

Author Style Guide
Asian Dance Journal (ADJ)
Updated: October 2021

General Format for Articles

- *Asian Dance Journal* follows the [Chicago Manual of Style \(Author-Date style\)](#) in all matters.
- Authors should organize their manuscript in the following order:
 - Title
 - Author name
 - Author bio (max. 100 words)
 - Abstract (max. 200 words)
 - Five keywords to accompany the submission
 - Body of the article
 - In-text citation, footnotes if needed
 - References

Manuscript Preparation

- Manuscripts should be submitted in Word doc format.
- Use Times New Roman, font size 12 for all text (including blockquotes, footnotes, and endnotes).
- Double-space everything (text, footnotes, endnotes, block quotations, captions, etc.)
- Manuscripts should range between 6,000–10,000 words (including title, text, references, tables, figures, footnotes, and all supplementary information). All manuscripts must be accompanied by a 150-200 word abstract and five keywords. Book reviews should not exceed 2,000 words.

Language and Spelling

- Readers should be addressed in clear language that may help to ensure the academic content of the paper is fully understood by the editor and any reviewers. Proofreading is strongly recommended before submission.
- *ADJ's* official dictionary is [Merriam-Webster Collegiate Dictionary](#).
- Use American spelling.
- Foreign terms should be italicized with each instance of use.

Citing Sources: Author-Date References (CMS, 17th ed., 15.10-15.58)

- Sources should be cited in the text, in parentheses, by the author's last name, the publication date of the work cited, and page number(s) if needed.
- A complete list of references containing full details of all sources cited in-text must be provided at the end of the article. No corresponding entry in the list of references would be needed for the sources cited in the footnotes.
- Check all citations in the text or footnotes against the reference list. Pay special attention to references with the same author and publication date (e.g., Park 1995a, 1995b) to make sure that the letters after the year are consistent between the in-text citations and the reference list.
- Page numbers should be given for all periodical articles in the list of references.

Footnotes

- Use numbered footnotes for *supplementary information*. Footnotes should be kept to a minimum.
- If you include citations in the footnotes, use narrative style without parentheses:
 - Example: ¹“See Daniel Okrent, *The Rise and Fall of Prohibition* (New York: Scribner, 2010), 13.”

Romanization in references

- If romanization is needed, authors use the Romanization system that is utilized as a standard in each country. For example, Korean names and words should be transcribed in accordance with the Romanization of the national institute of Korean language, Japanese with the Hepburn system, and Chinese with the Pinyin system.

※ For any stylistics matters unspecified in this guide, authors should consult the *CMS*.