

PROCEEDINGS OF UNDERGRADUATE ASIAN STUDIES SYMPOSIUM

Asian Studies Program, Marietta College

STYLE SHEET

All paper submissions to the Proceedings of Undergraduate Asian Studies Symposium at Marietta College should be as a Microsoft Word file attached to an email to Luding.Tong@marietta.edu. In the text of the email, state the title and the author(s) of the paper. Manuscripts should follow the style specified in this style sheet closely. Failure to use the proper style may result in the paper being excluded from publication in the Symposium proceedings.

Guidelines:

Length of Paper:

Papers should be no longer than 15 pages, single-spaced, including the title, the abstract, and the references of the paper.

Style Guidelines

- Papers must be in Microsoft Word format.
- The paper size must be set to 8.5x11 inch. Margins should be set to 1 inch on all four sides of the paper.
- Page numbers appear at the bottom of page in the center and are in arabic number only.
- Use footnotes (instead of endnotes). Notes should be single-spaced with no blank lines between entries.
- Font should be 12-point Times New Roman for text, examples, references, and footnotes.

Format of Text

- Text should be single-spaced.
- Each paragraph should be indented 0.5 inch. Do not skip a line between paragraphs.
- Blank lines should be used:
 - a) to separate examples from the text, and

- b) before and after section headings.
- Section headings are in upper and lower case, underlined, and left justified, with a blank line before and after.
- Insert tables, figures, and so on, into the document where they should appear.
- For Pinyin, leave out all the tone marks.

Transliteration

- Transliterate non-English words in the manuscript. The order of presentation of examples in non-English words (for instance, examples in Chinese) is: Chinese character, Pinyin (italicized), English meaning (in brackets).

First Page

- The title of the paper should be upper case, 18-point font, and centered, beginning two blank lines from the top.
- Leave one blank line and, on the next line, center the name of the author and the name of the author's institution. Each of the author names should appear on a single line, followed by a comma, and then the institutional affiliation of the author.
- Leave two blank lines, and then center the word 'ABSTRACT' (without quotes), upper case, 14-point font.
- Leave two blank lines after the abstract itself (100 words maximum).
- Text follows the abstract.

References

- Leave two blank lines after the last line of the text, and then type the word 'References' centered and bolded (without quotes).
- Leave one blank line and then begin listing references on the next line.
- References should be single-spaced with no blank lines between entries.
- Second and successive lines of individual references should be indented 0.25 inches.
- The format for references should be as follows:
 - a) Books: author, date, title (italicized), and publication information.
 - b) Articles: author, date, title (in single quotes), name of journal (italicized), volume number, and page numbers.
 - c) Internet sources: author (if possible), document title (or description), date (either the date of publication, or update, or the date of retrieval), and URL.
- If the title of a book/article is in a language other than English, put the English translation in brackets after the title.