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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.

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I. Organizing and Submitting the Final Manuscript

Please 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

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. 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). Indent block quotations (extracts) on the left by a consistent amount of space throughout the manuscript so that they are easy to spot.

Asian-language characters should be input using one single, uniform font for each language. For traditional Chinese characters we recommend Mingliu/PMingliu because of its large character dictionary and availability of extended fonts; for Japanese text, MS Mincho; for Korean text, Batang. If your manuscript contains a mix of simplified and traditional characters for Chinese, please let us know so we can provide additional instructions. Please indicate the names of the fonts you have used on the manuscript submission checklist that you submit with your final files.

Format your notes as footnotes for now. 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. Footnote numbering should start at "1" in each chapter.

Keep formatting to a minimum, but do make your headings, subheadings, and other components of the text visually distinct. To differentiate levels of headings within a chapter, type <1>, <2>, and <3> using angle brackets, or by using simple formatting such as bold, italics, underlining, etc. Do not assign Microsoft Word styles to different text elements.

1.2 Organizing Your Files

Create one file for the front matter, arranged in this order (not all elements occur in every manuscript; see the *Chicago Manual of Style (CMS)*, 18th edition, section 1.4, for a complete list):

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: Acknowledgments

Next odd-numbered page: Abbreviations, Conventions, or other similar pages.

*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.)

Create a separate file for the introduction, for each numbered chapter, and for the conclusion (or epilogue). If your book is divided into parts, create a title page for each part.

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).

Name and number your files as in the example below, making sure to include your surname and the chapter number, and to indicate the correct sequence in which the files should appear in your book:

000 SURNAME front matter

001 SURNAME introduction

002 SURNAME part 1 title

003 SURNAME chapter 1

004 SURNAME chapter 2

005 SURNAME chapter 3...

006 SURNAME part 2 title...

010 SURNAME conclusion

011 SURNAME appendix 1

012 SURNAME appendix 2

013 SURNAME glossary

014 SURNAME bibliography

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

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 use a file sharing service to transmit them to us.

Fill out the [manuscript submission 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 Compiling a List of Abbreviations

If you abbreviate the names of organizations in your text or if you abbreviate titles in your note and bibliographic citations, you must provide a list of those abbreviations. Some examples follow: ASEAN (Association of Southeast Asian Nations), CCP (Chinese Communist Party), BJSZF (Beijingshi zhengfu), ZZTJ (*Zizhi tongjian*), DR (*Dajō ruiten*), YKZ (*Yanagita Kunio zenshū*). If the phrase being abbreviated is italicized, use italics for the abbreviation too. (For more abbreviation conventions, see *CMS*, chapter 10.)

For abbreviations of cited works, use only the basic information for the citation – usually title and author – and make sure that the form 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 be placed in the front matter if the abbreviations appear in the text and/or footnotes; if they are confined to sources found in the notes and bibliography, then the list can appear in the back matter. 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.

1.4 Including a Conventions Page

It is useful to include a page called “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.

1.5 Submitting Artwork, Tables, and Maps

All illustrations and permissions letters should be sent to us at the same time as the manuscript text. Each illustration or table must be submitted as a separate image file. If final, high-resolution copies of artwork are not yet available, send preliminary versions, 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 download additional artwork and table guidelines, as well as permissions information, from the [Asia Center’s website](#).

1.6 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.

1.7 Double-checking Quoted Text, Cross-References, and URLs

Before submitting your manuscript for production, please double-check all quoted matter against the original sources to ensure the accuracy of both content and source citations. This task is crucial because copyeditors usually cannot access the sources you have used. Also double-check cross-references to other parts or chapters of your own book, as these may have shifted during the process of manuscript revision. Finally, make sure that all URLs are accurate.

II. General Points of House Style

For matters of style – conventions of spelling, capitalization, numbers, abbreviations, and the like – the press follows the most recent editions of the *Chicago Manual of Style* (CMS) and *Merriam Webster's New International Dictionary* (or the abridged *Merriam Webster's Collegiate Dictionary*), all of which are available online. Other standard dictionaries such as the *American Heritage Dictionary of the English Language* may be used; the main goal is to pick one source and use it consistently for spelling. For Japanese conventions, we follow the *Monumenta Nipponica* Style Sheet, available for download at <https://dept.sophia.ac.jp/monumenta/submissions-book-reviews/>.

