

# Taiwan Journal of Democracy

## Writing Style

The following standards are provided to assist authors who wish to submit contributions to the journal.

**Footnotes and Commentary about Author(s):** Place notes at the bottom of the page as footnotes rather than at the end of the text as endnotes. Number them consecutively throughout the essay. *Do not place a footnote number or an asterisk after the author's name following the title of the article.* Numbered footnotes should be used only in the body text. Commentary about the author(s) should be placed under a rule at the bottom of the first page, without a footnote number, asterisk, or other symbol.

**Spacing:** Text should be *single-spaced*, including block quotations, footnotes, captions, legends, and long headings, which should be single-spaced with a space between the items. Use only *one space after punctuation marks*.

**Type Face and Size:** All manuscripts should be in *Times New Roman*. The main title should be centered and in 14-point bold type. A subtitle should be in 12-point bold type. *Use 12-point type for text, headings, and subheadings.* First-level headings should be flush-left and in bold type. Second-level headings should flush-left and in bold italics. *Use 10-point type for footnotes, commentary about the author(s), and all source and note information placed directly under tables and figures.*

**Tables and Figures:** Tables and figures should be properly cited and all aspects must be clearly legible. *Do not use any bold-face type.* Headings should be centered above tables and figures.

**Spelling and Citation:** For purposes of standardization, the *Taiwan Journal of Democracy* adheres to *Random House Webster's Unabridged Dictionary* and *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 15<sup>th</sup> ed. (Chicago: University of Chicago, 2003). The Journal uses American spellings.

*Citation Examples:*

1. Books and monographs:

Tun-jen Cheng and Deborah Brown, eds., *Religious Organizations and Democratic Transition in Contemporary Asia* (Armonk, NY: M. E. Sharpe, 2005), 17-18.

2. Journal articles:

Juan J. Linz and Alfred Stepan, "Consolidating New Democracies," *Journal of Democracy* 7, no. 2 (1996): 14-33.

3. Chapters in books:

Nihal Jayawickrama, "Hong Kong and the International Protection of Human Rights," in *Human Rights in Hong Kong*, ed. Raymond Wacks (Hong Kong: Oxford University Press, 1992), 121.

4. Articles in newspapers:

Daniel J. Wakin and Ian Fisher, "Cardinals Begin Conclave to Elect a New Pope," *New York Times*, April 18, 2005, A1.

## 5. Citation of electronic publications:

Citations of electronic sources should accomplish the same ends as citations of print sources. The format also should be analogous to that for print sources.

Please supply author's name, title of article, and other pertinent data, so that those who cannot locate the material through a stated address might be able to find it through a network searching tool. Give the complete address, including access mode identifier (e.g., http, gopher, and the like), the publisher's domain name, and after the first single slash, relevant path and file names. The URL should be followed by your access date in parentheses. Example:

M. Ashraf Haidari, "Eurasia Insight: Paris Conference—Aid Effectiveness Key to Addressing Afghanistan's Rebuilding Challenges," *EurasiaNet*, 2008, <http://www.eurasianet.org/departments/insight/articles/eav061208f.shtml> (accessed June 14, 2008).

### Some Standard Abbreviations

- art. (article), plural, arts.
- b. (born)
- ca. (*circa*, about, approximately)
- cf. (*confer*, compare) \*The journal discourages overuse of cf.
- chap. (chapter), plural, chaps.
- d. (died)
- e.g. (*exempli gratia*, for example) \*Follow by a comma and always enclose in parentheses.
- ed. (edition; edited by; editor; editors-plural, eds.)
- et al. (*et alia*, and others)
- ibid. (*ibidem*, in the same place) \*Use to refer in a footnote to the cited source immediately above. Do not italicize.
- i.e. (*id est*, that is) \*Follow by a comma and always enclose in parentheses.
- op. cit. (*opere citato*, in the work cited) \*Do not use. Instead, repeat the author's last name, use a short title, and give the page.
- p. (page; plural, pp.) Use only if it is necessary for purposes of clarification.
- [*sic*] (so, thus)
- supra (above)
- trans. (translator, translated by)
- v. (verse), plural, vv.
- vol. (volume), plural, vols. \*Do not use for a journal volume number; see example.
- vs. (*versus*, against)

### Month, Day, Year, Decade, Century

The last issue of the periodical was on July 1, 1996, as a result of the editor's arrest. (Use a comma after the day and year.)

Also, in footnotes, use the format of month/day/year. Example: David S. Broder, "In Nixon's Footsteps," *Washington Post National Weekly Edition*, November 16, 1998, 5.

Spell out the names of months and of weekdays in text. Do not place a comma between the month and year. Example: She was married in December 2006.

The 1890s saw an enormous increase of nationalism in Japan. (Do not use an apostrophe in the decade.)

The first decade of the twenty-first century is near its end. (Please use lower case.)

Solomon's Temple was destroyed by the Babylonians in 587 B.C. Rebuilt in 515 B.C., it was destroyed by the Romans in A.D. 70. (Place A.D. in front of the year.)

### **Numbers**

Spell out all numbers through one hundred (e.g., sixty-five, ninety-eight) and all round numbers that can be expressed in two words (e.g., one hundred, five thousand, forty-five hundred). Example: At that time, the population of the district was less than three million.

All other numbers are written as figures. Example: There are 514 members of the selection committee. On the 122d day of his episcopate, he received his eighteenth letter from the head of the Synod.

If in one paragraph numbers less than one hundred or round numbers of two words and odd numbers are used, express all numbers as figures.

### **Percent**

Spell percent in text and precede it only with a figure (e.g., 15 percent). Use the symbol for percent (%) in graphs and charts (e.g., 55%). The figure preceding either percent or % should not be spelled.

### **Pinyin and Wade-Giles Systems**

The *Taiwan Journal of Democracy's* standard usage for contemporary discussions is the Pinyin system. However, it is acceptable to use the Wade-Giles system when writing about historical topics. Thus, refer to Zhao Ziyang, not Chao Tzu-yang. However, when referring to historical matters, it is acceptable, for example, to refer to the Treaty of Nanking of 1842, rather than the Treaty of Nanjing of 1842.

### **Quotation Marks**

Periods and commas should be placed inside quotation marks; semicolons and colons outside. Question marks and exclamation marks should be placed outside quotation marks unless the question or exclamation occurs within the quotation itself.

Example: "You speak of political independence with a great earnestness," said the commentator.

Example: How do the election results show that "the party is more environmentally conscious than others"? Example: I was told that she asked, "Why is she here?"

### **Background of the Journal**

The *Taiwan Journal of Democracy* is published by the Taiwan Foundation of Democracy (TFD), an independent, nonprofit, nonpartisan organization that is dedicated to the study and promotion of democracy and human rights. Founded in 2003, the TFD is the first foundation established in Asia to assist in the development of democracy. The Foundation is committed to the vision of working with other democracies to advance a new wave of democratization and its benefits worldwide.