Cahiers d’Extrême-Asie (CEA)
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Editorial Procedure

In addition to the main body of articles, CEA volumes generally include features such as book reviews, review articles or research notes in the overall academic and geographical field covered by the journal. Guest Editors of thematic issues are responsible for:

1. The academic evaluation of the articles submitted to the Editorial Board of CEA. This evaluation must be carried out in accordance with CEA rules of peer review and in consultation with the Advisory Board;

2. A first reading and editing of the articles to be transmitted to the Editorial Board when deemed ready for publication;

3. Preparation of a Table of Contents of the issue;

4. Writing the preface to the issue, in French and in English, titled “À nos lecteurs / To our Readers.”

— These tasks must all be completed six months prior to publication

The Authors of article submissions are requested to provide the Guest Editor(s) with the following additional items:

1. An abstract in 200 words (see language requirements under “Format” below) and a list of five to ten keywords;

2. A list of illustrations and their captions as a separate file (cf. “captions” below);

3. A biographical notice of the author (10 lines), including his or her affiliation, main publications (two or three items), and current research projects.

— The Guest Editor is responsible for assembling these items for each article

Format

CEA publishes articles in French and English. If the article is in English the abstract should
be in French and *vice versa*. If assistance is required for translation, please contact the Guest Editor. Articles should conform to the following editorial guidelines:

1. Articles must be in a recent version of MS Word or Nisus Writer Pro word processors. Authors are requested to avoid the use of word processing styles (“Normal,” “Header,” etc.) which interfere with CEA formatting;

2. The length of articles should not exceed 9 000 words;

3. The style of presentation of articles and bibliographical notices should conform to the standards of the *Chicago Manual of Style* for English and the *Lexique des règles typographiques en usage à l’Imprimerie nationale* for French;

4. Footnotes should be numbered continuously;

5. Bibliographical references should be in Humanities citation style (author, title, cited pages and publication information in footnotes; no bibliography). At the first occurrence, give a complete reference. In subsequent occurrences, the reference may be abbreviated.

6. Continuously numbered captions should be placed where the corresponding illustrations are to appear in the text;

7. Only Unicode fonts will be accepted. Authors may use three point sizes: headings (14 pt); text (12 pt); quotations and footnotes (10 pt);

8. Terms and names in Asian languages must be given in standard romanization (in particular *pinyin* for Chinese and Hepburn for Japanese), at the first occurrence, as well as the Asian language script. For names of persons, indicate dates of birth and death in parenthesis as appropriate.

9. CEA uses standard Chinese characters/kanji in their traditional forms. The editor may normalize Chinese characters/kanji in accordance with editorial policy.

10. Illustrations are normally published in black and white; for exceptional color images please contact the Guest Editor. Authors are responsible for obtaining copyright permissions for reproductions and the payment of copyright fees. Photographic
reproduction of images must have a resolution of at least 300 dpi (11.6 cm / 6 inches width); they must be provided in TIFF format. For the reproduction of line drawings, a scan in TIFF format is required with a resolution of 600 dpi. The number of illustrations per article is normally limited to 10. If a larger number of illustrations are accepted, the dimensions of the images are liable to be reduced.

11. The **copy editing** is carried out in several steps, for scholarly content, for questions of format (length of article, stylistic consistency), and possible linguistic problems, including the translation and transliteration of technical terms. The members of the Editorial Board, in collaboration with the Guest Editor and members of the Advisory Board are responsible for the copy editing process, referring to known outside contractors when necessary. Authors will be consulted for approval of the final proofs. CEA reserves the right to carry out minor editorial changes during the last stage of publication.

For further information, please contact the Coordinator of the Editorial Board, Dr. Benoît Jacquet, EFEO Kyoto, at benoit.jacquet@efeo.net.