COLOMBO JOURNAL FOR CHINESE STUDIES (CJCS)
Annual Refereed Journal

Author Guide

Contents

Colombo Journal for Chinese Studies (CJCS) is an annual refereed journal which is published by Confucius Institute, University of Colombo. Purpose of the journal is to open a platform for researchers to publish high standard scientific research on Chinese language and culture. Papers written in English/Chinese are welcome.

1. General Points

A. Submission of the manuscript

i. Be sure to adhere to the appropriate length of an article (or, in the case of a guest-edited issue, a full manuscript) as stipulated by the editor of the journal. Length of the manuscript including text, tables, figures and references should not exceed 15 typed A4 pages in English, and between 5000-8000 Characters for body in Chinese.

ii. Be sure to also submit a PDF file of your contribution to ensure the proper typesetting of special characters.

iii. Check to ensure that all sections, subsections, examples, tables, figures, notes, etc., are numbered consecutively without any gaps.

iv. Note that corrections made during the proofing stage should be kept to an absolute minimum and should only include typesetting errors.

B. Format for typesetting

i. MS Word 2016 or above

ii. Paper size: A4 (210 X 297 mm)

iii. Margins: Top, bottom and right margins of 25 mm and a left margin of 30 mm

iv. Line spacing: 1.5 (18 points) throughout the text

v. Page numbering: bottom, right, in Arabic numerals

vi. Font: English Times New Roman, Chinese Song, Size 12/ Justified.

vii. Subtitles: Size 12, boldfaced, left aligned

viii. Title page should include:

(a) Title: less than 12 words in English /25 characters in Chinese, Bold faced, size 14

(b) Name/s and affiliation/s of author/s

(c) e-mail address and contact numbers of the corresponding author/s

NOTE: Identify the corresponding author by placing an asterisk after the name.

C. Special attention

i. If you are not a native speaker of English/Chinese please have your contribution carefully checked.

ii. Do not list any works that are not cited.

iii. Please be sure to obtain written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.

2. Abstract

i. Approx. 200 words, including research problem, methodology, major findings in brief.

ii. Font size 11/ 1.5 spaced/ Times New Roman/ in italics.

iii. Include 5-7 relevant key words, arranged in alphabetical order, below the abstract.

3. Body of the text

i. Include an introduction, body and conclusion.

ii. Titles and paragraphs never be indented.

iii. Reference and citation style: APA.

iv. All headings begin flush left and should follow the following numbering system:

1 First-level heading

1.1 Second-level heading

1.1.1 Third-level heading

Never begin numbering sections with "0". Capitalize only the first letter of the first word and of proper nouns and adjectives: e.g., "The capitalization of titles in English" (not "The Capitalization of Titles in English").

v. Quotations

a. Short quotations (less than 60 words) should run-on in the text and be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.

b. Longer quotations should appear as a separate block and should not be enclosed in quotation marks. The citation to the source should be placed at the end of the quote following the punctuation.

c. All quotations in languages other than English should be followed by a translation in square brackets.

4. Tables, figures, and illustrations

Follow APA style and following guideline.

i. Photographs and scanned images should have a minimum resolution of 300 dpi, line drawings min. 1200 dpi.
ii. If figures are embedded within the text, please also supply figures as separate files for typesetting.
iii. Table captions should appear directly above the table; figure captions should appear directly below the figure.
iv. Be included within the text.
v. Tables and Figures should be numbered sequentially using Arabic numerals. Titles of both Tables and figures should be of not more than 10 words.
vi. Illustrations, line drawings and photographs, if any, should be clear, properly numbered and captioned and ready for reproduction (editable format).
vii. All lettering, graph lines, and points on graphs should be sufficiently large to permit reproduction.
viii. Lines of maps, artwork, and illustrations should be of appropriate thickness. Please note that thin lines do not reproduce well.
ix. Do not end the text immediately preceding the insertion point for a table/figure with a colon, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset.
x. All colour figures will be published in colour free of charge.

5. Audio and video

i. Supply audio clips for all examples that are associated with an audio recording.
ii. Name all of your clips using the following convention: audio-1-smith.MP3, [media]-[identifier]-[author-last-name].[extension]
iii. Indicate the position in the article by placing a marker as follows: [associated audio-1-smith.wav with example (1)]
iv. Any other audio files can be included as part of the supplemental materials, name them in the following away: audio supplement-1-smith.MP3, [media. supplement]-[identifier]-[author-last-name].[extension]
v. The following formats are preferred: audio files in MP3 (at least 16 bit) and video files in MP4 (at least a height of 480 pixels and a frame rate of 25). However, other common formats are also permitted.

6. Acronyms and abbreviations

All acronyms/ abbreviations should be written in full at the first appearance.

7. Acknowledgement

Based on necessity, less than 100 words.