

ASIAN SURVEY

ASIAN SURVEY AUTHOR GUIDELINES (REVISED MARCH 2025)

Asian Survey welcomes articles dealing with political, social, and economic developments in South, Southeast, and East Asia. Accordingly, we are pleased to consider submissions with topics that focus on the countries and/or regions ranging from China and Japan to the northeast and east, Sri Lanka and Indonesia to the south and southeast, and Pakistan to the west. We also welcome any theoretical or quantitative work that is relevant to Asian states and society in addition to policy-based qualitative scholarship.

Please read this entire document. It will save you (and us) much time.

MANUSCRIPTS

ALL MANUSCRIPTS MUST NOW BE SUBMITTED VIA OUR SCHOLASTICA PLATFORM

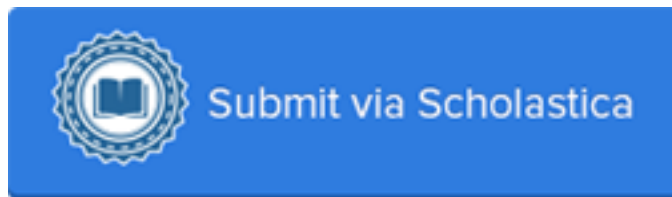
Authors will need to log in using an existing Scholastica account or create a new one in order to submit. For an overview of working with Scholastica as an author, please consult the [Author Guide](#) provided by Scholastica. Any technical or software questions should be directed to [Scholastica Customer Support](#).

NEW EMAIL ADDRESS FOR ALL CORRESPONDENCE:

Note: if your paper is ultimately accepted for publication, the "**final final version**" should be sent via email to heouk@uwm.edu and asiansurvey@ucpress.edu, for editing.

BEFORE SUBMITTING YOUR MANUSCRIPT:

As the technology of publishing changes, occasionally *Asian Survey* updates specific items for authors to consider **before submitting** their manuscripts. **This is the most up-to-date information for you to use.** Papers that do not follow these guidelines will be desk rejected and will have to be submitted afresh after repairs.



SOME KEY POINTS:

Maximum Word Count: **12,000 words**

The word count **includes** the maximum 150-word abstract, text within a table or figure, footnotes, references, and appendices intended for publication.

Make sure your paper is **anonymized completely**, including the Properties function. *Asian Survey* uses double-blind peer review.

Manuscripts should be submitted **clean**, without Track Changes or marked revisions.

Fonts: Use a standard proportional font such as Times New Roman (no non-English fonts, please!), 12-point size, and 1-inch/2.5-centimeter margins on all sides. Bottom-centered **page numbers** are required on all pages.

Citations: **Use in-text (Author Year, pages) citations ONLY**, with a reference section. For citations, *Asian Survey* **no longer uses footnotes**; they are reserved for explanatory notes only. Separate mass citations with semicolons.

Do not use acronyms or abbreviations for **variables**.

Do not number manuscript **headings**.

Include on the title page an **abstract** of up to 150 words, followed by 5 **KEYWORDS**.

Round and **convert ALL currencies** thus: 1 million ringgit (US\$ 240,000).

Translate ALL **non-English terms** unless widely understood: guanxi (connections).

Spell out all acronyms at first reference unless used worldwide (GDP, ASEAN, US, UK, WTO, EU, etc.). But **spell out**: Asian Development Bank (ADB), liquefied natural gas (LNG), etc.

Asian Survey generally conforms to The Chicago Manual of Style (CMS), 16th edition. For additional questions, email the Editorial Office (see below).

Click here for access to the [Author-Date: Sample Citations](#)

CITATIONS

Use the Author-Date system in the following format: (Author Year, Pages). Separate mass citations with semicolons.

- According to Heo and Roehrig (2018)
- At the end of sentence or clause (O'Brien and Chan 2019)

Examples of References:

Books

Heo, Uk and Terence Roehrig. 2018. *The Evolution of the South Korea-United States Alliance*. Cambridge, UK: Cambridge University Press.

O'Brien, Kevin J. and Lianjiang Li. 2006. *Rightful Resistance in Rural China*. New York: Cambridge University Press.

Mansbridge, Jane J. 1986. *Why We Lost the ERA*. Chicago: University of Chicago Press.

Periodicals

O'Brien, Kevin J. and Suzanne E. Scoggins. 2016. "China's Unhappy Police." *Asian Survey* 56:2, 225-242.

Kim, Hayam and Uk Heo. 2018. "International Organizations and Democracy Development: The Indirect Link." *Social Science Quarterly* 99:1, 423-438.

Gerring, John. 2005. "Minor Parties in Plurality Electoral Systems." *Party Politics* 11:1, 79-107.

