

***EAST ASIAN HISTORY* STYLE GUIDE**

AUGUST 2008

GENERAL INSTRUCTIONS

If this style guide is not followed, your paper may be returned to you to be amended.

Supply your paper in Microsoft Word format, double spaced, in a universal typeface such as Times New Roman.

Broadly follow the *Chicago Manual of Style*.

Aim to write succinctly and clearly. Avoid unnecessary padding to increase word length—an unnecessarily lengthy or wordy paper may be returned to you for rewriting.

Do not put footnote/endnote numbers on titles or section headings.

Acknowledgements and author biographical notes should not be footnotes or endnotes—they should simply be unnumbered notes. (They will be typeset as notes beside the text.)

Please email questions about editorial style to <eastasianhistory@anu.edu.au>.

ROMANISATION

Please use a standard system of romanisation for the languages in your paper and be consistent in your choice. However, do not change the romanisation of cited authors, even if it is non-standard or archaic.

MAPS AND ILLUSTRATIONS

All maps and figures should be of good quality. They will be reproduced in the journal in black and white.

They should be scanned at high resolution (300 dpi) as tif or jpeg files. Enlargement causes pixelation, so it is better to scan at a larger size that the journal office can reduce if necessary.

Provide full citations for the captions of all images, maps and figures — include names, titles, sources and credit/permissions.

It is the author's responsibility to obtain permissions for use of images, maps etc. Costs involved in seeking permission to print is also the responsibility of the author. Where permissions cannot be obtained, a disclaimer note should be used, for example:

All attempts have been made to contact the publisher (author) in regard to copyright.

Tables and diagrams must fit the page dimension of the journal. If in doubt about the sizing, contact the journal office.

See also ITALICISATION, CAPITALISATION AND LOWER CASE PREFERENCES on page 4.

SPELLING

You may follow the spelling conventions of your country, but be *consistent* in your approach—for example, use US, UK or Australian English *throughout*.

For quotations, leave all spellings and punctuation alone in quotes even when the original material is incorrect. Use [sic] only if necessary, and give an explanation in text if absolutely necessary.

PUNCTUATION

Use a single space after a full stop, quotes, colons and question marks. Colons and semicolons are always outside quotation marks.

Commas

Use a comma to separate the clauses of a compound sentence but not a compound subject or a compound predicate unless there are three or more elements. Use commas around parenthetical elements.

Ellipses

An ellipsis is used to signify the omission of text within a sentence and at the end of a sentence to signify the text continues.

Use the ellipsis symbol rather than typing three separate dots. In Microsoft Word this is done by selecting *Insert / Symbol*.

If using an ellipsis at the end of sentence, insert a space and a full stop after it.

Let such Imps of Ill-nature ... rail on But to my gentle readers of another case, I would willingly apologise, and endeavour to rescue my heroine from sharing to much of their censure

Quotation Marks

Quoted words, phrases, and sentences in the text are enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.

“Don’t be absurd!” said Henry. “To say ‘I mean what I say’ is the same as ‘I say what I mean’ is to be as confused as Alice at the Mad Hatter’s tea party. ‘Not the same thing a bit!’ said the Hatter. ‘Why you might just as well say that “I see what I eat” is the same thing as “I eat what I see!”’”

Hyphens, en and em dashes

There are three forms of dashes: the hyphen, en and em dashes.

Hyphen

Examples of hyphens in compound adjectives:

The images were a last-minute addition to the book.

She has completed three-quarters of the work.

This exemplifies Chinese-style painting.

She had a three-year-old daughter.

Note there is no hyphen in cases such as:

The painting was in the Chinese style.

He went to Guangzhou as a ten year old.

Hyphenate thus when a century is used as an adjective:

... of the late sixteenth-century novel

... in the nineteenth- and twentieth-century works of this author ...

The en dash – (the width of the letter ‘n’)

This is used in date ranges and page ranges and in showing a relationship between entities.

For example:

pp. 893–99; 1980–90; 1860–1915

An ARC–ANU agreement was signed, covering the period 2000–2004, and is detailed on pages 20–24.

Where the name of the entity has more than one word, use a spaced en dash. For example:

An Australian National University – Australian Research Council agreement.

The em dash — (the width of the letter ‘m’)

This is used as an amplification or expansion device, to mark an abrupt change in the direction of sentence, and as a parenthetical device.

Use unspaced em dashes. For example:

He showed the Chinese-style painting—a typical work from the period—which had been prepared for the school’s annual exhibition.

PARTICULAR SPELLINGS, ABBREVIATIONS, PUNCTUATION, ETC.

Note the punctuation mark in Hawai‘i is an opening quotation mark not a closing one. For example, in University of Hawai‘i Press.

Accents

élite naïve régime

Abbreviations

c. (for circa)	cf. (for compare)
fl. (for flourished)	r. (for reign)
j. (for <i>juan</i>)	et al.
(Jap.)	(Kor.)
(Chin.)	(Mong.)
(S.K.) for Sino-Korean	(Skt) for Sanskrit

In text, do not use ‘i.e.’ or ‘e.g.’. Spell these out as ‘that is,’ and ‘for example,’.

