

## Manuscript Submission and Review Procedures

### Submitting a Proposal

The Harvard University Asia Center Publications Program welcomes submissions of original scholarly studies on both traditional and modern East Asia in all fields of the humanities and social sciences. Most of our publications deal with China, Japan, or Korea, but we do publish a few works on Southeast Asia. Note, however, that East Asia must be the primary geographic focus of the work. We do not accept proposals for books that revolve around comparisons of East Asian countries and other regions of the world.

Our series feature books by individual authors, but we do occasionally publish edited volumes. Edited and conference volumes will, however, be reviewed and considered for publication only on two conditions: (1) the Asia Center Publications Committee may, at its discretion, opt to make the work available only in an on-line edition rather than in published print version; (2) the editors of the volume provide a subsidy sufficient to cover the costs of editing and production. The Publications Program will consider translations of literary works only if the translation is embedded within a work of scholarly analysis. Proposals for Asian-language textbooks and collections of readings intended for classroom use are also accepted.

The initial submission should consist of three items:

1. Your CV;
2. The table of contents;
3. A description of the book, such as a prospectus or the Introduction to the volume.

Please send us these files as email attachments. Your cover letter should include information on —

1. the approximate length of the manuscript (total number of pages or words);
2. the number of tables, figures, illustrations, and maps;
3. any elements that will require special handling or typesetting.

We will circulate these materials among the members of the Asia Center Publications Committee with knowledge of the subject and canvass their opinion. This stage generally takes a few weeks. If the verdict is favorable, we will invite you to submit the complete manuscript for review. Do not send us a copy of the complete manuscript until invited.

Proposals should be emailed to the editor who handles your geographical area: Kristen Wanner ([kwanner@fas.harvard.edu](mailto:kwanner@fas.harvard.edu)) for books on China; William Hammell ([whammell@fas.harvard.edu](mailto:whammell@fas.harvard.edu)) for books on Japan and Korea. Inquiries may be mailed to

Harvard University Asia Center Publications  
1730 Cambridge Street, CGIS S111  
Cambridge, MA 02138-4317

## Preparing the Manuscript for Review

We need two hard copies and one electronic version of the manuscript, which should include all elements in the book except the dedication, acknowledgments, and index.

If the hard copies are unbound, please print on one side of the sheet only. Doublesided printing is preferred for bound copies. Use a large size of type (11 or 12 points). Leave one-inch margins on all sides. Double-space the text proper. Set-off block quotations and footnotes can be singlespaced. A manuscript that is physically easy to read and to handle is less likely to generate irritation among reviewers.

Be sure that each page is numbered. Consecutive numbering of the pages throughout the manuscript is best; if each chapter is paginated separately, the running heads should indicate the chapter as well as the page number.

At the review stage, footnotes are preferable to endnotes and are more likely to be read.

## Multiple Submissions

Many presses will undertake the review of a manuscript only if the author agrees not to send the work to other presses for review at the same time. The Asia Center will review a work that is under consideration by another press provided that the author agrees to keep us informed about the progress of the other review process and to let us know if it appears that the other press is about to accept the manuscript. This allows us to stop our own review process. This is in the author's best interest as well. Manuscript reviewing is a tedious and ill-paid process, and readers do not take kindly to learning that their work was unnecessary.

## The Review Process

We commission two reports on each manuscript we consider for publication. If the reports are favorable, the author is shown copies (shorn of any information that might identify the reviewer) and asked to respond to the readers' comments. The reports and the author's response are then sent to the members of the Publications Committee, who will discuss and vote on the project at their meeting.

We try to keep the review process moving. You should, however, expect the review to take a minimum of four months; it may well take longer. Be advised that we cannot guarantee that the review process will be quick or that the reports will recommend publication. Nor do favorable reports necessarily mean that our Publications Committee will vote to accept the manuscript for publication in our series.