GW Collegiate Journal of Chinese Affairs Submission Guidelines

1. Basic Requirements

- In order to be eligible for consideration, submissions cannot have been published in any form at another publication.
- Submissions must credit any academic advisor(s) that supported the development of the research paper.
- All submissions must have an abstract.
- Submissions should be in accordance with the China Affairs Forum style guide.

2. General Submission Guidelines

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- 5,000 Words - 10,000 Words*
    - These are general guidelines, all research papers regardless of length can be submitted for application. Papers that are more concise with their argumentation will be given preferential status in applications.*
    - Submissions from all disciplines — from both the humanities and social sciences — are encouraged to apply including political science, international relations theory, history/historiography, economics, and art history, but all submissions must be centered on Chinese affairs whether they be domestic of foreign in nature.
        - Do not submit in a PDF form as editors will need access to the source document.

3. Citation Format

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- Chicago Manual of Style (17th Edition) with works cited and footnotes.
    - For the first citation of a source a complete citation should be included in the footnote.
    - For subsequent citations of the same source, a shortened note version of the citation can be used.
        First Usage:
            - Ex: John Lynch, "From Independence to National Organization," in *Argentina Since Independence*, ed. Leslie Bethell (Cambridge University Press, 1991), 41.
                - Note that this example includes a citation of a book chapter.
        - Subsequent Usages:
            - Ex: John Lynch, "From independence to national organization," 38.
                - Note that this example includes a citation of a book chapter.
    - When citing multiple page numbers in a sequence, it should be written as such:
        - Ex: (Full citation), pp. 31-9, not (full citation), pp. 31-39.
    - Do not use "ibid" when citing a source concurrently.
        - Instead, use the shortened note example used above.
- The works cited should appear at the end of the paper after a page break and alphabetized correctly.
- All images and diagrams used must be licensed properly with permission from the original source.

- For suggestions on royalty free photo banks, Wikimedia Commons has many public domain photos published by government photographers while Pexels and Unsplash have many generic stock images for usage. (See citation example above).

4. Style Guide

When To Use & Not Use Italics
- Use italics when citing newspapers, periodicals, magazines, or book titles.
    - Ex: *The New York Times*, *China Quarterly*, and *Chinese Politics in the Xi Jinping Era*.
        - Only capitalize and italicize "the" if the source in question capitalized/italicized it as well.
            - the *Financial Times*, not *The Financial Times*
- Use italics when referencing words from a foreign language.
    - Ex: *Zhongnanhai*, *renaissance*, *reconcentrado*, e.t.c.
        - If it is a foreign word that is not widely understood by an average academic journal reader, consider including an English translation of the word.
- Do not use italics when referencing think tanks or private enterprises.
    - Ex: The Wilson Center, Brookings Institution, and Goldman Sachs.
- Do not use italics for titles of articles, chapters, and poems.

On Referencing Disputed Territorial Claims
- For a disputed territory that goes by multiple names, you may pick one name to use throughout the text.
- However, upon first reference of the disputed territory, you must in brackets or otherwise reference the other name(s) of the land in question.
    - Ex: "The Senkaku Islands (Diaoyu Islands)" or "The Senkaku Islands, also known as the Diaoyu Islands in China, …"

On Font, Typeface, and Spacing
- All submissions must be submitted in Times New Roman, 12 pt font, and double spaced.

On Abbreviations
- You must spell out the entirety of the abbreviated word(s) upon first usage followed by the corresponding abbreviation in brackets.
    - Ex: The China Affairs Forum (CAF).
- For country abbreviations, use dots in-between letters.
    - Ex: United States (U.S.); United Kingdom (U.K.)
- In reference to the Chinese Communist Party, use CCP as the corresponding abbreviation for all subsequent mentions.
    - Do not use CPC (Communist Party of China), as preferred in China, for simplicity for the reader.
- Abbreviations for titles are permitted.
    - Ex: Former = Fmr.; Ambassador = Amb.;

On Romanization of Mandarin Chinese
- In general, use pinyin, not Wade-Giles, romanization of the Chinese language.
    - Ex: Xinjiang, not Hsin-chiang.
- For names of historical figures, you may choose either Wade-Giles or pinyin spelling, but must indicate in brackets the alternate spelling of the name..
    - Ex: Sun Zhongshan (Sun Yat-sen); Chiang Kai-shek (Jiang Jieshi).
- For names of locations, use the current pinyin spelling of locations for clarity.
    - Ex: Tianjin, not Tientsin; Nanjing, not Nanking; Beijing, not Beiping, Peking, e.t.c.
        - An exemption can be made when referencing specific historical agreements such as the Treaty of Tientsin (1858).

On Chinese Surnames

- In China, surnames are listed first in official documentation. When referencing a surname in the text both in body paragraphs and in the works cited, make sure the last name appears first.
  - Ex: Xi Jinping = Mr. Xi = Xi said…, not Mr. Jinping or Jinping said…
    - Xi, Jinping. "Make Solid Progress Towards Common Prosperity," in *The Governance of China*, Beijing, Foreign Languages Press, 2022, 164, 170.

Misc. Spelling
- Use American English when spelling words. Exceptions are made for proper nouns in foreign countries.
  - Ex: The U.K. Labour Party, not U.K. Labor Party; U.K. Centre for Ecology, not Center for Ecology.

On Capitalization
- For geographic locations, only capitalize when the geographic qualifier is matched with a proper noun or if it is used to designate a particular location/region.
  - Ex: Northwest China, not northwest China; Western civilization, not western civilization.
- When referencing the "West" to describe the societies of the United States, Western Europe, and Australia/New Zealand, capitalize "West."
- Capitalize well known historical periods such as the Atomic Age or the Middle Ages.
- Do not capitalize descriptions of time periods such as medieval China, ancient China, or feudal China.
- Misc. Capitalization Requirements:
  - zero-COVID not Zero-covid; *danwei*, not *Danwei*.

Numbers & Numerals
- World War II, World War Two, or the Second World War, not World War 2 or WW2.
- Great War, World War I, or World War One, not World War 1 or WW1.
- Numbers below ten should be spelled out, anything larger can be represented as 11,12, e.t.c.

5. GW CAF Research Team Contact Information
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