

Call for Contributors

ENCYCLOPEDIA OF ASIAN AMERICAN FOLKLORE

Executive Editors

Dr. Jonathan H.X. Lee and Dr. Kathleen Nadeau

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AUDIENCE: The primary audience will be users of high school, college, and public libraries, but it also will be useful to the general public and professionals (i.e. business librarians, journalists, or policy makers) interested in seeking comprehensive and authoritative information on the current state of our knowledge and important issues.

PURPOSE: Asian American folklore is growing increasingly important to all Americans. Never before has there been such a broad range of interest in Asian American folklore customs, material cultures, and practices. More and more Americans are becoming interested in Asian American traditions, but there is no single comprehensive guidebook for them to use to as a general reference. While there are encyclopedias on Asian folklore and American folklore, there is no encyclopedia solely on Asian American folklore. This will be the first encyclopedia on Asian American folklore.

SCOPE: There are many different and diverse cultures in Asia America and their folklore holds continuing relevance and offers guidance for present living. Principles for establishing entries will cover as broad a range as possible of Asian American folklore, in particular, on that which has a regional or national basis. When an Asian American culture or community is introduced, its folklore may contain, but is not limited to, these aspects: folk literature: narrative; tale; legend; histories; myth; poetry; epic; ballad; song; verse; speech; proverb; riddle; names: graffiti; language; dance; music; musical instruments; belief systems; medicine; magic; religion; churches and temples; behavior: drama; games and play; children's games; ritual; foodways; festivals; material culture: art; products; technology; settlement patterns: houses/cultural architecture; interior and exterior designs; and decorations; further readings: books and journals; film; audio records; websites; ethnography; and monographs.

WHAT IS ASIAN AMERICAN FOLKLORE? This is the central question that this encyclopedia project seeks to address. The word *folklore* is as abstract a term as are the words Asian American, Diasporas, Globalization, and Popular Culture. Folklore can contain religious or mythic elements, but it equally concerns itself with the mundane traditions of everyday life. Folklore can serve to validate a culture as well as transmit a culture's morals and values. Folklore can also be used to assert social pressures, or relieve them, in the case of jokes and festivals. Many rituals can be considered folklore, whether formalized in a cultural or religious system (e.g. weddings, baptisms, religious festivals) or practiced within a family or secular context. For example, in certain parts of the United States (as well as other countries) one places a knife, or a pair of scissors, under the mattress to "cut the birth pains" after giving birth. Folklorists often invoke a common *cliché* that there are more definitions of *folklore* than there are folklorists.

The word *folklore* was coined by William Thoms in an article published in *Atheneum* in August 1846. Thoms intended the word to be employed as "the generic stories, songs, sayings, and the like current among backward peoples or retained by the less cultured classes of more advanced peoples." Since that time, there has been much development. Twenty-one competing definitions of *folklore* by influential American scholars are listed in the

The Standard Dictionary of Folklore, Mythology and Legend published in 1949. Roughly one hundred years later, there has been much innovation and the word *folklore* has come to be defined by some as whatever folklorists are interested in. And these things, according to Barre Toelken, are items and events, recurrent forms “of local, dynamic human expressions.” Folklore is no longer restricted to the word *folk*, says W. Edson Richmond. No longer do folklorists confine their studies solely to those things which are perpetuated orally or by precept. Folklore, is most certainly not restricted to “backward” culture. Folklore is concerned with those things which appear and, more importantly, reappear in varied forms whenever and wherever human beings interact.

