

Article Types

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Submitting your Manuscript

Before submitting your manuscript, please ensure that you carefully read and adhere to all the instructions to authors provided below.

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Contact information of all authors should be provided on the manuscript, including name, affiliation, and email address.

Acceptable File types: Word DOC is the preferred format for the text and tables of your manuscript.

Manuscript Preparation

Language: Papers submitted for publication must be written in concise English (see Strunk & White's *The Elements of Style*). Authors whose first language is not English may opt to have their English-language manuscripts checked by a native speaker before submission to ensure that the academic content of the paper is fully understood.

Title page: The title page must include:

- The title of the article
- Full name as to be printed in article
- Name of department(s) and institution(s) to which the work should be attributed
- Name and email address of author responsible for correspondence about the manuscript
- Sources of financial support (if applicable).

Abstract and Keywords: Each paper must contain an abstract of no more than 250 words. A list of approximately five keywords, expressing the precise content of the manuscript, should appear directly below the abstract.

Subheadings: Subheadings should be organized clearly according to their level.

Acknowledgements: Authors can use this section to acknowledge and thank colleagues, institutions, workshop organizers, family members, etc that have helped with the work.

Biographical Sketch: Include a short biographical sketch for each author, including institutional affiliation and relevant experience. Contact information should be included for corresponding author, including email address.

Contributions of funding organizations: Within this section please provide details of the sources of outside financial support, if applicable, for all authors, including grant numbers, for example: “This work was supported by the Central Asian Research Council (grant number XXXXXXXX).”

Tables, figures, maps and images: Submit these as separate files, but indicate where they should be situated within the manuscript.

References and Notes

Acta Via Serica uses the *Chicago Manual of Style*'s two systems of source citation: the Author-Date Reference system for Social Science articles and the Notes and Bibliography system for articles in the Arts and Humanities. Author-Date Reference system uses parenthetical citations in the text to reference the source author's last name and the year of publication. Each citation corresponds to an entry on a References page that concludes the document. The Notes and Bibliography system uses numbered footnotes at the bottom of the page. This corresponds to a fuller citation on a Bibliography page that concludes the document. Main words are capitalized in article and book titles.

Sample Citations

The Author-Date Reference System

Books:

In-text Citation
(Foltz 2016, 57)

Reference List Entry

Foltz, Richard C. 2016. *Religions of the Silk Road: Premodern Patterns of Globalization*.
New York: St. Martin's Press.

Journal Articles:

In-text Citation
(Halenko 2004, 507-547)

Reference List Entry

Halenko, Oleksander. 2004. “Wine Production, Marketing and Consumption in the Ottoman
Crimea, 1520-1542.” *Journal of the Economic and Social History of the Orient* 47, no. 4:
507-
547.

Chapters in Books:

In-text Citation
(Thoreau 2016, 177–78)

Reference List Entry

Thoreau, Henry David. 2016. “Walking.” In *The Making of the American Essay*, edited by John
D'Agata, 167–95. Minneapolis: Graywolf Press.

Translated Book:*In-text Citation*

(Lahiri 2016, 146)

Reference List Entry

Lahiri, Jhumpa. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

Online Sources:*In-text Citation*

(Google 2017)

Reference List Entry

Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.
<https://www.google.com/policies/privacy/>.

The Notes and Bibliography system

A full reference is provided in the first footnote, abbreviated thereafter.

Books:*Footnote*

Richard C. Foltz, *Religions of the Silk Road: Premodern Patterns of Globalization* (New York: St. Martin's Press, 2016).

Bibliography Entry

Foltz, Richard C. *Religions of the Silk Road: Premodern Patterns of Globalization*.
New York: St. Martin's Press, 2016.

Journal Articles:*Footnote*

Oleksander Halenko, "Wine Production, Marketing and Consumption in the Ottoman Crimea, 1520-1542," *Journal of the Economic and Social History of the Orient* 47, no. 4 (2004): 507-547.

Bibliography Entry

Halenko, Oleksander. "Wine Production, Marketing and Consumption in the Ottoman Crimea, 1520-1542." *Journal of the Economic and Social History of the Orient* 47, no. 4 (2004): 507-547.

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Translated Book:

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Online Sources:

Footnote

"Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.

Bibliography Entry

Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

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https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

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Please include an abstract of under 250 words, which will capture the interest of a potential reader, clearly state the topic of the paper and the research question, explain the research methodology, and indicate the significance of the findings. The abstract should summarize the results of the work and not merely list the topics discussed.

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