Acronyms: do not use full stops in common acronyms, for example,
USA, NATO, GMD, KMT, PhD, MA, WWII

Do not use spaces between initials in names. This applies to text and footnotes.
C.P. FitzGerald, T.S. Elliot, G.E. Morrison

ITALICISATION, CAPITALISATION AND LOWER CASE PREFERENCES

Italicise some French, Latin and other foreign words which are not entrenched in our lexicon.
For example:

lése-majestè [sic] *li* *juan*

Do not italicise the following French and Latin words and abbreviations:

en route	vis-à-vis
ad hoc	et al.
ibid.	in lieu

The following words are NOT capitalised:

emperor	province
county	prefecture
dynasty	period (as in Edo period)
village	shogunate

Capitalise the titles of tables titles and figures.

Capitalisation of titles and offices

Civil, military, religious, and professional titles are capitalised when they immediately precede a personal name and are thus used as part of the name (usually replacing the title holder’s first name). Titles are normally in lower case when following a name or used in place of a name.

President Lincoln ... the president
Cardinal Pell ... the cardinal

General Bradley ... the general
the editor-in-chief ... Editor-in-Chief Shakespeare

NUMBERS IN TEXT

Spell out numbers in the following instances:

- one to twenty
- at the beginning of a sentence
- where used in the approximate sense.

For example:

The area was roughly two hundred metres square. (NOT 200)
About 15 thousand soldiers were killed. (NOT 15,000 or fifteen thousand)

Series: where small numbers occur in a group with large numbers, set them all in numerals for consistency.

Dates

ninth century	20th century	1977–98
1960s (NOT '60s or 60's)		the sixties
6 October 1966 (note no comma)		c. 1924

Eras

AD precedes the year number, BC follows it.
AD 184–221 in the year 55 BC

CE and BCE are acceptable.

1200 CE c. 55 BCE

Age

she is 25 years old
the institute is eleven months old
a 64-year-old man a man in his fifties

Fractions

Hyphenate as both adjective and noun:

a two-thirds majority, two-thirds of those present

Ordinals

Do not use superscript

22nd, 23rd, 25th

Spell out ordinals, for example:

third, tenth, seventh

Quantities

Use numerals above 20 and spell out measurement

26 millimetres, ten miles, fifteen kilometres (NOT km)

but quantities can be abbreviated in tables

26mm, 5gm, 10km (NOTE no space between number and abbreviation)

Use the % symbol in tables rather than 'per cent'

Currency

Use words for simple examples of currency:

twelve dollars twenty pounds

Use numerals where decimal places are required or there is a more lengthy expression:

\$12.50 £1 12s. 1d.

Time

3pm 3.30pm

QUOTATIONS

All published quotations must be appropriately cited in a footnote.

For quotations that run over three to four lines, format as indented paragraph, with translations (and characters if used) in square brackets.

See page 3 for guidance on using double and single quotation marks.

CHINESE/JAPANESE WORDS IN MAIN TEXT (EXCLUDING FOOTNOTES/ENDNOTES): TO ITALICISE OR NOT TO ITALICISE

Provide characters for the first occurrence of place names:

Guangdong 廣東 in Huizhou 惠州 Zhuang Jifa 莊吉發.

However, characters are not required for domesticated English place names such as:

Canton Peking Hong Kong

Provide characters for personal names, but not for modern authors

For the first occurrence of other non-English words, provide the English translation, followed by the romanisation in italics, followed by characters.

English (*romanisation* + Chinese characters/Japanese kanji)

... bound by blood-covenants (*shaxue jiemeng* 歃血結盟)

Similar to the manner in which Edo 江戸 period intellectuals talked of mobilizing outcasts to colonize Ezo 蝦夷, Meiji 明治 intellectuals, too advocated the use of “new commoners” (*shinheimin* 新平民) for colonial purposes.

For subsequent mentions, provide only the English translation, not characters or romanisation..

CITING WORKS IN MAIN TEXT (EXCLUDING FOOTNOTES/ENDNOTES)

All book and article titles mentioned in the main text should be provided with a translation into English instead of characters. Use initial capitals for book and journal titles.

Books

First Occurrence – full citation

Translated Title (Romanised title + characters)

... in his biographical history *History of the Three Kingdoms* (San guo zhi 三國誌) and Sima Guang's 司馬光 *Comprehensive Mirror for Aid in Government* (Zi zhi tong jian 資治通鑑),

thereafter *Translated Title* or shortened *Translated Title*.

Journals

First Occurrence – full citation

Translated Title (Romanised title + characters) thereafter “Translated Title”

... most historical publications at the time, such as the *Bulletin of the Institute of History and Philology* (Li-shih yu-yen yen-chiu-so jikan 歷史語言研究所季刊) at Academia Sinica and the *Journal of Literature, History and Philosophy of Taiwan University* (Taiwan Ta-hsueh wen-shih che-hsueh bao 台灣大學文史哲學報), were works of source analysis.