This project employs the broadest definition and discourse of folklore, and by extension contends that Asian American folklore, is, generally speaking, emerging. Asian American folklore consists of more than Asian mythologies that are narrated in Asian American families and communities; it is an *Asian American way of life*. Asian American folklore encompasses the narrative history of Asians in America; it is the totality of Asian material culture, religious traditions, performances, celebrations, social relations, and so on, used to produce individual and collective Asian American identities. Folklore for Asian Americans, has to do with teaching children how to resist “this-worldly” vices such as selfishness, greed, jealousy, and the lust for power, and thereby, it potentially transforms them into nurturing human beings as members of a community. Folklore, also, opens a window onto the egalitarian, or not so egalitarian, relationship between, and amongst, men and women that is being expressed in actual social life. For example, the ‘female undead’ following on the heels of Filipinos, Indonesians, and Malays to America are usually disguised as beautiful women but their goal and function does not indicate that hyper-sexuality is an innate aspect of their attack. Their male vampires, also, prey specifically only on children. This example is opposite to the way male vampires behave in European-American contexts where they are hyper-sexual and prey on anyone they desire. Therefore, we encourage you, as readers and users, as we did our contributors of this encyclopedia, to stretch our imagination as an Asian American way of life is in the process of taking shape. Asian American folklore is the consequence of transplantation, accommodation, transformation, and invention of cultural traditions, material and ideological, of Asian diaspora communities in America. Hence, though there might not be such a thing as “Punjabi American Folklore” there is Punjabi folklore, Punjabi way of life, being transmitted, employed, and used within the Punjabi American communities. Conversely, among the Japanese American communities, a uniquely Japanese American way of life can be seen in the accommodations made to the Jodo Shinshu Buddhist tradition in America, and the production of the Buddhist Churches of America immediately after World War II. In recent times, the “Got Rice?” logo has become a sign and symbol of pan-Asian American pride, while the popular metaphor of the Twinkie, Banana, and Coconut—yellow and/or brown on the outside, white in the inside—bespeaks the cultural-identity struggles of growing up in Asian America.

The entries in this project aims to examine the origins, processes of transplantation and transmission, and development of these Asian ways of life in America and the subsequent production of Asian American communities, identities, cultures, and , above all, way of life.

Compensation and Deadlines

(Table of Contents, below, indicates type of article and word count)

Contributors will receive \$10 per each 500 words submitted. **Those who contribute 4000 words can chose a copy of the encyclopedia in lieu of a cash payment.** If the contributor of 4000 or more words does not specify which type of payment is desired, he or she will receive an encyclopedia as payment. Contributors of more than 4000 words can choose either cash only or cash with a copy of the encyclopedia. Upon accepting the assignment(s), please indicate if you would prefer an encyclopedia set in lieu of some or all of your compensation; unless otherwise notified, we will presume you want a set of encyclopedias as part of your payment.

Deadline for Articles

Five months from contract signing for up to 4000 words. ***But do not wait! We encourage you to submit as soon as possible.***

If you choose to do more than one assignment and the total word count comes to more than 4,000 words, we will arrange to have part of the assignment due in six months. If your contribution greatly exceeds 4000 words, arrangements can be made with editors in relation to deadlines.

Summary of guidelines

1. **Entry title:** If another language or phonetic system is necessary, put it in round brackets “()”
2. **Working definition:** A concise definition or explanation for the title; if the title is self-explanatory already, then this part is not needed.
3. **Description:** Describing in this order: 1) origins; 2) content/method/process; 3) geographic and historic scope; 4) practitioners/audience; 5) the region and people practicing the folklore matter; 6) continuing influence, etc.
4. **Articles should be readable, well-organized, rich in factual specificity, balanced, and cover their topics as thoroughly as possible within word count parameters.**
5. **See Contributor Guidelines for details.**

Optional Graphic Materials

6. **Illustration:** Depending on length and content of the entry, pictures can be used as illustrations. The copyright of the pictures should be noted. Digital format of the pictures should meet the need of the publishers (to be specified in the contract).

What to do next

If you are interested in writing the article(s) noted below or any other article(s) that interest(s) you, please respond by email to Jonathan Lee at gojonjongo@gmail.com. Greenwood Press will send you the contract. **In your email, be sure to include names(s) of the entry (or entries) that you are requesting. In addition to:**

First and Last Name:

Title:

Affiliation

Preferred Mailing Address and zipcode:

Work Phone:

Fax (optional):

Work Email:

Home Phone: (optional)

Home Email: (optional)

PS. If you know of any other persons—faculty or graduate students—who might be interested in contributing to this project, please forward this email to them or send us their name and institution and/or email.

