



Bhutan & Himalaya Research Centre

(Governed by the research framework of the Royal University of Bhutan)

BHUTAN AND HIMALAYA RESEARCH CENTRE NATIONAL JOURNAL STYLE GUIDE

Overview

Bhutan and Himalayan Research Centre (BHRC), established in 2011, aims to create an interdisciplinary network of research, teaching, and networking on Bhutan and the Himalayan region. CLCS's unique research strengths in the study of Bhutan and Himalayas is supported through the Centre's organized events which includes, inviting guest speakers for lectures on Bhutan and Himalayan culture, Buddhist art and iconography and Bhutan and Himalayan Literature, history and politics, and conducting faculty seminars to further enhance the research capacity of the faculty.

In recent years, BHRC has conducted documentation and research works on Tangible and Intangible Cultural Heritage of Bumthang, Trongsa and Zhemgang districts funded by UNESCO Delhi and the World Heritage Centre, and later under the Oriental Cultural Heritage Sites Protection Alliance (OCHSPA), France.

The Centre also publishes research journal and books on culture, history, language, Buddhist Studies and related field every academic session, which is disseminated to academic institutions, research centers, schools and relevant organizations. The Center also facilitates collaborative research with universities and institutions nationally and internationally.

Types of Submissions

Research Articles: original, previously unpublished contributions based on formative academic research from all fields (3000-4000 words). Please refer to this style guide for further information on how to prepare a research article for submission.

Research Reports: describe the findings of fieldwork more briefly than a full research article, and can be used to convey time-sensitive early findings (1500-2000 words).



Office located @
College of Language and Culture Studies, Taktse
Royal University of Bhutan
bhrc.clcs@rub.edu.bt +975 17976664

Perspectives: original and topical contributions that take a particular stance or articulate a viewpoint that may be controversial (1000-2000 words). Such contributions are differently evaluated, but still peer reviewed.

Conference Reports: detail the location, proceedings, and scope of conferences, symposia and workshops relating to some aspect of Himalayan studies (800-1000 words).

Reviews: includes book and film reviews (800-1000 words). Please refer to Book and Film review section of this document for more information.

Other: any form of written work that does not fit into one of the above categories.

General Requirements

- Material submitted to the journal can be in English or Dzongkha.
- English spellings and usage should follow British spelling and conform to the Oxford English Dictionary.
- Dzongkha spelling and usage should be strictly limited to Dzongkha language only.
- Set font to 12 points and use typeface 12-pt Arial for English and 14 point and DDC Uchen for Dzongkha.
- Double space between all lines, including your reference page.
- All pages should be consecutively numbered within the margins in the upper right corner of the sheet.
- Authors must take full responsibility for the originality, content, and opinions expressed in their submission.
- Authors are required to obtain permission for the publication or reproduction of copyrighted material (including images) where appropriate and to offer proper acknowledgment.
- Submitted material must be original, and not under consideration elsewhere. *BHRC does not publish materials that are already in print or online.* Exceptions may be made for papers, or abstracts of papers, published in a language other than English as well as excerpts of literature with prior discussion with the Editors.
- The editors reserve the right to make editorial changes to comply with style and grammar. No substantive changes will be made without the author's approval.

Use of Non-English Words and Quotations

Diacritics:

- If diacritics are necessary, please use a Unicode font (Gentium is a robust, cross-platform and free available Unicode fonts with a full set of diacritics).
- Quotations: Include non-English sentences and quotations in single quotation marks (and do not italicize).

Translations:



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- Translations of non-English words must be included in parentheses immediately following (or vice versa, but please be consistent throughout the submission).
Example: 'Lhakhang (temple)' or 'temple (Dzo. *Lhakhang*)^[L.SEP]
- Unless they have been generally adopted into the English language (lama, guru ...), all non-English words should be italicized throughout the article.^[L.SEP]
- Do not pluralize non-English words with 's' (e.g. correct is: *dalit*, not *dalits*).^[L.SEP]
- Include translations of foreign-language quotations either in a footnote or in brackets immediately following the quotation (without italics and without quotation marks).

Use of Tibetan Language

- For submissions that use Tibetan language terms, please provide the Wylie transliteration in parentheses on first instance.
- If the term is a proper noun or name with a conventional English translation, please use the conventional English translation after first instance, e.g. 'Palace of Lotus Light (*pho brang parma 'od*).'
- If the term is culturally specific and warrants repeated use throughout the article instead of an English gloss, please provide both a phonetic transliteration followed by Wylie transliteration on first instance, and then use the phonetic transliteration in all future instances.

Research Articles, Reports, and Perspectives

- Research articles are typically around 4000 words, Research Reports around 2000 words and Perspectives pieces are typically no more than 2000 words. Please contact the editors prior to submission if you are considering an article longer than this.
- Abstracts of no more than 300 words should accompany each submission.
- Five to six keywords should be submitted for each article. Keywords should be unique and informative, while avoiding undefined abbreviations or acronyms.
- Authors should also provide a brief autobiography of approximately 100 words and acknowledgements in 3rd person at the end of the paper. See the sample below.

James Corden (PhD, Linguistics, University of Western Australia, 2012) is an anthropologist



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Royal University of Bhutan

bhrc.clcs@rub.edu.bt +975 17976664

and linguist. Before joining the University of New South Wales as Chair of the First Nations and Endangered Languages Program and Associate Professor of Anthropology, he was an Associate Research Scientist with the South Asian Studies Council at Yale University, and the Founding Program Director of Language and Linguistic. He has conducted field research in Australia since 1999 and leads the research team of the Australian Language Project.

