

ASIAN AND AFRICAN STUDIES STYLE SHEET

Dear author,

Hereby we bring you the instructions for writing your contribution to Asian and African Studies – including instructions for the article structure and using bibliographic standards.

The citation standard we use is ISO690 and ISO690-2

ARTICLE STRUCTURE (sample of title page is enclosed at the end)

Title

- typeface Times New Roman, size 14

Author data (*Order: author's name, institution name, institution address, author email address*)

- typeface Times New Roman, size 11

Abstract

- typeface Times New Roman, size 9

Key words

- typeface Times New Roman, size 9

Article

- typeface Times New Roman, size 11

Abbreviations

- typeface Times New Roman, size 11

Bibliography

- typeface Times New Roman, size 11

Footnotes

- typeface Times New Roman, size 10

Spacing

- simple (1,0 with no line between paragraphs)

When dividing the article into individual sections – just press ENTER. Please no special characters such as stars etc.

There is no line dividing subsections, make the divisions visible by pressing tab, spacing 0,5.

Spacing 3x16

TITLE (CAPITAL LETTERS)... (14)

3x14

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[email@](#)

2x11

This paper, based on my research in the National Archive....., analyses the European (and mainly Czechoslovak) (9)
attitude.....
.....
.....

1x9

Key words: Czechoslovakia, Egypt, myths, images

2x9

The basic idea of the following chapter is that the image of Egypt was not created in Europe in the
20th century but only followed a long-lasting opinion that had been developing since at least the 16th
century. (11)

Dividing subsections use tab, spacing 0,5.....

SAMPLE TITLE PAGE

GIVE SOURCES AND REFERENCES AS FOOTNOTES

For references in text we use the method of Running Notes – i.e. reference numerals in the text referring to notes set out numerically by their order below the line at the page bottom. One note number is used for each statement.

Names and Surnames: in capital letters, with first names stated only in initial letters (except the first names in languages transcribed from languages using different alphabet or signs)

Books: give the full original title including subtitle; translation of the title in square brackets if the title is in other language than English, German or French. The title is written in italics. Then give pages, if needed. No publication details. (year of issue, publishing house)

Example:

SLUGLETT, M. F., SLUGLETT, P. *Iraq since 1958. From Revolution to Dictatorship*, p. 38.

Al-ḤASANĪ, as-Sayyid °Abdarrazzāq. *Tārīkh al-wizārāt al-‘irāqīya* [The History of Iraqi Cabinets], pp. 104–105.

! Cater to a space between initials SLUGLETT, M. F. not M.F. !

! Use a spaced en dash to denote span of years (1919 – 1947), use a plain en dash to show the range between pages (pp. 104–105). Do not use a hyphen instead !

Articles in journals and contributions in edited volumes: give the title of the article (with translation, not in italics) and then state the name of the journal or publication (in italics):

Contribution in an edited volume:

Example:

GÁLIK, M. Rezeption und Wirkung von Goethes *Faust* in China. Der Fall Guo Moruo (1919 – 1947) [Reception and Survival of Goethe’s *Faust* in China. The Case Guo Moruo (1919 – 1947)]. In HSIA, A. (ed.). *Zur Rezeption von Goethes Faust in Ostasien* [On Reception of Goethe’s Faust in East Asia], pp. 183–195.

Article in journal:

Example:

MAGDOLEN, D. The Ancient Egyptian Coffin in the Slovak National Museum: The Distribution of Registers and Inscriptions on the Exterior Surface. In *Asian and African Studies*, 2014, Vol. 23, No. 1, pp. 140–145.

Internet websites:

Example:

BLACK, J. A. et al. Inana's descent to the nether world. The Electronic Text Corpus of Sumerian Literature [online], c. 1.4.1, lines 168–172 [cit. 15 May 2016]. Available from <<http://etcsl.orinst.ox.ac.uk>>.

BIBLIOGRAPHY/REFERENCES

- The author's surname is in CAPITAL LETTERS. The full name is recorded in inverted form (surname, first name). Give full first name.

Example:

BIHARIOVÁ, Emília

BAYE, Temesgen Gebeyehu

- If there are more authors, record three of them as a max., separated with comma. If there are more than three, put et al. at the end.

Example:

CHABAL, Paul., DALOZ, John P. et. al.

- In reference to serials, specifications are recorded in the following order: year, volume, number, size.
- Monography title as well as a serial title record write in *italics*.
- For citations we use the abbreviation „cit.“
- **Punctuation**
 - separating groups of details: dot and space (.)

- translation of the title in square brackets
 - after the preposition **In** there is no colon
- **Bibliography as such is arranged alphabetically.**

BIBLIOGRAPHY - EXAMPLES

- **PRINTED MONOGRAPHS**

- a) Monograph**

Author. *Title*. Publishing location: Publisher, year. Size.

