Instructions for Authors

Scope

*Bamboo and Silk (BSMS)* is a peer-reviewed academic journal sponsored by the Center of Bamboo and Silk Manuscripts of Wuhan University. Based on unearthed Chinese bamboo and silk manuscripts from the Warring States period (476–221 BC) and Qin (221–206BC), Han (206BC–220 AD), Wei (220–265 AD) and Jin (265–420 AD) Dynasties, this journal focuses on studies of character identification and textual reconstitution, and studies of the social, political, economic and legal systems as well as ideology, culture, language, customs and other aspects reflected by these manuscripts. The journal includes research articles on bamboo and silk manuscripts and book reviews. All articles are peer reviewed by anonymous outside experts as well as by the editorial board, and reflect the current state of international academic research issues on Chinese bamboo and silk manuscripts. *Bamboo and Silk* is primarily based on *Jian Bo* (簡帛), a Chinese journal that was initially published in 2006 by Shanghai Chinese Classics Publishing House Co., Ltd., with some articles chosen from *Jian Bo* (簡帛) and translated into English. The journal accepts submissions in English as well.

Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill’s publication ethics, which may be downloaded here: brill.com/page/ethics/publication-ethics-cope-compliance.

Submission

*Bamboo and Silk* welcomes English language submissions throughout the year. To submit submissions by e-mail, please send manuscripts in both DOC (DOCX) and PDF electronic formats to BambooandSilk@whu.edu.cn. Please do not include any information about the author in the text and/or notes of the manuscript. Therefore, in submitting the manuscript, please provide the content in the two separate documents:

(i) the title of the paper, the author’s full name, work or study unit, and contact information.
Instructions for Authors

(2) the title of the paper, Chinese and English abstracts (60-100 Chinese characters, 50-70 English words), Chinese and English keywords (3-5), the paper itself.

Online Submission

Authors may also submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/bsms. First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested. During registration, you can fill in your username and password. If you should forget your Username and Password, click on the "send login details" link in the login section, and enter your e-mail address exactly as you entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are encouraged to read the 'Instructions for Authors'. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes.

All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

The author should expect to receive a notification within 3 days of the submission, and an answer within 30 days of whether or not the submission has passed the preliminary evaluation stage. Once through the preliminary evaluation, the submission will enter the formal review process. The author shall be notified of the review results within 90 days, and those submissions that pass the review might be advised to make revisions.

Bamboo and Silk only accepts one article at a time by the same author. Kindly do not submit the same article to two separate journals. Please use this Bamboo and Silk Instructions for Authors for submission guidelines and best practices. Make every effort to avoid typos and incorrect citations.

Double-blinded Peer Review

Bamboo and Silk uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article via Editorial Manager, you will be asked to submit a separate title page that includes the full title of the manuscript, the names and complete contact details of all authors, the abstract, keywords, and any acknowledgement.
Instructions for Authors

texts. This page as well as biographical details will not be accessible to the referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymised.

Contact Address
For any questions or problems relating to your manuscript please contact the Editors at: BambooandSilk@whu.edu.cn For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: em@brill.com.

Submission Requirements

Language
Manuscripts should be written in English. Spelling (American) should be consistent throughout.

Spelling
This publication uses the Roman alphabet (i.e., the Latin alphabet). As such, use Chinese pinyin for Chinese words and names. Citations aside, the spelling of the same word should be consistent throughout the document.

Hyphens
Nouns do not use hyphens, while adjectives preceding nouns usually do. Hyphens are typically not used in Chinese pinyin spelling. Some examples are: Xi Zhou (i.e. Western Zhou), pre-Qin; Qing dynasty; Dong Han (i.e. Eastern Han).

Chinese Characters
Generally speaking, Chinese characters are only used to mark the first appearance of a word or name. In principle, please use traditional Chinese characters, even for manuscripts originally published in simplified Chinese. When indenting to cite a complete passage in Chinese, only provide Chinese text and English translation (Chinese above with the English translation below it). No pinyin is needed. Please add a space between Chinese characters and Roman script.
Instructions for Authors

Japanese Words and Expressions
Japanese words with long vowels should be marked with a short line above the letter, for example: chūgoku; kenkyū.

Font
Use Times New Roman font for English, MingLiu, PMingLiu or SimSun (Founder Extended) font for Chinese, and Mincho MS font for Japanese. The text size is 12 points, footnotes 10 point.
Do not italicize Chinese and Japanese characters.
Do not create characters or use pictures for characters already in Unicode. Fonts such as SimSun Founder Extended (宋體—方正超大字符集) feature multiple extensions which include many rare characters. Including extended characters, there are now more than 70,000 encoded Chinese characters; refer to unicode.org/charts/unihanrsindex.html.
For characters not in Unicode, to use primary character forms cut out from an original document, in addition to embedding the images directly into the essay, please also be sure to provide each image in a separate file in .tif or .jpg. The resolution for these types of images should be at least 600 d.p.i. For characters not found in Unicode, please either create or trace the character with a computer program and provide a clear and accurate image, to be consistent with other characters.

