

A Practitioner's Essay is an opinion-based article that gives the writer an opportunity to discuss broadly the challenges and accomplishments facing Asian Americans and Pacific Islanders (AAPIs), focusing on a particular policy issue. An Essay is usually written by a policy researcher, community leader and renowned professional. The author is encouraged to draw from her or his experiences and to offer concrete example of effective strategies, policies and programs. An Essay can be proscriptive and normative. Ideally, an Essay proposes an agenda for future action.

Submitted essays should be previously unpublished, not under consideration by another journal, and written to address an academic audience and to practitioners in the field.

Send electronic copies to: nexus@aasc.ucla.edu or send hard copies of submissions to:

AAPI Nexus Journal, UCLA Asian American Studies Center
3230 Campbell Hall, Box 951546, Los Angeles, CA 90095-1546

SUBMISSION GUIDELINES

1. Manuscripts should be saved as a Word document (.doc) or rich text format (.rtf), NOT as .docx files.
2. Graphs, charts, and map data submissions should be sent as Excel files. Do not save them as an image (GIS generated maps are exempt from these provisions) or as .xlsx files.
3. **Do not embed tables, graphs, charts, or maps in your manuscript file. Keep them separate from the text of the article, and create one file per table, chart, graph, and map. They should also be submitted as grayscale.**
4. Include an abstract of approximately **100 words** summarizing the article and a **brief** bio of the author(s). The brief bio should be placed after the References section.
5. Include two title pages: one should include the full title of the article, author(s)' name & affiliation(s), contact information (mailing address, phone, fax, e-mail); the other title page should only have the title of the article without any other identifying information. Also note who the corresponding author is, whom the *Nexus Journal* staff will correspond with about the manuscript.

GENERAL GUIDELINES

- **Manuscript length:** An essay should not exceed approximately 6000 words (including notes) or 20 pages inclusive of charts, graphs, notes, and references. On average, the narrative runs approximately 15 pages and references, charts, graphs, etc. are 5 pages.
- **Text:** Text must be typed in Palatino font, double-spaced, and have at least 1 inch margins. Block quotations should also be double-spaced and indented one-half inch at right and left-hand margins within the text.
- **Graphs, Tables, Charts, Maps, Figures:** There is a maximum of 5 figures total (e.g., graphs, tables, charts, maps) per article. They must include the source material/citation—otherwise, they will not be accepted. All figure types should be identified by whole numerals (Table 1, Table 2). If you have additional data you wish to share, please make a notation of how the reader can contact you if s/he is interested in this information.
- **Terminology:** Authors should make it a point to be precise and consistent in terminology regarding their subjects (e.g., "Asian Americans," "Pacific Islanders," and "Asian Americans and Pacific Islanders"). *AAPI Nexus* uses "Asian Americans and Pacific Islanders" rather than "Asian Pacific Americans." Articles that do not address Pacific Islanders should not use "Asian Americans and Pacific Islanders" and vice versa.
- **Acknowledgments, Endnotes, and References:** These also must be double-spaced. Acknowledgments will be placed at the end of the article and followed in sequence by endnotes, the reference section, and the author biographies. Endnotes are only to be used for substantive comments, not publication information. Use internal citations within the article (Last Name, Year of publication) that correspond to a Reference entry.

Unless otherwise specified in this style sheet, copyeditors will follow *Webster's Third New International Dictionary*, unabridged, for spelling, hyphenation, and punctuation, and *The Chicago Manual of Style*, 14th ed. (University of Chicago Press) for editing style. **Accepted submissions that are not in accordance with the style guidelines will be sent back to the author to revise for publication.**

HEADINGS

The following formats will be followed for each level of headings throughout the manuscript:

1. First level: bold, centered
2. Second level: bold, left alignment
3. Third level: italics, left alignment

CAPITALIZATION

1. References in the text to chapters, tables, and figures (both cross-references and references to other works) will be capitalized:
as shown in Table 2.1; Chapters 3 and 4

ABBREVIATIONS

1. The symbol % may be used in tabular material, notes, and displays, but will be spelled out as "percent" in text, except in statistical discussion.
2. Personal initials will be spaced:
P. H. Smith (*but* FDR)

