NOTES TO CONTRIBUTORS  (Revised April 2015)

Manuscripts must be in English, using American spelling and punctuation conventions (see attached Style Sheet) and should be submitted in electronic format.

FORM OF SUBMISSIONS
Articles should be accompanied by an abstract of no more than 100 words, a list of illustrations, photocopies of the illustrations, and a 50-word biographical statement with your institutional affiliation and complete address. Articles submitted must include
• Title
• Name of author
• Text of article
• If appropriate “Acknowledgements” as first endnote after the author’s/authors’ name(s)
• References: bibliography of works cited in the article
• List of illustrations with correct captions and source information
• Illustrations sent as separate files as .jpg attachments

Please submit your articles in electronic format to Dr. Judith A. Lerner <judith.lerner@nyu.edu>, Dr. Sören Stark <soeren.stark@nyu.edu> and to Dr. Annette L. Juliano <aljuliano@verizon.net>.

In addition, you might also send a hard copy, accompanied by photocopies of the illustrations, to:
Dr. Judith A. Lerner, *Journal of Inner Asian Art and Archaeology*
c/o The Institute for the Study of the Ancient World
15 East 84th Street
New York, NY 10028

FORMAT
The style sheet is attached. However contributors should note that:

1) Articles must be as a Word document, formatted as in U.S. letter-size format, i.e., 8 x 12 inches and typed with margins 1 inch all around. All material, including endnotes, figure captions, and long direct quotations in the text, must be double-spaced. Tables must be camera ready, i.e., composed on a computer and clearly printed.
2) All fonts used should be Unicode fonts
3) Articles should have endnotes, not footnotes

PROOFS
Contributors will receive uncorrected copies of page proofs for verification and typographical correction. Special attention should be paid to layout and positioning of illustrations and captions. No substantive corrections, however, should be made to the text at this point. All such corrections should already have been made on the typescript at the time of final revision, as noted above. The expense of the author's proof alterations exceeding 10 percent of the cost
of composition will be charged to the author. Printer's typographical errors are identified as such and are not included in this assessment.

ILLUSTRATIONS
With your initial submission, illustrations may be low-res, either sent as separate .jpg attachments or pasted into a Word document, with each identified by its figure number. If, after peer review, your article is accepted, you may send high-resolution as an email attachment (if too large, then via a free service such as www.wetransfer.com). Illustrations must be accompanied by a list of captions (see below) and giving credit to the source of those illustrations not original to the contributor.

Illustrations in electronic format. These should be scanned at 600 dpi for color and 300 dpi for black-and-white illustrations

PERMISSION TO REPRINT
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OFFPRINT
Contributors will receive one copy of the Journal, free of charge, and a PDF of their article.

LENGTH OF ARTICLES
There are no strict limits on length, but please assume that the text should not exceed ca. 5000 words, exclusive of endnotes. If you would like to write a longer article please contact the editors. Shorter articles are equally acceptable.

CHECKLIST
The submission package should include:
1) A clearly labeled digital folder containing digital files of the manuscript, illustrations, captions, abstract, and biographical statement, in Microsoft Word + any unusual fonts to print foreign languages. This can be sent via www.wetransfer.com (or comparable file-sharing services), or e-mail attachment (if doesn’t exceed a total of 20 MB in size).
2) Make sure that the manuscript is double-spaced (including notes and captions) and starts with a cover sheet with author's name, a 50 word biographical statement, total number of words (including all text and notes), and a 100-word abstract of the article.
SOURCES FOR GENERAL PREFERRED USAGE
For style and usage please consult: University of Chicago, A Manual of Style (most recent edition). The following recent editions of the U of C manual have been posted on various American university websites, all accessible to the general public:

The Journal no longer accepts British spelling. Please use American English spelling as defined in Webster's Collegiate or Third New International Dictionaries: http://nws.merriam-webster.com/opendictionary/. You can set your program to mark your text as “English (US)”; misspellings will then appear with a red underline.

PUNCTUATION
Use a comma or semicolon before a final conjunction or preposition (punctuation closed in series: red, green, yellow, and white).

QUOTATION MARKS
Use double quotes; final (right-hand) marks follow a comma or a period.

NUMBERS
Give life, era, and reign dates in full, e.g. 1526-1593; fourth century CE. Abbreviate inclusive page numbers according to the Chicago Manual, e.g., 143-55; 1379-81. Use a comma in four-digit numbers (1,000), except dates and page numbers. Spell out numbers one through ten. Use Arabic numbers with “percent” spelled out (10 percent). Spell out all numbers beginning a sentence, but try to avoid this usage.

DATES
BCE and CE have replaced B.C. and A.D.

CROSS REFERENCES
References to chap., fig., pl., p., etc. in other publications should appear in lower case (as typed here). References to Fig. from elsewhere in this journal will appear with the initial letter capitalized (as typed here).

CITATION OF ONE’S OWN ILLUSTRATIONS
Use Fig., i.e., the initial letter capitalized; do not use Pl. for any of your illustrations. Several images that are related to each other, such as coins, consider numbering as Fig. 2:a, b, etc.