Manuscript Structure

Formatting and style requirements are based on The Chicago Manual of Style chicagomanualofstyle.org/home.html.
Use Microsoft Word Editor. Double space text and footnotes.
Do not use non-conventional word processing forms, such as underline, cross reference command, and so on, but please use common functions such as italics, centering function, etc.
Indent every new paragraph once using the TAB key, do not manually add spaces with the spacebar. Indent block quotes as a whole, and leave an empty line before and after the block quote.

Title
Underneath the title write the author’s name (including Chinese name), institutional affiliation and city, and e-mail address.
Instructions for Authors

Acknowledgements
At the end of the article, where necessary, add a paragraph containing 1) details of the original publication in the case of translated pieces, 2) information on the project funding of the research where relevant, 3) the name of the translator, 4) any other acknowledgements. Names should be given in both English and Chinese.

Headings
The text may be broken by headings to facilitate reading. Please use boldface for first-level headings. All heading numbers should be set flush left.

Abstract and Keywords
Authors should submit Chinese and English abstracts (60-100 Chinese characters, 50-70 English words), and Chinese and English keywords (3-5).

Numbers and Time
Use a dash between beginning and ending page and year numbers. The page number format is as follows:

<table>
<thead>
<tr>
<th>First number</th>
<th>Second number</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 100</td>
<td>Use complete number</td>
<td>3-10; 71-72</td>
</tr>
<tr>
<td>Numbers three digits or higher with last two digits ending in 0</td>
<td>Use complete number</td>
<td>100-104; 600-613; 1100-1123</td>
</tr>
<tr>
<td>Numbers three digits or higher with the last digit ending between 1 and 9 and preceded by 0</td>
<td>Only write out new number; omit 0.</td>
<td>107-8; 505-47</td>
</tr>
<tr>
<td>Numbers three digits or higher with the last two digits between 10 and 99.</td>
<td>Only write out the last two digits (for three digit numbers), or more (if needed)</td>
<td>321-25; 415-532; 1536-38; 1564-68; 13792-803</td>
</tr>
</tbody>
</table>

Note: Write the complete number when the last three digits of a four-digit number change. For instance: 1496-1504.

The format for year date numbers is as follows:
- the war of 1914-18; the years 1597-1601
- the winter of 1900-1901; fiscal year 1975-76
- 325-27 C.E.; 300-325 C.E.; 327-325 B.C.E.
Instructions for Authors

Note: The journal uses B.C.E. (公元前) and C.E. (公元).

Year dates in a title should not be omitted, for instance:

*An English Mission to Muscovy, 1589-1591*

Reign Lengths

When noting the reign length of an ancient ruler, first write the person's name in pinyin, and then write the corresponding Chinese character(s), with the reign years marked in parentheses and preceded by an “r” for “reign.” For instance:

King Huiwen of Qin 秦惠文王 (r. 337-311 B.C.E.)

References

Please use footnotes, and write out the complete information for all works cited. Footnotes should be numbered consecutively throughout the essay using WORD default Arabic numbers 1, 2, 3, and so on, and be placed after a complete grammatical unit of punctuation (e.g., comma, period, quotation marks, etc.).

Complete bibliographic information should only be provided at the first instance. Thereafter omit the author's name in Chinese characters and the publication information (publisher's location and name, year, etc.).

If referencing multiple articles from the same journal or periodical, provide complete publication information with Chinese characters at each first instance. If referencing the same source publication multiple times, and where the author or editor is an institution, the institution’s name in pinyin and Chinese characters, and the Characters for the title are omitted after the first citation.

In referencing Chinese language (including Hong Kong, Macau, and Taiwan) materials use the following quotation marks for the titles of books and journals: 《》, for articles: 〈〉. For non-Chinese (i.e. Japanese, Korean, etc.,) language materials use the quotations marks used in the original publication, such as: 「」,『』.


When referencing an earlier annotation, the form is: See n. 16 above.

List all items alphabetically by author and, within author, by year of publication, at the end of the manuscript, entitled “References.”
Ellipsis and Abbreviations
In general, do not use ellipsis and abbreviations, such as *ibid* (同上), *op. cit.* (同上), *SJZY* (for *Shi jì zhēng yì* 史記正義).

Books
When referencing a book, write the author and title (City: Publisher, year), followed by the relevant page number(s).

Slips including Boards and Silk
When referencing slips (including boards) and silk in a report, first write the author(s) and the title of the book, then in parenthesis write the place of publication, name of publisher, and date, followed by the page, figure, plate, slip, or line (for silk manuscript) number(s) out of parentheses.
- Hubei sheng Jing Sha tielu kaogudui 湖北省荊沙鐵路考古隊, *Baoshan Chu jian* 包山楚簡 (Beijing: Wenwu chubanshe, 1991), 124, fig. 5-4.

Journal Articles
When referencing an article in a periodical, the form is as follows:
Instructions for Authors

Yang Hua 楊華, “Baoshan jian 155 hao suojuan chudi sangzang zhidu” 包山簡 155 號所見楚地喪葬制度, Jianbo yanjiu 簡帛研究 (Qiudong Juan 秋冬卷 2015), 61-70.

