IJMHS Instructions for Authors (Quick Guide)

Before sending your final manuscript, please check the points below. They cover the changes most accepted manuscripts need. For anything not listed here, see the full Instructions for Authors at www.mhsjournal.com. IJMHS follows the author-date system of *The Chicago Manual of Style* (18th edition), with minor modifications.

1. Final Files

- **Send a clean copy.** Address every reviewer and editor comment, accept or reject all tracked changes, and delete all comments before sending.
- **Title page.** Give each author's full name, affiliation (department, institution, city, country/region) and ORCID iD as a full link, e.g. https://orcid.org/0000-0002-1825-0097. Mark the corresponding author and give an email address.
- **Declarations.** Include only the items relevant to your manuscript from the following list: Funding; Competing interests; Ethics approval; Consent to participate; Consent to publish; Data availability; Use of generative AI; Author contributions.
- **Abstract and keywords.** The abstract is 150–250 words. Give **4–6** keywords, separated by semicolons.
- **Figures.** Supply each figure as a separate high-resolution file (Fig1.tif, Fig2.tif), with permission for any third-party material.

2. Text and Headings

- **Headings are not numbered.** Do not use Roman or Arabic numerals. Level 1 headings are **bold**, level 2 ***bold italic***, level 3 *italic*.
- **Space before parentheses.** Leave a space between a word and an opening parenthesis.
- **Ranges.** Use an en dash (–), not a hyphen, for ranges of years and pages.
- **Dynasties and rulers.** Lowercase "dynasty": the Tang dynasty (618–907). For rulers, give reign dates marked "r.", e.g. the Yongzheng emperor (r. 1722–1735), or life dates, but use one system throughout.
- **Titles of works in the text.** Italicize titles of books, collections, journals and films. Put titles of short works (articles, stories, essays, chapters) in double quotation marks.
- **Block quotations.** Set quotations of more than 100 words as indented blocks without quotation marks. Do not format your own text as a block quotation. Place the citation after the final punctuation: …and specially commended him. (Liu [945] 1975, 5118)
- **Footnotes.** Footnotes may add information but must not contain full bibliographic details. Move any source given in a footnote to the reference list and cite it by author and year.

3. In-Text Citations

Cite by author surname and year, with **no comma** between them. Give page numbers after a comma, **without "p." or "pp."**. Use "and" for two authors and "et al." (with no preceding comma or initials) for three or more.

Citation Type	Example
Single author	(Charon 2006, 12)
Page range	(Frank 1995, 344–346)
Two authors	(Coggon and Miola 2011)
Three or more authors	(Viney et al. 2015)
Narrative citation	Kleinman (1988, 5) argues
Multiple sources	(Charon 2006; Frank 1995)

- **Reprints and modern editions of older works:** give the original date in square brackets first, e.g. (Foucault [1963] 1973, 89); for a classical Chinese text, (Liu [945] 1975, 5118).
- **Every work cited in the text or footnotes must appear in the reference list, and the dates must match.**

4. Reference List

- Use the heading **References**. List only works cited in the text or footnotes, alphabetically by the first author's surname, with a hanging indent.
- Give authors' **full given names**, not initials. Invert only the first author's name (Charon, Rita), and list all authors up to six; do not use "et al." for six or fewer.
- Put the year directly after the authors, **without parentheses**.
- Capitalize English titles **headline-style** (the first word and all major words). Put titles of articles, chapters and other short works in double quotation marks. Italicize book and journal titles.
- Give the place of publication and the publisher for books.
- Give volume, issue and page range for journal articles, and the DOI as a full link (https://doi.org/…).
- For chapters in edited collections, give the editor(s) and the page range.
- Do not put square brackets around entries; brackets are used only for English translations of non-English titles.

Journal article

Charon, Rita. 2001. "Narrative Medicine: A Model for Empathy, Reflection, Profession, and Trust." *JAMA* 286 (15): 1897–1902. https://doi.org/10.1001/jama.286.15.1897

Book

Frank, Arthur W. 1995. *The Wounded Storyteller: Body, Illness, and Ethics*. Chicago: University of Chicago Press.

Chapter in an edited book

Whitehead, Anne, and Angela Woods. 2016. "Introduction." In *The Edinburgh Companion to the Critical Medical Humanities*, edited by Anne Whitehead and Angela Woods, 1–31. Edinburgh: Edinburgh University Press.

Online source (including blog posts and social media)

Author or pen name. Year. “Title of the Post.” *Name of Website or Platform*, day month year of posting. URL. Accessed day month year.

5. Chinese and Other East Asian Materials

- **Terms.** At first mention, give the italicized pinyin, the characters and an English gloss: *gegu* 割股 (cutting flesh from the thigh). Use the English or the pinyin consistently after that. Personal names, place names and dynasty names are not italicized.
- **Titles in the text.** At first mention, give the English title, followed by the pinyin and characters, e.g. the *Old Book of Tang* (*Jiu Tangshu* 旧唐书). Use one English title consistently.
- **Names in the reference list.** Give the full name in pinyin, surname first, with no comma, followed by the characters: Lu Xun 鲁迅, not Lu, X.
- **Titles in the reference list.** Give the pinyin title first (italicized for books and journals, in quotation marks for articles and chapters), then the characters, then an English translation in square brackets. Do not give the English translation alone. Capitalize romanized titles and their English translations sentence-style: only the first word and proper nouns.
- **Consistent romanization.** Use Hanyu Pinyin throughout, and the same spelling in the text and in the reference list (e.g. *Shenbao*, not *Shen Pao* in one place and *Shen Bao* in another). Check unfamiliar names against a standard source.

Classical work in a modern edition

Liu Xu 刘昫. (945) 1975. *Jiu Tangshu* 旧唐书 [Old book of Tang]. Beijing: Zhonghua Book Company.

Chinese journal article

Surname Given-name 姓名. Year. “Pinyin title” 汉字题名 [English translation of title]. *Journal name in pinyin* 刊名 volume (issue): page range. https://doi.org/…

Newspaper article

Anonymous. 1940. “Pinyin title” 汉字题名 [English translation of title]. *Shenbao* 申报, 21 June 1940, 8.