2.1 Spelling and Punctuation

Use American spellings: adviser (versus advisor), traveled (versus travelled), toward (versus towards), catalog (versus catalogue), etc.

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

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

Avoid the abbreviations e.g., i.e., etc., and the like in the main text. Instead, use their spelled-out forms (for example, namely, in other words). The abbreviations may be used in parentheses and notes. See CMS 10.48 for a list of standard scholarly abbreviations.

2.2 Tense and Voice

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

Although we believe you should avoid *excessive* references to yourself as the author, when you want to outline your arguments it is always better to say something like “In this chapter I will argue...” (active voice, first person), rather than something like “this study will argue” or “xyz will be discussed” (passive voice, third person).

Use the historical 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 5.133).

2.3 Foreign Terms and Proper Nouns Translated into English

Italicize foreign terms as outlined in CMS 11.3 & 11.5. For example:

- There were sixteen *juan* of poetry.
- one of the Korean translations of the term was *soksaram*...
- there is something called *upāya*...
- The festival honors the shrine's eight gods, all of whom are considered vengeful spirits (*goryō*).

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

Note that proper nouns (including names) in a foreign language are capitalized and not italicized when appearing in an English-language context. For example: Yuanxiao, not *Yuanxiao*; Kokugaku, not *Kokugaku*; and Zhanguo, not *zhanguo*.

For transliterated names *presented as glosses*, follow the practice of the language in question when deciding whether to capitalize or lowercase the name. For example:

- The number of cases adjudicated by the Supreme People’s Court of the People’s Republic of China (Zhonghua renmin gongheguo zuigao renmin fayuan) has increased sharply.
- Tokyo School of Fine Arts (Tokyo Bijutsu Gakkō)
- Korean Society of Oriental Neuropsychiatry (Taehan hanbang sin’gyōng chōngsin kwahakhoe)

See [section IV. Asian-Language Text](#), for more information on how to present Asian characters, transliterations, and English translations together.

2.4 Word Compounds and Hyphenation

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 7.96 for guidance. Note that the CMS advocates a “sparse hyphenation policy” and will generally advise against hyphens in words formed with prefixes such as “anti,” “non,” “pre,” “post,” “multi,” “over,” and “under” except before a proper noun or a numeral, within a compound term, and where needed to prevent misreading.

An adjectival phrase or other compound preceding a noun is generally hyphenated for clarity.

Examples:

- the highest-ranking officer
- a well-regarded scientist
- he was part of a group of nineteenth-century reformers . . .

But when such phrases or compounds stand alone or *follow* the noun they modify, hyphenation is usually unnecessary. Examples:

- in the nineteenth century, reformers were talking about . . .
- as a scientist, she was exceptionally well regarded.

The exception, a phrase consisting of an adverb ending in “-ly” plus an adjective, should not be hyphenated.

- excessively long monograph
- highly regarded scientist

Note that the words “early” and “late” when combined with an adjectival phrase need not be hyphenated: late Ming dynasty tombs, early nineteenth-century photographs

2.5 Numbers and Dates

In nontechnical contexts, the numbers zero through one hundred are usually spelled out (e.g., eighty-five but 285), as are the whole numbers one through one hundred followed by *hundred*, *thousand*, or *hundred thousand* (CMS chapter 9). There are a few exceptions that call for numerals instead of spelled-out numbers, for example:

- when a number is combined with "percent" (85 percent)
- when numbers are 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)
- when citing sources in the footnotes and bibliography: 1st ser., vol. 4, p. 10, etc.

Use the form 1920s for decades. Spell out references to lunar months and years: "in the first month of the second year." Spell out references to centuries, for example "in the sixteenth century" in your text, but abbreviate them when they appear in parentheses to indicate life dates, reign dates, or for dating manuscripts and other works, for example: Xue Yongruo's 薛用弱 (fl. 9th c.) *Record of Collected Anomalies* (*Jiyi ji* 集異記).

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 page number ranges in your notes and bibliography following the system outlined in CMS 9.61 and shown below. Use all digits for roman numerals, e.g., xxv–xxviii.

FIRST NUMBER	SECOND NUMBER	EXAMPLES
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, 310 through 399, 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, the war of 1914–18, 1897–1901

2.6 Referencing Parts or Chapters of Your Own Book

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 (CMS 9.28). For example:

- "In chapter 1, the discussion focuses on . . ."
- "See the introduction . . ."
- "See appendix 1 for an outline of . . ."

