

Harvard University Asia Center Publications Office

1730 Cambridge Street, CGIS South First Floor, Cambridge, Massachusetts 02138-4317
TEL: (617) 495-5013 E-MAIL: ceaspubs@fas.harvard.edu

Manuscript Preparation and Style Guidelines

This document explains how to submit your final manuscript files and outlines the Asia Center's house style. Please read it carefully.

Contents

I. Organizing and Submitting the Final Manuscript

- 1.1 Formatting the Text
- 1.2 Organizing Your Files
- 1.3 Submitting Artwork, Tables, and Maps
- 1.4 Creating a Style Sheet

II. General Points of House Style

- 2.1 General Usage
- 2.2 Foreign Terms
- 2.3 Word Compounds and Hyphenation
- 2.4 Numbers and Dates
- 2.5 Abbreviation Conventions
- 2.6 Compiling a List of Abbreviations
- 2.7 Compiling an Editorial Conventions Page
- 2.8 Cross-Referencing Parts or Chapters from Your Own Book
- 2.9 Discussing Prominent People and Historical Periods
- 2.10 Treatment of Names, Terms, and Titles of Works
- 2.11 Quotations and Extracts
- 2.12 Epigraphs

III. Asian Language Text

- 3.1 Romanization of East Asian Languages
- 3.2 Inclusion of East Asian Characters for Quoted Material
- 3.3 Inclusion of East Asian Characters for Proper Nouns, Terms, and Phrases
- 3.4 How to Present Titles of Foreign-Language Works (and Their English Translations) in Your Text
- 3.5 Inclusion of East Asian Characters in the Notes and Bibliography

IV. Notes and Bibliography

- 4.1 The Short-Title Format
- 4.2 What to Include in the Bibliography

- 4.3 Length of Notes
- 4.4 How to Arrange the Bibliography: Alphabetically by Author's Last Name
- 4.5 Sample Bibliographic Entries and Note Citations
- 4.6 Inclusion of East Asian Characters in the Notes and Bibliography
- 4.7 Additional Guidelines for Premodern Works and Their Modern Editions
- 4.8 Standard Abbreviations for the Notes and Bibliography

I. Organizing and Submitting the Final Manuscript

To allow for an optimally efficient and straightforward workflow, the press requires that you submit your final manuscript as Microsoft Word files.

The Asia Center Publications Program does a significant amount of in-house preparatory work on its publications: your final edited files will eventually be converted to a typesetting program from which page proofs will be created, so at this stage it is best if you keep special styling to a minimum and avoid the use of Microsoft Word templates.

1.1 Formatting the Text

- a. The complete text (and footnotes) should be double spaced and typed in Times New Roman, in 12-point font size, with a one-inch margin on all four sides of the page.
- b. Asian characters should be input using a single, uniform font. Do not copy and paste text from the Internet or a mix of other sources. Please indicate the names of the fonts you have used on the manuscript checklist that you submit with your final files.
- c. Please format your notes as footnotes. The final determination as to whether your book is printed with footnotes or endnotes will be made in consultation with your editor.
- d. Set the text flush left, do not justify the margins, and do not use automatic hyphenation. To indicate a paragraph indent, use a tab stop (not the space bar or automatic formatting in Word). Hard returns should only be inserted at the end of a paragraph, line of verse, bibliographic entry, etc.
- e. Do not insert extra hard returns to create additional space between paragraphs. Where you want an extra space to appear, insert the phrase “line space” using angle brackets: <line space>.
- f. Keep formatting to a minimum, but make your headings, subheadings, and other components of the text visually distinct. You may differentiate levels of subheads by typing <1>, <2>, and <3> (using angle brackets) or by using simple formatting such as bold, italics, underlining, etc. Do not assign “font styles” to different text elements and do not mark chapter numbers and titles (display headings).

g. All block quotations (extracts), for example, should be consistently indented on the left by the same amount of space throughout the manuscript.

h. Use your word processor's footnote function to create notes. Place footnote superscripts at the ends of sentences, not in the middle. Do not attach a note number to a chapter title, subheading, epigraph, or any type of display text (epigraph sources can be inserted under the epigraph). When footnoting sources for prose and poetry extracts, place the footnote marker at the end of the quoted material, after any quotation marks and/or final punctuation.

i. Each illustration or table must be submitted as a separate file, not embedded in your chapter files. Please see the separate set of instructions, Guidelines for the Submission of Artwork and Tables (file name "artwork and table guidelines"), for more detailed information.

1.2 Organizing Your Files

a. Create one file for the front matter, arranged in this order (not all elements occur in every manuscript; see *Chicago Manual of Style*, 17th edition [hereafter CMS] 1.4):

Page 1: Title page

Page 2: Dedication

Page 3: Table of Contents*

Next odd-numbered page: List(s) of Tables, Maps, Figures, and/or Illustrations

Next odd-numbered page: Foreword and/or Preface

Next odd-numbered page: Acknowledgments

Next odd-numbered page: Abbreviations used in the text

Next odd-numbered page: Note to the Reader outlining editorial conventions

*In the Table of Contents, parts are numbered in roman numerals (Part I, Part II, Part III) and chapters in arabic numerals (Chapter 1, Chapter 2, Chapter 3, etc.)

b. Create a separate file for the introduction, for each numbered chapter, and for the conclusion (or epilogue). The introduction should not be numbered or subtitled; however, the conclusion or epilogue can have a subtitle.

c. Create a separate file for each section to be included in the back matter: appendixes; character list/glossary; bibliography (not all elements occur in every manuscript).

d. The entire manuscript should be paginated consecutively, beginning with "1" for the title page; do not paginate the chapters individually.