Chapter in Edited Collection

Brady, Henry E. and Cynthia S. Kaplan. 2011. "Conceptualizing and Measuring Ethnic Identity." In *Measuring Identity: A Guide for Social Scientists*, eds. Rawi Abdelal, Yoshiko M. Herrera, Alastair Iain Johnston, and Rose McDermott. New York: Cambridge University Press, 33-71.

Edited Collections

Boix, Carles, and Susan C. Stokes, eds. 2007. *The Oxford Handbook of Comparative Politics*. New York: Oxford University Press.

Dissertations

Boas, Taylor. 2009. "Varieties of Electioneering: Presidential Campaigns in Latin America." PhD dissertation, Department of Political Science, University of California, Berkeley, CA.

Internet Citations

Internet citations should include author, title, name of the newspaper or magazine, date of publication, address for the material being cited (URL), and the date when the information was accessed. If the date of publication is not available, use n.d. (for no date) for the date of publication. For example,

Zhong, Raymond and **Austin Ramzy**. 2019. "Hong Kong Protests Lead to Police Standoffs, but No Clashes," *New York Times*, August 17, 2019. <https://www.nytimes.com/2019/08/17/world/asia/hong-kong-protests.html>

Accessibility Requirement

Just like any other journal, Asian Survey is required to meet the accessibility requirement. Thus, your article, if accepted for publication, is required to meet accessibility criteria that comply at levels in accordance with government mandates. To this end, you must provide Alt Text for all tables and images. The Alt Text must be provided just below the caption in the main manuscript text, with the image sent as a separate file. For tables provided in the manuscript, the alt text must be included just below the table in the main manuscript.

What Is Alt Text?

Alternative text, or "alt text," describes the visual content of images, charts, and tables. For visually impaired readers, screen reader software will play this text aloud when an image is navigated to. Alt Text is required for all tables.

Alt Text for Tables

Do's:

- **SUMMARIZE TABLES AND GRAPHS:** For complex tables and graphs, alt text should be used in tandem with the caption to convey the main thrust of the data presented.

Don'ts:

- **AVOID REDUNDANCY:** If information is available in the main text or the captions, do not repeat it in the alt text.
- **DO NOT USE "TABLE OF":** Screen readers will automatically say "table of" before reading the alt text.
- **DON'T MAKE IT COMPLICATED:** Use plain language and be concise rather than use excessive jargon or figurative language.

Additional Sources for Creating Tables:

<https://support.microsoft.com/en-us/office/video-create-accessible-tables-in-word-cb464015-59dc-46a0-ac01-6217c62210e5?ui=en-US&rs=en-US&ad=US>

<https://www.rickhansen.com/news-stories/blog/tips-designing-accessible-tables#:~:text=Avoid%20split%20cells%2C%20merged%20cells,helpful%20information%20about%20the%20table.>

<https://www.dallascollege.edu/about/accessibility/guidelines/pages/building-tables.aspx>

Table Formatting

Here are the best practices for creating accessible tables that can be read by screen readers.

Do's:

- Keep the overall table structure as simple as possible.
- Create your table in Word and use the table tool rather than creating it with manual spaces and tabs.
- Include a *designated** header row. The first row of the table should state what kind of information is contained in each column.
- Make sure your table title (or caption) is descriptive and portrays the overall context or purpose of the table.
- If a table includes images, provide alt text for each image.
- Fill any blank cells with "n/a" or a dash ("-") to indicate there is more to come otherwise it will indicate that there is no further content.
- Provide alt text for your table to provide the main point of the data being presented.
- Once complete, try navigating through your table using only the tab key. If you can use the tab key to move through the table cell by cell and row by row starting at the top left cell and ending in the bottom right cell, a screen reader will have no trouble reading it.

* To designate a row, highlight it, right click, and select table properties. In Table Properties, select the Row tab and check the box "Repeat as header row at the top of each page." Make sure that the box "Allow row to break across pages" is unchecked.

Don'ts:

- Do not use the Draw Table Tool as it creates a graphic that is inaccessible to screen readers.
- Do not put the title within the table; it should go above the table.
- Avoid merged, blank, or split cells.
- Do not nest tables within tables.
- Avoid blank rows or columns.
- Avoid using color as the only means of conveying meaning.
- Do not use a screenshot or image of a table.

An example of Alt Text for the following Table 1 is below.

Table 1. Preference for Democracy or an Authoritarian Government, 2001-2003

	Democracy	Doesn't matter	Authoritarian government	Other	Total
China	1,713 (53.8%)	518 (16.3%)	137 (4.3%)	817 (25.7%)	3,184
Taiwan	571 (40.4%)	367 (25.9%)	328 (23.2%)	149 (10.6%)	1,415
South Korea	741 (49.4%)	251 (17.4%)	498 (33.2%)	0 (0.0%)	1,268
Hong Kong	326 (40.3%)	259 (32.0%)	129 (15.9%)	96 (11.9%)	811
Japan	954 (67.2%)	144 (10.1%)	134 (9.5%)	186 (13.1%)	1,419

Source: Asian Barometer Surveys.

