CSS WORKING PAPER SERIES
Guideline for Authors

Thank you for your interest in the *Creativity, Self, and Society Working Paper Series*. Manuscripts submitted to the journal must comply with the following guidelines:

SUBMISSION

Articles in English should be sent to cssworkingpapers@gmail.com in **Microsoft WORD** format. PDFs can be supplemented if there are specific formatting requirements.

Please include a short biography of no more than 50 words, including information such as affiliation, major publications, research interests etc. in a separate WORD document.

WORD LIMIT

6,000-8,000 words for research articles in English, including footnotes but excluding references. Please also include an abstract of no more than 250 words.

COPYRIGHT AND PERMISSION

The journal does not accept manuscripts that have already been published or are being considered for publication elsewhere.

Authors must also make sure they have obtained permission from the rightsholder(s) and abide by the fair use principle if they are using third-party copyrighted material.

CONTRIBUTOR'S BIOGRAPHY

A separate word file; 50 words or fewer

DEFAULT FONT

Times New Roman

SPACING

Double-spaced

PAGE NUMBERS

Centered at bottom of page

ASIAN NAMES, CHARACTERS AND ROMANIZATION

Cantonese names: Peter Chan Tai-man BUT Peter Chan and Peter T. M. Chan
Mainland Chinese names in pinyin: Mao Zedong
Japanese names: Hepburn Romanization, surname first, with macrons, e.g. Abe Shinzō
Korean names: Revised Romanization (Ministry of Culture 2000)
Asian names in bibliography: Do not put a comma after surname if it is followed by the given name, e.g.
Chan Tai-man, Peter. Hong Kong Studies. ...
                    BUT
Chan, Peter Tai-man. Hong Kong Studies. ...

Chinese Romanization should follow the Mandarin pinyin system or Cantonese Jyutping (without diacritical or tonal marks except ü in pinyin). Romanization should be capitalized for proper names of people and places, as well as all content words in a title. Spacing should attempt to balance ideological coherence and readability.

Chinese characters should be included in the first occurrence of a Chinese term or name (e.g. Chinese film titles). Use traditional characters following their Romanized forms.

Here are some examples: tongbao 同胞, Jyutjam Wanwai/ Wanwui 粵音韻彙, waakiu 華僑, etc.

ARTICLE TITLE

Italic, flush left, Title Case (i.e. capitalize content words)

AUTHORS

Full author name, flush left

ABSTRACTS

Put the abstract under your name. Format: the word ***Abstract*** (bold, italic, centered), followed by the abstract text on new line, indented from left.

HEADINGS

Level 1 – **bold, Title Case**
Level 2 – *italic, Title Case*
Level 3 or above discouraged
Do not use numbers (i.e. 1.1, 1.2, 2.1 etc.).

PARAGRAPHS

All indented, except first paragraphs after aheading.

TABLES & FIGURES

Centered

CAPTIONS

Centered, underneath the table/figure:
Table/Figure 1. Xxxxx (all italic, initial caps)

ENDNOTES AND FOOTNOTES

No endnotes.
Footnotes for elaboration only. Not used for citation or referencing.
Indicate in superscript numbers in the text with the footnote at the bottom of the page. Place the number after punctuation marks.

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DISPLAYED QUOTATIONS (BLOCK QUOTES)

Use block quotes for a quotation longer than four typed lines.
Start with a colon or comma, and then in the next line, the quotation (without quotation marks, same typesize, every line further indent left).
Only in block quotes can the citation bracket go outside the last punctuation mark. i.e.
… will have strong implications for Hong Kong' s future. (Chow 25)

SPELLING AND DICTION

American spelling is employed except when within a quotation or the official spelling of a proper noun. i.e.
realize NOT realise; neighbor NOT neighbour
                    BUT
The Labour Party NOT the Labor Party
International Finance Centre NOT International Finance Center

No contraction. i.e. it is NOT it' s
Use "article" and not "paper" or "essay"
Always capitalize the 1997 "Handover" and "One Country, Two Systems"
Note capitalization of m for the word "mainland": "mainland China" BUT "the Mainland"
Compass points such as "East" and "West" are capitalized if they are part of the name of an area or political division, but not if they are general descriptive terms. i.e. South Korea, the West (including Westernization), East Japan BUT northeastern Japan, southern China, the south of Hong Kong

Always use *italics* for emphasis, NOT **bold** or <u>underline</u>.

ABBREVIATIONS

Full points are used for initials and lower-case Latin acronyms, so
J. F. Kennedy, C. Y. Leung, i.e., e.g., et al., BUT the UK, the US, UNESCO, NATO, PhD, BC, AD etc.