- e. Please email the electronic files for the final version of the manuscript to us; if your files are large or if your project contains many pieces of artwork, please save them to a CD, DVD, or USB flash drive and mail them to us, or use a file sharing service to transmit them to us.
- f. Fill out the manuscript checklist and send it to us with your files. The version submitted for production should contain all elements of the text except the index. If any material is missing, please advise the editorial office of that fact.

1.3 Submitting Artwork, Tables, and Maps

All illustrations and permissions letters should be sent to us at the same time as the manuscript text. If final copies of artwork are not available, send photocopies, and note all outstanding permissions requests in your cover letter. Prompt submission of these materials is important because the book cannot go into production without them. Please see the two separate documents, Guidelines for the Submission of Artwork and Tables (file name “artwork instructions”), and Permissions Information for Authors, for detailed instructions.

1.4 Creating a Style Sheet

As you revise your manuscript, please compile a style sheet. If variant spellings are possible, note which version you use. Keep track of which words you capitalize, and which you italicize. Note the abbreviations you are using, and compile a list of the note and bibliographic conventions you are following. Send us a copy of the style sheet with the final manuscript. As long as you are consistent and your practices follow scholarly convention, we will honor them.

II. General Points of House Style

For matters of style—conventions of spelling, capitalization, numbers, abbreviations, and the like—the press generally follows CMS and the most recent editions of the *American Heritage Dictionary of the English Language* and *Webster's Collegiate Dictionary*.

2.1 General Usage

Use American spellings. Use the American style for punctuation: place periods and commas inside quotation marks.

In a sequence of more than two items, please use the serial comma (see CMS 6.19), for example: China, Japan, and Korea.

Please observe the distinction between restrictive “that” and nonrestrictive “which.”

“While” is a word that denotes time duration in the sense of “at the same time as”; we recommend that it be used in this context and not colloquially as a synonym for “whereas,” “although,” “but,” or “and.”

Use the present tense to refer to the contents of a written work (“Confucius explains the meaning of Dao . . .”), as well as to summarize the plot of a work of literature (see CMS 5.129).

Although we believe you should avoid *excessive* references to yourself as the author, when you want to outline your arguments is always better to say something like “In this chapter I will argue” (active voice, first person, not the third-person “we”), rather than something like “this study will argue” or “xyz will be discussed” (passive voice, third person).

Use active tense and concrete language rather than passive tense and weak, convoluted, or jargony language.

2.2 Foreign Terms

Italicize foreign terms. For example:

- There were sixteen *juan* of poetry.

- All objects have *qing*, manifesting characteristic qualities that delineate their Nature.

But note that proper nouns (including names) in any language are capitalized and not italicized. For example: Yuanxiao, not *Yuanxiao*; Kokugaku, not *Kokugaku*; and Beijing daxue chubanshe, not *Beijing daxue chubanshe*.

Temples are referred to either as Tōdaiji (preferred form) or Tōdai Temple; Haeinsa or Haein Temple.

Do not italicize words or phrases that appear in standard English-language dictionaries and have passed into common usage, for example, shogun, daimyo, hong (although we do retain accents in words such as “emigré” or “être”).

2.3 Word Compounds and Hyphenation (see CMS chapter 7)

If you are unsure whether or not to hyphenate a word compound, first consult the dictionary spelling in Webster’s, and second consult the hyphenation guide in CMS 7.89 for guidance.

An adjectival phrase preceding a noun is hyphenated for clarity. But when such compounds stand alone or *follow* the noun they modify, hyphenation is usually unnecessary. Examples:

- a fifteen-year plan
- the highest-ranking officer
- he was part of a group of nineteenth-century reformers . . .
- in the nineteenth century, reformers were talking about . . .
- BUT late Ming gazetteers, early Ming tombs, mid-Ming painting

The exception, a phrase consisting of an adverb ending in “-ly” plus an adjective, should not be hyphenated. (The -ly ending signals that the next word will be another modifier, not a noun, so the hyphen is not needed.)

- excessively long monograph
- highly regarded scientist

2.4 Numbers and Dates

The numbers one through one hundred and all round numbers should be spelled out (e.g., eighty-five but 285; see *CMS* 9.2), except in the following situations:

- when combined with "percent" (85 percent; see *CMS* 9.18)
- when used with divisions of a book such as chapter or part number, table or figure number, or acts of a play (chapter 1, act 3, part 5, section 85, line 10, etc.)
- when a paragraph contains a sequence of numbers both greater than and less than one hundred (839, 44, 285, and 6; see *CMS* 9.7)
- when citing sources in the footnotes and bibliography: 1st ser., vol. 4, p. 10, etc. (see *CMS* 14.150 and section 4.8)

Use the form 1920s for decades (see *CMS* 9.33). For spans of years, including historical periods and life dates, spell out the full date range, e.g., 956–918 BCE, 115 BCE–10 CE, Song dynasty (960–1279); Kang Youwei (1858–1927); the Taiping War (1851–1864),

