Notes for Authors

**Submission Notes**

1. ICOBIRD 2020 will publish the accepted papers in Special issues of Contemporary Chinese Political Economy and Strategic Relations: An International Journal (CCPS).; Intellectual Discourse; and regular issue of Institutions and Economies.

2. All manuscripts under consideration for ICOBIRD 2020 and its publication will be refereed via a double blind reviewing process. Peer-review is defined here as obtaining advice on individual manuscripts from reviewers who are experts in the field whose judgments should be objective. Reviewers should have no conflict of interest and reviewed articles will be treated confidentially. Reviewers should also point out relevant published work which is not yet cited. All authors are obliged to participate in the peer review process.

3. Manuscripts submitted should be written in English with Microsoft Word in Times New Roman font, size 12 and with 1.5 line spacing. An abstract, preferably not exceeding 125 words, and a list of three to five keywords should be provided. A short note on the author(s), including name(s), academic title(s) and highest qualification(s) (e.g., professor, senior lecturer, PhD, MSc, etc.), institutional affiliation(s) and e-mail address(es) (preferably institutional) should also be included. Research papers for consideration to be published in the journal should have a preferred length of more than 5000 words.

4. Authors must obtain permission to reproduce all materials of which the copyright is owned by others, including tables, charts, diagrams and maps, and extensive quoting should be avoided. In the case of a manuscript with more than one author, all authors must have significant contribution to the research, and are obliged to provide retractions or corrections of mistakes. A complete list of references and statement of financial support, if applicable, must be clearly provided.

**Stylesheet**

1. Check carefully grammar and spelling before submitting the article.

2. Both British and American English are acceptable but consistency has to be maintained throughout an article, and where both endings of –ize and –ise exist for a verb, use -ise. Also note that a billion = 1,000,000,000 and a trillion = 1,000,000,000,000.

3. Make headings and subheadings identifiable, and try to avoid sub-subheadings.

4. A list of references should be compiled, and notes should be placed under a “Notes” heading. Notes and the list of references should be placed at the end of the article.

5. Use full point for decimal and commas for numbers 1,000 and above. A zero must always precede decimals less than 1.

6. Use “per cent”, not “%”, except in tables and charts.

7. For dates, use day-month-year format (e.g., 1st January 2010), and spell out the months to avoid ambiguity.

8. Do not use apostrophes for decades (e.g., 1990s, not 1990’s or ’90).

9. For short phrasal quotations, full points and commas fall outside a closing quotation mark. However, where the quote is a complete sentence, the full point falls inside the closing quotation mark.

10. Long quotations, if unavoidable, should be indented, using no quotation marks. The author should take note of the copyright implications of long quotations.

11. Use unspaced hyphens, not dashes, in pages and year spans, and write all page numbers and years in full (e.g., 245-246; 1997-1998).

12. Omit full points in contractions but retain them in other abbreviations or initials: write Dr, Ltd, Mr, Mrs, km, kg, ft, eds, vols, but include full points in ed., vol., p., pp., i.e., viz., e.g., etc., ff., et al., ibid., op. cit. However, include full points in no. (number) and nos. to avoid confusion.

13. Use full capitals only for abbreviated names: UN, EU, USA. Do not capitalize the definite and indefinite articles, prepositions and conjunctions in headings and book titles. Use “State” (except in quotations if the original is not so capitalized) to refer to the central body politic of a civil government and “state” to refer to other senses of the term, including a country or a political territory forming part of a country (except when the term begins a sentence).

14. A non-English term or word should be italicized but the s-ending (if added) in its anglicized plural form should not be italicized, but note that names of institutions, organizations and movements, local or foreign, and names of currencies, local or foreign, should not be italicized. Quotations from books or direct speech in a non-English language and set in quotation marks (followed by an English translation in square brackets) should not be italicized. Quotations translated by the author of the manuscript into English should be so indicated.

15. The paper uses the Harvard in-text format for referencing, e.g., (Frye and Shleifer, 1997: 354), (Lin, 1998: 24),for in-text citation, with a list of references at the end of text, e.g., Frye, Timothy and Andrei Shleifer (1997). The invisible hand and the grabbing hand. American Economic Review, Vol. 87, No. 2 (May), pp. 354-358; Steiner, Jrg (1974). Amicable agreement versus majority rule: Conflict resolution in Switzerland, revised edition. Chapel Hill: University of North Carolina Press; Moscovici, Serge (1985). Innovation and minority influence. In: Serge Moscovici, Gabriel Mugny and Eddy van Avermaet (eds), Perspectives on minority influence. Paris: Maison des Sciences de l’Homme, and Cambridge: Cambridge University Press, pp. 9-51. The title of a book or article etc. in a non-English language should be shown in the original language and/or its Roman transliteration and followed by a translation into English in square brackets. Note that the title of a book or journal which is in italics in the original language or its Roman transliteration should not be italicized in the English translation unless an English translation of the book or journal has been published.