Instructions for Authors

Scope

The *Journal of Chinese Military History (JCMH)* is a peer-reviewed semi-annual that publishes research articles and book reviews. It aims to fill the need for a journal devoted specifically to China's martial past and takes the broadest possible view of military history, embracing both the study of battles and campaigns and the broader, social-history oriented approaches that have become known as "the new military history." It aims to publish a balanced mix of articles representing a variety of approaches to both modern and pre-modern Chinese military history. The journal also welcomes comparative and theoretical work as well as studies of the military interactions between China and other states and peoples, including East Asian neighbors such as Japan, Korea, and Vietnam.

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

Online Submission

*JCMH* uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/jcmh. 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 this 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.

Double-blinded Peer Review

*JCMH* 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 texts. This page 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 anonymized.

**File Format**

Manuscript files should be submitted in MS Word format (.doc or .docx). Figure files for line drawings and maps should be submitted as separate source files, as .jpg, .tif, or .eps, at the size appropriate for the journal and at a high resolution between 300 and 600 dpi.

**Contact Address**

For any questions or problems relating to your manuscript please contact: dgraff@k-state.edu.
For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: em@brill.com.
If you are interested in reviewing books for the journal, please contact the Book Review Editor, Kenneth M. Swope (University of Southern Mississippi): Kenneth.Swope@usm.edu.

**Submission Requirements**

**Language**

Articles and book reviews should be written in English. Spelling (British or American) should be consistent throughout. Avoid archaisms and Britishisms (learnt, whilst, waggon, tyre, kerb, etc.). The editors will return any submission requiring extensive editing due to inadequate command of English to the author for revision. It is best to write in the active voice wherever possible.

**Non-Roman Characters and Unicode**

Use Unicode for East Asian characters and scripts, and for all diacritical marks. East Asian characters and scripts should be used sparingly in the main text. If a large number of characters are to be included, authors are advised to move them to a glossary at the end of the article.

**Chinese**

In general, use pinyin romanization unless quoting from a source that uses another romanization. Authors may use widely recognized non-pinyin proper names (Sun Yat-sen, Chiang Kai-shek, Canton, Hong Kong, etc.).

**Length**

Manuscripts should be between 7,500 and 20,000 words in length, exclusive of bibliography, appendices, and footnotes.
Instructions for Authors

Manuscript Structure

General
For matters of style not specifically covered by the JCMH house style, please refer to The Chicago Manual of Style, 16th ed. (Chicago, 2010), or the most recent edition.
Manuscripts that are submitted for initial consideration should be complete, including all notes, bibliographical references, tables, etc.
Everything (text, notes, reference lists) should be typed in Times New Roman, font size 12.
Manuscript pages should be numbered consecutively, double-spaced with wide margins on all sides (use ragged rather than justified right margins). Use one space between sentences, not two.
Do not use desktop publishing features such as justification, centering, or bold-face type.
Indent the first line of each paragraph and do not insert extra spaces between paragraphs.

Punctuation
Use the serial comma (aka Harvard comma or Oxford comma): place a comma after the penultimate item in a series or list.
"The American flag is red, white, and blue," not "The American flag is red, white and blue."
Commas and periods should be placed inside quotation marks, not outside them.
Footnote numbers go after commas, periods, and quotation marks, not before them.
The period in a full parenthetical sentence goes inside the parentheses, not outside.

Abstract & Keywords
An abstract of 100-150 words should appear at the beginning of the article, along with a list of 2-6 keywords.

Bibliography
A reference list should be included at the end of each manuscript, providing full bibliographical information for each source mentioned in the footnotes.
Surname and given name of Chinese and Japanese authors should be separated by a comma only if the work is in a Western language.
Archival materials and some other primary sources may require special treatment. For guidance, please refer to the Chicago Manual of Style or earlier issues of this journal.

The basic format for reference list entries is as follows:
Book
Chapter or Article in Edited Volume

Journal Article
If available, please include the doi number.

Many Chinese journals use the year of publication in place of a volume number. Such cases should be treated as follows:

To assist the editors in identifying and correcting mistakes, all reference list entries for Chinese, Japanese, and Korean works should include both translation and transliteration of the title, and the title and the name of the author should also be given in the original script:

In general, reference entries in articles on post-Qing China are published with translations of the title (but not characters), and those on traditional China are published with characters (but not translations).