NUMBERS

1. In general cardinal numbers under 100 will be spelled out in the text; numbers of 100 or more write in numerals:
 - a. fifty-nine cents, six-month period, 265 years ago, 4,066 feetbut numerals will be used for numbers under 100 when being compared with numbers over 100:
 - b. of 119 colleges, fewer than 25 were . . .and very large approximate figures given in even hundreds, thousands, or millions will be spelled out or given in words and figures. Use of U.S. or U.K. notation will be specified for values over one billion:
 - c. forty thousand listeners, fifteen-hundred-word essay, 4.5 million years, \$3 billion (U.S. billion)*Note:* Numbers (except years) will always be spelled out in dialogue, as this is the way they would be spoken. We will reword to avoid beginning a sentence with a number or, when this is not possible, we will spell out the number.
2. Ordinal numbers and fractions will be spelled out unless use of numerals makes the information easier to grasp:
 - a. one-third of the students, *but* 8 1/2- by 11-inch paper
 - b. the twentieth century, nineteenth-century morality
3. Numerals will be used for dates, time of day, percentages, decimals (including money), ratios, and measurements in which the unit of measure is abbreviated:
1960-70 June 8, 1960/8 June 1960 June 1970 the 1850s (not 1850's) *but* the fifties
7:50 A.M. (small caps) *but* eight o'clock, half past nine 7.98 inches
\$7.98 a 5:1 ratio a score of 5 to 3 7 lb. 3 mm
4. When page numbers or years are given as a range of numbers, figures will be elided to one digit where possible:
 - a. 1960-70, 1960-6 *rather than* 1960-1970, 1960-66
 - b. pp. 143-4*but* to help pronunciation, the tens digit will not be elided in numbers in the teens:
 - c. 314-15 *rather than* 314-315 or 314-5*However,* if a different pattern for elision of numbers has been followed consistently throughout the manuscript, we will not change that pattern.

PUNCTUATION

1. A comma will be used to separate items in a series of three or more:
students, teachers, elected officials, and researchers

2. Interpolations by author or editor within quoted material will be enclosed in brackets rather than parentheses.
3. Commas and periods will appear inside quotation marks:
like "this," *rather than* like "this", or "this".
4. Quotation marks (except for actual quotations) will be used sparingly, as with overuse they lose their emphasis. They *will be used*
 - to set off a quotation run into the text, or around words or phrases taken from another source
 - around words used in an ironic sense, if that sense might elude the reader:
Five villages were subjected to "pacification."
 - around words used as words and terms used as terms on their first occurrence in the manuscript (unless italics are being used for this purpose in this manuscript): "Tribe" is used here to describe . . .
 - around titles of short works, such as short stories, short poems, chapters, etc.

Quotation marks *will not be used*

 - around a term or expression following the words "so-called"
 - around a quotation that will be set off in block form from the text (quotations over 60 words long will be set off)
5. Except in certain technical contexts, square brackets will be used for parentheses within parentheses.

ITALICS

1. Italics will also be used sparingly, as with overuse they too lose their emphasis. They *will be used*
 - on the first introduction of a key term or statement, to which the author wishes to draw the reader's attention. Italics will not be used thereafter when that term or statement is repeated.
 - for words used as words or terms used as terms on their first occurrence in the manuscript
 - for foreign words that are unfamiliar to the reader.
2. Italics will be used for names of films, television programs, journals, and books:
A Song for Ourselves, AAPI Nexus Journal

CROSS REFERENCES

1. References to "above" and "below" will be deleted or a more specific reference substituted because the manuscript in layout form may change the page numbers:
as noted in Chapter 4 *rather than* see below in Chapter 4
will be discussed in the section on *rather than* will be discussed on page 4

TABLES

1. Footnotes to tables will be indicated by superscript lowercase italic letters (^{*a*}) rather than the asterisk, double asterisk, dagger form.

ENDNOTES AND REFERENCES

1. In-text citations with page numbers should also follow the format: Year, page (e.g., 2003, 396).
2. All of the acknowledgments, endnotes, and references should be listed in their own sections at the end of the manuscript in that order.
3. All references to articles from journals or chapters from books should contain inclusive page numbers.
4. When two or more name/date citations are cited simultaneously in the text, they will be first arranged alphabetically by author and then chronologically if the same author is listed:
(Kim, 1999; Ong, 2001, 2006; Takagai, 1992)
5. When two citations written by the same author and published in the same year are referenced, add letters after the year to distinguish between the two:
(Kim, 1999a; Kim, 1999b)
6. Personal communications should only be referenced in-text rather than the reference list, unless they are publicly available. If they are publicly available, please supply their location (e.g., collection, library, location).

7. When a work by three authors is cited, all three authors will be named at the first mention in the text:
(Fishman, Cooper, and Conrad, 1977).
Thereafter they will be referred to as:
(Fishman et al., 1977).
When a work by four or more authors is cited, they will be listed in the et al. form at the first occurrence.
8. References in the text and in the reference list will not carry both a date and the words "in press." If a book is in press, then no date should be given in the text or the references:
(Adams, in press).
9. Authors' first names may be spelled out or initialed as long as the formatting is consistent throughout the in-text citations and in the references section. As noted in "ABBREVIATIONS," personal initials will be spaced.