Sincerely,

Jonathan H. X. Lee and Kathleen Nadeau
Encyclopedia of Asian American Folklore

Remaining Available Headwords

Headwords	Words	Author
Asian American Folklore: Theories and Methods		
Asian American Ethnomusicology and Folklore	2000	
Asian American History and Folklore	2000	
Asian American Literature and Folklore	2000	
Asian American Material Culture and Folklore	2000	
Asian American Popular Culture and Folklore	2000	
Asian American Religious Studies and Folklore	2000	
Asian American Visual Culture and Folklore	2000	
Asian American Women Studies and Folklore	2000	
Pacific Islander American Studies and Folklore	2000	
Sexuality, Love, and Folklore in Asian America	2000	
Asian Indian America: History, People, and Culture		
Ancestor, Ghost, and Spirit in Asian indian America	500	
Arts and Crafts in Asian Indian America	500	
Asian Indian American Family and Community	500	
Asian Indian American Food and Foodways	500	
Asian Indian American Heroes and Heroines	500	
Asian Indian American Home Decoration	500	
Asian Indian American Identity	500	
Asian Indian American Names and Naming	500	
Asian Indian American Narrative Folktale	500	
Asian Indian American Social Etiquette and Customs	500	
Asian Indian American Superstition and Taboo	500	
Asian Indian American Vernacular Language, Speech, and Manner	500	
Bharati Mukherjee (writer)	500	
Children and Folk Song in Indian America	500	
Clothe and Jewelry in Asian Indian America	500	
Daily Rituals in Asian Indian America	500	
Dying and Death Rituals in Asian Indian America	500	
Hindu Temples in America	500	
Jain Temples in America	500	
Little India	500	
Mythological and Legendary Deities in Asian Indian America	500	
Nature and Animal in Asian Indian America	500	
Proverbs and Maxims in Asian Indian America	500	
Religion in Asian Indian American Communities	1000	
Rite of Passages in Asian Indian America	500	
Yoga	500	
Burmese America: History, People, and Culture		
Ancestor, Ghost, and Spirit in Burmese America	500	
Arts and Crafts in Burmese America	500	

Burmese American Food and Foodways	500
Burmese American Heroes and Heroines	500
Burmese American Home Decoration	500
Burmese American Identity	500
Burmese American Literature and Folklore	500
Burmese American Names and Naming	500
Burmese American Narrative Folktale	500
Burmese American Social Etiquette and Customs	500
Burmese American Superstition and Taboo	500
Burmese American Vernacular Language, Speech, and Manner	500
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Children and Folk Songs in Burmese America	500
Clothe and Jewelry in Burmese America	500
Daily Rituals in Burmese America	500
Dying and Death Rituals in Burmese America	500
Festivals and Holidays in Burmese America	500
Mythological and Legendary Deities Burmese America	500
Nature and Animal in Burmese America	500
Proverbs and Maxims in Burmese America	500
Religion in Burmese American Communities	1000
Rite of Passages in Burmese America	500
Temples in Burmese America	500
Traditional Healing and Medicine in Burmese American	500
Cambodian America: History, People, and Culture	2000
Arts and Crafts in Cambodian America	500
Cambodian American Family and Community	500
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Cambodian American Home Decoration	500
Cambodian American Identity	500
Cambodian American Literature	500
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Cambodian American Social Etiquette and Customs	500
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Cambodian American Vernacular Language, Speech, and Manner	500
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Clothe and Jewelry in Cambodian America	500
Daily Rituals in Cambodian America	500
Dying and Death Rituals in Cambodian America	500
Festivals and Holidays in Cambodia America	500
Folk Dance and Performance in Cambodian America	500
Folk Stereotypes in Cambodian America	500
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Nature and Animals in Cambodian America	500
Proverbs and Maxims in Cambodian America	500
Religion in Cambodian American Communities	1000
Rite of Passages in Cambodian America	500
Temples in Cambodian America	500
Traditional Healing and Medicine in Cambodian America	500
Chinese America: History, People, and Culture (inc. Singapore, Taiwan, and Hong Kong)	2000
Ah Toy	500
Angel Island	500
Arts and Crafts in Chinese America	500
Bok Kai Parade	500
Bruce Lee	500
C.Y. Lee's <i>Flower Drum Song</i>	500
Children and Folk Song in Chinese America	500
Chinese American Family and Community	500
Chinese American Food and Foodways	500
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Chinese American Identity	500
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Chinese American Vernacular Language, Speech, and Manner	500
Chinese martial arts in America	500
Chinese Zodiac	500
Clothe and Jewelry in Chinese America	500
Confucian Traditions in Chinese America	500
Daily Rituals in Chinese America	500
Daoism in Chinese America	500
David Henry Hwang's <i>M. Butterfly</i>	500
Donald Duk	500
Edith Maud Eaton (Sui Sin Far)	500
Fengshui (Geomancy)	500
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Folk Dances and Performances in Chinese America	500
Fortune cookies	500
Geomancy/Fengshui	500
Kitty Tsui	500
Mythological and Legendary Deities in Chinese America	500
Paper sons and daughters	500
Proverbs and Maxims in Chinese America	500
Religion in Chinese American Communities	1000
Rite of Passages in Chinese America	500
Temples in Chinese America	500

