

ASIAN AND AFRICAN STUDIES STYLE SHEET

Dear author,

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

All manuscripts, regardless of their language of origin, must include an English abstract of approximately 150 words and 4-6 keywords.

Cited references, names, and affiliations must be written in Latin script. When referring to publications in non-Latin script language, bibliographical references must be transliterated into the Latin script using a consistent and standardized transliteration system.

Transliteration:

For articles submitted in English, the journal follows the IJMES transliteration system for Arabic, Persian and Ottoman and modern Turkish. For all other languages with non-Latin script, standard transliteration systems are used.

Please note that starting in 2024, the journal will transition to using American Psychological Association (APA) Style 7 citations <https://apastyle.apa.org/style-grammar-guidelines>, replacing the previous ISO 690 standard.

ARTICLE STRUCTURE (sample of title page 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

Notes

- typeface Times New Roman, size 10

Spacing

- simple

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

SAMPLE TITLE PAGE

TITLE (CAPITAL LETTERS)...

John SMITH

Institute of Oriental Studies, Slovak Academy of Sciences,
Klemensova 19, 812 64 Bratislava, Slovakia

ORCID:
[email@](#)

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

Key words: Czechoslovakia, Egypt, myths, images

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.

.....

For more details see the next pages

GIVE SOURCES AND REFERENCES AS FOOTNOTES.

For references in text, the Asian and African Studies journal uses 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.

Books, give the full original title including subtitle, translation if not in the language of your contributions:

Example:

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

Al-ḤASANĪ, as-Sayyid ʿAbdarrazzāq. *Tārīkh al-wizārāt al-ʿirāqīya* [The History of Iraqi Cabinets], pp. 104–105.

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

Articles in journals and contributions in edited volumes:

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.

Articles in journals:

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:

<<http://www.bic.org.uk/bic/unicorn2.pdf>> [cit. 31 December 1999].

BIBLIOGRAPHY

- The author's name is in CAPITAL LETTERS. It is recorded in inverted form (surname, 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.
- Monograph 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

Model:

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, D. 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* [Education on Europeanism: Cultural-Historical Context 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* [Outline of the Comparative Grammar of the Semitic Languages]. Berlin: Verlag von Reuther & Reicherd, 1908. BROCKELMANN, Carl. *Arabische Grammatik* [Arab Gramatics]. 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 funkcionirovanija fonem v zvukovyh tsepechkah 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* [Czech Bibliography: the Almanac of Contributions and Materials]. 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 monograph

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 November 2000 [cit. 24 January 2001]. Available from <<http://www.sav.sk>>.

• FIGURES, PHOTOGRAPHS, MAPS, TABLES...

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.

When including appendices containing graphs, tables, and images that complement academic papers, please follow these guidelines:

1. Send images separately as original files in 'jpg' format, with a minimum resolution of 300 dpi. Acceptable formats also include 'tif,' 'eps,' 'ai,' and 'pdf.'
2. Images containing text or arrows should ideally be in a resolution of 600 dpi.
3. Avoid sending graphs and tables in 'jpg' format. Create graphs in Excel and tables in Word, and send them as original files.
4. Images created by you can be provided in formats such as 'ppt' (PowerPoint), 'docx' (Word), and 'xlsx' (Excel).

Please include these appendices along with your academic paper.