The following style will be used for notes/references/bibliography:

BOOKS

Single Author

Last Name, First Name. Year. *Title*. City: Publisher.

Said, Edward W. 1994. *Representations of the Intellectual*. New York: Vintage Books.

Multiple Authors

Last Name, First Name and First Name Last Name. Year. *Title*. City: Publisher.

Last Name, First Name, Last Name, First Name, and First Name Last Year. *Title*. City: Publisher.

JOURNAL ARTICLES

Last Name, First Name. Year. "Article/Chapter Title." *Journal Name* Issue(No): Page Numbers.

Poon, Oiyen A. 2009. "AAPIs in the College Access Debate." *AAPI Nexus Journal* 7(2): 83-105.

EDITED COLLECTION

Single Editor

Last Name, First Name, ed. Year. *Title*. City: Publisher.

Nakanishi, Don T. and Tina Yamano Nishida, eds. 1995. *The Asian American Educational Experience*. New York: Routledge Press.

Multiple Editors

Last Name, First Name, Last Name, First Name, and First Name, eds. Year. *Title*. City: Publisher.

Leong, Frederick T. L., Inman, Arpana, Ebreo, Angela, Yang, Lawrence Hsin, Kinoshita, Lisa Marie, and Michi Fu, eds. 2006. *Handbook of Asian American Psychology*. 2nd ed. Thousand Oaks, CA: Sage Publications.

AUTHOR IN COLLECTION

Last Name, First Name. Year. "Article/Chapter Title." Pp. XX-XX in *Book Title*, ed. First Name Last Name. City: Publisher.

Esaki, John. 1991. "Back to Real Asian American Filmmaking." Pp. 34-7 in *Moving the Image: Independent Asian Pacific American Media Arts*, ed. Russell Leong. Los Angeles: UCLA Asian American Studies Center and Visual Communications.

Ong, Paul M. and John Liu. 2000. "U.S. Immigration Policies and Asian Migration." Pp. 155-74 in *Contemporary Asian America: A Multidisciplinary Reader*, eds. Zhou, Min and James V. Gatewood. New York: New York University Press.

NEWSPAPER ARTICLES

Last Name, First Name. Year. "Title of Article." *Newspaper Title*, Day Month.

Mascaro, Lisa and Michael Muskal. 2010. "Dream Act fails to advance in Senate." *Los Angeles Times*, 18 December.

GOVERNMENT PUBLICATIONS

Please refer to Guidelines for Citing Government Publications Form, available for download at:

<http://www.aasc.ucla.edu/aascpress/NexusGuidelinesCitingGovPublications.pdf>

WEBSITES

Last Name, First Name. Year. "Title of Article." Website Title. <http://www.website.com> (accessed Month Day, Year).
Onishi, Ryoko. "Gardeners' Federation Celebrates 55th Anniversary." Rafu Shimpo. <http://rafu.com/news/2010/11/gardeners'-federation-celebrates-55th-anniversary> (accessed November 23, 2010).

THESES AND DISSERTATIONS

Last Name, First Name. Year. "Title of Thesis/Dissertation." Master's thesis/Ph.D. diss., University Name.
Patraporn, R. Varisa. 2007. "Complex Transactions: Race and Relationships in Small Business Finance." Ph.D. diss., UCLA.

INTERVIEWS

Interviewee Last Name, First Name. Year. Interview by Interviewer's First Name Last Name. City, State, Day Month.
Lee, T. Samuel. 2007. Interview by Hansel Lee. Honolulu, HI, 4 September.

PAPERS GIVEN AT CONFERENCES/MEETINGS

Last Name, First Name. Year. "Title of Paper." Paper presented at annual meeting of conference, City, State, Day Month.
deGuzman, Jean-Paul. 2010. "Rethinking Race and Rights in the American Suburb." Paper presented at the Annual Conference of the American Studies Association. San Antonio, TX, 20 November.

UNPUBLISHED PAPERS

Last Name, First Name. "Title of Paper." Organization, Type (Executive Summary, Annual Report, Policy Paper), Month Day, Year.

SAME AUTHOR, MULTIPLE WORKS

If there are multiple works by the same author in your References (excluding any works the author may have co-authored/co-edited), use an em-dash (—) followed by a period after the first work is referenced. For the same author, list works in chronological order, starting with the latest work. For example:

Last Name, First Name. 2003. *Title*. City: Publisher.
—. 2001a. "Title." *Journal* 3(1): 34-49.
—. 2001b. *Title*. City: Publisher.