



## Contribution Guidelines for the Members' Area

### List of Members

The member list comprises the profiles of SEAA members, such as name, title, affiliation, fields of interest, contact address, e-mail, and URL. When you are located in East Asia, or you actually come from East Asia please include original script (Chinese, Korean, Japanese) in your name (and address). As of September 2006, the data is collected from the membership subscription forms. You can have your profile changed at any time. When you're already a member, and your profile is not included in the List of Members, or your affiliation etc. has changed, you can use the profile update form. Use capital letters for your surname. If you wish to include a photo of you in your profile, send it separately as .jpg-file (no larger than 1 MB).

Submit all contributions in an e-mail or attached as .txt, .rtf, or .doc-file clearly labeled (e.g. member-memberlist.doc) to the editor. When original script is included, please use .rtf, or .doc-file.

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### Member News

**New affiliation? New fieldwork? New job? New book? Grant received? Staying abroad? Just graduated? New member?**

Share the latest news of your work with your colleagues and send a brief notice to the editor.

For new members, please introduce yourself and tell us more about what you're currently doing (e.g. fields of interest, current research projects, course of study, future plans etc.).

Use capital letters for surnames. Original script (Chinese, Korean, Japanese) for East Asian place names, personal names, or archaeological terms is encouraged (.doc or .rtf is required for texts including original script). For the transcription of East Asian language terms, Pinyin for Chinese, Hepburn for Japanese, and the Korean Government System (2000) for Korean is encouraged.

Contributions should be limited to 250 words. For longer descriptions of your projects, you may consider the Reports section of the Bulletin (BSEAA). For summaries of dissertations or new books, you can also use the Notice Board.

If you wish to include (up to five) photos in the Member News, send them separately as .jpg-files (no larger than 1 MB).

Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. author-member-news.doc). Submit all contributions to the editor.

The editor(s) reserves the right to carry out minor editing, or to decline contributions inappropriate to the objectives of SEAA.