

## GUIDELINES FOR CONTRIBUTORS

### SUBMISSIONS

All submissions must comply with the editorial guidelines. The editor reserves the right to ask for reformatting of articles not submitted according to the guidelines.

Submitted manuscripts should not have been previously published elsewhere and should not be under consideration by other journals.

Manuscripts will be submitted to double blind peer review.

*Confuci Acadèmic Journal* considers the following **types of contributions**:

(1) **Articles** up to 10,000 words (in Catalan, English, and Spanish), or 8,000 Chinese characters. The word count includes footnotes, bibliography and tables. Articles should present original contributions with theoretical and/or analytical argument.

(2) **Research reports** with empirical data up to 10,000 words (in Catalan, English, and Spanish), or 8,000 Chinese characters. The word count includes footnotes, bibliography and tables.

(3) **Reviews** up to 6,000 words (in Catalan, English, and Spanish), or 4,800 Chinese characters.

An abstract of 100-300 words, five keywords and a bibliography should also be provided (compound nouns and phrases are accepted as keywords).

Proposals should be submitted as Microsoft Word .doc files, named with the surnames of the author (e.g., SMITH.doc; ZHANG.doc; VILA GARCIA.doc), and emailed to [academic@confucioabarcelona.es](mailto:academic@confucioabarcelona.es). Please indicate "CONTRIBUTION" in the email subject.

### FORMAT (template available for download)

**Margins:**

Top: 2.5	Bottom: 2.5
Left: 3	Right: 3
Header: 1.25	Footer: 1.25

**First page:****2 blank lines**

**Title of the article:** Times New Roman, 16, bold, align text left.

**Author:** Name in roman, surname(s) in small caps, Times New Roman, 14, align text left.

**Institutional affiliation:** Times New Roman, 14, italics, align text left.

**2 blank lines**

**Abstract:** in the language of the article, Times New Roman, 12.

**1 blank line**

**Keywords:** maximum 5 words, Times New Roman, 12.

**1 blank line**

**Abstract:** in English (if the language of the article was nor English), Times New Roman 12.

**1 blank line**

**Keywords:** (in English) maximum 5 words, Times New Roman, 12.

**2 blank lines**

**Epigraph title:** Times New Roman 12, small caps, bold, no indentation. Spacing 1 line before and 1 line after.

**Fonts (Catalan, English, Spanish):**

Body text: Times New Roman, 12.

Quotations with more than 4 lines: Times New Roman, 11.

Footnotes: Times New Roman, 10.

**Alignment:** Justified

**Spacing:**

Single for text, notes, and quotations.

Before and after spacing between paragraphs: 0

No indentation in paragraphs (indentations will be added in the layout process).

**Quotations:**

Quotations with less than 4 lines should be inserted within the body text in quotation marks (“”), no italics.

Quotations with more than 4 lines should be placed in a separate paragraph: Times New Roman 11, no quotation marks, no italics, justified, no indentation, single line spacing, and 1 cm extra margin left.

**Footnotes:**

Times New Roman 10, single spacing between lines, no indentation, justified, single spacing between paragraphs.

Footnotes should be used for additional information and explanations only, not for bibliographic information. Bibliographic references should be listed at the end of the article.

## CITATIONS AND REFERENCE LIST

### Citations within the body text:

Citations should follow the following standard: (Surname, year: page). If more than two references, they will be separated by semicolon: (Surname, year: page; Surname, year: page). If the reference has up to five authors, all surnames should be included. If the reference has more than five authors, the following form should be used: (Surname et al., year: page). However, the surnames of all authors should be included in the reference list at the end of the article.

The list of cited references should be included at the end of the article. References should be listed in alphabetic order according to the surname of the first author. Typography: Times New Roman 12, hanging indentation 0.5 cm (no indentation in the first line of each entry and 0.5 cm indentation in the following lines).

Chinese references should be cited in Chinese characters only and listed in alphabetic order according to the *pinyin* of the author's surname.

### Examples for references (for further details, see APA 2016)

#### BOOKS

No. of authors	In-text citation	Reference list
1 author	Zhang (2008: 15) or (Zhang, 2008: 15)	Zhang, M. (2008). <i>General Chinese Grammar</i> . New York, NY: Certain Books.
2 authors	Zhang & Smith (2016) or (Zhang & Smith, 2016)	Zhang, M., & Smith, J. (Ed.). (2016). <i>Aspectos de gramática china</i> . Ciudad de México, México: La Biblioteca.
3 to 5 authors	Zhang, Smith, Vila, & García (2010) or (Zhang, Smith, Vila, & García, 2010)	Zhang, M., Smith, J., Vila, A., & García, A. (2010). <i>Elements of Chinese Syntax</i> . London, U.K.: Westminster Press.
>5 authors	Zhang et al. (2014) or (Zhang et al., 2014)	Zhang, M., Smith, J., Vila, A., García, A., Li, B., Liu, C., & He, D. (2014). <i>Chinese Phonology: An Introduction</i> . Sydney, Australia: Austral Press.
Corporate or institutional author	<b>First citation:</b> National Institute of Chinese Grammar [NICG] (2012) or (National Institute of Chinese Grammar [NICG], 2012) <b>Subsequent citations:</b> NICG (2012) or (NICG, 2012)	National Institute of Chinese Grammar (2012). <i>Report on the Teaching of Chinese as a Foreign Language</i> . Dublin, Ireland: Smaoineamh Press.