Abbreviate inclusive number ranges for page references following the system outlined in *CMS* 9.61: use all digits for numbers 1 to 99 and for 100 and multiples of 100; use the changed part only for numbers 101–9, 201–9, etc.; use two or more digits for 110–99, 210–88, 1456–92; see the exception below for all multiples of 100, etc. Examples:

<i>FIRST NUMBER</i>	<i>SECOND NUMBER</i>	<i>EXAMPLES</i>
Less than 100	Use all digits	3–10, 71–72, 96–117, 9.18b–19a
100 or multiples of 100	Use all digits	100–104, 200–225, 300–399, 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8, 802–3, 1103–4
110 through 199, 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	127–200 CE, 321–28, 498–532, 1087–89, 1496–500, 11564–615, 12991–3001, 46.1560–69, 8.250– 51, 1897–1901

But use all digits for roman numerals, for example: xxv–xxviii.

2.5 Abbreviation Conventions

Acronyms and abbreviations such as BCE and CE should appear in all caps, with no periods between letters, in the text.

Spell out “for example” and “that is” in the main body of text rather than using “e.g.” and “i.e.”; the abbreviations may be used in parenthetical remarks and in notes.

Do not italicize e.g., i.e., or et al. However, *sic* is always italicized and appears in brackets [*sic*].

See CMS 10.42 for a list of standard scholarly abbreviations; and section IV, “Notes and Bibliography,” of these guidelines for samples of model citations and abbreviations used in the notes.

2.6 Compiling a List of Abbreviations

If you abbreviate the names of organizations in your text or abbreviate titles in your note and bibliographic citations, you must provide a single and complete list of those abbreviations. Some examples follow: CCP (Chinese Communist Party), BJSZF (Beijingshi zhengfu), ZZTJ (*Zizhi tongjian*), DR (*Dajō ruiten*), YKZ (*Yanagita Kunio zenshū*). For abbreviations of cited works, be sure that you use only the basic information for the citation—usually title and author—and that the form that you use concurs with the full entry in your bibliography, as follows:

- List of Abbreviations: SJ Sima Qian 司馬遷, *Shiji* 史記
- Bibliography: Sima Qian 司馬遷. *Shiji* 史記. 10 vols. Beijing: Zhonghua shuju, 1982.

The list can appear in the front matter if the abbreviations appear in the text and/or footnotes; if they are confined to the endnotes, then the list appears directly before those notes. Advise your editor of where the abbreviations appear in your manuscript so that the list can be placed in the appropriate section of the text.

2.7 Compiling an Editorial Conventions Page

It is useful to include a page called “Editorial Conventions” or “Note to the Reader” in the front matter when you need to identify specific conventions used throughout the book, for example, your use of a specific romanization or dating system; your choice of certain terms or titles to refer to key people, places, and

events; your translation conventions; or your citation system, to name a few. Sometimes it is also helpful provide a guide to the reader to explain the organization of your text, for example, the rationale for the inclusion of Asian characters or a glossary of characters. What goes into such a page varies from book to book; please consult us about compiling one if you think it might be necessary.

2.8 Cross-Referencing Parts or Chapters from Your Own Book (CMS 9.26)

The words “chapter,” “part,” “introduction,” “bibliography,” etc., should be lowercased, and all numbers should appear as arabic numerals, when you refer to them in your discussion, regardless of how they appear on the Table of Contents page or in display headings. For example:

- “In chapter 1, the discussion focuses on . . .”
- “See the introduction . . .”
- “See appendix 1 for an outline of . . .”
- “will be discussed in part 5 . . .”

Cross-references should refer to a specific chapter or section rather than to a specific page number. Inserting the correct page numbers in page proofs is costly and time-consuming, which is why it is not done. Vague references to “above” and “below” should also be avoided. Examples:

- “as noted in chapter 3” rather than “as noted below”
- “will be discussed in the section on xxx” rather than “will be discussed on p. 200”

2.9 Discussing Prominent People and Historical Periods

Please provide life and death dates for prominent people in your discussion, as well as date ranges for all major dynasties and periods (Taishō period, Meiji period, Qing dynasty, etc.) at first mention in the body of the text (excluding notes). If the name first appears in a note, this information should be repeated at the first full mention in the text. East Asian characters are optional. For example:

- Hong Mai (1123–1202)
- Emperor Shun (r. 1333–1368)
- Zhu Xi (1130–1200)
- Northern Song period (960–1127)

2.10 Treatment of Names, Terms, and Titles of Works (see CMS chapter 8)

In formal academic prose, civil, military, religious, and professional titles are normally lowercased when following a name or used in place of a name. They are capitalized *only* when they immediately precede a personal name and are thus used as part of the person's actual name.

- President Lincoln; the president
- Nero, emperor of Rome; the Roman emperor
- Empress Dowager Cixi; the empress dowager of China
- Taizong, emperor of the Tang; the Hongwu emperor; *but* Emperor Huizong; Emperor Gaozong
- Li Mengyang, secretary in the Ministry of Revenue; Secretary Li
- Ming dynasty (note that dynasty is treated as a time period and is lowercased)

Names of historical movements and major events are capitalized, as are names of institutions and departments: the Board of War, the Ministry of Defense, Donglin Academy, the May Fourth Movement, the An Lushan Rebellion, etc.

Formal names of religions and political parties are capitalized (the Communist Party, the Democratic Party, Buddhism, Daoism) but political ideals such as communism, socialism, feudalism, social democracy, etc., are not capitalized.

