General Instructions

Contributors should submit an editable, electronic version of an original manuscript that has not been published and is not under consideration elsewhere. The Excellence in Higher Education (EHE) Journal follows the style and citation guidelines in this document. For all other style and citation questions, you should refer to The Chicago Manual of Style, 16th Edition B (a link to The Chicago Manual of Style online website can be found at: http://www.chicagomanualofstyle.org).

Acronyms or abbreviations should be written out at first mention in the text—for example, World Health Organization (WHO). Include the first name or first initial of an author the first time the name is mentioned. The following list comprises several standards unique to this journal:

- **Grade levels:** we would like you to use “Grade 1,” “Grade 2,” or “Grades 2 and 3” instead of “6th grade” or “sixth grade.”
- **For foreign terms** in the body of the text, use italics. Translations of foreign terms should follow in parenthesis, for example: . . . this refers to the so-called *erji xueyuan* (the second-tier colleges), *duli xueyuan* (independent colleges), and *fenxiao* (branch campuses).
- **Be sure to follow The Chicago Manual of Style requirements for numbers and when to use Arabic numbers throughout the MS. Numbers 1-10 should be spelled out, while numbers 11 or above should be in Arabic numerals. The only exception to this rule would be if numbers are used as percents as in the case of “3 percent” or “9.5 percent;” it could not be written as “three percent.”
- **When referring to chapters in the body of the text use Arabic numerals by typing “Chapter 1” or “Chapters 3 and 15” rather than “Chapter One” or “Chapters Three and Fifteen.”
- **Use an initial capital letter** when referring to “Whites,” “Blacks,” “African Americans,” etc.
- **The spelling out of the number preceding the word “century.”** For instance, use “nineteenth century” rather than “19th century.”
- **Em-dashes—like those that set off this phrase—should be typed as two hyphens with no space on either side.**
- **Use the hyphen “-” rather than the “—” in between page numbers, years, and other numbers in the text.**
- **Number Tables and Figures** according to chapter and then figure or table number (e.g., Table 1.1 for Table 1 in Chapter 1, and so on). In the text, refer readers to Table 1.1 (or Figure 2.3) rather than giving page numbers or using general terms such as “above” or “below.” Reference all tables and figures in the body of the text.
- **Foreign currencies:** Currency types should follow the amount provided in the body of the text (e.g., Chinese renminbi should be written as such: 5,300 RMB and not ¥5,300). When using currency symbols (e.g., $, €) the text should read “US$100” or “€100” instead of “$100,” “100 dollars,” or “100 Euros.”
- **Use “PhD” rather than “Ph.D.” and “MA” rather than “M.A.”**
- **Years should be written as “1990s” and “1970-1980” rather than “1990’s” and “1970-80.”**
- **For parentheses, three sorts of symbols are commonly used to group mathematical expressions: parentheses (), brackets [], and braces {}.** They are used in pairs, and their normal order is: {{}} (refer to CMS 5th Ed., 14.25 Common Delimiters or Fences).
- **When using parentheses and brackets in the body of the text for non-mathematic purposes, the order should be [[]].** An example of this would be (Organisation for Economic Co-operation and Development [OECD] 2008).
- Each contributing author should include a brief author bio in no more than 150 words. The descriptions should include each contributor’s affiliation and/or profession. Each contributor must approve and agree to this description.

References

References to books, monographs, articles, and statistical sources must be identified within the text by the author’s family name, publication year, and pagination, where appropriate. When the author’s name appears in the text, cite thus: Ivan Illich (1971). When the author’s name does not appear in the text, cite thus: (Illich 1971). When citing pagination for a quote or specific reference, use this style: (Noah and Eckstein 1969, 26). When a source has two authors, give both names; if there are three or more authors, use “et al.” (Bray et al. 2007). For institutional authorship, cite thus: (UNAIDS 2007, 96). Distinguish more than one reference to an author in one year by using lowercase letters (a, b) attached to the publication year: (2001a). Enclose a series of up to three references within parentheses, separated by semicolons. List all references chronologically, then alphabetically (Zhang 1995; Rust 2000; Stromquist and Monkman 2000). At the end of the manuscript, list sources alphabetically by author and, within author, by publication year. The following style examples are provided as a guide for article reference sections:

Edited Book


**Published Book**


**Chapter in an Edited Book**


**Book with Multiple Editions or Volumes**


**Article in a Journal**


**Citation Indicating More Than One Publication Within the Same Year by an Author**


**Newspaper**


**Conference Paper Presentation**


**Published Work by an Organization**


**Unpublished Work by an Organization**


**Work Available through a URL Citation**