Traditional Healing and Medicine in Chinese America	500
Yin/Yang	500
Filipino America: History, People, and Culture	2000
Ancestor, Ghost, and Spirit in Filipino America	500
Arts and Crafts in Filipino America	500
Carlos Bulosan	500
Children and Folk Song Filipino America	500
Clothe and Jewelry in Filipino America	500
Dying and Death Rituals in Filipino America	500
Filipino American Family and Community	500
Filipino American Food and Foodways	500
Filipino American Heroes and Heroines	500
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Folk Dance and Performance in Filipino America	500
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Miss Filipina Festivals	500
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National Humiliation Day	500
Pinoys (old-timers)	500
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Hmong America: History, People, and Culture	2000
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Daily Rituals in Hmong America	500
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Folk Dance and Performance in Hmong America	500
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Japanese flower arrangements	500	
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Religion Mongolian American Communities	1000
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Folk Dance and Performance in Nepali America	500
Nepali American Family and Community	500
Nepali American Food and Foodways	500

Nepali American Heroes and Heroines	500
Nepali American Home Decoration	500
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Pakistani America: History, People, and Culture	2000
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Pakistani American Family and Community	500
Pakistani American Food and Foodways	500
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Pakistani American Social Etiquette and Customs	500
Pakistani American Superstition and Taboo	500
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Clothe and Jewelry in Pacific Islander America	500
Dying and Death Rituals in Pacific Islander America	500
Festivals and Holidays in Pacific Islander America	500
Fiji and Fijian	500

Folk Dance in Pacific Islander America	500
Guam and Guamanian	500
Hawai'i and Hawaiian	500
Nature and Animal in Pacific Islander America	500
Pacific Islander American Family and Community	500
Pacific Islander American Food and Foodways	500
Pacific Islander American Heroes and Heroines	500
Pacific Islander American Home Decoration	500
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Pacific Islander American Social Etiquette and Customs	500
Pacific Islander American Superstition and Taboo	500
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Pacific Islander American Vernacular Language, Speech, and Manner	500
Pigeon	500
Polynesian	500
Polynesian Cultural Center	500
Proverbs and Maxims in Pacific Islander American	500
Religion in Pacific Islander American Communities	1000
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Sacred Space in Pacific Islander America	500
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Surf and Surfing	500
Tahiti and Tahitian	500
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Traditional Healing and Medicine in Pacific Islander America	500
Punjabi America: History, People, and Culture	2000
Arts and Crafts in Punjabi America	500
Children and Folk in Punjabi America	500
Dying and Death Rituals in Punjabi America	500
Festivals and Holidays in Punjabi America	500
Folk Dance and Performance in Punjabi America	500
Folklore in Sikh America	500
Gurdwaras	500
Proverbs and Maxims in Punjabi America	500
Punjabi American Family and Community	500
Punjabi American Food and Foodways	500
Punjabi American Heroes and Heroines	500
Punjabi American Home Decoration	500
Punjabi American Identity	500
Punjabi American Literature and Folklore	500
Punjabi American Names and Naming	500

