



*The Journal
of Contemporary
Asian Studies*



Submission Guidelines

Synergy: The Journal of Contemporary Asian Studies accepts academic scholarly contributions in the following categories: Academic Articles, Book Reviews, and Original Photography. Submissions are open to all individuals within the scholarly community around the world, with preference given to rigorous undergraduate submissions.

1. Academic Articles should present original academic research. The accepted language of the academic article is English.
2. Book Reviews should be insightful and critical reviews of recently published academic works within the *Synergy's* accepted academic framework (refer to *About* or *Call for Submission* section on the website).
3. Original Photography should present original photography work from the individual photographer.

Academic Articles

Academic Articles should be 1500-3000 words in length (including abstracts, tables, graphs, footnotes, and references). Longer article submissions (longer than 3000 words) could be considered depending on the popularity of the subject content, level of academic rigour of the content, and the availability of editors to review and edit the content on the *Synergy Editorial Committee*.

Book Reviews

Book Reviews should be 800-1500 words in length (including abstracts, tables, graphs, footnotes, and references). Longer submissions (longer than 1500 words) could be considered depending on the level of academic rigour of the content, although simple and concise work is preferred for this category.

Original Photography

Please provide your submissions as a high-resolution JPEG file(s). You may compress files into a zip folder for submission convenience. The maximum file size for a single submission is 4MB, we do not accept files any bigger than 4MB.

Images

Images are a great way to enhance your Academic Article and/or Book Review work for online publishing. Please submit ONE photograph with a size of at least 1030 x 438px as a separate JPEG file attachment with your Academic Article or Book Review submission. In addition,



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please take note of below format for a complete image credit line, which you need to submit along with your image file on a separate document file within the original submission.

Short description with relevance to your submission | Image: Name of Source/Institution

Example: Lecture on South Asia's identity politics | Image: Asian Institute, University of Toronto

Language

Synergy: The Journal of Contemporary Asian Studies uses Canadian spelling of English and follows *The Canadian Oxford Dictionary*. Please consult *The Canadian Oxford Dictionary* for specific word usage and spellings. Oxford comma is mandated within written submissions.

Transliteration and Translation

Unless the meaning is widely known in Canadian English, Romanized foreign language terms and phrases from the Asia region should be italicized at all times (including titles). Additionally, a clear translation enclosed in parentheses must appear the first time the word is used in the article.

Example: He is a *huáng dì* (emperor) sitting on the throne.

1. Chinese

Chinese written sources should be transliterated according to the standard Hànyǔ Pīnyīn system.

2. Korean

Korean written sources should be transliterated according to the Revised Romanization for Korean system.

3. Japanese

Japanese written sources should be transliterated according to the Modified Hepburn Romanization system with the exception of place names or well-known individuals or organization without macrons.

For all other languages, it is the responsibility of the contributor(s) to correctly follow the widely recognized standard transliteration systems specific to the languages.

General Submission Format



Written submissions should use Times New Roman 12-point font and be double-spaced. Nothing should be underlined. Numbering begins on the title page (i.e. page 1) in the lower right corner. The paper must be left justified. Maintain one-inch margin on all sides.

Title

The title should not exceed 25 words.

Abstract/Keywords

The abstract is limited to 200 words and should summarize the key components of the Academic Article. Please include 4-5 primary keywords that best suit the subject content.

References

It is the responsibility of the individual authors to follow the correct citation format as required by *Synergy*. The citation format currently employed by *Synergy* is MLA 7th Edition. Please use the footnote citation format as oppose to the in-text citation format and provide a reference list at the end.

Footnotes

Footnotes must be concise. Format footnotes in plain text, with a super script number in the text and the corresponding note on the bottom of the page. Please do not use endnotes.

Mathematical Notations

Equations should be centred on the page. If equations are numbered, type the number in parentheses flush with the left margin. Please avoid using Equation Editor for simple in-line mathematical copy, symbols, and equations. Explain symbols and meaning of the equation(s) succeeding the first appearance of the subject item.

Tables and Graphs

Tables and graphs may appear in the body of the text, and should be consecutively numbered (e.g. Table 1, 2, 3 not Table 1.2a). Format the tables and graphs with relevant headings and captions. Tables and graphs must be numbered in the order in which they appear. Tables that exceed 10 columns and/or rows must be sent in separate MS Excel or CSV files for each dataset along with the submission.