Geographic place names such as Fujian Province, Shahe County, and Jiaying Prefecture should be capitalized; this rule applies also to river names and the names of mountain ranges, etc.

2.11 Quotations and Extracts

Quotations of fewer than six to eight lines should be run into the text, not indented and treated as extracts (see CMS 13.10).

Quotations should not begin or end with ellipses; it is understood that a quotation is lifted out of its surrounding context. Even if the end of the quote is not the actual end of the sentence, a period or other terminal punctuation should be inserted (CMS 13.13). The first word of the quotation can be silently capitalized or lowercased, if appropriate (CMS 13.18–13.21).

See CMS 13.50 and 13.53 on using three versus four ellipses in the body of an extract. Type in the ellipses manually; do not use Word's automatic function to insert them.

Interpolations, explanations, corrections, or translations by the author or editor within quoted material should be enclosed in brackets rather than parentheses. (CMS 6.95):

In one letter, Lian told his son, "When we first moved here, we stayed in number 11, and later we moved to number 21, living with Liu Canpo [Liu Na'ou's birth name]."

When single quotation marks nested within double quotation marks appear together, both the single and double closing quotation marks follow the period. No extra space is needed (CMS 6.11):

In an interlinear comment to her poetic eulogy for her uncle Xu Baozhen, she notes that, "in a poem to me, my uncle says: 'You truly are talented like Xie Daoyun.'"

For information on including original texts for translated material, please see section 3.2.

2.12 Epigraphs

Different from an extract, an epigraph is a quotation that is "pertinent but not integral to the text" (see CMS 1.37). Epigraphs may be placed at the beginning of the book or they may be used occasionally at chapter openings, but they should be short and carefully selected. The source follows the epigraph and includes the author's name and title of the work (it is not necessary to add a footnote citing the work in full).

III. Asian-Language Text

3.1 Romanization of East Asian Languages

For Chinese, use the Pinyin romanization system consistently throughout, except when citing older book titles that have been romanized using the Wade-Giles system. Please be consistent with the parsing of disyllabic and polysyllabic words written in Pinyin. A good resource on spelling rules for the standard Pinyin romanization system can be found at:

<http://www.pinyin.info/readings/zyg/rules.html>.

For Japanese, utilize the modified Hepburn romanization system found in *Kenkyusha's New Japanese-English Dictionary*, 5th edition (Tokyo, 1980): use “n” rather than “m” before syllables beginning with “m,” “b,” and “p,” and an apostrophe after “n” when it is part of the preceding syllable and the following syllable begins with “yo,” “yu,” or a vowel (e.g., *shinbun*, *kin'yū*).

For Korean, we prefer the McCune-Reischauer system of romanization.

Please note that in romanizing Japanese, macrons should always be inserted; circumflexes should not be substituted because it is not acceptable scholarly practice. For rules of hyphenation, see the *Monumenta Nipponica* style guidelines, p. 3 (<https://dept.sophia.ac.jp/monumenta/pdf/MN-Style-Sheet.pdf>).

3.2 Inclusion of East Asian Characters for Quoted Material

Whether to include original East Asian texts within the body of your work depends on your topic, the context of your discussion, and your intended audience. Books aimed at a more specialized audience tend to include more original texts. Authors writing for a more general audience may prefer to omit the original texts or place them in an appendix, which may be printed at the back of the book or made available at the Asia Center's website for readers to access online. From a book production standpoint, inclusion of such texts may create a greater opportunity for error (in copying and transcription) and necessitate a longer and more complicated book production process. Authors should carefully consider the conventions of their respective fields while keeping in mind that including original texts will require you to set aside more time for editing and proofreading during the production process.

Please discuss your preferences on East Asian characters with the press **before you submit your manuscript**; we are always available to advise you and need to

confirm that your choice is appropriate so that we can work with you to ensure the correct format and style.

3.3 Inclusion of East Asian Characters for Proper Nouns, Terms, and Phrases

East Asian characters may either be included in the body of the book or placed in a list of characters in the back matter. If you choose to include characters in the body of the work, please provide them only once, at first mention (and exclude notes). In other words, if characters and dates for a prominent person are first introduced in a footnote, they should be re-introduced at the first mention of that person in the text proper. For important historical persons discussed in your work, life dates should follow characters.

Examples for Personal Names:

- Su Shi 蘇軾 (1037–1101)
- Lu Xun 魯迅 (1881–1936)
- he took the pen name “The Youth of a New China” (Xin Zhongguo zhi shaonian 新中國之少年)
- Narushima Ryūhoku 成島柳北 (1837–1884)

Examples for Place Names, Names of Organizations, and Other Proper Nouns:

Please provide the English translation first, and enclose the characters and their romanization in parentheses. Note that proper nouns, like personal names, are set in roman when written in a foreign language:

- Suiyuan and Chahar provinces were ruled by the United Autonomous Government of the Mongolian Frontier (Mengjiang lianhe zizhi zhengfu 蒙疆聯合自治政府).
- the Chinese League of Leftist Writers (Zhongguo zuoyi zuojia lianmeng 中國左翼作家聯盟)
- Literary Association (文學研究會 Wenxue yanjiuhui)

Examples for Terms and Phrases:

Please provide the English translation first, and enclose the characters and their romanization in parentheses. Common phrases and descriptive terms are lowercased and set in italics:

- The story is so well known it gave rise to the stock expression “surrounded by the songs of Chu” (*simian chuge* 四面楚歌) . . .
- what makes one a noble man (*junzi* 君子)?
- The idea of “society” (*qun* 群, later *shehui* 社會) first became popular . . .

