
INFORMATION FOR AUTHORS

Submission of a manuscript: Contributions to *Monumenta Serica* have to present original work and must not be under consideration for publication elsewhere. Manuscripts that have been published previously either in print or in electronic form will not be accepted for evaluation. By submitting a manuscript, the author agrees that the copyright for the article (including digital reproduction) is transferred to the publishers if and when the article is accepted for publication. Manuscripts should be submitted by email as WORD files or in other formats compatible with WORD.

Evaluation of the manuscript is done by the editorial board and by two external peer reviewers.

Manuscript languages and length: Authors are strongly encouraged to submit their manuscripts in English, but materials in German and French will also be accepted for publication. Articles in either of these languages by non-native speakers will only be considered for publication if the level of language meets academic standards. Manuscripts should not exceed 15.000 words and must comply with the formal requirements of the present “Information for Authors.”

Manuscript structure:

- An **English abstract** of about 100 to 150 words and **three to five keywords** should be provided at the beginning of the article.
- **Abbreviations** should be used for frequently cited materials and works. A list of abbreviations should be provided after the English abstract accordingly.
- Please provide a **complete and extensive bibliography** at the end of the main text and identify the references in the footnotes according to the author-year scheme (for example: Schmidt 1986, p. 10).
- Authors are requested to provide a **Chinese title, abstract** (250-300 characters), and **keywords** of their contribution after the bibliography.
- The manuscript should conclude with a “**Notes on Contributor**” which provides the author’s name, affiliation, and recent publications as well as postal and email addresses.

Chinese terms and texts:

- **Chinese characters** in either **classical or simplified form** will be accepted if used consistently in the text of the article. Characters used in all bibliographical matter must reflect the original.

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- **Transcription** of Chinese characters should only follow *Hanyu pinyin* and be employed consistently throughout. Please provide transcriptions for the characters of names and terms used in the main text. Unless necessary for the sake of argument, please refrain from using tonal markers in *Hanyu pinyin*-transcriptions.
- **Italicize** titles of books, including titles of Chinese *congshu* 叢書, pamphlets, periodicals, plays, or *termini tecnici* (in lowercase). Do not italicize titles of chapters, articles, titles of series, or geographical names.
- **Chinese or Japanese characters** provided in the text should directly follow their transcription, without parentheses, on their first occurrence in the text of the manuscript. In the following, only the transcription should be used.
- **Order of transcription, characters and translation:** The preferred order would be transcription, characters and translation:
 - *Tianzhu shiyi* 天主實義 (The True Meaning of the Lord of Heaven)
 - *fugu* 復古 (returning to the ancients)If a translation has to precede transcription and characters, please use the following models:
 - *The True Meaning of the Lord of Heaven* (*Tianzhu shiyi* 天主實義)
 - “returning to the ancients” (*fugu* 復古)
- **Quotations from Chinese sources.** Characters for longer quotations from Chinese texts (in translation) should be supplied in the footnotes without transcription.

Chinese titles of Chinese works may be included with their abbreviations by capitalizing and italicizing, e.g., *QSG* for *Qingshigao*. Do not refer to titles of Chinese language works quoted by using their translated titles, e.g., use *Mingshi*, but not *Ming History*, etc.

Figures, Photographs and Illustrations must be submitted separately as electronic files at 450-600 dpi (for b/w and grayscale pictures) or at 300 dpi (for color pictures) and are sent to us as jpg (jpeg) or tif-files. Please make large files available to us in ZIP format or via Dropbox. For the scan please take into account the type area of *Monumenta Serica* which is defined by an upper, lower, inner and outer margin of 2 cm each on a 17,5 cm x 24,7 cm page. All illustrative material (drawings, charts, maps, diagrams, etc.) should be submitted in a form suitable for publication without redrawing.

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Punctuation style:

- Placement of commas, periods and quotation marks, follows the conventions of the language of the article. Chinese texts should always be set

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with punctuations in a Chinese font and according to Chinese convention regardless of the language of the article.

- Numbers of footnotes in the text should follow punctuation.
- Enclose in double quotation marks titles of articles, unpublished works, and short quotations. Longer quotations which run to three or more typed lines should be typed as a separate, indented paragraph (double spaced). Use single quotation marks to indicate a quotation within a quotation. Interpolations of the author are to be shown in square brackets.
- Hyphens and dashes: Hyphens are only used within words and numbers in *Monumenta Serica*, for all other purposes (dates, page ranges, parenthetical statements) en-dashes are used.

For practical *examples* regarding style, please refer to a recent print issue of *Monumenta Serica*. If in doubt, do not hesitate to contact the editorial office in advance (institut@monumenta-serica.de).