

Stylesheet

For articles being submitted for publication in CUNY FORUM, published by the Asian American and Asian Research Institute - CUNY. Email submissions should be sent to: cunyforum@aaari.info

- Please note submission deadlines, if specified.
- Please submit essay in Microsoft Word, 1.5 or double-spaced.
- Do not format the essay for publication.
- Attach tables, photographs, etc., as separate documents. Pictures and photographs (jpeg) should be approximately 300 dpi for best production. Tables should be submitted in Microsoft Excel.
- Please include a 200-word biography for publication.

For technical guidelines, please see the following. Individual social science, literary, or humanities essays may vary in their utilization of footnotes, etc.

CUNY FORUM follows a modified style based on the University of Chicago Manual of Style.

1. **Manuscript length:** Article text must not exceed 3,000 words (12 typed pages, including footnotes, BUT NOT INCLUDING TABLES OR ILLUSTRATIVE MATERIALS.) Be sure to show the word count at the top of your manuscript. Text: Must be typed double-spaced, with one-inch margins at sides and bottom to accommodate editor's and printer's marks. There is one space after the end of a sentence; one space after a colon.

2. **Block quotations:** Typed double-spaced—indented one-half inch, at right and left margins, within the text.

3. **Endnotes** (Please note that book titles and periodicals are italicized, not underlined. Endnotes not conforming to the following styles will be sent back for correction):

- A) Please keep endnotes to a minimum, eliminate wordiness but keep the essential citation. For example, several citations can be grouped in one note instead of giving each a separate note.
- B) In books: The following must be included in the first citation:
Russell C. Leong and Edward T. Chang, eds., *Los Angeles—Struggles toward a Multiethnic Community* (Seattle: University of Washington Press, 1994): 77-78.
- C) Article in a periodical (volume:number must be shown as 37:2):
Edna Bonacich, "A Theory of Ethnic Antagonism: The Split Labor Market," *American Sociological Review* 37:2 (October 1972): 547-559.
- D) Article in edited volume:
Iftikhar Dadi, "The Pakistani Diaspora in North America," Gita Rajan and Shailja Sharma, eds., *New Cosmopolitanisms: South Asians in the US* (Palo Alto: Stanford University Press, 2006).
- E) Shortened references: After the first reference to a particular work, all subsequent references to that work should be shortened. Omit the title of the work and give only the last name of the author followed by a comma and the page number of the reference; when more than one work by the same author has been cited, a short title is necessary, as well as the author's last name. A shortened reference to an article in a periodical should omit the name of the periodical, volume number, and date. It should include only the last name of the author and the short title of the article and the page number of the reference

27. Leong and Chang, Los Angeles, 78.

f) Op. cit. and loc. cit.: In their place, use the short title form adopted above.

g) *Ibid.*: Ibid. (ibidem, “in the same place”) refers to a single work cited in the note immediately preceding. It should not be used if more than one work is given in the preceding note. Ibid. takes the place of the author’s name, the title of the work, and as much of the succeeding material as is identical. The author’s name is never used with *ibid.*, nor is a title. Ibid. may also be used in place of the name of a journal or book or essays in successive references to the same journal or book within one footnote. Please note that *Ibid.* appears in italics, not underlined.

h) Website Content:

Hitender Rao, “Immigrants from India Increasing at US-Mexico Border,” *Voice of America*, August 17, 2018, accessed November 26, 2018, <https://www.voanews.com/a/immigrants-india-us-mexico-border/4533007.html>.

i) Films or movies:

George Lucas, director, *Star Wars Episode IV: A New Hope* (Twentieth Century Fox, 1977).

4. **Forms of dates:** Standard form both in text and endnotes: July 4, 1984.

5. **Photographs and Other Images:** Please include all photographs or images you would like the editor to consider publishing with your article. Make sure to include captions with all images. Also, should your article be accepted for publication, make sure you are able to secure permission for reproducing the image.

6. **Bio (Headnote):** Please include a short biography with your submission, not exceeding 200 words. Standard information to include would be institutional affiliation, publications, organizational affiliations, and occupational title.