GUIDELINES FOR SUBMISSION

Asia Policy is a quarterly peer-reviewed journal devoted to bridging the gap between academic research and policymaking on important issues in the Asia-Pacific. The journal publishes peer-reviewed research articles, policy essays, roundtables on policy-relevant topics, recent publications, and book review essays, as well as other occasional formats.

I. General Requirements

Asia Policy welcomes the submission of policy-relevant research on important issues in the Asia-Pacific. The journal will consider two main types of submissions for peer review: research articles that present new information, theoretical frameworks, or arguments and draw clear policy implications; and policy essays that provide original, persuasive, and rigorous analysis. Authors or editors interested in having a book considered for review should submit a copy of the book to the managing editor at the National Bureau of Asian Research (NBR), 600 University Street, Suite 1012, Seattle, Washington 98101. Submissions may be sent to <submissions@nbr.org>.

Asia Policy requires that all submitted manuscripts have not been previously published in any form, either in part or in whole, and are not currently under consideration by any other organization. All prior use of arguments found in the manuscript—whether for publication in English or any other language—must be properly footnoted at the time of submission. The author should also describe the background of the manuscript upon submission of the first draft, including whether the manuscript or any component parts have been presented at conferences or have appeared online.

Asia Policy is published by NBR in Seattle and Washington, D.C., in partnership with the Asia Pacific Foundation of Canada, the College of Asia and the Pacific at the Australian National University, and the S. Rajaratnam School of International Studies at Nanyang Technological University. The journal is committed to upholding the best practices in all stages of the publication process. Expectations for and responsibilities of Asia Policy authors, editors, and reviewers are based on the standards established by the Committee on Publications Ethics (COPE) and are available at Asia Policy’s website ~ http://asiapolicy.org.
II. Manuscript Format

- The manuscript should be in Times New Roman, 12-point font with 1.5-line spacing. Research articles should range from 7,000 to 10,000 words, and policy essays should range from 4,000 to 7,000 words. Word ranges are inclusive of footnotes and charts.

- To be easily accessible to policymakers, each manuscript must include (1) a Title Page, (2) a one-page Executive Summary, and (3) a concise introduction according to the requirements listed below.

1) The Title Page should include only the article title, author’s name, a list of five keywords, and a short biographical statement (under 50 words) that lists the author’s e-mail address.

2) To help bridge the policy and academic communities, each submission must include a one-page Executive Summary of approximately 275 words that contains:
   - a Topic Statement
   - the Main Argument
   - the Policy Implications

   A sample Executive Summary is provided in Section III below.

3) The introduction of all NBR publications should not exceed two pages in length and should plainly describe:
   - the specific question that the paper seeks to answer
   - the policy importance of the question
   - the main argument/findings of the paper

- Tables and figures should be placed at the end of the document, with “[Insert Table X here]” inserted in the text at the appropriate locations. Do not include tables and figures in the introduction. All figures and maps should be provided in electronic form.

- Authors are encouraged to consult recent issues of Asia Policy for guidance on style and formatting. For matters of style (including footnotes), NBR largely follows the 16th edition of the Chicago Manual of Style (Chicago: University of Chicago Press, 2010).

III. Sample Executive Summary

This essay examines the linkages between Chinese national economy and foreign policy over the past 30 years, and assesses the claim that Chinese foreign policy has undergone an important shift in which domestic demand for energy and other raw materials heavily influence foreign policy decisions.

Main Argument

- Assessments of Chinese foreign policy intentions and goals have utilized various theories of foreign policy, such as traditional conflicts over natural resources, the idea that Chinese foreign policy is shaped by the need to gain more reliable access to and other states have been used to explain Chinese foreign policy, and the interaction between economic policies and foreign policy.

- The role of economic factors in Chinese foreign policy is significant. These factors have been used to explain China’s foreign policy decisions and the interaction between economic policies and foreign policy.

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Policy Implications

- While Chinese economic growth has been a key driving force in Chinese foreign policy, it has also been influenced by other factors, such as the need to maintain China’s status as a major economic power.

- Given China’s growing economic power, its foreign policy decisions have been shaped by its desire to maintain its status as a major economic power.

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IV. Note Format and Examples

Citations and notes should be placed in footnotes; parenthetical notation is not accepted. For other citation formats, refer to the *Chicago Manual of Style*.

Part 1: English-Language Sources

- **Book (with ISBN):** Author[s]’ first and last name[s], *title* (city of publication: publisher, year), page number[s].
  

- **Edited volume (with ISBN):** Editor[s]’ first and last name[s], ed.[s]., *title* (city of publication: publisher, year), page number[s].
  

- **Chapter in an edited volume (with ISBN):** Author[s]’ first and last name[s], “title of article,” in *title of edited volume*, ed. editor[s]’ first and last name[s] (city of publication: publisher, year), page number[s].
  

- **Journal article (in a journal with ISSN):** Author[s]’ first and last name[s], “title of article,” *title of journal* [vol. #], no. [#] (year): page number[s].
  

- **Reports (no ISBN or ISSN):** Author[s]’ first and last name[s], “title of report,” publisher, report series, date of publication, page number[s].
  

- **Newspaper or magazine article:** Author[s]’ first and last name[s], “title of article,” *name of newspaper/magazine*, date of publication, page number[s].
  

- **Electronic documents and website content:** Author[s]’ first and last name[s], “title,” URL. Footnote citation should emulate the corresponding print-source category if possible.
  

- **Public documents:** Government department or office, *title of document*, [other identifying information], date of publication, page number[s].
  

- **Personal communication and interview:** Author[s]’ [personal communication/email/telephone conversation/interview] with [first and last name], place, date.
  
  Author’s interview with Hamit Zakir, Los Angeles, July 17, 2003.
Part 2: Foreign-Language Sources

When writing the foreign-language title of a language that uses a non-Roman script, please adhere to one of the standard Romanization formats. NBR prefers Pinyin for Chinese, Hepburn for Japanese, and McCune-Reischauer for Korean.

- **Book:** Author name[s], *foreign language title* [English translation of title] (city of publication: publisher, year), page number[s].


  *Note: When the work is written in a foreign language, a foreign publisher's name should not be translated, although the city should be given in its English form.*

- **Journal article:** Author name[s], “*foreign language article title*” [English translation of article title], *foreign language journal title* [vol. #], no. [#] (year of publication): page number[s].


- **Sources translated into English from a foreign language:** credit the translator by inserting “trans. [translator’s first and last name]” after the title of the publication.


Part 3: Subsequent Citation

Use author[s]’ last name and shortened titles (four words or less) for previously cited sources. “Op. cit.” and “loc. cit.” should not be used.


- **Subsequent use:** Huntington, *Clash of Civilizations*, 136–37.