## **Submission Guidelines**

## Guidelines for manuscripts in English:

- 1. All submissions must be works of original scholarship that have not been submitted elsewhere for publication.
- 2. In line with its bilingual English-Chinese character, each issue will have articles in both languages, with abstracts in the other language. All submissions should include the following *in both English and Chinese*: manuscript title, author's name, professional affiliation, abstract of 300–500 words, and a list of five key words.
- 3. All authors should attach a brief biography, and provide contact information including their full names, addresses, phone and fax numbers, and e-mail addresses.
- 4. The journal's upper limit for submissions is 15,000 words (Times New Roman, 12-point type). Exceptions can be made for works solicited by the editors.
- 5. All submissions must be prepared on computer, using Microsoft Word. Please enclose a CD-ROM containing the file with the manuscript, or send the manuscript as an e-mail attachment to daoist@cuhk.edu.hk.
- 6. Chinese characters (traditional form only) should be given for transcribed Chinese terms and produced by computer. Use Pinyin for romanization. English should follow U.S. spelling and punctuation conventions.
- 7. Notes should be in humanities style. Footnoting and "text citation" must follow the guidelines of the *Chicago Manual of Style* (16<sup>th</sup> edition).
- 8. In order to facilitate the review and editing process, please submit photocopies of unpublished or very rare sources cited in the manuscript.

- 9. All photographs, slides, maps, and other illustrations must be clear. Authors who wish to submit electronic files must make sure that the images are clear. All illustrations should not exceed 15 × 21 centimeters in size. Unclear illustrations will be rejected.
- 10. Authors are responsible for obtaining permission to reprint copyrighted works, including charts, tables, photographs, maps, etc. The journal is not responsible for copyright violations.
- 11. Submissions will be reviewed by external referees on a double-blind basis. Authors will usually be notified of the results in 4 months, but manuscripts will not be returned.
- 12. In order to keep pace with advances in digital technology, as well as to ensure the widest possible circulation and citation of papers published in the journal, the authors of any submissions that are accepted for publication will be asked to sign a document authorizing the journal to grant non-exclusive license to third-party providers in order to allow their papers to be duplicated, publicly transmitted via the internet, downloaded, and printed by authorized users of those providers.
- 13. All submissions should be sent to:

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