PUNCTUATION

American punctuation is used. This means double quotation marks (and singles within) enveloping the final comma or period.
Only one space after periods, NOT two.
Ellipsis is three dots with a space on either side.
Use round brackets for authorial intervention, square brackets for editorial intervention. E.g.
"in this (otherwise) unbefitting example […] nothing indicates that"
**The round brackets around "otherwise" are by the quote' s original author. The square brackets and the ellipsis are added by the article' s author.
Use of serial comma is author' s preference but should be consistent.

CAPITALIZATION AFTER COLON

Small letter if the idea pertaining to the colon ends in one sentence, if not, capital. e.g.
… This is effective in three ways: First, xxxx. Second, xxxx. Finally, xxxx.
                    BUT
… This is highly symbolic: the autonomy promised by the Basic Law is therefore thrown into question.

DASHES

Em-rules non-spaced

HYPHENS

En-dashes used for range, relation, conflict. e.g. Hong Kong– China relation
Hyphens used for pre/suffixes and compound adjectives. e.g. pro-democracy, twentieth-century Hong Kong. However, we will not add hyphens after the suffix "post-" because in certain disciplines the dehyphenated version means a different concept, e.g. "post-colonial" and "postcolonial." Authors should make sure the correct term is used.
Hyphens are also used for document numbers, e.g. FCO 40- 263.

NUMBERS

As a rule, spell out up to ninety-nine; figures for 100 and above.
For a number range, include the last two digits for the end number unless the larger digits have changed, e.g. 168–69 (NOT 168–9), 1470–89, BUT 168–206, 1470–1501
Comma off digits in threes: 1,000; 1,982,235 etc.
Spell out fractions with a hyphen: two-thirds, four-fifths

DATES

American order with comma (e.g. July 1, 2003); full figures for ranges of years (e.g. 1944–1945 or 1914–1918)
Twentieth century NOT 20th century
1990s or 90s NOT 1990's

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REFERENCES IN TEXT

Follow MLA 7th edition: (Lastname page), e.g. (Cheng 121). NOT year of publication. If using multiple sources, list alphabetically with author' s last name, e.g. (Cheng 121; Tsang 56).

For internet sources, the author's surname alone suffices.

If multiple works by the same author are used, a shortened form of each title is required, e.g. (Chow, "Between Colonizers" 152), (Chow, Writing Diaspora 23).

When citing authors with the same surnames, initials are required, e.g. (K. M. Chan 12), (J. Chan 153).

REFERENCE

Follow MLA 7th edition. For each entry, first line flush left and indent subsequent lines. Arrange alphabetically in author' s surnames.

Note: If the first author is listed in a full East Asian name where surnames are written first customarily, then no comma is needed after the surname, e.g.

Fong Chi-hang, Brian, and Tai-lok Lui, eds. Hong Kong 20 Years after the Handover. London: Palgrave, 2018. Print.
BUT
Chiu, Stephen, and Tai-lok Lui. Hong Kong: Becoming a Chinese Global City. London: Routledge, 2009. Print.

More examples:
i. Book
Bourdieu, Pierre, and Jean-Claude Passeron. Reproduction in Education, Society and Culture. Trans. Richard Nice. London: SAGE Publications, 1977. Print.

ii. Edited book
Bolton, Kingsley, ed. Hong Kong English: Autonomy and Creativity. Hong Kong: Hong Kong UP, 2002. Print.

iii. Chapter in edited book
Chow, Rey. "King Kong in Hong Kong: Watching the 'Handover' from the USA." A Companion to Postcolonial Studies. Ed. Henry Schwarz and Sangeeta Ray. Oxford: Blackwell, 2000. 304–18. Print.

iv. Journal article
Chow, Rey. "Between Colonizers: Hong Kong's Postcolonial Self- writing in the 1990s." Diaspora 2.2 (1992): 151–70. Print.

v. Web article
Moiseiwitsch, Jasper. "IMF Latest to Warn of Hong Kong Banks' Growing Mainland Exposure." scmp.com. South China Morning Post, 9 Apr. 2014. Web. 6 Sep. 2014.
[The first date above is the date of publication, while the second after the medium of publication is the date of access. If there is no date of publication available, use n.d.]

vi. Film
2046. Dir. Wong Kar-wai. Mei Ah Entertainment, 2004. DVD.

BOOK REVIEWS

Separate title for book review not needed. Format: ***Name of Book (in bold, italic)***. By/Edited by Author/ Editor(s). Place of publication: Publisher, year. pages pp. Format (Hardcover/paperback). ISBN-13.
Then next line: Reviewed by (reviewer' s name)
First paragraph flush left, subsequent paragraphs indented.

-END-