

East Asian Policy — Style Sheet

1. Abstract: Please include a 70-word abstract
2. Footnotes: None preferred, but if absolutely necessary maximum 20.
3. Appendixes: East Asian Policy does not include appendixes, references or bibliographies.
4. Content to be written in British English.
 - centre, labour, organisation, analyse
 - the internet (do not capitalise “i”)
 - health care (noun)
 - health-care services, health-care workers (as modifier)
 - policymaking, policymakers
 - grass-roots (noun), grass-roots organisations (as modifier)
5. Subheads:

<Subhead 1> Drivers for Establishing the Council of State Security — Capitalise each word except “to”, articles, prepositions

<Subhead 2> Institutional inadequacies — Capitalise only the first word, remaining in lowercase (unless proper noun or name)
6. The following should be spelled out:
 - the United States, the United Kingdom (throughout the article) unless US policy, UK investment
 - the United Nations (UN), the European Union (EU) – to be spelled out in full at first mention, subsequent mentions in abbreviations.
7. Numbers from one to nine
 - From 10 onwards, numerals should be in number form: Third Plenum but 16th Party Congress
8. The following should be italicised:
 - Book titles
 - Journal and newspaper titles
 - Hanyu pinyin (Chinese characters to be pinyinised with English translation provided)
9. Date format: 15 January 2016
from 1990 to 2008
during the 2008-2015 period
10. Percentage: 1% 0.5% 1.5% 12% to 23%
11. Currency units should be placed in front without spacing between unit and numeral
e.g. RMB5,000 US\$50,000 US\$59 billion
12. When using currency units in a sentence, they should be spelled out if not in English
e.g. 1.5 billion yuan, 4.56 million Japanese yen
13. A thousand in numeral form: 1,000
14. Do not begin sentences with a numeral, i.e. write ‘The year 2010...’ not ‘2010...’

15. Use British spelling for everything, even names of American organisations.
e.g. World Trade Organisation (WTO)

Author's affiliation

* ZHAO Litao is Senior Research Fellow at the East Asian Institute, National University of Singapore.

Footnotes

(a) Books

Wang Gungwu, *The Nanhai Trade: Early Chinese Trade in the South China Sea*, Singapore, Times Media Private Limited, 2003.

(if repeated in other pages)

Wang Gungwu, *The Nanhai Trade*.

Samuel Huntington, *Political Order in Changing Societies*, New Haven, CT, Yale University Press, 1968, pp. 166–177.

(b) Book chapters

Michael J Green, “The Search for an Active Security Partnership”, in *Partnership: The United States and Japan*, ed. Akira Iriye and Robert A Wampler, Tokyo, Kodansha International, 2001, pp. 146–147.

(if repeated in other pages)

Michael J Green, “The Search for an Active Security Partnership”, pp. 146–147.

(c) Reports

World Bank, *World Development Report*, Oxford University Press, January 2011, p. 25.

Yi Gang, “China’s Economy and Banking Reform”, paper presented at the Fifth Annual NBER-CCER Conference, Peking University, 30 June 2002, p. 14.

(d) Journal articles

Brenda S A Yeoh and Lin Weiqiang, “Chinese Migration to Singapore: Discourses and Discontents in a Globalizing Nation-State”, *Asian and Pacific Migration Journal*, vol. 22, no. 1, 2013, pp. 31–54.

(if repeated in other pages)

Brenda S A Yeoh and Lin Weiqiang, “Chinese Migration to Singapore”, pp. 31–54.

Li Tong, “Hangzhou zilaishuichang chuangban qianhou” (The Establishment of Hangzhou Waterworks), *China Resources Journal*, Beijing University, September 2011, pp. 140–158.

(if repeated in other pages)

Li Tong, “Hangzhou zilaishuichang chuangban qianhou” (The Establishment of Hangzhou Waterworks), pp. 140–158.

(e) Newspaper articles

“200 Billion Debt Disturbs China’s Township”, *China Daily*, 19 June 2001.

“Tough Life for ‘Study Mamas’”, *The Straits Times*, 28 September 2008.

“Over 20% of the Employees have Suicidal Tendency”, *China News Service*, 23 March 2013, <<http://xxx.shtml>> (accessed 12 February 2015).

(f) URL

See <<http://wcm.fmprc.gov.cn/pub/eng/wjb/zzjg/yzs/gjlb/2777/2778/t16196.htm>> (accessed 12 February 2015).

As at 6 March 2021