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 part 3” rather than “will be discussed on p. 200”

2.7 Quotations and Block Extracts

Short quotations, especially those that are not full sentences, can be run into the text as outlined in CMS chapter 12. A hundred words or more can generally be set off as a block extract.

The first word of the quotation can be silently capitalized or lowercased, if appropriate. 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.

See *CMS 12.62* on when to add a period before or after an ellipsis in the body of an extract. Type in the ellipses manually as three spaced periods; do not use Word’s automatic function to insert them.

If you need to add clarifications, corrections of errors, or translations of terms from other languages within quoted material, please enclose these interpolations or translations in square brackets. For example:

- 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, and our typesetters will generally add a thin space between the two (*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 4.2 of these guidelines](#).

2.8 Epigraphs

Different from an extract, an epigraph is a quotation that is “pertinent but not integral to the text” (*CMS 1.41*). Epigraphs may be placed at the beginning of the book or 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 often not necessary to add a footnote citing the work in full, but some authors may wish to do so (especially when dealing with premodern texts that may be more difficult for the reader to track down). In that case, add an unnumbered footnote at the start of the chapter and label it “Epigraph.”

III. Names, Places, Professional Titles,
Historical Periods, Cultural Movements, and More

3.1 East Asian Personal Names

In Chinese, Japanese, and Korean usage, the family name precedes the given name. This practice applies to names appearing in your text discussion as well as in your notes, bibliography, and index (CMS 8.16-8.19). Names that have been anglicized, however, should appear in first, last order. In the following bibliography entries, only the anglicized name Lydia Liu appears in inverted order (with a comma after the family name).

Liu Jin. *Signifying the Local: Media Productions Rendered in Local Languages in Mainland China in the New Millennium*. Leiden: Brill, 2013.

Liu, Lydia H. "The Female Body and Nationalist Discourse: Manchuria in Xiao Hong's *Field of Life and Death*." In *Body, Subject and Power in China*, edited by Angela Zito and Tani E. Barlow, 157-79. University of Chicago Press, 1994.

Mu Rugai 穆儒丐. *Fuzhao chuangye ji* 福昭創業記 (The establishment of Fuzhao). Changchun: Manri wenhua xiehui, 1939.

Noguchi Kakuchū 野口赫宙 *Kofuku no tami* 幸福の民 (The happy people). Tokyo: Nanpō shoin, 1943.

3.2 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 and should follow romanized text (see [section 4.3 of these guidelines](#) as well as CMS 11.99). For example:

- Zeami Motokiyo (ca. 1363–ca. 1443)
- Kim Tong-in 김동인 (1900–1951)
- Edo period (1615–1868)
- Emperor Gaozong 高宗 (r. 1127–1162)

3.3 Names and Titles of Rulers

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 (CMS 8.24).

- Empress Dowager Cixi; the empress dowager of China
- Shogun Yoshimasa; *but* "Yoshimasa was named shogun at the age of eight in 1443..."
- Taizong, emperor of the Tang; *but* Emperor Huizong; Emperor Gaozong, King Wu of Zhou, the the Hongwu emperor*
- Gentleman of Palace Affairs Xie; *but* "Xie served as the gentlemen of palace affairs."

*Endymion Wilkinson’s *Chinese History* has a good discussion of names of rulers by period; see the Style Guide (pages xix-xxvi) in Wilkinson, *Chinese History: A New Manual, Enlarged Sixth Edition* (Harvard University Asia Center, 2022).

3.4 Political Divisions

Words denoting political divisions – from *empire*, *republic*, and *state* down to *province*, *district*, *ward*, and *precinct* – are capitalized when they follow a name and are used as an accepted part of the name (CMS 8.52).

- Tsukushi Province; *but* “in the four northern provinces”
- Haidian District; *but* “the district administrative offices”

3.5 Toponyms

Geographic place names, such as names of oceans, mountains, rivers, and so forth, are capitalized when used as a formal name in an English context: Mount Shosa, Taedong River, Boyang Lake, and so on (CMS 8.54).

3.6 Temples and Sacred Sites

Names of important historical sites, including temples, monasteries, and the like, are also capitalized when translated into English. Some authors may prefer to use the non-English forms.