Appendix



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If Appendixes are provided, they appear on a new page after References. Multiple appendixes should be labelled with letters (e.g. Appendix A, Appendix B). A single appendix is labelled without letters (e.g. Appendix). Multiple appendixes must be numbered in the order in which they are to appear.

Corresponding Contributor

The Corresponding Contributor is defined as the lead author, and is responsible for handling correspondence at all stages of the editorial review; and if selected for publication, responsible for handling correspondence at all stages of publication and post-publication. All correspondence will be conducted solely with the Corresponding Contributor via e-mail.



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Submission Process

Please send submissions to submissions@utsynergyjournal.org as attachments in MS Word format for written submissions (Academic Articles or Book Reviews) or JPEG format for Original Photography, with all identifying information such as contributor(s) names and institutional affiliation(s) removed from the document for the purposes of anonymous review by editors. Please ensure that you have attached a signed copy of the Statement of Originality to your submission.

Please send each submission at a time to the Synergy email address provided above. For each submission, please name your email subject line as "Synergy Submission - [region of focus], [type of submission], [last name]".

Please include the following in the body of the email:

- Corresponding Contributor and full contact information (name, institutional affiliation and the country of origin, mailing address, telephone number, and e-mail address);
- Additional contributors with institutional affiliation and the country of origin;
- Specify type of submission (academic article, book review, photography);
- A brief (1—2 sentences) biographical note for each contributor to be included in the publication (applies to all type of submissions);
 - For academic articles, please include a title and an abstract of 200 words max with 4-5 primary keywords that best suit the subject content;
 - For book reviews, please include a title and an abstract if available, and if not please include 50—100 words summarizing your submission;
 - For photography, please include a title and caption of 30—40 words describing your work;
- Any additional comments may be included at the discretion of the individual corresponding contributor.

Submissions that deviate substantially from the submission guidelines may be rejected during the review process.

Submission Deadline: The end of each month on a rolling basis (i.e. if you send in your submission before the end of October 2015, if your submission is accepted, it will be published at the end of November 2015)

Notification of Selection Results

The Corresponding Contributor will be notified of the results by the *Synergy Editorial Committee* via e-mail 2-4 weeks after the date of the original submission. If you do not hear back from the *Synergy Editorial Committee*, please contact submissions@utsynergyjournal.org.



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Revisions

There will be no opportunity to make revisions to your original submission after you have submitted it to *Synergy*, especially if your submission is notified for publication. It is the responsibility of the contributor(s) to ensure the initial accuracy and completeness of the work submitted.

Publication Process for Selected Works

Upon the acceptance of a submission for publication, the *Synergy Editorial Committee* will contact the Corresponding Contributor and inform them of the result. Typical copy-editing will begin shortly thereafter. A corrected proof along with the Publishing Agreement will be sent to the Corresponding Contributor via e-mail from the *Synergy Editorial Committee* approximately 2 weeks after the notice of acceptance. The Corresponding Contributor is responsible for returning the corrected proof and the Publishing Agreement by the deadline specified by the *Synergy Editorial Committee* in the original acceptance e-mail to indicate approval. All contributors should regard the corrected proof as the final version which will appear in the publication, with little room for possible adjustments. Should the Corresponding Contributor fail to return the corrected proof and the Publishing Agreement by the specified deadline, the publication will proceed without the Contributor(s)' approval of corrected proofs.

The *Synergy Editorial Committee* reserves the right to edit the content of work accepted for publication, including changes required to improve grammar, spelling, and clarity, and to ensure that the submission conforms to the journal's style. The *Synergy Editorial Committee* has final decision authority over the editing. Moreover, the *Synergy Editorial Committee* reserves the right to refuse or withdraw acceptance from, or delay publication of, any work.

Statement of Originality

All contributors are required to certify that the submission to *Synergy* is original and is part of their own intellectual property by completing the Statement of Originality available here. Please submit it as an attachment along with your submission. Please note that *Synergy* does not accept submissions that are also being considered by other journals.

Permissions

All contributors are fully responsible for obtaining the necessary permission as required for graphs, tables, mathematical formula, and other content contained in their submission that does not belong under their own intellectual property prior to publication. Full acknowledgment of the third-party work must be given in the submission.

Disclaimer

The *Synergy Editorial Committee* make every effort to ensure that no inaccurate or misleading data, opinions, or statements appear in the journal. However, it makes no representations or warranties whatsoever as to the accuracy, completeness or suitability for any purpose of the content and disclaim all such representations and warranties whether express or implied to the maximum extent permitted by law. The views expressed in *Synergy* are the sole responsibility of the contributor(s) concerned.



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