Online resources

If referring to a website in the main text, give the full URL, and insert brackets < > either side of the address. This allows punctuation to be inserted either side without confusing the web address.

The website for *East Asian History* can be found at <<http://rspas.anu.edu.au/eah>>.

FOOTNOTES/ENDNOTES

Full details are required for the first mention of a citation. Use short titles for subsequent mentions.

NOTE: Characters are NOT required for authors or titles in footnotes/endnotes, but use characters for terms and names that are not bibliographical.

Do not use loc. cit. OR op. cit. OR idem.

Books

James Lull, *China Turned on: Television, Reform and Resistance* (London: Routledge, 1991).

Kong Xiangxing, *Zhongguo tongjing tudian* [An Illustrated Encyclopedia of Chinese Mirrors] (Beijing: Wenwu chubanshe, 1992), pp.524–26

First citation

Burton Watson, *The Complete Works of Chuang Tzu* (New York: Columbia University Press, 1968), p.215.

Subsequent citation

Watson, *The Complete Works of Chuang Tzu*, pp.83–4.

Edited Books

See the brief but useful discussion by Sandra Bell and Simon Coleman, “The Anthropology of Friendship: Enduring Themes and Future Possibilities,” in *The Anthropology of Friendship*, ed. Sandra Bell and Simon Coleman (Oxford: Berg, 1999), pp.6–8.

Jessica Rawson, ed., *The British Museum Book of Chinese Art* (London: British Museum Press, 1992).

Chapter in a book

Verity Wilson, “Dress and the Cultural Revolution,” in *China Chic: East Meets West*, ed. Valerie Steele and John S. Major (New Haven: Yale University Press, 1999).

Journal articles

Full page spans of articles are required:

International Studies in Philosophy 33.4 (2001): 99–122.

If you are quoting from a journal article, give the full page span of the entire article followed by the specific pages to which you are referring. For example:

D.N. Kneightly, “Shang China is Coming of Age—A Review Article,” *Journal of Asian Studies* 41 (1982): 549–57, at pp.550–51.

Subsequent citation of same

Kneightly, “Shang China is Coming of Age,” p.559.

Dissertations

Bernard Gallin, “Hsin Hsing: A Taiwanese Agricultural Village” (PhD diss., Cornell University, 1961), p.639.

Author – English title

The name should be spelled out as it appears on the title page of the book being cited. Where possible/known cite more than one initial, if initials only are being used.

Author – Chinese/Japanese title

Name, *Romanised title* [English Translation] (Place: Publisher, date), pp.

Example:

Kong Xiangxing, *Zhongguo tongjing tudian* [An Illustrated Encyclopedia of Chinese Mirrors] (Beijing: Wenwu chubanshe, 1992), pp. 132–45.

Single publishers take only initial capitals, for example:

Taipei: Taibei xuesheng shuju
Shanghai: Shijie shuju

Beijing: Wenxue guji kangxingshe
Seoul: Choson ilbosa

Do not include the US state after the publisher’s city

The Journey to the West (Stanford: Stanford University Press, 1994), pp.44–97.

Dual Publishers

... (Sydney: Craftsman House; Honolulu: University of Hawai'i Press, 1998)

Multi-volume works

Use Vol. (note upper case 'V').

Do not give the total number of volumes; mention only the volume you are citing, for example:

Nakao Kenji, *Danzaemon kankei shiryoshu: kyubakufu hikitsugisho* [Collection of Documents Related to Danzaemon: Transmitted Documents of the Former Bakufu] (Osaka: Buraku kaiho kenkyujo, 1995), Vol.1, pp.199–201.

Abbreviations used in footnotes/endnotes

et al.; ibid.; edn.; Vol.; no.1; pt3; ch.3; chs7 and 8; c.; p.5; n.6
PhD diss.; MPhil diss.; *juan* (hereafter *j.*); *j.*202

Do not use a comma after 'et al.' in footnotes.

Revised editions

See also Eric Hobsbawm, *Bandits*, rev. ed., (New York: Pantheon, 1981), p.16.

L. George Paik, *The History of Protestant Missions in Korea 1832–1910*, 4th ed. (Seoul: Yonsei University Press, 1987), pp.263–358.

Page references numbers are elided, with en dashes, and with no spaces between 'p.' and the numeral/s:

p.16; pp.26–9; pp.116–18; pp.189–201; pp.401–6; pp.301, 306, 310–11.

Conference/Symposium titles should be in double quotation marks,

... paper presented at the "Asian Studies Association of Australia Conference," Canberra, July 2004.

Online resources

Give the full URL and the date you accessed the material.

International Narcotics Control Board 1999, Report on Importation of Heroin (United Nations, Vienna) <<http://www.incb.org/ehr.htm>>, viewed 19 October 2007.