- Japanese temples: Tōdai Temple (or Tōdaiji)
- Chinese temples: Lingyin Temple (or Lingyin si)
- Korean temples: Haein Temple (or Haeinsa)

3.7 Dynasties and Time Periods

In an English context and combined with the word *dynasty* or *period*, these are usually lowercased:

- Ming dynasty (note that *dynasty* is treated as an era and is lowercased)
- Edo period
- Chosŏn dynasty

3.8 Historical and Cultural Movements; Events and Wars

Names of historical and cultural 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, Tokugawa Shogunate, Meiji Restoration, Tonghak Rebellion, March First Movement, etc. (CMS 8.80).

3.9 Political Parties and Ideals

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 generally not capitalized (CMS 8.67).

IV. Asian-Language Text

4.1 Romanization of East Asian Languages

For Chinese, use the Pinyin romanization system (without tone marks) consistently throughout, except when citing older book titles that have been romanized using the Wade-Giles system. Group words into semantic units. A good resource on the basic rules of Hanyu Pinyin orthography 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*). 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 sheet).

For Korean, use the McCune-Reischauer system of romanization.

4.2 Inclusion of Asian Characters/Romanization for Quoted Material

Whether to include original 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. 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.

4.3 Inclusion of Asian Characters/Romanization for Proper Nouns, Terms, and Phrases

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 or reign dates should follow characters. 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).

4.3.1. Examples for Personal Names:

- Narushima Ryūhoku 成島柳北 (1837–1884)
- Sima Yu 司馬昱, the future Jin Emperor Jianwen 簡文 (r. 371–372)
- Ch'oe Sō-hae 崔曙海 (1901–1932)

4.3.2. Examples for Place Names, Names of Companies, Schools, and Organizations, and Other Proper Nouns:

Please provide the English translation first and enclose the characters and their romanization in parentheses (romanization precedes characters if both are present). Note that proper nouns, like personal names, are set in roman, not italics, when written in a foreign language. Follow the convention of the language on whether or not to capitalize the transliterated version of the name.

- 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 first is about the Bureau of Rites Administration (Changyewōn 掌禮院) . . .
- Two institutions played a significant role in the dissemination of Russian language and culture: the Tokyo School of Foreign Languages (Tōkyō gaikokugo gakkō 東京外國語學校) and the Saint Nicholas Theological School (Nikorai shingakkō ニコライ神學校).

4.3.3. Examples for Words, Descriptive Terms, and Short Phrases:

Please provide the English translation first and enclose the characters and their romanization in parentheses (romanization precedes characters). Common words and descriptive terms are lowercased and set in italics:

- what makes one a noble man (*junzi* 君子)?
- The idea of “society” (*qun* 群, later *shehui* 社會) first became popular . . .
- . . .sometimes written with the character for grass (*shigusa* 仕草, also 仕種)
- The prohibition of a young widow’s remarriage was seen as respecting her fidelity (*sung chōrūi* 崇節義) and commemorating her sense of honor (*sang yōmch’i* 尙廉恥).
- *Waka* (和歌) was an aristocratic (*kuge* 貴族) practice that first expanded to elite warriors (*bushi* 武士).

4.3.4. Examples for Longer Run-in Quotations:

Do not include romanization for sentence-length, run-in quotations. We recommend a style in which East Asian characters are enclosed within parentheses following the English translated text, for example:

When he is defeated by Song Ru and the formerly captive magistrate in battle, Shi Yi defiantly faces his imminent death, singing: “You were once a pheasant in my cage, but today I have become a dragon out of water. There is nothing left but to die.” (你曾作我籠中之雉，我今日成失水之龍。有死而已。)²

4.4 How to Present Titles of Foreign-Language Works (and Their English Translations)

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 widely (or more commonly) known in English or referencing a particular, established translation, please give preference to the English translated title. You may optionally include the original title and its romanized spelling in parentheses. Capitalize the romanized version of the foreign-language title in sentence case: that is, capitalize only the first word and any proper nouns (see CMS 11.8).

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

- *Dream of the Red Chamber* (*Honglou meng* 红楼梦)
- *Tales of Ise* (*Ise monogatari* 伊勢物語)
- *Memorabilia of the Three Kingdoms* (*Samguk yusa* 三國遺事)

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

- “Diary of a Madman” (“Kuangren riji” 狂人日記)
- “The Sound of Hammering” (“Tokatonton” トカトントン)
- “The Million-Dollar Girl” (“Puõng’nyõ” 부억녀)

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 and enclose your translation in parentheses after the original title.