It is not necessary to provide characters for well-known modern cities, towns, provinces, and the like, nor is it necessary to provide characters for names of dynasties or emperors (unless there is some ambiguity without characters).

3.4 How to Present Titles of Foreign-Language Works (and Their English Translations) in Your Text

First, you must decide whether to use the original titles of foreign works or their translated titles. This will depend on your readership and the context of your discussion.

OPTION A: For books aimed at a more general readership, where you will be discussing titles that are more widely known in English or referencing a particular translation, please give preference to the English translated title. You may optionally include the original title and its romanized spelling in parentheses.

Examples for a book, collection, or work of art:

- *Dream of the Red Chamber* (*Honglou meng* 红楼梦)
- *Tales of Ise* (*Ise monogatari* 伊勢物語)
- *The Analects* (*Lunyu* 論語)
- *New Chronicles of Yanagibashi* (*Ryūkyō shinshi* 柳橋新誌)

Examples for a poem, short story, essay, or article:

- “Diary of a Madman” (“Kuangren riji” 狂人日記)
- “Late Spring” (“Boshun” 暮春)

OPTION B: For books aimed at a specialized readership, where you will be discussing texts in their original language and/or providing your own translations, please give preference to the original title. If an English translation of a title is needed, it follows the original title and is enclosed in parentheses. It is capitalized in sentence style, with neither italics nor quotation marks. See CMS 11.6 for more examples and details on this style.

Examples for a book, collection, or work of art:

- *Ciqu huibian* 詞曲彙編 (Collection of storytelling librettos)
- *Zhanguo ce* 戰國策 (Strategies of the warring states)

Examples for a poem, short story, essay, or article:

- “Wudu fu” 吳都賦 (Rhapsody on the Wu capital)
- “Chun xiao” 春曉 (Spring night)

Whether you choose Option A or Option B, full information need only be given at first mention of the title in the body of the text; after that, use only the **primary title** consistently and do not switch back and forth. Examples:

First mention in text	Subsequent discussions in text
<i>Zhanguo ce</i> 戰國策 (Records of the warring states)	<i>Zhanguo ce</i>
<i>Ciqu huibian</i> 詞曲彙編 (Collection of storytelling librettos)	<i>Ciqu huibian</i>
<i>Dream of the Red Chamber</i> (<i>Honglou meng</i> 紅樓夢)	<i>Dream of the Red Chamber</i>
<i>Tales of Ise</i> (<i>Ise monogatari</i> 伊勢物語)	<i>Tales of Ise</i>
<i>The Analects</i> (<i>Lunyu</i> 論語)	<i>The Analects</i>

Regardless of which order you choose for your text discussion, in your notes and bibliography your documentation should make clear whether you are quoting a text in its original language, an English translation, or both. Section 4.5 has some examples of how to cite original edition and English translation together.

3.5 Inclusion of East Asian Characters in the Notes and Bibliography

East Asian characters for cited authors and titles of works are given in the bibliography but are NOT included in the notes. See section 4.5 for examples of how to cite foreign-language works in the notes and bibliography.

IV. Notes and Bibliography

The press asks authors to follow a system of “notes + bibliography,” which is the preferred system for works in the humanities. In this system, bibliographic citations are provided in notes (either footnote or endnotes) and supplemented by a bibliography. Basic information is given in the notes using the short-title format, and readers can consult the bibliography for publication information and other details. *CMS* (see chap. 14 and figs. 14.1–14.2) has an extensive discussion of the citation of works in notes and bibliographies.

It is important that the system is applied consistently throughout your manuscript. If you use another system for your references, please consult this office first, before finalizing your manuscript.

4.1 The Short-Title Format

The guidelines and examples given here follow the “notes + bibliography” system:

In the notes, use the short-title format exclusively, even from the very first note—that is, author’s surname, shortened title [if the title of the work is longer than four words], page numbers.

If two authors have the same surname, then cite the authors’ first names as well in the footnotes for the sake of clarity. As a general rule, Chinese and Korean names may be given in full (both surname and given name) to avoid ambiguity.

Include the full citation only in the bibliography in the back matter. Citations should appear in the same shortened form throughout; do not change the wording of a particular shortened title from one note to the next.

Generally, titles are shortened to the first four words, and an initial article (a, an, the) may be dropped. For example:

Shortened book citation in a note:

8. Bloom, *Anxiety of Influence*, 138.

Entry in a bibliography:

Bloom, Harold. *The Anxiety of Influence: A Theory of Poetry*. New York: Oxford University Press, 1973.

For works by two or more authors, include all surnames and the shortened title. When there are four or more authors or editors, the first author’s or editor’s name followed by et al. can be used in the notes; however, all authors or editors’ names should be included in the bibliographical citation (see *CMS* 14.76).

When using short-title format, it is not necessary to use “ibid.” for subsequent citations (the short-title format is already short enough).

See below for more examples of different types of note citations.

