i.e.’ as ‘that is’

Numbers

- spelling
 - spell single-digit numbers: ‘one to nine’
 - spell numbers or years that begin a sentence: ‘Nineteen sixty-nine was the year of the race riots in Kuala Lumpur’
 - spell simple fractions (always with a hyphen): ‘two-thirds’
 - spell approximate figures (except for measurements with abbreviated units or percentages): ‘about five million’ vs ‘exactly 5 million’
- figures
 - use figures for 10 and above: ‘24’
 - present number spans using an en dash: ‘1939–1945’
 - use figures for measurements with abbreviated units (leave a space between figures and units): ‘5 km’
 - use figures for percentages (spell out ‘per cent’): ‘25 per cent’ – only use ‘%’ in tables
 - use commas in large numbers: ‘10,000’

Time and dates

- time
 - use figures when stating exact times and divide the hours from the minutes with a full stop, using either ‘a.m.’ or ‘p.m.’: ‘7.00 a.m.’
- dates
 - day/month/year: ‘on 8 December 1995’
 - no apostrophe for decades: ‘1990s’
 - year spans: never contracted: ‘1992–1997’ not ‘1992–97’

- spell out centuries: ‘the short twentieth century ended in 1991’
- hyphenate centuries used as adjectives: ‘seventh-century inscriptions’
- spell out days and months: ‘the first Wednesday in December’
- use round brackets around dates after works of art, publications, etc.: ‘*Great Soviet Encyclopedia* (1951)’
- use BCE/CE for eras (small capitals): ‘fifth century BCE’
- approximate dates should be given as ‘c.1490’ (note the italics and no space)

Foreign languages [see also Chinese, Japanese, Korean below]

- foreign improper (general) nouns
 - foreign words not common or absorbed in English should be italicised
 - foreign words common in English should be roman: ‘per se’, ‘amok’
- foreign proper nouns
 - use roman for foreign proper nouns: ‘Sentrong Pangkultura ng Pilipinas (Cultural Center of the Philippines), ‘Cao Đai (Caodaism)’
 - cite a foreign organisation in its full original language, followed by the acronym and English translation in round brackets: ‘Parti Islam Se-Malaysia (PAS, Malaysian Islamic Party)’
- foreign titles of publications, films, etc.
 - foreign titles follow their original capitalisation
 - in-text titles should be given on first instance in the original language and then as a translation in round brackets: ‘*Bumi Manusia* (This Earth of Mankind)’

Translations [see also Chinese, Japanese, Korean below]

- translations in the main text should be in round brackets – use a consistent order throughout, either ‘English (foreign)’ or ‘foreign (English)’: ‘conquest (*zavoevanie*)’ or ‘*zavoevanie* (conquest)’
- translations following block or display quotes should be as separate blocks below the original:

这种误读显然是偏狭的。

This sort of misreading is obviously biased.
- indicate the font used for non-roman text

Chinese, Japanese, Korean (CJK)

- full-form or simplified **Chinese** characters are both acceptable, but use should be consistent throughout the article. Chinese romanisation should follow Hanyu Pinyin with regard to the People’s Republic of China and Imperial China, though Wade-Giles romanisation is acceptable with regard to Taiwan or well-known ROC names such as Chiang Yee or Ho Feng-Shan, and are preferred for established place names such as Taipei or Kaohsiung. Chinese names from Hong Kong, Macau and Southeast Asia should use preferred or legal romanisations, unless they are unknown.
- for romanisation of **Japanese** use the Hepburn system as it appears in the Nelson and Kenkyusha dictionaries. Besides very common personal or place names (for example, Tokyo), long vowels should be written with a macron (̄) over ō and ū (and any long vowel transcribed from *katakana*).

- for **Korean** romanisation use the McCune-Reischauer system as it appears in the Library of Congress: <https://www.loc.gov/catdir/cpsd/romanization/korean.pdf>. Alternative romanisations are acceptable for words (Pyongyang, Seoul, *kimchi*) and names (Kim Il Sung, Syngman Rhee) that commonly appear in English-language writing.
- in-text CJK titles should be given in first instance as romanisation, then in CJK script, then as a translation in brackets, as follows:
 - *Moluo shi li shuo* 摩羅詩力說 (On the Power of Māra Poetry)
 - ‘Mara Shiryoku setsu’ zaigenkō nōto 「摩羅詩力說」材源考ノート (Notes for a Study of the Sources for ‘On the Power of Māra Poetry’)
- in-text personal names should on first instance be given in romanisation and then in CJK script:
 - Liu Xie 劉勰
 - Kitaoka Masako 北岡正子
 - Han Kang 한강
- in-text terms and phrases
 - should be given first as a translation in quotation marks, followed by romanisation in italics and the characters: ‘using foreign things for a Chinese agenda’ (*yang wei Zhong yong* 洋为中用)
- in-text proper nouns
 - should be given first as a translation, followed by romanisation in roman and the characters: Chinese Academy of Social Sciences (Zhongguo shehui kexueyuan 中國社會科學院)
- on subsequent instances of terms, titles and names, only the English or the transliteration should be given

