INFORMATION FOR AUTHORS

Submission of a manuscript to the Monumenta Serica Institute for publication in the Monumenta Serica Monograph Series and the Collectanea Serica will be taken to imply that it presents original, unpublished work, not under consideration for publication elsewhere. By submitting a manuscript, the author agrees that the copyright (including digital and electronic reproduction) is transferred to the publishers if the manuscript is accepted for publication. Manuscripts are evaluated by the editorial board (or in special cases by external specialists). The evaluation may take a few months. Authors are strongly encouraged to submit their manuscripts preferably in English, but materials in German will also be considered for publication. The manuscript should include a statement of the author’s name, title, position, and professional address. Authors receive 5 copies of their publication free of charge and are also granted the bookseller discount for the purchase of further copies.

Manuscripts. It is strongly recommended that authors submit electronic files of their monographs (preferably in WORD format) via email to the Monumenta Serica editorial office. In cases where this is not feasible, they should send one paper copy (with CD), typed double-spaced, with ample margins of at least one inch (ca. 2.5 cm) on both sides and at the top and bottom of the page.

Material from other copyright proprietors. For material which requires written permission for inclusion in the contribution, Authors are requested to obtain the permissions from the copyright holder at their own expense and submit the permission to the editorial office of the Monumenta Serica Institute along with the manuscript.

A Table of Contents should be provided.

Notes should be typed as footnotes, double-spaced, and numbered consecutively throughout the work. Numbers of notes in the text should follow punctuation. For references in footnotes authors should consistently use a brief identification system of author – year in the footnotes with a bibliography aligned accordingly. Please do not use op. cit., ibid., loc. cit., supra, and the like, but always repeat the respective, short bibliographical reference.

Chinese characters and transcription. Chinese characters in either classical or simplified form will be accepted if used consistently in the text, whereas characters used in all bibliographical matter must reflect the original. Transcription of Chinese characters should follow Hanyu pinyin and be employed consist-
ENTIRELY THROUGHOUT. PLEASE PROVIDE TRANSCRIPTIONS FOR ALL CHARACTERS USED IN THE MAIN TEXT. UNLESS NECESSARY FOR THE SAKE OF ARGUMENT, PLEASE REFRAIN FROM USING TONAL MARKERS IN HANYU PINYIN-TRANSCRIPTIONS. CHINESE CHARACTERS IN THE TEXT SHOULD DIRECTLY FOLLOW THEIR TRANSCRIPTION, WITHOUT STOPS OR PARENTHESES, ON THEIR FIRST OCCURRENCE IN THE TEXT OF THE MANUSCRIPT:

- TRANSCRIPTION [ITALICIZED IF NECESSARY; CF. BELOW] CHARACTER[S], E.G., ZHUANG-ZI YINDE 莊子引得; XINMIN CONGBAO 新民叢報;

OR, WITH PARENTHESES, IF A TRANSLATION PRECEDES ROMANISATION AND CHARACTERS:

- TRANSLATED TITLE, TERM, NAME, ETC. (TRANSCRIPTION [ITALICIZED IF NECESSARY] CHARACTER[S]), E.G., THE TRUE MEANING OF THE LORD OF HEAVEN (TIANZHU SHIYI 天主實義); “RETURNING TO THE ANCIENTS” (FUGU 復古).

CHARACTERS FOR LONGER QUOTATIONS FROM CHINESE TEXTS (IN TRANSLATION) SHOULD BE SUPPLIED IN THE FOOTNOTES WITHOUT TRANSCRIPTION.

ITALICS. ITALICIZE (IF NECESSARY, BY UNDERLINING) TITLES OF BOOKS, INCLUDING TITLES OF CHINESE CONGSHU 叢書, PAMPHLETS, PERIODICALS, PLAYS, OR TERMINI TECHNICI (IN LOWERCASE). DO NOT ITALICIZE TITLES OF CHAPTERS, ARTICLES, TITLES OF SERIES, OR GEOGRAPHICAL NAMES.

PUNCTUATION.

QUOTATION MARKS. 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. COMMAS AND PERIODS ARE PLACED INSIDE QUOTATION MARKS; OTHER PUNCTUATION IS PLACED OUTSIDE UNLESS IT IS PART OF THE MATERIAL QUOTED. BRACKETS. PARENTHETICAL MATTER WITHIN PARENTHESES IS ENCLOSED IN SQUARE BRACKETS. THE TRANSLATION OF A TITLE OF A BOOK OR ARTICLE IN A FOREIGN LANGUAGE, IF GIVEN, SHOULD BE PLACED AFTER THE ORIGINAL IN BRACKETS. INTERPOLATIONS OF THE AUTHOR ARE TO BE SHOWN IN SQUARE BRACKETS.

ABBREVIATIONS. MAY BE USED FOR FREQUENTLY CITED MATERIALS AND WORKS IF A LIST OF ABBREVIATIONS IS PROVIDED.

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.

AS A RULE, ONLY THE FIRST LETTER OF THE ROMANIZED TITLE OF A CHINESE WORK IS CAPITALIZED: SISHU, NOT SI SHU; QINGSHIGAO JIAOZHU, NOT QINGSHIGAO JIAO ZHU, ETC. (EXCEPTIONS: HOU HANSHU, ETC.)

PHOTOGRAPHS AND ILLUSTRATIONS. SHOULD BE OF GOOD QUALITY BLACK-AND-WHITE OR COLOR, HIGH CONTRAST, GLOSSY PRINTS. ELECTRONIC FILES ARE PREFERRED, PROVIDED THE PICTURES HAVE BEEN SCANNED AT 450-600 DPI (FOR B/W AND GRAYSCALE PICTURES) OR AT 300 DPI (FOR COLOR PICTURES) AND ARE SENT TO US SEPARATELY AS .JPG (.JPEG) OR
INFORMATION FOR AUTHORS

.tif-files. For the scan please take into account the type area which is defined by an upper, lower, inner and outer margin of 2 cm each on a B5 size page (17.6 cm x 25 cm). All illustrative material (drawings, charts, maps, diagrams, etc.) should be submitted in a form suitable for publication without redrawing.

Proofhandling. Authors will be given an opportunity and due time to proofread and correct the edited pre-print version of their monograph. However, the publication process may proceed without their corrections if they fail to return their comments by the date set by the editor.

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