4.2 What to Include in the Bibliography

The bibliographic list should contain only those works cited in the notes and in the source notes for tables and legends. If a particular title cited in the notes is not listed in the bibliography, then you should give the complete citation in the

note (this would typically be a work that is totally extraneous to the book: e.g., the source note for an epigraph from *Alice in Wonderland* would give the full publication information and the book would not be listed in the bibliography). As a rule of thumb, however, if a citation appears in three or more notes, list the full entry in the bibliography. Never use the “hereafter” form in your notes because it only creates confusion and makes it difficult for the reader to locate your full citations.

The titles of sources cited frequently, as well as archival and other references, should be included in a list of abbreviations to streamline the notes and reduce the repetition of information. See section 2.6 for more on the list of abbreviations.

4.3 Length of Notes (CMS 14.56–14.57)

Avoid elaborate discussions and long quotations in notes. A general rule of thumb is that notes should constitute no more than 25 percent of your total manuscript.

4.4 How to Arrange the Bibliography: Alphabetically by Author’s Last Name (CMS 14.65–14.67)

Multiple works by the same author are arranged alphabetically by title. An initial a, an, or the is ignored in alphabetizing:

Schwartz, Benjamin I. *Communism and China: Ideology in Flux*. Cambridge, MA: Harvard University Press, 1968.

_____. *In Search of Wealth and Power: Yen Fu and the West*. Cambridge, MA: Harvard University Press, 1964.

_____. *The World of Thought in Ancient China*. Cambridge, MA: Harvard University Press, 1985.

All works by the same person – whether that person is author, editor, translator, or compiler – appear together in alphabetical order (CMS 14.67):

Waley, Arthur, trans. *The Book of Songs*. London: Allen & Unwin, 1937.

Waley, Arthur. *Three Ways of Thought in Ancient China*. London: Allen & Unwin, 1939.

Multiauthor entries follow single-author entries by the same name and are alphabetized according to the second author’s name (if there are multiple works listed). The name of the second author is not inverted. (But in East Asian citations where names would normally be written with the surname first, that order remains unchanged.) Note that the name of the primary author is always spelled out, not indicated by an author repeat:

Fong, Grace S. *Herself an Author: Gender, Agency, and Writing in Late Imperial China*. Honolulu: University of Hawai’i Press, 2008.

Fong, Grace S., Nanxiu Qian, and Harriet Zurndorfer. *Beyond Tradition & Modernity: Gender, Genre, and Cosmopolitanism in Late Qing China*. Leiden: Brill, 2004.

Fong, Grace S., and Ellen Widmer, eds. *The Inner Quarters and Beyond: Women Writers from Ming through Qing*. Leiden: Brill, 2010.

4.5 Sample Bibliographic Entries and Note Citations

The following table shows examples of our preferred formats for citing the most common types of publications in the bibliography. Sample entries for both works in original languages and for works in translation are shown. Please consult Chapter 14 of the *Chicago Manual of Style* for more specialized examples.

BOOK	
Bibliography entry	Citation in notes
<u>English-language books . . .</u> Eno, Robert. <i>The Confucian Creation of Heaven</i> . Albany: State University of New York Press, 1990.	Eno, <i>The Confucian Creation of Heaven</i> , 17–25. [when citing a page range]
Bumbacher, Stephen. <i>The Fragments of the “Daoxue zhuan”: Critical Edition, Translation, and Analysis of a Medieval Collection of Daoist Biographies</i> . Frankfurt: Peter Lang, 2010.	Bumbacher, <i>The Fragments of the “Daoxue zhuan.”</i> [when citing the entire book]
<u>Foreign-language book + translated title supplied by author:</u> Fu Weixun 傅偉勳. <i>Cong chuangzao de quanshixue dao Dasheng Fojiao</i> 從創造的詮釋學到大乘佛教 [From creative hermeneutics to Mahāyāna Buddhism]. Taipei: Dongda, 1990.	Fu Weixun, <i>Cong chuangzao de quanshixue</i> , chap. 4. [when citing a chapter]