Notes and Referencing

General

- citations should be given as footnotes (not endnotes) and they follow a modified Chicago style
- a footnote number in the text should be placed after a point of punctuation
- ‘Ibid.’ is used if citing the exact source from the previous footnote: ‘Ibid., 285.’
- contract page numbers to no less than two digits: ‘176–77’, ‘106–107’
- cite authors’ and editors’ names in the form in which they appear in the work cited – whether with forename(s), given name(s), initial(s), with forename plus initial, etc.
- pay particular attention to the citing of some Asian names in which the first name written is often the family or given name: Lee Kuan Yew, thereafter Lee (Chinese); Mahathir Mohamad, thereafter Mahathir (Malay); Thongchai Winichakul, thereafter Thongchai (Thai); Hồ Chí Minh, thereafter Hồ (Vietnamese); Kim Jong-un, thereafter Kim (Korean). But note: Syed Hussein Alatas, thereafter Alatas; Susilo Bambang Yudhoyono, thereafter Yudhoyono (Indonesian) [see also Translated book below]
- capitalise all important words in English-language titles (for books or articles), but note that some languages – Chinese, Japanese, French – only capitalise the first word and proper nouns

- regularise internal punctuation in titles to colons (as opposed to mixed colons and full stops): Bhavani Raman, *Document Raj: Writing and Scribes in Early Colonial South India* (Chicago: University of Chicago Press, 2012)
- no consolidated bibliography is required

Authored book

First citation

1. Wang Gungwu, *Anglo-Chinese Encounters since 1800: War, Trade, Science and Governance* (Cambridge: Cambridge University Press, 2003), 15.
2. Syed Farid Alatas and Vineeta Sinha, *Sociological Theory beyond the Canon* (London: Palgrave Macmillan, 2017), 24–25.
3. Antony Best, Jussi Hanhimaki, Joseph A. Maiolo and Kirsten E. Schulze, *International History of the Twentieth Century and beyond* (London: Routledge), 7–12. [note: names of all authors are required at first citation]

Shortened note

1. Wang, *Anglo-Chinese Encounters*, 16.
2. Alatas and Sinha, *Sociological Theory*, 106–107.
3. Best et al., *International History*, 99–101. [note: use ‘et al.’ for three or more authors]

Edited book

First citation

1. Seo Ryeong Ju, ed., *Southeast Asian Houses: Expanding Tradition* (Irvine, CA: Seoul Selection USA, 2017).
2. Kaori Fushiki and Robin Ruizendaal, eds., *Potehi: Glove Puppet Theatre in Southeast Asia and Taiwan* (Taiwan: Taiyuan Puppet Theatre Museum, 2016).
3. Zawawi Ibrahim, Gareth Richards and Victor T. King, eds., *Discourses, Identity and Agency in Malaysia: Critical Perspectives* (Singapore: Springer, 2021).

Shortened note

1. Ju, *Southeast Asian Houses*.
2. Fushiki and Ruizendaal, *Potehi*.
3. Zawawi et al., *Discourses, Identity and Agency*. [note: use ‘et al.’ for three or more editors]

Chapter or other part of an edited book

First citation

1. Agnieszka Sobocinska, ‘Hearts of Darkness, Hearts of Gold’, in *Australia’s Asia: From Yellow Peril to Asian Century*, ed. David Walker and Agnieszka Sobocinska (Crawley: UWA Publishing, 2012), 173–97.
2. Lian Kwen Fee, Naomi Hosoda and Masako Ishii, ‘Introduction: Migrants in the Middle East and Asia’, in *International Labour Migration in the Middle East and Asia: Issues of Inclusion and Exclusion*, ed. Lian Kwen Fee, Naomi Hosoda and Masako Ishii (Singapore: Springer, 2019), 1–11.

Shortened note

1. Sobocinska, ‘Hearts of Darkness’, 175.
2. Lian et al., ‘Introduction’, 9. [note: use ‘et al.’ for three or more authors]

Translated book

Characters should be provided for CJK names of people and titles of works, but not for names of publishers and journals. For examples see:

<https://guides.library.yale.edu/c.php?g=296262&p=1974227>.

First citation

1. Suon Sorin, *A New Sun Rises over the Old Land: A Novel of Sihanouk's Cambodia*, trans. Roger Nelson (Singapore: NUS Press, 2019), 6.
2. Denys Lombard, *Kerajaan Aceh Zaman Sultan Iskandar Muda (1607–1636)* [The Kingdom of Aceh at the Time of Sultan Iskandar Muda (1607–1636)], trans. Winarsih Arifin (Jakarta: Balai Pustaka, 1986), 45–48.
3. Gu Duhuang 顧篤璜, *Kunju shi bulun* 崑劇史補論 [Supplementary Thoughts on the History of Kunju] (Nanjing: Jiangsu guji chubanshe, 1987).
4. Han Kang 韓江, *Sonyeoni onda* 소년이 온다 [Human Acts] (Seoul: Changbi, 2014).
5. Han Kang, *Human Acts*, trans. Deborah Smith (New York: Random House, 2017).