Punjabi American Narrative Folktale	500
Punjabi American Social Etiquette and Customs	500
Punjabi American Superstition and Taboo	500
Punjabi American Vernacular Language, Speech, and Manner	500
Religion in Punjabi American Communities	1000
Rite of Passages in Punjabi America	500
Sikh Gurus	500
Sikhism	500
Traditional Healing and Medicine in Punjabi America	500
Sri Lankan America: History, People, and Culture	2000
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Children and Folk in Sri Lankan America	500
Clothe and Jewelry in Sri Lankan America	500
Dying and Death Rituals in Sri Lankan America	500
Festivals and Holidays in Sri Lankan America	500
Folk Dance and Performance in Sri Lankan America	500
Proverbs and Maxims in Sri Lankan America	500
Religion in Sri Lankan American Communities	1000
Rite of Passages in Sri Lankan America	500
Sri Lankan American Family and Community	500
Sri Lankan American Food and Foodways	500
Sri Lankan American Heroes and Heroines	500
Sri Lankan American Home Decoration	500
Sri Lankan American Identity	500
Sri Lankan American Literature and Folklore	500
Sri Lankan American Names and Naming	500
Sri Lankan American Narrative Folktale	500
Sri Lankan American Social Etiquette and Customs	500
Sri Lankan American Superstition and Taboo	500
Sri Lankan American Vernacular Language, Speech, and Manner	500
Traditional Healing and Medicine in Sri Lankan America	500
Thai America: History, People, and Culture	2000
Ancestor, Ghost, and Spirit in Thai America	500
Arts and Crafts in Thai America	500
Children and Folk in Thai America	500
Clothe and Jewelry in Thai America	500
Dying and Death Rituals in Thai America	500
Festivals and Holidays in Thai America	500
Folk Dance and Performances in Thai America	500
Proverbs and Maxims in Thai America	500
Rite of Passages in Thai America	500
Thai American Food and Foodways	500
Thai American Heroes and Heroines	500
Thai American Home Decoration	500

Thai American Identity	500
Thai American Literature and Folklore	500
Thai American Names and Naming	500
Thai American Narrative Folktale	500
Thai American Social Etiquette and Customs	500
Thai American Superstition and Taboo	500
Thai American Vernacular Language, Speech, and Manner	500
Thaitown	500
Traditional Healing and Medicine in Thai America	500
Tibetan America: History, People, and Culture	2000
Ancestor, Ghost, and Spirit in Tibetan America	500
Arts and Crafts in Tibetan America	500
Children and Folk Song in Tibetan America	500
Clothe and Jewelry in Tibetan America	500
Dalai Lama	500
Dying and Death Rituals in Tibetan America	500
Festivals and Holidays in Tibetan America	500
Folk Dance and Performances in Tibetan America	500
Proverbs and Maxims in Tibetan America	500
Religion in Tibetan American Communities	1000
Rite of Passages in Tibetan America	500
Tibetan American Family and Community	500
Tibetan American Food and Foodways	500
Tibetan American Heroes and Heroines	500
Tibetan American Home Decoration	500
Tibetan American Identity	500
Tibetan American Literature and Folklore	500
Tibetan American Names and Naming	500
Tibetan American Narrative Folktale	500
Tibetan American Social Etiquette and Customs	500
Tibetan American Superstition and Taboo	500
Tibetan American Vernacular Language, Speech, and Manner	500
Traditional Healing and Medicine in Tibetan America	500
Vietnamese America: History, People, and Culture	2000
Ancestor, Ghost, and Spirit in Vietnamese American	500
Arts and Crafts Vietnamese America	500
Boat People	500
Children and Folk Song in Vietnamese America	500
Clothe and Jewelry in Vietnamese America	500
Daily Rituals in Vietnamese American	500
Dying and Death Rituals in Vietnamese America	500
Festivals and Holidays in Vietnamese America	500
Folk Dance and Performance in Vietnamese America	500
Lan Cao	500

Little Saigon	500
Maya Lin (Architect of Vietnam War Memorial)	500
Proverbs and Maxims in Vietnamese America	500
Rite of Passages in Vietnamese America	500
Tet New Year	500
Traditional Healing and Medicine in Vietnamese America	500
Vietnamese American Family and Community	500
Vietnamese American Food and Foodways	500
Vietnamese American Heroes and Heroines	500
Vietnamese American Home Decoration	500
Vietnamese American Identity	500
Vietnamese American Literature and Folklore	500
Vietnamese American Names and Naming	500
Vietnamese American Narrative Folktale	500
Vietnamese American Social Etiquette and Customs	500
Vietnamese American Superstition and Taboo	500
Vietnamese American Vernacular Language, Speech, and Manner	500
Pan-Asian American	
Amerasians	500
Avalokitesvara	500
Christian Churches (Asian American)	500
Got rice?	500
Happa (Hapa)	500
Inter-racial adoption	500
Inter-racial marriage	500
Lotus	500
Lotus Festival	500
Root quest	500
Swastika	500

Encyclopedia Contributor Guidelines

Planning Your Encyclopedia Entry

The Greenwood Publishing Group and the editors of *Encyclopedia of Asian American Folklore* want to let you know how excited we are about this project and remind you of some of the steps for preparing entries. These guidelines should answer many questions about how to write and submit your entry.

