DE GRUYTER

**Schweizerische Asiengesellschaft
Société Suisse-Asie**

Style Sheet *Asiatische Studien – Études Asiatiques*
Last Update: January 2014

1 Manuscript submission

Kindly prepare your contribution in a way that eases handling by both the editor(s) and the publisher:

- Submit your contribution in an electronic format (e.g. MS word for Windows or Mac; Open Office, Libre Office). Include a PDF version of your contribution for control purposes (especially if you use special fonts etc.).
- Include an abstract in English (900–1500 characters) between the title and the main body of your text.
- Provide five keywords for your paper.
- Insert your name, institutional affiliation (institute, university [if applicable]), and your e-mail address after the abstract.
- You may either use British ("internalise", "labour") or American ("internalize", "labor") orthography, but kindly use one system consistently throughout the paper.

2 Formatting

- Generally, please reduce the formatting of your manuscript to a minimum. All details of typesetting will be handled by the publisher. Avoid blanks, additional paragraph marks, and tabs.
- Do not hyphenate your text (manually or electronically).

2.1 Fonts and special symbols

- Use an easily readable type and size (we recommend Times New Roman, 11 pt).
- If you use special symbols please make sure to use a unicode compatible font. If you use a special font, please either provide the respective TTF files or a link to a site where these can be freely downloaded. Ensure that you own the right to use and share the TTF.

2.2 Titles

- Mark titles and subtitles in a uniform and unambiguous way, e.g. use the font

of the main body of your text in bold.

2.3 Highlighting

- Please use italics for monograph, journal, newspaper titles etc.
- For foreign terms and to emphasize particular passages in a text also use italics.
- For glosses use "smart quotes".
- Avoid any other way of typographic highlighting such as spacing, small caps or underlining. Reserve bold text for titles or subtitles.

2.4 Footnotes

- Make exclusive use of footnotes (no endnotes). Use the footnote management system of your text processing program.
- Footnotes always begin with a capital letter.
- Footnotes always end with a full stop.
- The footnote number appears after the full stop if the footnote refers to the entire statement.
- If a footnote only refers to a part of the sentence it appears after the comma or before the final full stop.
- If a footnote refers to a single expression it appears immediately after that expression.

2.5 Citation

- Short quotations are indicated by "smart quotes". Citations within citations are marked by 'inverted commas'.
- Quotations of more than five lines in length are marked byline spacing and indention. Inverted commas are not used. For indention use the tab key of your keyboard.
- Text omission in quotes is marked by ellipsis in square brackets: […].

2.6 Smart quotes, inverted commas

- Make exclusive use of typographic smart quotes and inverted commas ("X" and 'X' rather than "X" / 'X').

2.7 Dash and hyphen

- Distinguish dash "–" from hyphen "-".

- For highlighting syntactic insertions – as in the present example – either use spaced endashes or emdashes. Please ensure consistency.
- For indicating page numbers and time intervals, use the endash without blanks, e.g. 1971–1988 or pp. 371–373.

3 Tables and illustrations

If your contribution includes illustrations, please consider the following:

- Submit the illustrations as separate files. Do not integrate illustrations into the text document.
- Mark the positions in your manuscript where the illustration is to be inserted. Indicate both the exact file name and caption titles.
- Picture resolution should not be less than 400 dpi.
- Please use JPG or TIFF files.
- If possible, submit charts and tables in separate files. Indicate clearly where they are to be inserted into the text. We recommend you to use either MS Word / MS Excel or Open/Libre Office equivalents.
- Mind issues of copyright. Ensure that you hold the right to use the illustrations you submit.

4 References

4.1 References within footnotes

Use footnotes for references in the main body of the text. Indicate the last name of the author or editor along with the year of publication and the page number after a blank:

- Avoid references in the running text. Use footnotes.
- Single author: Bouissac 1985; two authors: Smith/Jones 1995; more than two authors: Ameka et al. 2006.
- If a single author has more than one publication in a year use lower case letters for disambiguation (Bouissac 1987a, 1987b, 1994).
- Separate works by different authors with a colon: Bouissac 1985; Deakin 1993.
- Citation of an entire chapter: Auer 2007: ch. 3.
- Reprints: Dickens 1987 [1854]: 73.
- Longer passages: Hockett 1964: 140–145. Always write out page numbers (Hockett 1964: 140–145 rather than Hockett 1964: 140–5).

- Indicate all page numbers. Avoid "f./seq.", "ff./seqq.".
- Always provide full references. Avoid "ibid.", "op.cit." etc. (examples: "Robin/Gorea 2001: 508–509."; "Davis 1983: 15, 33.")

4.2 Bibliography

Provide a list of references at the end of your contribution.
- List all cited authors in alphabetical order.
- Several works of a single author are listed according to the date of publication (i.e. 1900 before 2000). If several titles by a single author are published in the same year, list them in alphabetical order and add small case letters to the year of publication (1980a, 1980b).
- Make sure that the use of capital letters in English titles corresponds to the original.
- In certain disciplines, the publisher is not usually indicated. Keep to the standards of your discipline and ensure consistency throughout your contribution.

4.2.1 Books

4.2.1.1 Single author

Last name, first name (year of publication): *Title*. Place of publication: Publisher.

Davis, Angela Y. (1983): *Women, Race & Class*. New York: Vintage Books.