<p><u>Citation for foreign-language book without translated title . . .</u></p> <p>Chu Renhuo 褚人穫. <i>Jianhu ji</i> 堅瓠集. 4 vols. Hangzhou: Zhejiang renmin chubanshe, 1986.</p>	<p>Chu Renhuo, <i>Jianhu ji</i>.</p>
<p><u>Citation for an author + translator (or author + editor) within one work . . .</u></p> <p>Narushima Ryūhoku. <i>New Chronicles of Yanagibashi and Diary of a Journey to the West: Narushima Ryūhoku Reports from Home and Abroad</i>. Translated by Matthew Fraleigh. Ithaca: Cornell East Asia Program, 2010.</p>	<p>Narushima. <i>New Chronicles of Yanagibashi</i>.</p>
<p><u>Citations where you consult an original edition and also quote from or adapt a separate English translation . . .</u></p> <p>Cheng Shude 程樹德, ed. and comm. <i>Lunyu jishi</i> 論語集釋. 4 vols. Beijing: Zhonghua zhuji, 1990.</p> <p>Lau, D. C., trans. <i>Confucius The Analects</i>. Harmondsworth: Penguin Books, 1979.</p> <p>Liji. <i>Liji zhengyi</i> 禮記正義. In Ruan Yuan 阮元, <i>Shisanjing zhushu</i> 十三經注疏校. Reprint. Taipei: Dahua, 1982.</p> <p>Legge, James. <i>Li Chi: Book of Rites</i>. 2 vols. New York: University Books, 1885.</p>	<p><i>Lunyu</i> 15.20; D. C. Lau, <i>The Analects</i>, 15.20, p. 135.</p> <p><i>Liji</i>, vol. 1, 1.2b (1:1230); Legge, <i>Li Chi</i>, 1:62.</p>
<p><u>Citation where authorship is contested, or where the work is primarily referred to by its title . . .</u></p> <p><i>Suwenxue congkan</i> 俗文學叢刊. Vols. 284–400. Edited by Zhongyang yanjiuyuan lishi yuyan yanjiusuo 中央研究院歷史語言研究所 and Suwenxue congkan bianji xiaozu 俗文學叢刊編輯小組. Taipei: Xinwenfeng, 2004.</p>	<p><i>Suwenxue congkan</i>, 200:101.</p>
JOURNAL ARTICLE	
Bibliography entry	Citation in notes
<p>Chen, Shih-Hsiang. "An Innovation in Chinese Biographical Writing." <i>Far Eastern Quarterly</i> 13, no. 1 (November 1953): 49–62.</p>	<p>Shih-Hsiang Chen, "Innovation in Chinese Biographical Writing," 50.</p>
<p>Bhabha, Homi K. "Signs Taken for Wonders: Questions of Ambivalence and Authority under a Tree Outside Delhi, May 1817." <i>Critical Inquiry</i> 12, no. 1 (1985): 144–65.</p>	<p>Bhabha, "Signs Taken for Wonders."</p>
<p>Hu Guangping 胡光平. "Han Xiaochuang shengping jiqi zuopin kaocha ji" 韓小窗生平及其作品考查記. <i>Wenxue yichan zengkan</i> 12 (1963): 90–100.</p>	<p>Hu Guangping, "Han Xiaochuang shengping," 95.</p>
<p>Yamaguchi Aki 山口亜紀. "'Chōwa' to 'kakushin': Kishimoto Nobuta ni okeru hikaku shūkyō kenkyū"</p>	<p>Yamaguchi, "'Chōwa' to 'kakushin,'" 245–56.</p>

『調和』と『革新』:岸本能武太における比較宗教研究 [“Harmony” and “reform”: Kishimoto Nobuta’s study of comparative religion]. <i>Nanzan shūkyō kyōiku</i> 7 (2000): 239–71.	
EDITED VOLUMES AND MULTIVOLUME WORKS	
Bibliography entry	Citation in notes
<u>Article or essay in an edited volume...</u> Deuchler, Martina. “Reject the False and Uphold the Straight: Attitudes toward Heterodox Thought in Early Yi Korea.” In <i>The Rise of Neo-Confucianism in Korea</i> , edited by Wm. Theodore de Bary and JaHyun Kim Haboush, 375– 410. New York: Columbia University Press, 1985.	Deuchler, “Reject the False,” 375–76.
Bolitho, Harold. “The Tempō Crisis.” In <i>Cambridge History of Japan</i> , vol. 5, <i>The Nineteenth Century</i> , edited by Marius B. Jansen, 116–67. New York: Cambridge University Press, 1989.	Bolitho, “Tempō Crisis,” 155.
Terakado Seiken 寺門静軒 and Narushima Ryūhoku 成島柳北. <i>Edo hanjōki, Ryūkyō shinshi</i> 江戸繁昌記・柳橋新誌. Edited by Hino Tatsuo 日野龍夫. <i>Shin Nihon koten bungaku taikai</i> 新 日本古典文学大系, vol. 100. Tokyo: Iwanami shoten, 1989.	Terakado and Narushima, <i>Edo hanjōki, Ryūkyō shinshi</i> .
<u>Work in multiple volumes . . .</u> Hawkes, David, and John Minford, trans. <i>The Story of the Stone</i> . 5 vols. Harmondsworth: Penguin Books, 1973–86.	Hawkes and Minford, <i>The Story of the Stone</i> , 2:102. [Note: volume # and page # must both be given and are separated by a colon.]
DISSERTATIONS, DIGITAL WORKS, AND OTHERS	
Bibliography entry	Citation in notes
Park, Soon-Won. “The Emergence of a Factory Labor Force in Colonial Korea: A Case Study of the Onoda Cement Factory.” Ph.D. diss., Harvard University, 1985.	S.-W. Park, “Emergence of a Factory Labor Force,” app. 2.
De Weerd, Hilde. “Two Frameworks for Understanding Spatial Control and Political Integration in Chinese History.” Communication and Empire: Chinese Empires in Comparative Perspective, March 18, 2014. Accessed April 1, 2014.-analysis-and-the-dynamics -of-literati- communication/.	De Weerd, “Two Frameworks for Understanding Spatial Control.”