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

- *Yi peng xue* 一捧雪 (A fistful of snow)
- *Shinchōki shūi* (Sequel to the account of Nobunaga, 1776)
- *Hyangyak kugūppang* 鄉藥救急方 (Prescriptions of local botanicals for emergency use)

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

- “Chun xiao” 春晓 (Spring night)
- “Enkōin no sumō” 袁航院の角力 (Sumo on the high seas)

See CMS 11.8-11.12 for more examples and details on foreign-language titles. Note that CMS outlines an alternate way to present titles with well-known, established translations while still giving preference to the original title, as in this example:

- *Shanhaijing* 山海經 (*The Classic of Mountains and Seas*)
- *Kokin Wakashū* 古今和歌集 (*The First Imperial Anthology of Japanese Poetry*)

Authors who are dealing predominantly with works that have been translated and published into English may choose to adopt this style.

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 5.7](#) of these guidelines has some examples of how to cite original text and English translation together.

4.5 Bilingual Block Quotations (Prose)

Extracts with East Asian characters plus English translation are best presented with English translation first, directly followed by original CJK texts. Place the footnote marker at the end of the entire block. Use CJK punctuation marks within CJK block extracts. For example:

When one's thoughts communicate with the numinous and one's brush moves mysteriously, one's spirit matches with transformation and the transformations come forth without set pattern. . . . Obscure thought then enters into the smallest spaces, and one's uninhibited *qi* spreads through the entire cosmos. Ghosts and gods come and go as one chases the tenuous and grasps the subtle. It is a process that cannot be captured in the fish trap of words or images.
 及乎意與靈通，筆與冥運，神將化合，變出無方。...幽思入於毫間，逸氣彌於宇內。鬼出神入，追虛捕微。則非言象筌蹄所能存亡也。³³

4.6 Bilingual Block Quotations (Verse)

Most shorter poems can be given in two columns, as shown below. Place the footnote marker at the end of the last English line. If you are discussing several snippets of verse or passages from the same source, you may alternatively choose to add the footnote marker to the text that introduces the passages.

荒簷數蝶懸蛛網	By leaf-strewn eaves several butterflies hang in a spider's web;
空屋孤螢入燕巢	in the empty room a lone firefly enters the nest of swallows. ³³

V. 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) in a short, concise format, and full publication details are given in the bibliography. For works without a bibliography, the full citation details for each source are repeated at the first appearance in a new chapter.

CMS chap. 13 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.

5.1 The Short-Title Format

In your notes, use the short-title format—that is, author’s surname, shortened title (if the title of the work is longer than four words), page numbers. Give the full citation in the bibliography (CMS 13.32).

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 or four major/key words, and an initial article (a, an, the) may be dropped. For example:

Shortened book citation in a note:

Chu, *Reinventing Examination and the State*.

Entry in a bibliography:

Chu, Shiuon. *Reinventing Examination and the State in Twentieth-Century China and Taiwan*.
Cambridge, MA: Harvard University Asia Center, 2025.

There are a few exceptions to the short-title format, such as for dictionary entries, newspaper articles, and magazine articles. These are typically given in full in the footnotes and excluded from the bibliography as outlined in CMS 14.87, 14.96, and 14.130.

5.2 Multiple Citations in the Same Note

Multiple citations in the same note are separated by semicolons. Use “and” before the final item.

See James, *Varieties of Religious Experience*; Proudfoot, *Religious Experience*; Jay, *Songs of Experience*; and Taves, *Fits, Trances, and Visions*.

Multiple works by the same author can be grouped together (if there are two) or separated by commas (if there are three or more):

See for example M. Brown, *Politics of Mourning*; J. Chen, *Anecdote*, chapters 3–6; Knapp, *Selfless Offspring* and “Accounts of Filial Sons”; and Radice, “Method Mourning.”

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 (CMS 13.23 and 13.35).

When using short-title format, please avoid “ibid.” for subsequent citations (the short-title format is already short enough, and “ibid” risks obscuring the source, particularly in electronic formats). Also avoid “op. cit.” or “loc. cit.”; use the short title instead (CMS 13.37).