- A list of references should follow the body of the text, single-spaced, and continue the pagination of the article. See below for more detailed reference information.
- Submissions must be carefully checked for typographical and factual accuracy prior to submission, with special care taken in checking references and quotations, transcription, accents and spelling.
- Manuscripts should be submitted in soft copy, with 1.15 space and 1-inch margins.
- Author checklist for Research Articles and Reports:
 - Title^[L]_[SEP]
 - Author Information (including email and mailing address for hard copies)''
 - Abstract^[L]_[SEP]
 - Keywords^[L]_[SEP]
 - Article ^[L]_[SEP]
 - Brief Biography^[L]_[SEP]
 - Endnotes^[L]_[SEP]
 - References
 - Images (in separate files)

Conference Reports

- Conference Reports should not exceed 1000 words.
- The report should highlight the location, dates, proceedings, and scope of the conference, symposium or workshop, and provide a link to any online materials or abstracts.
- The author's full name and institutional affiliation should be provided at the bottom of the report.

Book and Film Reviews

- Limit your review to no more than 1000 words.
- At the beginning of your review, please include the full details of the book you are reviewing: *Title: Subtitle*. Author. Place: Publisher, year. Number of pages. ISBN.
- Citations from the book you are reviewing should include page numbers. Example: (p. 33) or (pp. 146-149).
- Proofread your review carefully and double-check any use of romanization of foreign names and words and page references. Please do not use diacritics unless they are essential.
- At the end of your review, please include your full name (as you would like it to appear in



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print) and a 1-2 sentence bio, including your current institutional affiliation.

- Summarize the book and contextualize it within current scholarship, assessing its contribution; indicate the target audience of the book and whether the book successfully addresses this readership.
- Avoid extensive description of the book's content; rather, evaluate the author's thesis and how he or she develops it.
- If the book is an edited collection of essays, or chapters by different individuals, discuss and analyze the overall theme and content, focusing on specific chapters only when you find them particularly significant.

References

- It is the responsibility of the author(s) to ensure that references are correct. *BHRC* follows APA (6th edition), author-date format for in-text citation and references.
- The Reference List should appear at the end of your work on a separate page. [SEP]
- Only include references you have cited in your work.
- Do not number entries or separate by reference types (i.e. books then journals).
- All references should have a hanging indent. That is, all lines of a reference subsequent to the first line should be indented.
- In general, references should be listed alphabetically by the last name of the first author of each work. [SEP]
- Special Reference List cases:
 - In the case of works by different authors with the same family name, list references alphabetically by the authors' initials. [SEP]
 - In the case of multiple works by the same author in different years, list references chronologically (earliest to latest).
 - In the case of multiple works by the same author in the same year, list references alphabetically by title in the Reference List. [SEP]
- When referring to Books, Book Chapters, Article Titles or Webpages, capitalise only the first letter of the first word of a title and subtitle, and proper nouns. **Example:** *Aboriginals and the mining industry: Case studies of the Australian experience* [SEP]
- When referring to Journal Titles, capitalise all major words (do not capitalise words such as 'of', 'and', & 'the' unless they are the first word in the title). **Example:** *Journal of Exercise Science and Fitness*



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In-text citation format:

- APA uses the 'author-date' style of referencing. That is, in-text references (generally) appear in the following format: (Author's Last Name, Year of Publication, Page Number(s)). **Example:** (Austen, 1813, p. 64).
- You are also permitted to include the Author's name in a sentence, omitting it from the brackets. **Example:** Austen (1813, pp. 64-67) observes that... **Note:** For multiple pages, use the abbreviation 'pp.' Include the full page range, i.e. '64-67' as opposed to '64-7'.
- When directly quoting from a source, you must include page number(s) and enclose the quote in double quotation marks. **Example:** "A woman must have money and a room of her own if she is to write fiction" (Woolf, 1929, p. 6).
- When paraphrasing or referring to an idea contained in another work, the *Publication manual of the American Psychological Association* advises: "you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text" (American Psychological Association [APA], 2010, p. 171). It is recommended you verify this advice with your unit of study coordinator, lecturer or tutor for each subject.
- If you are referring to an entire work, include only the Author's Last Name and Year of Publication in brackets. If you are referring to part of a work, you must include Page Numbers or their equivalent (see specific examples for more information).
- When citing a source you have not read yourself, but which is referred to in a source you have read (also known as 'secondary referencing'), use the following method: Moore (as cited in Maxwell, 1999, p. 25) stated that...

Notes on Single vs. Double Quotation Marks:

- Double quotation marks should be used only for direct quotations or speech.
- Single quotation marks should be used to isolate or highlight specific words or phrases, e.g. 'untouchable', and for quotations within quotations.

Images and Illustrations

BHRC is committed to publishing only high quality art and image work, both in color, and black and white (grayscale). Most images that are found online or extracted from other documents (from Word, Excel, PowerPoint presentations, and the like) are not of sufficient quality to be reproduced in print. You can submit up to 2 JPEG files per article.

Important Notes for All Authors



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Authors of research articles, research reports, perspectives, literature and art contributions will each receive **1 copy** of the issue in which their contribution appears.

To submit your article, or for any inquiry about the publication, email: bhrc.clcs@rub.edu.bt



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