Example:

JARVIE, Irvin. *The Revolution in Anthropology*. London: Routledge, 2003.

- b) Part of a monograph**

WRIGLEY, William. Parish Registers and the Historian. In STEEL, Donald J. *National Index of Parish Registers*. London: Federation of Family History Societies, 1993. pp. 155–167.

- c) Monograph with more authors**

CHABAL, Paul., DALOZ, John P. et al. *Africa Works. Disorder as Political Instrument*. Oxford: James Currey and The International African Institute, 1999.

- d) Edited monograph**

LEHMANOVÁ, Zdena (ed.). *Výchova k evropanství: Kulturně historické souvislosti evropského procesu* [Teaching on Europeanism: the Cultural and Historical Relations of the European Process]. Praha: VŠE, 1996.

- e) Two and more works of the same author – in a chronological order:**

BROCKELMANN, Carl. *Grundriss der vergleichenden Grammatik der semitischen Sprachen*. Berlin: Verlag von Reuther & Reicherd, 1908.

BROCKELMANN, Carl. *Arabische Grammatik*. Leipzig: VEB Verlag Enzyklopädie, 1965.

- f) **Two and more works of the same author published in the same year – ordered alphabetically in accordance with the source title:**

TAMBOVTSEV, Yuri. (1994a). *Dinamika funkcionorovanija fonem v zvukovyh tsepochkah jazykov razlichnogo stroja* [Dynamics of functional phonemes in phonetic languages of various types]. Novosibirsk: NGU, 1994.

TAMBOVTSEV, Yuri. (1994b). *Tipologija uporjadochennosti zvukovyh tsepej v jazyke* [Typology of the order of phonetic types in language]. Novosibirsk: NGU, 1994.

- g) **Part of a monograph with more volumes**

Chaucer. In *Britannica Student Encyclopaedia*, Vol. 16, p. 106. Sydney: Britannica Australia, 2007.

• SERIALS

Model

Author. Contribution title. In *Serial Title*, year, volume, number, size.

- a) **Article in a magazine**

RATNER, Dan. et al. Seasonal Variations in Blood Cholenesterase Activity. In *Israel Journal of Medical Science*, 1989, Vol. 25, No. 5, pp. 247–250.

- b) **Contribution in proceedings**

HORÁK, František. Bohemikum. In *Česká bibliografie: sborník příspěvků a materiálů*. Vol. 1. Praha: SPN, 1959. pp. 9–18.

• OTHERS

Dissertations and Diploma Papers

KENNETH, J. Turner. *Computer Perception of Curved Objects*. Edinburgh, 1974. 73 p. + CD. PhD. dissertation. University of Edinburgh. Department of Machine Intelligence.

• **ELECTRONIC RESOURCES**

In electronic documents there are the following specifications compulsory:

- Type of electronic source in square brackets [online], [CD-ROM].
- In citations from Internet it is compulsory to specify the date of citation – because of the frequent changes of online data. [cit. 3 May 2000]
- With online documents it is compulsory to give location specification in sharp brackets „Available from <<http://www.sav.sk>>“.

a) Electronic monography

BIDE, Mark. *In search of the unicorn: the Digital Object Identifier from a user perspective* [online]. London: Book Industry Communication, February 1998 [cit. 9 June 1998]. Available from <<http://www.bic.org.uk/bic/unicorn2.pdf>>.

b) Electronic journal

The journal of electronic publishing [online]. Ann Arbor (Michigan, USA): University of Michigan Press, 1995 [cit. 31 December 1999]. Available from <<http://www.press.umich.edu/jep/>>.

c) Contributions to electronic journals

HEJTING, Ingo. Interconnectivity and the hybrid library. *Ikaros* [online]. 1999, Vol. 3, no. 10 [cit. 31 December 1999]. Available from <<http://ikaros.ff.cuni.cz>>.

d) Home website of the organisation

Slovak Academy of Sciences [online]. Bratislava: Slovenská akadémia vied. Last revision 23.11.2000 [cit. 24 January 2001]. Available from <<http://www.sav.sk>>.

• **FIGURES, PHOTOGRAPHS, MAPS, GRAPHS..**

Figures and other graphic material are published on endpapers after the text in the section PLATES. We accept either black-and-white or coloured documents. Figures should be simple and clear. The goal is for figures to be comprehensible to readers and assist them in their understanding of the paper.

AAS requires figures in electronic format. If there is more than one, provide them in separate files. Figure legends should be listed numbered, one after the other, as part of the text document, **separate** from the figure files. Please do not write a legend below each figure.