Note: These are responses to a survey question about whether democracy or an authoritarian government is preferable. Percentage may not sum to 100 due to rounding.

Alt Text For Table 1

Table 1 shows the preferences for democracy versus authoritarianism. Japan has the highest favorability for democracy at 67.2% with Hong Kong having the lowest preference for

democracy at 40.3 %. South Korea shows the highest favorability for authoritarianism at 33.2% and China shows the lowest favorability for authoritarianism at 4.3%.

Image Formatting

Alt Text for Images

Alternative text, or “alt text,” describes the visual content of images, charts, and tables. For visually impaired readers, screen reader software will play this text aloud when an image is navigated to. Alt Text is required for all images.

Do’s:

- BE INFORMATIVE: Describe what you see as concretely as possible. Consider *why* you chose this image instead of describing every detail.
- KEEP IT SHORT: In most cases, one sentence will be enough to describe the image so keep it to 1–2 sentences.
- REPEAT TEXT VERBATIM: If an image contains text, repeat that text verbatim in the alt text.
- INFORM CONTENT TYPE: If an image is a logo, illustration, painting, cartoon, map, musical score, screenshot, or video still, do include that information.
- PROVIDE ALT TEXT ALONG WITH CAPTIONS: Include your alt text descriptions along with your figure captions, wherever that may be according to the manuscript preparation guidelines.

Don’ts:

- AVOID REDUNDANCY: If information is available in the main text or the captions, do not repeat it in the alt text.
- DO NOT USE “IMAGE OF” OR “PICTURE OF”: Screen readers will automatically say “image of” or “picture of” before reading the alt text.
- DON’T MAKE IT COMPLICATED: Use plain language and be concise rather than use excessive jargon or figurative language.
- DO NOT SOLELY RELY ON WORD’S ALT TEXT TOOL: Word allows the embedding of alt text under Format Picture and Tables Properties, but please include alt text in the Word doc next to the figure captions.

Color

Color is important for accessibility because it can affect the way someone receives information visually. The colors used in the images, figures, and tables in articles can affect the work’s accessibility.

Best practices in using color for accessibility

- Provide enough contrast between the text and the background
- Don’t rely on color alone to convey a message to the audience.
- Ensure any links are a different color to the main body of the text.

Color contrast requirements

The minimum contrast value required to adhere to the basic standard of acceptable accessibility is 3.00. The contrast between the text and the background needs to be greater than or equal to 4:5:1. There are online tools available to help you check this, including WebAIM's contrast checker: <https://webaim.org/resources/contrastchecker/>

Further Resources

Feeling overwhelmed? Try this [Image Accessibility Creator](https://teachonline.asu.edu/image-accessibility-generator/) from Arizona State University to get acclimated with the idea of how to write alt text:

<https://teachonline.asu.edu/image-accessibility-generator/>

WAVE Web Accessibility Evaluation Tools: <https://wave.webaim.org/>

Additional Sources for Writing Alt Text:

<https://accessibility.huit.harvard.edu/describe-content-images>

https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/alternative_text/step-by-step-instructions-alt-text/index.php

https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/alternative_text/step-by-step-instructions-alt-text/alt-text-examples/index.php

GRAPHICS

If artwork (tables, figures, or maps) is to be included, the dimensions should fit the journal's 4.5 x 7-inches format. **Quantity should be kept to a minimum.**

To expedite publication of accepted manuscripts, please observe the following:

- * Use clear, well-defined graphics **that can be edited.**
- * **You may submit color artwork for the online edition.** Keep in mind that Asian Survey's hard-copy publication is in black-and-white only.
- * Thus, in tables, **colored lines and elements** should ALSO be rendered with distinguishing shapes and/or thicknesses, e.g., ---- , +++++, =====.

TEXT and ARTWORK:

Very important: For review, submit your manuscript with the artwork (tables, figures, etc.) **embedded in the text**, not in separate files.

PERMISSIONS RESOURCES FOR AUTHORS

Authors are responsible for securing any necessary permissions for their articles. Authors are encouraged to review the [University of California Press Author Permissions Resources](#) prior to submission.

AUTHOR AGREEMENT

Please review the Author's Rights and Warranties sections of the author agreement before submitting your article. The *Asian Survey* author agreement may be downloaded (in PDF) by clicking [here](#).

Note: Do not sign or send in the Author Agreement; it is for your information only. We will send author agreements to those whose manuscripts have been fully accepted and are scheduled for publication.

QUESTIONS:

Please address all editorial inquiries to the Editor, Professor Uk HEO, at heouk (at) uwm.edu.