



Article & Book Review Style Guide

Editorial Policy. *Chinese Literature Today* welcomes submissions on contemporary Chinese literary and cultural topics. Our preference is for a clear and lively discussion style intended for a broad audience, accompanied by a minimum of scholarly apparatus. A manuscript, or its essential content, must not have been published previously in English or be under consideration for publication elsewhere. Contributors will receive a free copy of the issue in which their work appears.

Advance inquiries, addressed to Deputy Chief Editor Jonathan Stalling (at CLTEditor@ou.edu), are welcome. Please include in the body of your e-mail or cover letter a brief explanation concerning the parameters and purpose of your essay and how it contributes to the ongoing scholarly conversation about contemporary Chinese literature or culture. If we invite you to submit the full text of your essay, our preference is for e-mail attachments in MS Word (PC or Mac), with formatting (styles) kept to a minimum. Submissions may also be addressed to the editor at the address below.

Every effort will be made to promptly notify contributors that their texts have been received, but please allow a minimum of six weeks for evaluation of your submission and for a response concerning acceptance; all texts that pass initial in-house screening will be sent to at least two outside readers in the field. Unsolicited manuscripts not accepted for publication will be returned if accompanied by sufficient postage.

N.B. We are especially interested in previously translated unpublished Chinese literature (short fiction and poetry), and invite you to submit samples or full texts for review.

Length of Prose Texts. Regular articles should have a maximum length of 5,000 words (approximately 20 double-spaced pages), but we are interested in shorter essays as well (2,500 words or even shorter will be considered).

Text Preparation. In matters of style and formatting, follow the guidelines in the *Chicago Manual of Style* (15th ed., 2003, hereafter *CMS*) when preparing your document. On-line information about the *Chicago Manual* can be found at www.chicagomanualofstyle.org. For matters of spelling, we prefer the 11th edition of *Merriam-Webster's Collegiate Dictionary*.

Double-space throughout the text and leave the right margin unjustified (ragged). Number all pages, and leave 1" margins on all sides. Place the article title at the top of the first page, then place your name on a separate line. Brief epigraphs may be used and should be placed at the right-hand margin preceding the text. Your affiliation or city of residence should follow the concluding line of the text and be placed at the right-hand margin, italicized. Following your affiliation, please add two or three sentences about yourself and your current projects (100 words max.).

Titles and Names. The title of a published work should be given in the original language upon first reference in your article, followed by a parenthetical English translation, either your own or a previously published one—for example, *Jiu guo* (1992; Eng. *The Republic of Wine*, 2000). Subsequent references should be either all in the original or all in the English version. Original titles from languages not using the Roman alphabet (Russian, Greek, Arabic, etc.) should be rendered in a standard transliteration. Personal names taken from a language not using the Roman alphabet are treated in one of two ways: the more familiar ones should be given in their standard English form (Gorky and Yuri instead of Gorkij and Iurij); the less familiar ones should be anglicized in spelling (Lunacharsky and Bergholz instead of Lunacarskij and Berggol'c). For more details, see *CMS*, chapters 8 and 10.

Quotations. Short quotations should be worked into the body of the text; quotations of four lines or more may be set off as extracts. Do not use MLA-style parenthetical page citations in running text; they may be used with extracts, however, or placed in an endnote if they accompany a substantive note. A moderate number of citations from foreign languages may be used, particularly when the illustration involves a linguistic or stylistic point. For long and/or difficult passages in these languages, however, please provide an English version only, either your own or a published one. When in doubt, follow the guidelines set forth in *CMS*, chapter 11.

Notes and Bibliographies. Notes should be kept to a bare minimum, particularly avoiding long, digressive comments, the use of *ibid.*, notes citing only a page number, etc. For an excellent discussion on shortening the length and number of citations, see CMS 16.36-46. Essential publishing data, for example, can sometimes be incorporated into the text parenthetically at a book's first mention and omitted thereafter. Footnotes will be converted to endnotes in the published version of your article.

Lists of works cited should follow the guidelines for the humanities ("notes and bibliography") style set forth in CMS, chapters 16 and 17 (see 16.3 and 16.8-18 for an overview of the system, and 16.19-89 plus chapter 17 for more detailed instructions).

Illustrations. We welcome suggestions for possible illustrations (artwork, photography, or graphics) to accompany your text. Illustrations may be submitted in the following formats: 4x6 color prints or 300dpi digital CMYK files (tiff or jpeg preferred, grayscale for b/w). A separate list of captions and credit lines should accompany the illustrations, clearly keyed by number, as well as releases granting *CLT* permission to reproduce any copyrightable text or illustrations (please specify nonexclusive world English rights for all editions). Guidelines on fair use and copyright can be found in CMS, chapter 4.

Book Review Style Guide

Inquiries. Please send inquiries about books you would like to review, including as much information (author, title, publisher, publication date, price, and ISBN) as possible, to CLTeditor@ou.edu.

Length. Our preference is for reviews in the range of 350-400 words; the maximum length is 500 words. Please observe the word limit. Not all reviews received can be published, and overlong reviews will be returned for revision or edited as needed to fit available space.

Submitting reviews. Please submit your review electronically, preferably in the form of a fully formatted e-mail attachment directed to the Assistant Editor, Julie Shilling (CLToday@ou.edu). Diskettes are not necessary. If possible, please use MS Word when typing your review. We also accept hard copies of reviews submitted to our address below or via fax at 405-325-7495.

Format. Below is an example of a *CLT* review heading:

How to Read Chinese Poetry: A Guided Anthology. Ed. Zong-qi Cai. (New York: Columbia University Press). 2008. 426 pages. \$----. ISBN 978-0-231-13941-0

1. Order of data: Author. Title (underline). Editor/translator/compiler/illustrator. Place of publication (both city and state or country, as appropriate). Publisher (and distributor, as appropriate). Year. Number of pages. Price. ISBN (use a period after each item, except the last)
2. Double-space the heading and the entire text of the review.
3. When calculating page numbers, include only those pages that relate to the book proper; do not include advertisements by the author or publisher. Note if the book is illustrated, and note plates by page count.
4. We encourage quotations, but keep them brief and to a minimum of two or three. Quotations from works in languages other than English should include a parenthetical English translation of the cited material.

Tearsheets. Upon publication of your review(s) in *CLT*, you will receive a clipping or tearsheet of the review several weeks following release of the issue. Unfortunately, we cannot send galley proofs of reviews or complimentary copies of complete issues to reviewers.

Change of address. Please keep in touch even when traveling, and let us know of all changes of address of one month or longer. Thank you for your help and collaboration.

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