

# *HIMALAYA*

## Notes and Style Guide for Contributors

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## Overview

Thank you for your interest in submitting an article for publication in *HIMALAYA*, the journal of the Association for Nepal and Himalayan Studies. *HIMALAYA* promotes scholarly understanding of, engagement with, and appreciation for this diverse region of the world. Truly interdisciplinary and transregional in scope, *HIMALAYA* is committed to covering all aspects of Himalayan Studies, including the natural and social sciences, humanities, and creative arts. *HIMALAYA* publishes peer reviewed original research articles, short field reports, book and film reviews, reports on meetings and conferences, alongside literature and photo essays from the region. Please follow the guidelines outlined below when preparing your submission.

## Types of Submissions

*Research Articles*: original, previously unpublished contributions based on formative academic research from all fields (up to 8,000 words). Please refer to this style guide for further information on how to prepare a research article for submission.

*Research Reports*: describe the findings of fieldwork more briefly than a full research article, and can be used to convey time-sensitive early findings (up to 2,000 words).

*Conference Reports*: detail the location, proceedings, and scope of conferences, symposia and workshops relating to some aspect of Himalayan studies (up to 2,500 words).

*Literature*: includes poems, short stories, and excerpts of longer forms of literature (up to 5,000 words).

*Artwork*: should include original drawings, photographs, or other forms of art. Please submit high-resolution versions of all images.

*Reviews*: includes book and film reviews (up to 1,000 words). Please refer to Book and Film review style guide in this document for more information.

*Other*: any form of written work that does not fit into one of the above categories.

## General Requirements

- ❖ Material submitted to the journal must be in English.
- ❖ Spellings and usage should follow American spelling and conform to the Merriam-Webster Dictionary.
- ❖ Authors must take full responsibility for the originality, content, and opinions expressed in their submission.
- ❖ Authors are required to obtain permission for the publication or reproduction of copyrighted material (including images) where appropriate and to offer proper acknowledgment. The author(s) must pay reproduction costs and all associated fees.
- ❖ Submitted material must be original, and not under consideration elsewhere. *HIMALAYA does not publish materials that are already in print or online.* Exceptions may be made for papers, or abstracts of papers, published in a language other than English as well as excerpts of literature with prior discussion with the Editors.
- ❖ Journal style is to use “Nepali” not “Nepalese” in all instances, although the editors are willing to entertain cogently argued positions that deviate from our house style.

The editors reserve the right to make editorial changes to comply with style and grammar. No substantive changes will be made without the author’s approval.

## Use of Non-English Words and Quotations

- ❖ Diacritics
  - ❖ If diacritics are necessary, please use open Unicode standards (Gentium or Lucide Grande, for example).
  - ❖ If using Asian language fonts, please include information specifying which fonts or packages have been used. If the text is accepted for publication, the author may be required to submit a version in a specified font.
- ❖ Quotations: Include non-English sentences and quotations in single quotation marks (and do not italicize).
- ❖ Translations
  - ❖ Translations of non-English words must be included in parentheses immediately following (or vice versa, but keep consistent throughout the submission).
    - Example: *pūjā* (worship), or ‘in the temple (Nep. *mandir*), it was...’.
  - ❖ Include translations of foreign-language quotations either in a footnote or in brackets immediately following the quotation (without italics and without quotation marks).

## Research Articles and Reports

- ❖ Research articles are typically around 8,000 words and Research Reports around 2,000 words. Please contact the editors prior to submission if you are considering an article longer than this.

- ❖ Abstracts of no more than 300 words should accompany each submission.
- ❖ Five to six keywords should be submitted for each article. Keywords should be unique and informative, while avoiding undefined abbreviations or acronyms. Please see our ever-changing list of sample keywords at <http://himalayajournal.org/keywords/>.
- ❖ Authors should also provide a brief autobiography of approximately 100 words and acknowledgements if desired at the end of the paper. See the sample below.

Mark Turin (PhD, Linguistics, Leiden University, 2006) is an anthropologist, linguist and broadcaster. He is Program Director of the Yale Himalaya Initiative, and directs both the World Oral Literature Project, an urgent global initiative to document and make accessible endangered oral literatures before they disappear without record, and the Digital Himalaya Project which he co-founded in 2000 as a platform to make multi-media resources from the Himalayan region widely available online. Turin writes and teaches on ethnolinguistics, visual anthropology, digital archives and field methods. He is the author or co-author of four books and the editor of seven volumes.

- ❖ Format endnotes single-spaced, and numbered consecutively throughout the text. They should be necessary and succinct. Endnote citation style must follow in-text citation style as described below.
- ❖ A list of references should follow the body of the text, be single-spaced, and continue the pagination of the article. See below for more detailed reference information.
- ❖ All pages should be numbered at the top of the page, including the first page.
- ❖ Submissions must be carefully checked for typographical and factual accuracy prior to submission, with special care taken in checking references and quotations, transcription, accents and spelling.
- ❖ Manuscripts should be submitted digitally and single-spaced with 1-inch margins.
- ❖ Author checklist for Research Articles and Reports
  - Title
  - Author Information (including email and mailing address)
  - Abstract
  - Keywords
  - Article Body
  - Brief Biography
  - Acknowledgements
  - Endnotes
  - References
  - Images (in separate files)

## Conference Reports

- ❖ Conference Reports should not exceed 2,500 words.
- ❖ The report should highlight the location, dates, proceedings, and scope of the conference, symposium or workshop, and provide a link to any online materials or abstracts.

