

AUTHOR INSTRUCTIONS

Oxford Research Encyclopedia of Asian History

CONTRACT

Please make sure you have signed and returned a copy of your contract via AdobeSign. If you need a new link, please email the project inbox at asianhistory.ore@oup.com.

STYLE, SCOPE, AND AUDIENCE

Articles should provide a narrative overview of the topic and should be approximately 6,000–10,000 words. While we do want articles to reflect current historiography, articles should not be historiographical in nature. These articles are neither research reviews nor journal articles, but rather reference-style articles intended to bring up to speed a student or senior scholar who is new to the topic. Readers will be researchers and graduate students primarily, as well as advanced undergraduates, so please assume that your reader will have some familiarity with your subject, and likely has expertise in another historical field. If you have any questions while writing your article, contact your OUP development editor at asianhistory.ore@oup.com.

A few points of note:

- Please do not reference yourself directly, or use first-person pronouns (e.g., “I believe...” or “...as we will see...”);
- Do not use mapping language (e.g. “above”, “later in this chapter”, “below”);
- Do use clear, formal language, and avoid jargon wherever possible.

While writing your article, be sure to:

- (1) Fully cover the topic indicated in the title;
- (2) give appropriate weight to the different regions and/or periods that it concerns;
- (3) give appropriate weight to the different sorts of historical approaches that the subject has attracted;
- (4) Give a basic overview of the historiography in a separate section of the entry, called “Discussion of the Literature,” so that readers will have a sense of how the field has developed. Detailed instructions appear below.

ARTICLE STRUCTURE

We ask that articles adhere closely to the structure outlined below.

- **Summary**
- **Keywords**
- **Essay**
- **Discussion of the Literature**
- **Primary Sources**
- **Links to Digital Materials**
- **Further Reading**
- **Endnotes**

1. SUMMARY (150–300 words; due in advance of the rest of the article)

The summary should be a brief synopsis of the topic, no more than a paragraph or two. It should be a short description of the topic being covered, and be able to stand on its own as a useful piece of content without reference to the larger article.

This means that we do *not* want an abstract in the traditional sense (“In this article, I will argue that...”), but rather something equivalent to a summary of the topic or a definition. Do not use mapping language such as, “in this chapter” or “I will discuss below.” References to the still-in-progress full article should be avoided.

This summary will be published in advance of your full article, and will remain available online even after full articles have become subscription-only. In this way, it will increase the discoverability of your article in online searches. Please note that Google and other search engines will be picking up on the first few lines of your summary.

Please send a copy of your summary to the development editor as soon as possible after signing your contract, and include another copy (revised, if necessary) when you submit your full article.

2. KEYWORDS (5–10 words)

Please provide 5–10 keywords that describe the content of your article. These keywords will ensure that your article is searchable and discoverable online, and are equivalent to terms in the index of a printed book. Note that:

- Keywords should be as specific as possible.
- Keywords may be drawn from the article title.
- Including keywords in the summary will help with SEO (Search Engine Optimization), so this is recommended but not required.

3. ESSAY (5,000–6,000 words)

This will be the majority of the contribution. Remember that your readers will primarily be researchers and graduate students, as well as advanced undergraduates. Assume that your reader has some familiarity with your subject, and likely has some expertise in another historical field. Please use Chicago-style endnotes as needed for notes, references, and citations. The essay should provide a thorough narrative overview and history of the topic. This is not a research review, journal article, or a historiography, but rather a reference-style essay designed to introduce graduate students and scholars to a new topic that they know little or nothing about.

FORMATTING

Please submit your article as a Word document, using Times New Roman font, size 12, double-spaced. Use headings to organize the main essay, dividing it into sections of approximately 1,000 words each. **Level-one headings** should be bold; **level-two headings** should be bold and italic; **level-three headings** should be italic. For example, the **Primary Sources** section could be divided into subsections on *Government Archives* and *Private Collections*, and further categorized as needed: *National Archives*, *State and Local Archives*, etc.

4. DISCUSSION OF THE LITERATURE (500–1,000 words)

Please discuss, briefly, the main threads of scholarship on your topic, including past approaches to the subject and research questions that remain or are currently being pursued. While this cannot serve as an exhaustive historiography, it should discuss, in broad strokes, the shape of scholarship on your topic—that is, important literature and the current state of research in the field. As in the main essay, sources in the Discussion of the Literature should be cited as Chicago-style endnotes.

5. PRIMARY SOURCES (500–750 words)

Discuss the main types and major collections of primary sources that are relevant to your subject, including locations and, when possible, links to archives, collections, and finding aids. Do not aim for exhaustiveness, but instead consider where you might direct a student, or colleague in another field, who is looking for important primary source collections.

This section should be written as a commentary paragraph and not as a bibliography. If we receive a bibliography we will ask you to rewrite the section in order to publish it. This section should be formatted with Chicago endnotes.

6. LINKS TO DIGITAL MATERIALS (optional)

Please include a bulleted list of links to relevant external sites, such as archives and digital museum exhibits. These links should be scholarly in nature and openly available. Even if links are referenced elsewhere in the text of your article, they can be listed again in this section for easy reference.

Links to URLs should be formatted as hyperlinks in MS Word. Please refer to websites by name, so that URL is not visible (e.g., “[Digital Library of the Caribbean](#),” not “Digital Library of the Caribbean: <http://www.dloc.com>”).

This section is optional, but if included will raise your article in search results online.

7. FURTHER READING (mini bibliography of 10–25 sources)

The Further Reading section should contain around 10–15 (no more than 25) major books and articles on the subject. This selected bibliography should include **essential reading**—the texts you would recommend first to a student who wanted to read more deeply on the topic. *As in the main essay, sources should be cited as Chicago-style.*

8. ENDNOTES

Endnotes should be formatted according to *The Chicago Manual of Style*. Provide all citation information at the first mention of each source, as a complete bibliography will not be included. Bearing in mind the conventions of an encyclopedia, please try to avoid lengthy or discursive notes. **Note that we do not use “ibid.”** Instead, please use short citations.

9. ROMANIZATION SYSTEM

To standardize the transliteration of languages across the ORE of Asian History, please use the [ALA-LC Romanization Tables](#) (*ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts in*). This is used by the Library of Congress and the British Library, and covers almost every language.

IMAGES AND MULTIMEDIA

Are there photographs or other images that might be appropriate to accompany your article? One of the real benefits of digital publishing is our ability to feature illustrations, maps, and multimedia prominently on-screen; this material can be used throughout the essay to give your text added richness and depth. If you would like to add images, please let our development editors know right away. We have a specific format for captions and callouts, and we can provide you with examples.

Materials can be embedded directly in the text of your article if you obtain permissions (or if materials are in the public domain. Please note that we can only embed images that are out of copyright or for which permissions have been secured, but hyperlinks to copyrighted images and YouTube videos may be included.

You must have permissions from the copyright holder of the image and audiovisual files in order to for us to post them online. Please see the Author Permissions Guidelines for details and contact your Development Editor with any questions you might have.

- **Image files** should be submitted as separate files, labeled “Author Last Name_Article Title_Fig 1,” etc., in the order they appear in the text. Include callouts in the text where you would like each image to appear (e.g., **Insert Figure 1**), with caption and permissions info. Please submit JPG, PNG, or GIF files at the highest resolution you have (at least 300 dpi and 730 pixels on the longest axis); we can assist with resizing and formatting.
- **Audio and video files** should be submitted as MPEG files, and labeled “Author Last Name_Article Title_Audio 1” or “Author Last Name_Article Title_Video 1,” etc.

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