FOREIGN LANGUAGE WORDS
All foreign words naturalized in the dictionaries quoted above shall appear in Roman letters but with full diacriticals. All foreign words not included in the current editions of these dictionaries appear with full diacriticals in italic type. Direct English translations of foreign terms or phrases should appear enclosed in quotation marks and in parentheses following the terms or phrases in question.
TRANSLITERATION SYSTEMS

Chinese: Pinyin. Although if you quote a source that uses Wade-Giles, leave that in the quotation and provide a Pinyin equivalent in brackets.


Pali: Pali Text Society.

Arabic, Persian, Russian and other languages: Library of Congress Transliteration Tables: http://www.loc.gov/rr/amed/TransliterationPage/TransliterationPage1.htm although the editors will consider another transliteration system as long as it is used consistently throughout the article.

FOREIGN SCRIPTS
Contributors must supply all foreign scripts used in the article if necessary. Names and terms to appear in foreign script should be clearly written or printed in that script alongside the English transliteration.

For Chinese script the use of Chinese for Word is preferred. For Sanskrit use Gandhari Unicode. If another font is used, please supply the fonts on a CD-Rom or by e-mail to the editors.

REFERENCES
Two forms of annotation are to be used:

1. Simple page references inserted in the text within parentheses, in which the work is cited by the author’s last name and date of publication, followed by the page or illustration number if you are referring to a specific page or illustration. NOTE that if you are citing more than one page/illustration, they must be inclusive; “ff” and “passim” are not allowed.

Example: There was a kind of convergence of the two great barbaric civilizations with Chinese culture in their ritualistic use of kingly jade and godlike feathers (Schafer 1963, p. 223).

Keep the abbreviation for p. (and pp. for more than one cited page) or ill./ills. in the reference, for the sake of clarity.

2. Endnotes (not footnotes) to communicate information beyond a simple citation, following the same rule for simple page references.

All the works cited (within the text and in endnotes) should be included in a separate list of “References” at the end, in which full publication information should be provided. At least for books, authors should go on-line if necessary to check information in a standard international library catalogue should the full publication information for a particular source be missing. If a book or article was originally written in one language, but it has been used from a translation, please give not only the reference to was actually consulted but as well a reference citing the original source in the original language.

The entries in the list of references are in alphabetical order according to the short citation of the author’s name (or if the identifier is the title, short title) and date.
BIBLIOGRAPHY

Books – Modern authors
Marshak 2002

Books – Medieval authors
Muqaddasī, ed. De Goeje 1906

Books – Ancient authors
Strabo XII, 12, 2-4

Chapters in edited books
Petech 1977

Periodicals
Alsop 1984

Two authors
Göckenjan and Zimonyi 2001

Three and more authors
List all of the authors in the reference list; in the text/endnote, list only the first author, followed by et al.:
Belenitskiy et al. 1973

Full publication information should include:
• Full name of author (first, middle initial and last name), even if the book or article, or your own academic conventions, uses only the first initials of the name. Thus, Boris I. Marshak, not B. I. Marshak. If, however, it proves impossible to learn the author’s first name, the initials will suffice.

• Full title of the work—if an article, the title is placed in double quotation marks; if a book, or name of a journal, the title is italicized. Where the work is in a language other
than the standard Western scholarly languages, provide an English translation of the title in brackets.

Examples:


• For citations of journals, include volume number and year of publication.

• For book chapters and articles, give page numbers for the entire work cited—not just the one or more pages referred to in the text.

• If citing a work in Chinese, provide both Pinyin in transcription and Chinese characters for the author and title, as well as the translation of the title into English (see above example). For Japanese or Korean, a proper transcription will suffice.

• Quotation marks: Please use double curly quotes for chapter titles, journal article titles, and quotations (with single curly quotes for a quote within a quote). Second quotation mark goes after punctuation marks, such as comma (e.g., “Five Dated Nepalese Metal Sculptures,”) but not after a semi-colon (e.g., The author presents a total of 57 numbered seals as “Sasanian” or “related”; of these 33 have Middle Persian inscriptions.

5) **Transliteration of non-English-language titles** is optional. The English translation is essential and should appear in brackets after the foreign-language title or on its own with “(in Chinese, etc)” following it. The name of the publishing house can appear either in the original language or in English, if that information appears in the publication.

**CAPTIONS FOR ILLUSTRATIONS:** Captions should provide the fullest possible identification of objects illustrated, if possible this should include:

1) Name of the artist or sculptor (if known)
2) Name or title of the object, in italics (whether title was assigned by artist or is merely descriptive or traditional); separate parts of the same illustration should be labeled A, B, etc.
3) Date of the object: please include period with date in parenthesis (if applicable)
4) Provenance
5) Format and medium or material
6) Dimensions (in metric system; use either m [meters] or cm [centimeters], but not both)
7) Current location
8) Museum accession number where applicable
9) Credit line (usually as furnished by the owner)

Fig. w. Anonymous (Song Dynasty). “Auspicious Bird.” Limestone relief; approx. 251 x 166 cm. Tomb of Emperor Renzong (d. 1063), Yongchaoling, Henan Prov. After Osvald Sirén,


Fig. y. Dvārapāla. Beginning of the fifth century CE. Relief left of Cave 6 entrance, Udayagiri (Madhya Pradesh, India). Author’s photograph.

Fig. z. Plan of Trench TB 76-3, showing the structures of Phase 2. (Drawing: ICAR-University of Bologna).

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