ADDITIONAL EXAMPLES: PREMODERN SOURCES	
Bibliography entry	Citation in notes
Tuotuo 脫脫. <i>Song shi</i> 宋史. 40 vols. Beijing: Zhonghua shuju, 1977.	Tuotuo, <i>Song shi</i> 142.3350–51.
Zhu Xi 朱熹. <i>Zhu Xi ji</i> 朱熹集. Edited by Yin Bo 尹波 and Guo Qi 郭齊. 10 vols. Chengdu: Sichuan jiaoyu chubanshe, 1996.	<i>Zhu Xi ji</i> 18.730, 19.739. [Note: when the author's name serves as the title of his/her collected works, it is only necessary to cite the title in the notes.]
<u>Works within compendiums or compilations . . .</u> Wei Shi 衛湜 (fl. 1227). <i>Liji jishuo</i> 禮記集說. In <i>SKQS</i> . [Note: The full citation for <i>SKQS</i> should also appear in the bibliography as a “master entry,” and in cases like this we also recommend that the compendiums and collections be assigned abbreviations and included in a list of abbreviations] <i>Yingyin Wenyuange Siku quanshu</i> 影印文淵閣四庫全書. 1500 vols. Taipei: Shangwu, 1983–86. Reprint. 1800 vols. Shanghai: Shanghai guji chubanshe, 1987.	Wei Shi, <i>Liji jishuo</i> .
Li Shangyin 李商隱 (813–58). <i>Li Shangyin shige jijie</i> 李商隱詩歌集解. Annotated by Liu Xuekai 劉學鍇 and Xu Shucheng 徐恕誠. 5 vols. Beijing: Zhonghua shuju, 1988.	<i>Li Shangyin shige jijie</i> , 1:389–400, 4:1439–84. [Note: two or more references to one work are separated by commas.]
<i>Quan Jin wen</i> 全晉文. In <i>YKJ</i> . [Note: The full citation for <i>Quan Shanggu Sandai Qin Han Sanguo Liuchao wen</i> should appear in the bibliography as a “master entry” (see below), and <i>YKJ</i> (or whatever abbreviation you choose) should appear in an abbreviations list.] Yan Kejun 嚴可均, comp. <i>Quan Shanggu Sandai Qin Han Sanguo Liuchao wen</i> 全上古三代秦漢三國六朝文 [Complete prose of antiquity, the Three Dynasties, Qin, Han, the Three Kingdoms, and the Six Dynasties]. Beijing: Zhonghua shuju, 1965.	<i>Quan Jin wen</i> , 61.1808a–b.

4.6 Inclusion of East Asian Characters in the Notes and Bibliography

In the bibliography you may include Asian characters for cited authors and titles of works. It is not necessary to include characters for names of journals and publishing houses; romanization alone will suffice.

Note that although characters are given in the bibliography, they are not included in the notes. An exception is made when you cite an individual work (such as a poem or essay) found in a larger collection and not cited elsewhere in the text or bibliography, for example:

- Xu Wei, “Zhaojun yuan” 昭君怨, in *Xu Wei ji*, 8:870.
- Wu Zhaoqian, “Yu Ji Fucao shu” 與計甫草書, in *Qiuji ji*, 268–69.

Likewise, life dates for cited authors should not be given in notes. You may include life dates for cited authors in the bibliography (this is sometimes done for authors of premodern works).

4.7 Additional Guidelines for Premodern Works and Their Modern Editions

Numerical divisions are separated by periods with no space following each period. No punctuation intervenes between title and identifying number for classical works where the volume and other part divisions remain the same in all editions, for example:

- *Lunyu* 9.17.
- Plato, *Republic* 360e–61b.

If a translation or modern edition was also consulted, note which edition and provide page numbers. For example:

- *Lunyu* 13.5. Translation from Legge, *Confucian Analects*, 312.
- Tanizaki, *Himitsu*, 10. Translation from Chambers, 162–63.

If two or more editions were consulted or if the reprint edition cited reproduces the pages of the original, include information on both editions. All editions consulted (including translations) should be included in the bibliography. For example:

- *Youguai lu*, 1.17a–b (*XXSKQS*, 245:471) where *Youguai lu* is the book title, 1.17a–b are the *juan* and page number in the original printed

edition, 245 is the volume of the collection in which it is reprinted (*Xuxiu Siku quanshu*), and 471 is the page number in the collection.

Note that for Chinese sources, periods separate *juan* number from page number, as in *Quan Jin wen*, 61.1808a–b, referring to *juan* 61, pages 1808a–1808b. Colons separate volume number from page number for multivolume works, as in *Li Shangyin shige jijie*, 1:389–400.

With reference to organization of premodern works in the bibliography: where there is a recognized author or editor, it is preferable to arrange the works by author in the bibliography (and the citation used in the notes should follow the same order). Where authorship is not certain, and the note citation includes the title only, the work should be listed by its title in the bibliography. The point is to allow readers to find the work in your bibliography easily.

4.8 Standard Abbreviations for the Notes and Bibliography

Use abbreviations for volume (vol.), series (ser.), chapter (chap.), century (c.), circa (ca.), months, books of the Bible, dates, etc. Dates given as “ca. sixteenth century” in the text may be given as “ca. 16th c.” in the notes (see CMS 14.150). Use postal abbreviations for states (MA, not Mass.) in the bibliography.

Do not capitalize chap., vol., sec., fol., bk., pl., and the like. Volume, chapter, book, and part numbers should usually be written as arabic numerals, for example, “vol. 1, bk. 3” or “chap. 3.” The exception is when the word “Volume” is a formal part of the title itself, for example, with the *Cambridge History of China*. In such cases, follow the style recommended by the publisher.

Avoid “op. cit.” or “loc. cit.”; use the short title instead (see CMS 14.31).

Use “see” for a cross-reference; use the abbreviation cf. (*confer*, a Latin term meaning “compare”) for a comparison. Cf. should not be used as a substitute for “see” in a footnote cross-reference (see CMS 14.42).