

Submission Guidelines

1. Submissions can be in the form of research papers, articles, research notes, specialized discussion and book reviews in either English or Chinese.
2. Length and Capacity:
 - a. Manuscripts in Chinese should not exceed 15,000 characters and book reviews should not exceed 5,000 characters;
 - b. Manuscripts in English should not exceed 25 pages (Times New Roman, 12-point type, double space), and book reviews should not exceed 8 pages in length;
 - c. Exceptions can be made for works solicited by the editors.
3. Please attach a cover page with your submission identifying: the title of your manuscript in both Chinese and English; author(s) name(s); affiliation(s) and post(s); contact details such as, correspondence address, contact phone number, fax number, email address, etc. Except the cover page, the body of the manuscript should not contain any content that can reveal any information of the author(s), in order to preserve anonymity during anonymous peer review.
4. Format:
 - a. Title (in both English and Chinese)
 - b. Abstract (in both English and Chinese, approx. 500 characters)
 - c. Keywords (in both English and Chinese, approx. 3 words)
 - d. Main body
 - e. List of works cited
5. The *IJSCBHC* will be published semiyearly in electronic formats. Calling for papers is continuous throughout the year; submissions will be categorized and sent to the reviewers for anonymous peer review upon reception. The reviewers consist of scholars of relevant profession. Authors may be requested to rewrite or resubmit based on reviewers' comments before acceptance or rejection by the *IJSCBHC*.
6. The *IJSCBHC* retains the right to edit all submissions. If this is unacceptable, please state so on the cover page of the manuscript.
7. Submissions must be previously unpublished, including any paper or electronic formats (for papers presented at a conference, please make sure that no conference proceedings have been or will be published). If we discovered that an author has published the same article with another institution, we reserve the right to refuse publication of the author's articles in the future.

8. Authors are responsible for obtaining permission to reprint copyrighted works, including charts, tables, photographs, maps and etc. The *IJSCBHC* is not responsible for copyright violations.
9. After a submission has been accepted for publication in the *IJSCBHC*, we wholly own the copyrights of the article. The author or any personnel, regardless of the purpose, must obtain the permission from *IJSCBHC* to reprint (abridged versions) or translate any articles.
10. After an article has been published, the property right is given to the *IJSCBHC* as well as *IJSCBHC* authorized academic and research institutes and databases to reprint and reproduced on printing or digital formats for browsing, downloading, printing, or any academic research related purposes.
11. Honorarium will not be offered for accepted manuscripts. The electronic-copy of *IJSCBHC* will be given and sent to the author (s) as a compliment.
12. Submissions in Chinese must follow “《禪與人類文明》統一編輯體例” ; citations of submissions in English must follow *The Chicago Manual of Style* 16th edition (notes and bibliography system).
13. Submissions that do not meet the guidelines aforementioned will be returned to the author(s) for revision and resubmission.
14. All submissions should be sent to cbhc@cuhk.edu.hk in Microsoft Word compatible format. Please include “Submission to *IJSCBHC*” in the subject title of your e-mail.

投稿要求

- 一、 來稿內容中、英文不拘，稿件類別可以是：研究論文、研究紀要、議題討論及書評。
- 二、 來稿篇幅要求：
 - 甲、中文——論著稿每篇以 15,000 萬字為限；書評稿件以 5,000 字為限；
 - 乙、英文——論著稿件以不超過 25 頁為限；書評稿件以不超過 8 頁為限；
 - 丙、特約稿件不在此限。
- 三、 來稿首頁請以中、英文註明論文題目、作者姓名、任職機構、職稱。並附通訊地址、聯絡電話、傳真及電子郵件等聯絡資料。除首頁外，請勿在文稿中出現任何足以辨識作者身分之資料，以利評審作業。
- 四、 稿件撰寫請依下列順序：
 - 甲、題目（中英對照）
 - 乙、摘要（中英對照，各以不超過 500 字為限）
 - 丙、關鍵詞（中英對照，各以 3 個為限）
 - 丁、內文
 - 戊、文末請附「參考文獻」
- 五、 本期刊每半年出版一次，以電子方式發行。全年接受投稿，由專家學者組成之評審委員會負責，以雙匿名制度審查，作者須依審查意見修改，稿件修改後若通過則採用出版，若未能通過則須再次修改或退稿。
- 六、 本期刊尊重學者的學術觀點，但根據編輯出版需要，本刊編輯有可能會對原稿進行文字上的刪改，若不同意刪改者，請在來稿中註明。
- 七、 來稿必須未曾以任何形式發表過（包括以紙本及在網路上發表）。凡發現一稿兩投者，本刊將不刊載其作品。來稿若為會議論文，請查明該會議並無出版或計劃出版論文集。
- 八、 稿件中涉及著作權部分（如：圖片或較長之引文），請事先徵得原著作權持有人之書面同意。如有侵權情形發生，概由投稿者負擔法律責任，與本刊無關。

- 九、 稿件一經本刊採用、刊載，其著作權即歸本刊所有，非經本刊同意，不得在其他刊物或以電子方式發表。凡任何人任何目的之翻印、轉載、翻譯等，皆須事先徵得本刊同意。若著作與本刊另有約定者，不在此限。
- 十、 稿件一經本刊出版後，即表示作者同意授權本刊，以及本刊授權之學術研究機構或資料庫業者，進行重製、透過網絡提供服務、授權用戶下載、獵銀、瀏覽等活動，供為學術研究相關目的之用途。
- 十一、 稿件一經出版，即致贈本期刊物，不另設稿酬。
- 十二、 中文稿件請參考《禪與人類文明》期刊統一編輯體例；英文稿件註釋細則，請參照 *The Chicago Manual of Style* (16th edition) 之格式。
- 十三、 未符合本刊上列所述格式之來稿，將退回作者修改後再行評審。
- 十四、 來稿請提供與 Microsoft Word 相容之文稿，以電子郵件方式寄至 cbhc@cuhk.edu.hk，並註明「《禪與人類文明》期刊投稿」。