

# Taiwan Journal of Democracy

## An International Journal of Politics

### Writing Style

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

#### Abstract and Keywords

Every article must be introduced by a one-paragraph abstract, followed by keywords.

#### Footnotes and Commentary about Author(s)

The journal requires footnotes rather than endnotes. *Do not place a footnote number or an asterisk following the author's name, the title of the article, or any first-level heading or subheading.* 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. See a copy of the journal for the layout of the first page and subsequent pages of an article.

#### Spacing

Text and footnotes should be *single-spaced*. There should not be any blank line between two footnotes. Use only one space after punctuation marks, including the final period of a sentence.

#### Type Face and Size

All aspects of manuscripts should be in Times New Roman typeface. The main title should be centered and in 14-point bold type. A subtitle should be beneath the main title, centered, and in 12-point bold type. Do not use a colon following the main title. Use 12-point type for text and all subheadings. First-level A subheadings (the first level heading after the title of the essay [article]) should be flush-left and in bold type. Second-level B subheadings should be flush-left and in bold italics. Third-level C subheadings should be flush-left, in regular roman typeface (like this; no bold or italics), and underlined. *Do not write in outline form by numbering sections.* Use 10-point type for footnotes, commentary about the author(s), and all source and note information placed directly under tables and figures.

#### Acknowledgements

No acknowledgements are permitted except those recognizing sources of funding for the research.

#### Tables and Figures

Tables and figures must be in black and white only. Proper citation should follow the designation "Source:" or "Sources:" and placed directly under the table or figure. Any note regarding the table or figure should be placed underneath the source line(s) and introduced by "Note:". All wording in tables and figures must be in Times New Roman. *Photo files will not be accepted.* The journal must be able to edit all tables and figures. All aspects of a table or figure must be clearly legible. Do not use bold-face type. Headings should be centered above tables and figures. Each table or figure must be sized to fit on a 4.5" x 7" printed page or a 7"x 9" manuscript page. All numbers should be aligned by the decimal points.

#### Citation and Spelling

For purposes of style standardization, including for citations, the *Taiwan Journal of Democracy* adheres to *The Chicago Manual of Style: The Essential Guide for Writers*,

*Editors, and Publishers*, 16<sup>th</sup> ed. (Chicago: University of Chicago Press, 2010). The journal uses American spellings (exceptions are when different spellings are used in formal names of entities or in titles of works).

### Citation Examples (*Please cite one's own works minimally*)

#### 1. Books and monographs

Example: David Aikman, *Jesus in Beijing: How Christianity Is Transforming China and Changing the Global Balance of Power* (Washington, DC: Regnery Publishing, 2003). (Use standard postal designations, without punctuation, for states and districts.)

#### 2. Journal articles

Example: Juan J. Linz and Alfred Stepan, "Consolidating New Democracies," *Journal of Democracy* 7, no. 2 (1996): 14-33. (There is no punctuation before the volume number, only a comma following it. If a roman numeral is used for a volume or issue number, convert it to an arabic numeral; exception: legal documents.)

#### 3. Chapters in books

Example: 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. (There are multiple uses of "ed." One denotes that the person is an editor; another means *edited by*; a third refers to a particular edition.)

#### 4. Articles in newspapers

Example: Daniel J. Wakin and Ian Fisher, "Cardinals Begin Conclave to Elect a New Pope," *New York Times*, April 18, 2005, A1. (Drop the article "The" from *New York Times*.)

#### 5. Citation of electronic publications

Citations of electronic sources should accomplish the same ends as citations of print sources. Full citation of the source is required. A URL alone is not sufficient. The format should be analogous to that for print sources. Please supply author's full name (if there is a designated author), title of article, date of publication or posting in parentheses, and other pertinent data (as much information as is available), 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 must be followed by your access date in parentheses: (accessed June 16, 2016).

Example: Liz Fuller, "How Democratic Are Proposed Armenian Constitutional Amendments?" *RFE/RL Caucasus Report* (December 5, 2015), <http://www.rferl.org/content/caucasus-report-armenia-constitutional-referendum/27408756.html> (accessed January 2, 2016).

### Some Standard Abbreviations

- art. (article, as in a constitution), plural, arts.
- b. (born)
- ca. (*circa*, about, approximately)
- cf. (*confer*, compare) \*The journal discourages the use of cf.
- chap. (chapter), plural, chaps.
- d. (died)
- e.g. (*exempli gratia*, for example) \*Followed by a comma and enclose with associated words in parentheses: (e.g., Great Britain, France, and Germany).
- ed. (edition; edited by; editor; editors-plural, eds.)
- et al. (*et alia*, and others) \*Do not italicize.
- 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) \*Followed by a comma and enclose with

- associated words in parentheses: (i.e., the administration of George H. W. Bush).
- op. cit. (*opere citato*, in the work cited) **\*Do not use**. Instead, repeat the author's last name, use an abbreviated title (if the title is long or includes a subtitle), and provide the page(s) cited.
- p. (page; plural, pp.) Use only if it is necessary for purposes of clarification.
- sic* (so, thus) Must be italicized; no period follows. Use inside brackets to indicate an error in the source that might be taken as an error in your transcription.
- supra (above)
- trans. (translator, translated by)
- vol. (volume), plural, vols. **\*Do not use** for a journal volume; see example no. 2., "Journal articles."
- vs. (*versus*, against)

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

Punctuate dates correctly.

Examples: "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.) "The candidate was elected on the November 11, 2013 ballot." (No comma following 2013 because the date is used as an adjective.)

In footnotes, use the format of "month day, year."