1. Readership. This encyclopedia is written for the educated reader and will be marketed to academic, public, and school libraries. The entry you write should be as interdisciplinary and jargon-free as possible, with explanations provided for any specialized terminology. When in doubt, define a term or identify a person. Explain concepts in uncomplicated terms as if you were explaining them to an undergraduate or college-prep high school class in a lecture. Use examples to clarify concepts and definitions.

2. Structure of the encyclopedia. This encyclopedia is a straightforward, alphabetically organized encyclopedia. All entries have been allocated a word limit.

3. General organization. The organization of each entry depends on its length. We recommend a pyramid structure in which an overview to the subject is followed by greater detail. Each encyclopedia entry should cover its topic with enough detail to provide the reader with an initial understanding. See “Writing Your Entry,” below, for specifics.

4. Entry content. Because this is an encyclopedia of *Encyclopedia of Asian American Folklore*, please be sure that your entry is written from that perspective. Entries should always address their subjects’ relevance to the encyclopedia’s focus.

5. Word count. The text of each entry should conform as closely as possible to its specified length. When you are assigned your entry, you will be told its permissible length.

6. Style and usage. Please study any sample entries provided for the project. Your entry should have a similar style and organization. Authors should write in a manner that is descriptive and explanatory. Avoid editorializing. For more on style, see the “Style Sheet,” below.

7. Use of previously published material. To enhance the freshness of the writing, avoid quotations from copyrighted works. If you feel that you absolutely must use a quotation, use an author-page reference--e.g., (Jones, p, 27)--in text and then fully cite your source—with publisher and place of publication—in the list of Further Readings at the end of your entry text. Never present another author’s work as your own by incorporating someone else’s material

Writing Your Entry

1. Please refer to the sample entries to get a sense of what should be included. Although the structure of each entry will vary according to its length and type (biographical, conceptual, etc.), most entries will consist of a definition, explanation, development, details, and examples. Following the common “pyramid structure” used in many encyclopedias, the first few sentences should clearly describe and define the topic and explain why it is important to the subject of the encyclopedia. Next sentences then provide more basic information: many readers may stop here. Succeeding paragraphs proceed logically, treating the topic in more detail. (Example: a biographical entry would list the life dates of the subject, nationality, as well as other basic facts, including why the subject is significant to the encyclopedia’s subject. Following sentences would treat the subject’s life and achievements, most likely in chronological order.) You will want to put into your entry the kinds of information you would expect to find if you looked it up in an encyclopedia. Make every word count. At the bottom of your file, after the entry itself, please type in your name and affiliation, cross-references (*see also*’s), and a brief list of further readings.

2. Subheads should be used in the longer entries to organize your content. Format: top-level subheads should be in all caps and flush left, second-level subheads, also flush left, should capitalize only the first letters of nouns and adjectives.

3. Graphics (photographs, figures, tables, halftones). Most entries will not require graphics and only the longest of entries (5,000 words or longer) can support more than two graphics. If you do believe that a figure or table is appropriate for your entry, please follow these guidelines.

- All line art must be delivered as camera-ready and, if possible, in an electronic format.
- Think of **tables** as artwork. Gather tables into a separate electronic file so that they can more easily be typeset. Use the table feature in Word to create tables.
- Placing the artwork in the manuscript: Number figures to correspond with their in-text references. **Please do not embed electronic graphics in text**; gather them instead in separate art files. Insert a callout in the text that indicates approximately where each figure should be placed (e.g., “FIGURE 2 ABOUT HERE”).
- Previously published artwork: if you choose to use artwork that has been previously published, we prefer that you send the original art. If you cannot do so, send the cleanest, sharpest copy possible. Remember, any table or figure directly reproduced requires permission.

4. Cross-references (example: “See also Audition; Deafness; Perception”) to other entries in the encyclopedia should be placed after the entry, before the “further readings.” Cross-references should appear only when such a reference would amplify the understanding of the reader.

5. Further readings: At the end of your text, you will need to include a list of references that you feel are key to your entry’s topic. These can best be thought of as “further readings,” rather than traditional bibliography. Items in the further readings list should be alphabetized by author. How many to include? Generally, 6-8 items for longer entries, and 1-3 items for shorter entries. Another rule of thumb: one reference per manuscript page. Your reference lists should contain, if possible, at least one relevant website.