When referencing an article in a particular issue of a publication, write the name of the author, the name of the essay, the name of the journal, volume and issue numbers with publication year (in parentheses), followed by the page number.


Name Formatting for Chinese Language Periodicals

Chutu wenxian yanjiu 出土文獻研究
Guwenzi yanjiu 古文字研究
Lishi yanjiu 歷史研究

Essays on Websites


Citing Transmitted Literature

Standard spellings for the following received classics are as follows:

Chun qiu 春秋
Chu ci 楚辭
Daode jing 道德經
Du duan 獨斷
Gongyang 公羊
Guliang 穀梁
Guo yu 國語
Guanzi 管子
Han shu 漢書
Han Feizi 韓非子
Heguanzi 鶡冠子
Hou Han shu 後漢書
Instructions for Authors

Huainanzi 淮南子
Huangdi nei jing 黄帝内经
Huangdi sijing 黄帝四经
Lienü zhuan 列女传
Lun heng 論衡
Lun yu 論語
Lüshi chunqiu 呂氏春秋
Mao shi 毛詩
Mengzi 孟子
Mu tianzi zhuan 穆天子傳
San guo zhi 三國志
Shanhai jing zhushu 山海經注疏
Shang shu 尚書
Shang shu dazhuan 尚書大傳
Shangjun shu 商君書
Shi jing 詩經
Shisan jing zhushu 十三經注疏
Shi zi 尺子
Shu jing 書經
Shuojing zhu 水經注
Shuowen 說文
Shuowen jiezi 說文解字
Xunzi 荀子
Xunzi jijie 荀子集解
Yantie lun 鹽鐵論
Yanzi chunqiu 晏子春秋
Yi jing 易經
Yin Wenzhi 尹文子
Zhanguo ce 戰國策
Zhou Yi 周易

When citing a modern edition of a classical work, write the title of the text followed in parenthesis by the publishing information (City: Publisher, year), followed by a comma, the volume number (卷號), a full stop, and the page number(s). When a volume is divided into upper/middle/lower sections, this is indicated by A/B/C after the volume number. The name of a specific chapter or section can be written after the page number in parenthesis. Citation of specific annotations is cited at the end. Some examples are:

Shi ji 史記 (Beijing: Zhonghua shuju, 1959), 28.1401.
Hou Han shu 後漢書 (Zhonghua shuju 1965), 60B.1980.
Lü Buwei 呂不韋, Lüshi chunqiu xin jiaoshi 呂氏春秋新校釋, ed. Chen Qiyu 陳奇猷 (Shanghai: Shanghai guji chubanshe, 2002), 2.98 ("Dang ran" 當染), n. 1.

When citing a traditional style page number in a classical work, the form is as follows:

Guanzi 管子 (Sibu beiyao 四部備要 ed.), 15.6a-b.
Instructions for Authors

Citing Excavated Texts
Titles present on the manuscript itself are spelled in italics, followed by Chinese characters as follows:

Zhou Wu Wang you Ji Zhou Gong suo zi yi dai wang zhi zhi 周武王有疾周公所自以代王之志

Titles not present on the manuscript itself but added by researchers should be in italics and preceded by an asterisk *, followed by Chinese characters, as in the following example:

*Xinian 繫年

Figures
The required image format is TIFF or JPEG. In general, the resolution of an image must be at least 300 d.p.i. Color images, when printed, convert to grayscale versions, so the author needs to ensure that the converted color image will not lose resolution. Authors should ensure that the use of relevant data does not cause copyright disputes.

Publication

Proofs
Upon acceptance, a PDF of the article proofs will be sent to the author by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are allowed. Alterations to the original manuscript at this stage will result in considerable delay in publication and, therefore, are not accepted unless charged to the author. Proofs should be returned to the Editor.

E-offprints
A PDF file of the article will be supplied free of charge by the publisher to authors for personal use. Brill is a RoMEO yellow publisher. The Author retains the right to self-archive the submitted (pre-peer-review) version of the article at any time. The submitted version of an article is the author’s version that has not been peer-reviewed, nor had any value added to it by Brill (such as formatting or copy editing). The Author retains the right to self-archive the accepted (peer-reviewed) version after an embargo period of 12 months. The accepted version means the version which has been accepted for publication and contains all revisions made
Instructions for Authors

after peer reviewing and copy editing, but has not yet been typeset in the publisher's lay-out. The publisher's lay-out must not be used in any repository or on any website (brill.com/resources/authors/publishing-books-brill/self-archiving-rights).

Consent to Publish

Transfer of Copyright
By submitting a manuscript, the author agrees that the copyright for the article is transferred to the publisher if and when the article is accepted for publication. For that purpose, the author needs to sign the Consent to Publish Form, which will be sent with the first proofs of the manuscript.

Open Access
Should the author wish to publish the article in Open Access he/she can choose the Brill Open option. This allows for non-exclusive Open Access publication under a Creative Commons licence in exchange for an Article Publication Charge (APC), upon signing a special Brill Open Consent to Publish Form. More information on Brill Open can be found on brill.com/brillopen.