## Book (and Film) Reviews

- ❖ Please limit your review to no more than 1,000 words. If you are interested to publish a longer version of the review on the journal website, please contact our Reviews Editor, Jessica Vantine Birkenholtz, at [jvanbirk@illinois.edu](mailto:jvanbirk@illinois.edu).
- ❖ Summarize the book and contextualize it within current scholarship, assessing its contribution; indicate the target audience of the book and whether the book successfully addresses this readership.
- ❖ Avoid extensive description of the book's content; rather, evaluate the author's thesis and how he or she develops it.
- ❖ If the book is an edited collection of essays, or chapters by different individuals, discuss and analyze the overall theme and content, focusing on specific chapters only when you find them particularly significant.
- ❖ Citations from the book you are reviewing should include page numbers. Example: (p. 33) or (pp. 146-149).
- ❖ Citations from or references to other works should include the publication details: the name of the author(s) or editor(s), title, place of publication and publisher, date and page number. Example: Michael Hutt, *Himalayan People's War: Nepal's Maoist Rebellion*. (Bloomington: Indiana University Press, 2004), 34-45.
- ❖ Proofread your review carefully and double-check any use of romanization of foreign names and words and page references. Please do not use diacritics unless they are essential.
- ❖ At the beginning of your review, please include the full details of the book you are reviewing in the following format:

*Title: Subtitle*. By Author. Place: Publisher, year. Number of pages. Publisher's price (cloth), publisher's price (paper). ISBN.

For example:

*Himalayan People's War: Nepal's Maoist Rebellion*. By Michael Hutt. Bloomington: Indiana University Press, 2004. Pp. 336. \$27.00 (cloth). ISBN 978-0-253-21742-4.

- ❖ At the end of your review, please include your full name (as you would like it to appear in print) and a 1-2 sentence bio, including your current institutional affiliation and complete address.

## References

- ❖ *HIMALAYA* follows The Chicago Manual of Style (16th edition), author-date format for references & in-text citations <[http://www.chicagomanualofstyle.org/16/ch15/ch15\\_sec009.html](http://www.chicagomanualofstyle.org/16/ch15/ch15_sec009.html)>
- ❖ References should be listed at the end of the paper under the subheading ‘References’:
  - ❖ Please list citations alphabetically by author’s last name, giving the complete unabbreviated source citation.
  - ❖ Please do not number entries or separate by reference types (i.e. books then journals).
- ❖ It is the responsibility of the author(s) to ensure that references are correct.
- ❖ In-text citation format:
  - Include Author-Date citations within the text at the end of the sentence (Shah, 2008: 21-30).
  - If a single author has multiple publications cited in a sentence, separate the years by commas (Shah 2009: 1-9, 2011).
  - If multiple authors are cited in a single sentence, separate by a semicolon (Anderson 2013; Collins 2011: 31).
- ❖ Notes on References:
  - Capitalize titles of works according to “headline style” as opposed to sentence style
  - Use full names (first and last) for authors.
  - For dates, use the format: day month year (12 May 2013).
  - In the case of multiple publication dates, state the earlier year in parenthesis first: (1898) 1998.

### Sample References using Author-Date format

- ❖ Books with a Single Author:  
Last, First. Year. *Title: Subtitle*. Location: Publisher.
- ❖ Books with Multiple Authors:  
Last, First and First Last. Year. *Title: Subtitle*. Location: Publisher.
- ❖ Chapter or Article from a Book:  
Last, First (of chapter author). Year. ‘Title of Chapter’. In *Title of Book*, edited by First Last, Pages. Location: Publisher.
- ❖ Journal Article  
Last, First. Year. ‘Title of Article’. *Journal Name* Vol.(Issue): Pages.  
(eg. *Asian Survey* 32(2): 2-10)
- ❖ Newspaper Article

Last, First (of writer) (or name of paper if not available). Year. ‘Title of Article’. *Name of Paper*, DD MM YYYY.

❖ Online Newspaper Article

Last, First (of writer, if known). Year. ‘Title of Article’. *Name of Paper*, Date. <URL>  
(accessed on DD MM YYYY).

### Images and Illustrations

- ❖ The editors are committed to including a wide range of visual media in the journal, whether in print, online or in both formats.
- ❖ Please submit high-resolution digital file images (maps, line drawings, photos, and diagrams should be “camera ready” at the time of final submission). For authors interested in submitting photo essays, or using video and audio files, please make contact with the editors by email at address given below.
  - ❖ The top of each illustration should be clearly indicated.
  - ❖ The author must provide suitably numbered captions with details and acknowledgements. These may be provided on a separate sheet, cross-referenced to the relevant illustration.
  - ❖ Halftones (grayscale) and color photographs should be 300 dpi. Line art (bitmaps) should be 1200 dpi, especially if the file contains type or writing.

Authors of research articles will receive three copies of the issue in which their article appears. Additional copies are available for purchase.

### Contact Information

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This style guide was last updated on: Saturday, 08 February 2014.