6. In-text citations such as “we have learned that(Burns 2001, 45)” must be avoided. Limit them to the citation of direct quotations. Your “further readings” list should include the full bibliographic details for any in-text citation.

7. Permissions: Be aware that you will need to secure permission from the copyright holder for any material that you quote, reprint, or adapt. Follow the “fair use” doctrine (see *Chicago Manual of Style* or consult the copyright issues section of the online Greenwood guidelines http://www.greenwood.com/author/typeset/copyright.asp?SectionID=contactus&Location=author_page) for details on when to seek reprint permission.

Style Sheet

1. Unless otherwise stated, encyclopedia entries should follow the recommendations of the 15th edition of *The Chicago Manual of Style*. Acronyms, abbreviations, and jargon should be defined, unless they are well known (such as FBI).
2. Direct quotes should be used very sparingly (if at all) and must include an in-text citation (with page numbers) to the original source.
3. Your entry should not include footnotes or endnotes.
4. Avoid sex-specific terminology and the use of “man” or “men” as the generic for human being. Avoid male or female pronouns to describe individuals or people in general and use third person plural (e.g., their) whenever possible.
5. Please give an individual’s full name (including initials) on first usage. Thereafter, refer to both men and women by their last name.
6. Double-spacing should be used.
7. No automatic hyphenation.

8. Spelling should be in American English (we recommend *Merriam Webster's Collegiate Dictionary*).
9. For the "further readings" at the end of your entry, please use the following general style reference style:

Book: Bennet, Michael. *The Battle of Stoke: The Simnel Rebellion*. New York: Oxford University Press, 1995.

New Edition: Bennet, Michael. *The Battle of Stoke: The Simnel Rebellion*. 2nd ed. London: Stroud, 2002.

Book/Two Authors: Bennet, Michael, and Michael Hicks. *The Towton Campaign of 1461*. New York: St. Martin's Press, 2001.

Journal Article: Bennet, Michael. "The Battle of Bosworth." *English Historical Review* 55 (1991): 105-17.

Editor: Bennet, Michael, ed. *The Reign of Henry VII*. Cambridge, MA: Harvard University Press, 1997.

Book Chapter: Hicks, Michael. "The Court of Star Chamber under Henry VII." In Michael Bennet, ed. *The Reign of Henry VII*. Cambridge, MA: Harvard University Press, 1997, pp. 23-39.

Dissertation: Bennet, Michael. "The Battle of Stoke: A Reinterpretation of the Evidence." Ph.D. dissertation, University of Wisconsin, 1987.

Paper Presentation: Hicks, Michael. "Henry VII and the Origins of the Council Learned." Paper presented at the annual meeting of the American Historical Association, New York, January 1997.

Web Site: Merwin, Sharon. Richard III and the Execution of the Duke of Buckingham [Online, August 2002]. Richard III Society Web Site <www.r3.org>.

10. Please avoid the following: special pleading or bias (generally, an encyclopedia is not the place to put forward novel theories), the overuse of bulleted lists, ending the entry with a summary (this should come first), numerous quotations, in-text citations (see above), entries dramatically longer or shorter than their assigned lengths, rhetorical questions, use of the first person in your entry, and generalities and digressions.

Submission Checklist

1. All entries should be formatted with 1.5" or 2" margins all around, in Times Roman 12, line spacing at 2.
2. Greenwood Publishing Group will separately mail you a contributor release. After signature, please mail it back promptly. If you do not receive a release or have lost it, please inform your editor.
3. Your entry should be in Word (for Windows) or other standard word processing software.
4. Please proofread your entry.
5. Your entry should correspond, approximately, to its suggested length.
6. Your Word file should consist of the following: contact information (your full name, address, phone and fax numbers, and email address), your affiliation, headword (entry title), the entry itself, your name (again), a list of cross-references (*see also's*), and the "further readings" list (alphabetically arranged).
7. Illustrations, such as tables, figures, or graphs: show the in-text placement of graphics by inserting a call-out in the text of the entry. Graphic material should be submitted in electronic form and in hardcopy.
8. Always keep electronic and hardcopy copies of your entry. Also keep copies of your source material in case questions arise during the editing process.
9. Submit your entry via email attachment to your volume editor on or before the due date given.

Submission instructions:

Submit your essay(s) to Jonathan Lee at gojonjongo@gmail.com by the deadline due date, or sooner, if possible.