Footnotes
Notes will be published as footnotes, therefore please include notes as such.
Footnotes should be in the author-date form (e.g. Author, 2013).
Indicate page numbers after a comma, with no “p.”: Author 2013, 38.
This format should be followed even the first time a work is mentioned.
Full bibliographical information will be provided for each work in a reference list at the end of the manuscript. Include an author’s given name only when there is a real risk of confusion because two or more works share both the same authorial surname and the same year of publication. For two authors: Smith & Jones, 1975. For three or more authors: Smith et al., 1975.
If more than one work published by the same author in a given year is cited, distinguish them with letters: Smith 1975A, Smith 1975B etc.
For some works, especially those cited frequently that have either no clear author or an institutional author, an abbreviation may be used in place of the author.
Do not use the terms ibid. or op. cit. in citations.
Authors may use other citation conventions such as passim, q.v., infra, cf., etc. as required.
Instructions for Authors

Dates
Dates included in the text should take the form: July 3, 2012 (not 3 July 2012).
Authors may give years in either BC/AD or BCE/CE format, as long as they are consistent.

Numbers
Spell out numbers that can be pronounced in two words or less (six hundred, three thousand).
Use Arabic numerals for numbers that would require more than two words (such as 6,542).
When numbers that should otherwise be spelled out happen to cluster thickly in a sentence or paragraph, it is better to express them with numerals.
For inclusive numbers (e.g., 3-10), please follow the abbreviation system provided in the Chicago Manual of Style, 16th ed., 8.69.

Figures
Figure captions (including proper acknowledgements) should be placed at the appropriate position in the article text or sent separately.
All figures and tables must be cited consecutively in the text.
Figure files for line drawings and maps should be submitted as separate source files, as .jpg, .tif, or .eps, at the size appropriate for the journal and at a high resolution between 300 and 600 dpi. Lettering within the figures should not be smaller than corps 8. Figures in the journal are printed in black and white. If authors wish to have figures appear in color online and black and white in print, then they need to check the text in their figure captions. They will also need to upload both color and black and white source files for each figure.

Quotations
Place quotations four lines in length or less within quotation marks in the main text.
Indent quotations longer than four lines.
Do not use quotation marks within indented quotations unless they include reported speech.
Designate quotations within quotations as such within single quotation marks.
Translate all quotations from primary and secondary sources into English, if English is not the original language of the source.

Book Reviews

Length
Book reviews should be no longer than 1200 words, though the editors will sometimes solicit longer review essays or comparative reviews. Reviews that exceed the assigned length may be shortened by the editors or returned to the reviewer to be shortened. Please include a word count at the end of your review.

The reviewer’s name and institutional affiliation or address should be flush right below the last paragraph of the review, as follows:

Jane Doe
Ball State University
(or)
John Smith
Muncie, Indiana

A review’s text should be original content not previously published elsewhere. Reviews generally should summarize the book’s contents and present its major arguments, analyses the book’s significance and compare it to related historiography, critically examine the validity of the book’s thesis and major arguments, and make relevant comments about readability and writing style.

Book reviews should not begin with "This book" or "The volume under review."

Factual errors, if particularly significant or pervasive, should be pointed out, and typographical errors may be mentioned if they seriously mar the book. Otherwise, reviewers should not dwell upon relatively minor errors.

Reviews should also suggest what type of readers (laypersons, historians generally, specialists in a particular field, etc.) might be interested in the book.

Please be sure to cite (enclosed in parentheses) the appropriate page number at the end of any quotations you make from the book; place punctuation marks after the parentheses rather than before the closing quotation mark. In addition, if other publications are cited, include full publication information in a footnote; try to keep such citations to a minimum.

The Journal of Chinese Military History reserves the right to edit reviews for length, style, and grammar. We do not seek to censor reviewers, but we will encourage reviewers to exercise civility without sacrificing the essence of legitimate criticisms. Reviewers will have an opportunity to examine and approve all editorial changes. The JCMH reserves the right to refuse to publish a review in the unlikely event that the editorial staff and reviewer cannot reach an agreement on appropriate language.

Publication

Proofs
Upon acceptance, a PDF of the article proofs will be sent to the author by e-mail to check carefully for
**Instructions for Authors**

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 promptly.

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