Shortened note

1. Suon Sorin, *A New Sun Rises*, 23.
2. Lombard, *Kerajaan Aceh*, 49.
3. Gu, *Kunju shi bulun*, 137.
4. Han, *Sonyeoni onda*, 54.
5. Han, *Human Acts*, 54.

Journal article

First citation

1. Ghassan Hage, 'The Haunting Figure of the Useless Academic: Critical Thinking in Coronavirus Time', *European Journal of Cultural Studies* 23.4 (2020): 665–66.
2. Shao-Hsun Keng, Chun-Hung Lin and Peter F. Orazem, 'Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality', *Journal of Human Capital* 11.1 (2017): 11–12.
3. Fu Jin 傅謹, 'Xiqu qishi nian yu weilai xiixiang' 戲曲七十年與未來遐想 [Seventy Years of Xiqu and a Reverie about the Future], *Zhongguo wenyi pinglun* 8.1 (2019): 20–32.

Shortened note

1. Hage, 'The Haunting Figure', 666.
2. Keng et al., 'Expanding College Access', 11. [note: use 'et al.' for three or more authors]
3. Fu, 'Xiqu qishi nian yu weilai xiixiang', 22.

Online articles

- For articles consulted online, include a URL, a database or preferably a DOI (Digital Object Identifier) which is a permanent URL beginning with <https://doi.org/>

News or magazine article

Articles from newspapers, magazines, blogs, etc., are cited similarly. If you consulted the article online, include a URL or the name of the database.

First citation

1. Masturah Alatas, 'Four Decades of a Malay Myth', *New Mandala*, 23 January 2017, <https://www.newmandala.org/four-decades-malay-myth/>.
2. Arundhati Roy, 'We Are Witnessing a Crime against Humanity', *The Guardian*, 28 April 2021.

Shortened note

1. Alatas, 'Malay Myth'.
2. Roy, 'We Are Witnessing'.

Book review

First citation

1. Alexis Dudden, 'Review: *Exodus to North Korea: Shadows from Japan's Cold War*, by Tessa Morris-Suzuki', *Journal of Japanese Studies* 34.2 (2008): 389–92.
2. Michiko Kakutani, "'Friendship Takes a Path That Diverges'", Review of *Swing Time*, by Zadie Smith', *New York Times*, 7 November 2016.

Shortened note

1. Dudden, 'Review: *Exodus to North Korea*', 391.
2. Kakutani, 'Friendship Takes a Path'.

Interview

First citation

1. Vishakha N. Desai, Interview, 1 March 2015.
2. Kory Stamper, 'From "F-Bomb" to "Photobomb": How the Dictionary Keeps Up with English', interview by Terry Gross, NPR, 19 April 2017, audio, 32:25, <https://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

Shortened note

1. Desai, Interview.
2. Stamper, Interview.

Thesis or dissertation

First citation

1. Charlotte Setijadi, *Memories, Spaces, Identities: An Ethnographic Study of Young Ethnic Chinese in Post-Suharto Indonesia*, PhD dissertation, La Trobe University, 2013, 5.

Shortened note

2. Setijadi, *Memories, Spaces, Identities*, 7.

Website content

Citing website content in the text is often sufficient: 'As of 1 May 2020, the National University of Singapore's home page listed ...'. Formal citations are shown below.

First citation

1. Asia Research Institute [ARI], 'Asian Peace Programme', <https://ari.nus.edu.sg/asian-peace-programme/>.

Shortened note

2. ARI, 'Asian Peace Programme'.

Social media content

Citing social media content in the text is often sufficient. Formal citations are shown below. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

Text

A local bookshop posted about their best-selling book: 'The story of the Malay Ramayana' (@gerakbudayabookshoppenang, 23 October 2021).

First citation

1. Pete Souza (@petesouza44), 'President Obama Bids Farewell to President Xi of China at the Conclusion of the Nuclear Security Summit', Instagram photo, 2 April 2016, <https://www.instagram.com/p/BDrmfXTtNct/>.
2. Chicago Manual of Style, 'Is the World Ready for Singular They? We Thought So Back in 1993', Facebook, 17 April 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Shortened note

1. Souza, 'President Obama'.
2. Michele Truty, 18 April 2015, 1.09 p.m., comment on Chicago Manual of Style, 'Singular They'.

Personal communication

First citation

1. Noor Aisha Abdul Rahman, Personal communication, 18 July 2018.

Shortened note

1. Noor Aisha, Personal communication.

Production Process

Accepted manuscripts will undergo professional editing, including language editing, copy-editing, reference checking and fact checking. Authors are expected to correspond in a timely manner via email with the copy editors with regard to all editorial matters to do with their article.

Proofs of accepted articles will then be sent to authors as PDF files for proofreading, correction of typesetting errors, checking the production of non-roman text, etc. Authors are expected to return these proofs with corrections and answers to any queries from the copy editors within one week.

Please address all communications via mail to:

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