4.2.1.2 Several authors

Last name, first name / Last name, first name (year of publication): Title. Place of publication. Publisher.

Hauser, Françoise / Häring, Volker (2010): *China: Erkundungen im Reich der Mitte*. Berlin: Trescher Verlag.

4.2.1.3 More than three authors

Last name, first name et. al. (year of publication): Title. Place of publication: Publisher.

Kamata Hisako 鎌田久子 et al. (1990): *Nihonjin no ko'umi / kosodate* 日本人の子産み・子育て. Tōkyō 東京: Keisō shobo 勁草書房.

4.2.1.4 Edited volumes

Last name, first name (ed.) (year of publication): Title. Place of publication: Publisher.

Haenisch, Erich (ed.) (1955): *Eine Urga-Handschrift des mongolischen Geschichtswerks von Secen Sagan (alias Sanang Secen)*. Berlin: Akademie-Verlag.

4.2.1.5 Translated Titles

Last name, first name (year of publication). *Title*. Translated by translator's first name translator's last name. Place of publication. Publisher.

Kant, Immanuel (1929): *Critique of Pure Reason.* Translated by Norman Kemp Smith. London: Macmillan & Co., Ltd.

Title (year of publication). Translated by translator's first name translator's last name. Place of publication. Publisher.

Mencius. (1970). Translated by D.C. Lau. Harmondsworth/Baltimore: Penguin.

4.2.1.6 Series titles

Indicate series titles in parentheses after the title.

Solomon, Bernard S. (2013): *On the School of Names in Ancient China*. (Monumenta Serica Monograph Series; 64). Sankt Augustin: Steyler Verlag.

4.2.1.7 Special volumes of journals

Last name, first name (year of publication). *Title*. Special issue of *Journal name* Journal Volume. Journal Issue.

van Els, Paul / Sabattini, Elisa (eds.) (2012): *Poltical Rhetoric in Early China*. Special issue of *Extrême-Orient, Extrême-Occident* 34.

4.2.2 Papers in edited volumes

Last name, first name (year of publication): "Paper Title". In: *Title of edited volume*. Edited by editor's first name editor's last name. Place of publication: Publisher, page numbers.

Robertson, Jennifer (1996): "'Internationalisierung' als Nostalgie im heutigen Japan". In: *Überwindung der Moderne? Japan am Ende des 20. Jahrhunders*. Edited by Irmela Hijiya-Kirschnereit. Frankfurt am Main: Suhrkamp, 172–193.

4.2.2.1 Edited volume by several authors:

Tirsoh-Rothshield, Hava (1997): "Jewish philosophy on the eve of modernity". In: *History of Jewish Philosophy (499-573)*. Edited by Daniel H. Frank and Oliver Leamann. London/New York: Routledge, 333–444.

4.2.3 Papers in journals

Last name, first name (year of publication): "Paper Title". *Journal* Volume.Number: Page numbers.

Olson, Lawrence (1981): "Takeuchi Yoshimi and the Vision of a Protest Society in Japan". *Journal of Japanese Studies* 7.2: 319–348.

4.2.4 Online Sources

Provide as much information as possible. Include URL links into your document or highlight the link by underlining. Indicate the date of last access.

Last name, first name / name of hosting institution (year): *Title*. URL (date of last access).

UNICEF (2009): *UNICEF: Info by Country: Thailand: Statistics*. http://www.unicef.org/infobycountry/thailand_statistics.html (04/21/2009).

4.2.5 Use of non-Latin scripts

Please employ a system of transcription commonly accepted in your discipline. Use of original characters is restricted to contexts, where they provide more relevant information than the transcription. In case of Chinese and Japanese publications, the author's name plus the title should appear in the original. You can add the place of publication and the publisher in original script. Please ensure consistency throughout your contribution.

No brackets or other typographical devices of delimitation are used to separate the transcription from the original.

Ma Chengyuan 馬承源 (ed.) (2008): *Shanghai Bowuguan cang Zhanguo Chu zhushu (qi)* 上海博物館藏戰國楚竹書（七）. Shanghai: Shanghai guji chubanshe.

Takeuchi, Yoshio 武内義雄 (1939): *Jukyō no seishin* 儒教の精神. Tōkyō: Iwanami shoten.

or:

Ma Chengyuan 馬承源 (ed.) (2008): *Shanghai Bowuguan cang Zhanguo Chu zhushu (qi)* 上海博物館藏戰國楚竹書（七）. Shanghai 上海: Shanghai Guji Chubanshe 上海古籍出版社.

Takeuchi, Yoshio 武内義雄 (1939): *Jukyō no seishin* 儒教の精神. Tōkyō 東京: Iwanami shoten 岩波書店.

4.2.6 Translations

Translations of book titles (in other than the current Western academic languages) are added in parentheses. Use of italics is reserved for transcriptions:

Takeuchi, Yoshio 武内義雄 (1939): *Jukyō no seishin* 儒教の精神 (The Spirit of Confucianism). Tōkyō: Iwanami shoten 岩波書店.

Ǧaʿfar, Ṣifāʾ ʿAbd as-Salām (2000): „al-Alīṯiyā bayna Aflūṭīn wa-Haydiǧǧir" (Aletheia between Plotinus and Heidegger). *Madārāt falsafīya* 3: 71–92.

For questions and further information please contact: sag.editor@aoi.uzh.ch