	Pedagogic Department (2012) or (Pedagogic Department, 2012)	Pedagogic Department (2012). <i>Outline for Chinese Language Courses</i> . Los Angeles, CA: Author. ☞ <b>Write “Author” as the publisher when it is the same as the author.</b>
Chapter in edited book	Vila (2015: 150) or (Vila 2015: 150)	Vila, A. (2015). Aspectos culturales de la enseñanza del chino. En J. Smith (Ed.), <i>La enseñanza del chino como lengua extranjera</i> (pp. 130-158). Madrid, España: Sinoeditorial.
E-book	García & Li (2009) or (García & Li, 2009)	García, A., & Li, B. (2009). Chinese Grammar for Advanced Students. Retrieved from <a href="https://chineseteaching.resources.net">https://chineseteaching.resources.net</a>

#### ARTICLES IN ACADEMIC JOURNALS

In-text citation	Reference list
Vila (2008) or (Vila, 2008)	Vila, A. (2008). Chinese Characters: A New Teaching Proposal. <i>Chinese Pedagogics</i> 60(2), 20-32.  ☞ <b>If the article is in electronic format, include the DOI number. Example:</b>  Vila, A. (2008). Chinese Characters: A New Teaching Proposal. <i>Chinese Pedagogics</i> 60(2), 20-32. <a href="https://doi.org/50.2040/b1234567">https://doi.org/50.2040/b1234567</a>

#### GENERAL PRESS

Type	In-text citation	Reference list
General printed periodicals and press	Smith (2008) or (Smith, 2008)	Smith, J. (2008, November 4). New cultural center opens in Main Street. <i>Local Times</i> , pp. 16.
Digital press	López (2019) or (López, 2019)	López, A. (20 d'octubre del 2019). Més de mil estudiants participen als exàmens oficials de xinès. <i>Diari de Barcelona</i> , pp. 20. Disponible a: <a href="http://www.diaridebarcelona.cat/20191020-524">http://www.diaridebarcelona.cat/20191020-524</a>

#### ONLINE RESOURCES

Type	In-text citation	Reference list
Website	<b>First citation:</b> National Institute of Chinese Grammar [NICG] (2012) or (National Institute of Chinese Grammar [NICG], 2012) <b>Subsequent citations:</b> NICG (2012) or (NICG, 2012)	National Institute of Chinese Grammar (2012). <i>Report on the Teaching of Chinese as a Foreign Language</i> . Retrieved from <a href="http://www.nicg.net/en/reports/123456.html">http://www.nicg.net/en/reports/123456.html</a>

Blog post	Vila (2019) or (Vila 2019)	Vila, A. (3 de juny del 2019). Escoles de xinès a Barcelona [Blog]. Disponible a: <a href="http://www.aprendrexinesavui.net/20190603-456">http://www.aprendrexinesavui.net/20190603-456</a>
-----------	----------------------------	---

#### AUDIOVISUAL REFERENCES

Type	In-text citation	Reference list
Film	Smith & Smithson (2006) or (Smith & Smithson, 2006)	Smith, J. (Producer), & Smithson, B. (Director). (2006). <i>A Place to Call Home</i> . [Film]. Ireland: Joyce Studios.
Online video	Vila (2015) or (Vila 2015)	Vila, A. (15 de maig del 2015). <i>El primer dia de classe</i> [Video en línia]. Disponible a <a href="http://www.youtube.com/123456789">www.youtube.com/123456789</a>

#### SYMPOSIA AND CONFERENCES

In-text citation	Reference list
García & López (2011) or (García & López, 2011)	García, A., & López, B. (junio de 2011). La enseñanza de los caracteres chinos a hispanohablantes. En B. Peralta (Presidencia), <i>III Congreso Iberoamericano de Lingüística</i> . La Plata, Argentina.

#### THESIS (Ph.D. or Master)

In-text citation	Reference list
Zhang (2018) or (Zhang, 2018)	Zhang, M., & Vila García, B. (2018). <i>The teaching of Chinese as a foreign language in Spain</i> (Ph.D. thesis). University of the River, Barcelona.