

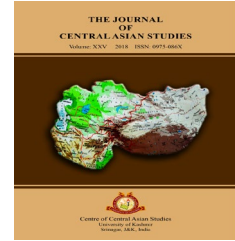


THE JOURNAL OF CENTRAL ASIAN STUDIES

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AUTHOR GUIDELINES / INSTRUCTIONS

Instructions for Authors

Author Guidelines

Thank you for choosing this journal to submit your article. Please read and follow the instructions carefully so that your manuscript goes through a smooth peer review process and is of the standard to get published with us.

Contents:

I. Preparing your paper

- a) Article Type
- b) Style Guidelines
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II. Submission

I) Preparing your paper

a) Article Type

i) Research Article

Research articles should adhere to the specified structure, encompassing the following elements in the outlined order

1. Title Page
2. Abstract
3. Keywords
4. Main Text, organized as follows:
 - a. Introduction

- b. Materials and Methods
- c. Results
- d. Discussion
5. Acknowledgements
6. Declaration of Interest Statement
7. References
8. Appendices (as applicable)
9. Tables, each on a separate page, accompanied by captions
10. Figures accompanied by captions

Submission must include an abstract, precisely 200-250 words in length.

A set of 4 to 6 keywords should be provided to facilitate effective indexing and categorization. All articles published in the Journal of Central Asian Studies undergo a rigorous peer-review process. These scholarly works, spanning multiple disciplines, are designed to enhance area-based research on Central Asia.

A paper should be within the range of 6,000 to 9,000 words, encompassing all essential components outlined in the submission guidelines.

ii) Research Notes

Research Notes should adhere to the prescribed structure, comprising the following elements in sequential order: abstract, introduction, argument, conclusion/discussion/outlook, and references. Contributions from researchers at all career stages are strongly encouraged.

A mandatory component of the manuscript is an unstructured abstract, limited to 150 words.

Research notes are concise, peer-reviewed pieces aimed at stimulating discourse on timely and innovative issues, controversies, or questions relevant to the field. Such contributions can focus on emerging theories, topics, methods, or research techniques with broad relevance to the Central Asian studies research community. Additionally, research notes can intervene in ongoing debates concerning professional practices, knowledge production, fieldwork, or ethics. The length of research notes should not exceed 4000 words. Additionally, a limited number of references is advised.

iii) Book Review

Book Reviews must adhere to the prescribed structure, organised with the following elements in the specified order:

The Journal of Central Asian Studies invites submissions for book reviews and encourages authors to propose book reviews and book review symposiums via email. Authors are encouraged to provide concise descriptions of books while also engaging in an in-depth critical

discussion of presented arguments and content. A standard book review contribution is expected to be approximately 1000 words

The journal accepts reviews of books published in the English language only

b) Style Guidelines

Here is a list of formatting considerations recommended by this academic journal, aiming to guide you as you initiate your work

Font: Use Times New Roman font in size 12 with double-line spacing.

Margins: Maintain margins of at least 2.5cm (1 inch).

Title: Bold the article title, starting with an initial capital letter for any proper nouns.

Abstract: Differentiate the abstract paragraph with a heading or by reducing the font size.

Keywords: Keywords play a crucial role in enhancing the discoverability of your article, aiding readers in locating your work. A set of four to six keywords should be provided.

Headings: This section outlines the various levels of headings within your article:

First-level headings (e.g., Introduction, Conclusion) should be in bold, featuring an initial capital letter for any proper nouns.

Second-level headings should be in bold italics, also with an initial capital letter for any proper nouns.

Third-level headings should be in italics, maintaining an initial capital letter for any proper nouns.

Fourth-level headings should be in bold italics and placed at the beginning of a paragraph, with the text following immediately after a full stop or other punctuation mark.

Fifth-level headings should be in italics and positioned at the beginning of a paragraph, with the text following immediately after a full stop or other punctuation mark.

Tables and figures: Tables should present novel information rather than duplicating content from the text. Readers should be able to comprehend the table independently, yet it is essential to reference each table appropriately within the text.

The following guidance aims to facilitate the creation and submission of tables:

Original, editable files (e.g., in Microsoft Word or Excel) should be submitted. This minimises the risk of introducing errors during the production of your article.

Non-editable files (e.g., JPEG or TIFF images, or images of text boxes in PowerPoint) are not acceptable as primary formats but may be included additionally for reference. Ensure that table titles are presented separately for each table, rather than incorporating them as the initial row of the table. Table notes should be distinct from the titles and positioned beneath the respective table to which they pertain.

When preparing tables for submission, it is crucial to assess their size and compatibility with a standard journal page. If a table appears congested in a Microsoft Word document, formatted to default A4 page dimensions (210 x 297 mm), it may pose challenges in clear representation within a B5 journal page (176 x 250 mm). In such instances, consider dividing the data into two or more tables.

Consistency in the presentation of multiple tables is recommended during the submission process. It is important to note that features such as colour, shading, vertical rules, and other cell borders may not align with the final layout of the table in the published article. Consequently, most vertical lines and the majority of horizontal lines (excluding those at the table's head and foot) will be omitted in the final version

When presenting numerical information, use an appropriate number of decimal places in line with your specific goals. Maintain consistency in this aspect throughout the column or, if possible, the entire table.

Ensure uniformity in spelling, punctuation, and reference style within tables, following the established conventions in the rest of the text (unless directly copied from another source). It is important to note that the text in your table will be edited to align with the overall style of the journal.

Ensure the consistent use of British spelling style throughout your manuscript.

Utilise single quotation marks, except when 'a quotation is "within" a quotation'.

Long quotations should be indented without the use of quotation marks.

c) Format

Papers must be submitted in Word format. Figures should be saved as separate files from the text as jpg files.

d) References

Kindly adhere to the APA 7th edition reference style while preparing your manuscript.

e) Requirements

1. Author details: All authors contributing to a manuscript are required to provide their complete names and affiliations on the cover page. Additionally, the inclusion of ORCiDs is mandatory. Designation of one author as the corresponding author is necessary, with their email address typically featured in both the article PDF and the online version. Authors should list affiliations corresponding to the institutions where the research was conducted. It is crucial to be aware that modifications to affiliations cannot be made after the paper has been accepted.

2. Funding Details: Kindly provide all requisite details stipulated by your funding and grant-awarding bodies in the following format:

For Single Agency Grants: This work was supported by [Funding Agency] under Grant [number xxxx].

For Multiple Agency Grants: This work was supported by [Funding Agency #1] under Grant [number xxxx]; [Funding Agency #2] under Grant [number xxxx]; and [Funding Agency #3] under Grant [number xxxx].

3. Data Availability Statement: If a dataset is linked to the paper, kindly furnish details regarding the location where the data supporting the presented results or analyses can be accessed. This information should encompass the hyperlink, DOI, or any other persistent identifier associated with the relevant dataset(s), where applicable.

4. Figures: Figures must adhere to high-quality standards, with resolutions of 1200 dpi for line art, 600 dpi for grayscale, and 300 dpi for colour, all at the correct size. Figures should be provided in one of our preferred file formats: EPS, PS, JPEG, TIFF, or Microsoft Word (DOC or DOCX). Word files are acceptable for figures created within the Word application.

5. Tables: Tables are expected to convey novel information rather than duplicating content from the text. Readers should be able to interpret the table independently, without referring to the text. Please submit editable files for tables.

6. Equations: For manuscripts submitted in Word format, ensure that equations are presented in an editable form.

7. Units: Kindly employ SI units (non-italicized) in your manuscript.

II) Submission

Kindly submit your manuscripts to jcas.ccas@gmail.com