Example: Greg Ip, "Impact of 'Brexit' Would Likely Be Gradual and Global," *Wall Street Journal*, June 23, 2016, A2.

Spell out the names of months and weekdays. Do not place a comma between the month and year. Do not use an apostrophe in a numerical expression of a decade. Spell a century. Place the designation of an era in the proper place.

Example: "She was married on Saturday, December 5, 2015."

Example: "Street riots erupted in March 2013."

Example: "There was an enormous increase of nationalism in China during the 1990s."

Example: "The third decade of the twenty-first century is on the horizon." (Use lower case for the century; do not use 21<sup>st</sup> century.)

Example: "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.)

### **Hyphenation**

Compounds formed with prefixes are normally closed (written as one word without a hyphen).

Examples: coauthor (but co-opt), counterterrorism, cyberspace, fourfold, interorganizational, microeconomics, multiparty (but multi-institutional), nonviolent, preempt, prodemocracy, postwar, reunify, socioeconomic, transatlantic (but trans-American), underemployed.

Temporary adjectives are usually hyphenated before a noun. They are not hyphenated when they are used as permanent open compounds.

Examples: policy-making body; problems in policy making.

### **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). Also spell out any number that is the first word of a sentence.

Example: "At that time, the population of the district was less than three million."

Example: "Forty-nine innocent people were killed in the terrorist attack."

All other numbers are written as figures.

Example: “There are 514 members of the selection committee.”

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

Example: “There were 95 Presbyterians, 200 Methodists, and 173 Episcopalians present at the ecumenical gathering.”

### **Special Usage**

“U.S.” and “U.N.” are used only as adjectives. The nouns are spelled out: “the United States”; “the United Nations.”

A country should not be used interchangeably with its government. Wrong: “China flexed its muscles in the East China Sea.” Correct: “The leaders in Beijing flexed their muscles in the East China Sea.”

### **Percent**

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

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

The journal’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 instance, to refer to the Treaty of Nanking of 1842, rather than the Treaty of Nanjing of 1842.

### **Non-English Sources and Names**

In footnotes, the titles of books and articles in a foreign language must be followed by an English translation, written sentence-style, and enclosed by brackets: [ ].

Example: Zhou Benshun, “Zou Zhongguo Tese Shehuiguanli Chuangxin Zhi Lu” [Look for a pathway for innovation in social management with Chinese characteristics], *Qiushi Zazhi*, no. 2011/10 (2011): 37-38.

In the text, a foreign political organization, party, NGO, and so on, should be referenced by its name in English first, followed by its italicized foreign-language name and its acronym—if the entity is widely known by this acronym—in parentheses.

Example: Institutional Revolutionary Party (*Partido Revolucionario Institucional*-PRI).

### **Identification of Persons and Writing in First-Person**

The first and last names should be provided for each individual on the first introduction in the text. The first citation of a work in footnotes must present the author(s) or editor(s) full name as it appears in the original work (including middle initial, if used). Further citations of *the same source* should reference the author(s) or editor(s) by surname only.

***Do not write in first-person.***

### **Quotations**

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?”

*Providing proper credit to the author(s) and editor(s) of works used is essential.*

Full citation of the original source must be provided for any direct quotation. If the quotation was taken from a printed text, the *exact* page number(s) must be indicated. Either (1) not citing a page number(s), or (2) providing inclusive page numbers for a book chapter or an article in a publication—instead of exact page number(s) for the quotation—is not acceptable.

Authors often are not precise when copying a quotation. The used quotation must be an *exact* reproduction of the original source in words, capitalization, and punctuation. The two following exceptions apply:

1. When a quotation is a syntactical part of a sentence, the first word of the quotation should be all lower case, even if the first word was capitalized in the original work. No punctuation is required to introduce the run-in quotation.

Example: Alexis de Tocqueville warned that “the will of the nation” is among those “phrases most generally abused by intriguers and despots of every age.”

2. When the quotation is syntactically remote within the sentence, the quotation should begin with a capital letter, even if the sentence in the original work began with a lowercase letter. Also, the quotation should be introduced by the appropriate punctuation.

Example: Reflecting on the American revolution and the sovereignty of the people, Alexis de Tocqueville maintained that, “Every class enlisted in its cause; the war was fought and victory obtained its name; it became the law of laws.”

When quotations are run into the text, the final mark of punctuation can be changed to conform to the grammar of the entire sentence.

Interpolations: Author interpolations within a quotation must be enclosed in brackets: [ ].

Quotations of four or fewer lines: Such quotations should be run into the text.

Block quotations: Quotations of five or more lines should be indented .05 on both the left and right margins and single-spaced to form a *block quotation*. Block quotations are not enclosed in quotation marks. A footnote must be inserted at the end of the block quotation. *The Chicago Manual of Style* stipulates that a quotation within a block quotation should be enclosed by double quotation marks. In turn, a quotation within this quotation should be enclosed by single quotation marks, and so on. (This style differs from what was taught formerly.)

Ellipses: Three dots, each separated by one space (“ . . . ”) should be used to indicate where any omission has been made in a quoted passage. When the omitted section includes the end of a sentence that closes with a period, use four dots, with no space before the first dot (this treats the first dot as a period). Other punctuation should precede or follow the ellipses points according to where the omission occurs. See *The Chicago Manual of Style* for additional usage of ellipses.

### **Background of the Journal**

The *Taiwan Journal of Democracy* is published by the Taiwan Foundation for 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. It is committed to the vision of working with other democracies to advance a new wave of democratization and its benefits worldwide.