

Style Guide for Authors

Types of Article

1. Research Article: on the topics of Macao Studies, history and culture of Macao, cultural heritage of Macao, religious and cultural interchange between Macao and the Chinese mainland in the fields of history, art, music, literature and all fields within the broader humanities relating to Macao and its wider region. It should:
 - be between 5,000 and 10,000 words
 - be written with methods, discussion and conclusion sections
 - contain abstracts in English and Portuguese between 150 and 250 words each and a maximum of five key words
 - contain endnotes and bibliography (in individual email attachments)
2. Research Note: novel academic findings in the fields of history and culture of Macao, concise writing of new perspectives and reflections, translation and collation of important historical materials.
3. Review Article: short review and analysis of Macao literature and art. It should:
 - contain abstracts in English and Portuguese between 150 and 250 words each and a maximum of five key words
 - contain endnotes and bibliography (in individual email attachments)
4. Book Review: insight and opinion on literature about Macao or on literary writing by local author. It should be between 1,000 and 1,500 words.

Style and Submission Guidelines

1. Font and Layout
 - The manuscript should be submitted in MS Word format with page numbers.
 - Use Times New Roman font in size 12.
 - Use justified mode. Only insert hard returns at the end of paragraphs or headings.
 - Use a single (not double) space after a full stop, comma, colons, semicolon, etc.
 - Do not put a space in front of a question mark, an exclamation mark, or in front of any other closing quotation mark.
 - Do not use automatic word division in the manuscript.
 - Do not use non-breaking spaces or non-breaking hyphens in the manuscript.
2. Funding details
 - Funding details, if any, should be presented in a remark at the end of the manuscript.
 - Grant award document shall be required by the publisher when necessary.

3. Spelling and Numbers
 - Use British (-ise) spelling style consistently throughout the manuscript except quotations from a primary source or text that uses American spelling.
 - Spell out nineteenth century, twentieth century, etc.
 - Spell out numbers under 11 (two, six, etc.).
4. Punctuations
 - Use the British punctuation.
 - Use single quotation marks, with double quotation marks for quotes within quotes.
 - Long quotations should be indented without quotation marks.
 - Use full stops after abbreviations (a.m., e.g., i.e., etc.) where the end of the word is cut and contractions (p., ed., Mrs., Dr.). Omit full stops in acronyms (UM, BNU, WHO, NATO) and after metric units (cm, m, km, ml).
5. Non-Latin Scripts
 - When appropriate, non-Latin scripts should be followed by English translation in round brackets.
 - Use traditional Chinese characters.
 - Include pinyin romanisation for Chinese scripts where appropriate.
 - If the article involves a large quantity of non-Latin scripts, a full list of all the scripts, with their romanisation and the corresponding translations in English should be provided separately from the text.
6. Artwork
 - Artwork files should be in high-resolution JPG format (300 dpi or above) and provided separately from the text.
 - Name artwork files as Figure 1, 2, 3, etc. according to the order they appear in the text.
 - Each artwork should be given a serial number for its type, e.g. Fig. 1, Fig. 2, or Table 1, Table 2, followed by a caption or title. The captions and titles should be provided separately from the text (see point 7).
 - Show clearly in the text where the artwork preferably appears.
7. Captions and Titles
 - A list of image captions and graph titles should be presented in serial order according to the order they appear in the text and provided in separate file from the text.
 - A caption or title should include the necessary credit line, source information or acknowledgments if the artwork is a third-party material. If the artwork is the property of the author, acknowledge this in the caption.
8. Use of Third-party Materials
 - A written permission from the copyright holder is required to reproduce third-party materials in the manuscript, including but not limited to image, figure, illustration, table and proprietary text.

- Acknowledge and attribute the third party for any use of copyrighted materials.
- Give credit for use of materials that is not copyrighted and held in the public domain.

9. Notes and Bibliography

- Use Chicago notes-bibliography system and use endnotes for citations.
- Name the file of bibliography as ‘yoursurnameBiblio.docx’ and submit separately from the text.
- Follow the Chicago bibliographic style. All entries should be written with the following elements in the following order: author’s surname(s), author’s name(s), title, place of publication: publisher; date.
- For citations of materials from websites, include the complete website address, the date accessed, and the title or designation of the page from which the information is drawn.
- For citations in non-Latin language, provide in the bibliography entry the original expression, followed by romanisation and English translation.

Example of bibliography using Chicago-style formatting

Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Leung, Gabriel M., Lai-Ming Ho, and Tai-Hing Lam. “Maternal, paternal and environmental tobacco smoking and breast feeding.” *Pediatric and Perinatal Epidemiology* 16, no. 3 (July 2002): 236–245. <https://doi.org/10.1046/j.1365-3016.2002.00426.x>.

Liu, Jui-Ch’i. “Beholding the Feminine Sublime: Lee Miller’s War Photography.” *Signs* 40, no. 2 (Winter 2015): 308–319. <https://doi.org/10.1086/678242>.

Manjoo, Farhad. “Snap Makes a Bet on the Cultural Supremacy of the Camera.” *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Strayed, Cheryl. *Wild: From Lost to Found on the Pacific Crest Trail*. New York: Alfred A. Knopf, 2012.

Vedrashko, Ilya. “Advertising in Computer Games.” Abstract. Master’s thesis, MIT, 2006. <http://hdl.handle.net/1721.1/39144>.

Zhao, Chuanjun 趙傳軍. “‘Yidaiyilu’ shijiao xia de Zhong E jingmao hezuo zai tansuo “一帶一路” 視角下的中俄經貿合作再探索 (Re-exploration of Sino-Russian Economic and Trade Cooperation from the Perspective of ‘Belt and Road Initiative’).” *Heilongjiang shehui kexue* 黑龍江社會科學 (Heilongjiang Social Sciences), no. 1 (2021): 54–59.