5.3 Substance and Length of Notes

All quoted text should have a footnote indicating the source. Place the footnote marker at the end of the quotation or block extract. 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 (CMS 13.60).

5.4 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 2.6

Referencing Parts or Chapters of Your Own Book for more on the list of abbreviations.

5.5 How to Arrange the Bibliography: Alphabetically by Author’s Last Name

Multiple works by the same author are arranged alphabetically by title (CMS 13.69-70). Please spell out the author’s name rather than using the 3-em dash. An initial a, an, or the is ignored in alphabetizing:

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

Schwartz, Benjamin I. *In Search of Wealth and Power: Yen Fu and the West*. Harvard University Press. 1964.

Schwartz, Benjamin I. *The World of Thought in Ancient China*. Harvard University Press. 1985.

All works by the same person – whether that person is author, editor, translator, or compiler – appear together in alphabetical order. Please spell out the author’s name rather than using the 3-em dash.

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*. University of Hawai'i Press, 2008.

Fong, Grace S., Qian Nanxiu, 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.

5.6 East Asian Names in Notes and Bibliography

Chinese, Japanese, and Korean names are written with the family name first except where an individual has adopted an Anglicized given name. This practice can be followed in English-language contexts, too. (CMS 8.16-8.18).

In footnote citations: In general, follow standard practice for East Asian names and give the family name first when citing either a work in the original East Asian language or an English-language work.

See Li Wai-yee, "Taohuabian" *de lishi*.

In the bibliography: East Asian names are transcribed without a comma.

Li Wai-yee. "Taohuabian" *de lishi* . . . 《桃花扇》的歷史再現與第二代記憶 ["The Representation of History and Second Generation Memory in *Peach Blossom Fan*"], 《桃花扇新視野》 (*New Perspectives on Peach Blossom Fan*), edited by Xu Yongming. Hangzhou: Zhejiang guji chubanshe.

5.7 Inclusion of Asian Characters and English Translation in Notes and Bibliography

The general rule: East Asian characters for cited authors and titles of works may appear in the bibliography but are NOT included in the notes.

In footnote citations: Do not include Asian characters for authors' names or titles of works in footnote citations. Some exceptions to this rule will apply, for example if you are citing a smaller work or archival document within a larger collection or series, and your bibliography only gives the name of the larger collection. In the example below, the collection *Rongzhai suibi* 容齋隨筆 appears in the bibliography, but the work "Sihai yiye 四海一也" does not:

In the bibliography: Do include Asian characters for cited authors and titles of works in the bibliography. But do not include characters for names of journals and publishing houses; romanization alone will suffice. Do not translate names of foreign publishing houses but write them in their romanized forms, for example: Beijing renmin chubanshe or Shanghai guji chubanshe. Also see other examples throughout this section.

Footnote citation: Hong Mai, "Sihai yiye" 四海一也, in *Rongzhai suibi*, 1:33.

Bibliography entry: Hong Mai 洪邁. *Rongzhai suibi* 容齋隨筆. 2 vols. Shanghai: Shanghai guji chubanshe, 1978.

Translations: English translations of titles of works written in other languages may be added in brackets at your discretion. In the first example below, the author chose not to add English translations; in the second and third examples, the author added English translations.

1. Gu Lingsen 顧聆森. "Lüelun 'Wumen qupai'" 略論“吳門曲派.” *Suzhou daxue xuebao* 1 (1992): 86–89.
2. Chang Ch'un-sik 장춘식. *Ilche kangjoŋgi Chungguk ũ Hanin iju munhak* 일제 강점기 중국의 한인 이주 문학 [The literature of Korean immigrants in China during the Japanese colonial period]. Seoul: San kwa kuŭ, 2011.
3. Hong Mai 洪邁. *Rongzhai suibi* 容齋隨筆 [Spontaneous essays of the Studio of Forbearance]. 2 vols. Shanghai: Shanghai guji chubanshe, 1978.
4. Chō Kyō 張競. "Jō" no bunkashi: Chūgokujin no mentariti 「情」の文化史: 中国人のメンタリテイー [The cultural history of jō: The Chinese mentality]. Tokyo: Kadokawa gakugei shuppan, 2008.

5.8 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. Use postal abbreviations for states (MA, not Mass.) in the bibliography. Use “see” for a cross-reference; use the abbreviation cf. (*confer*, a Latin term meaning “compare”) for a comparison.

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.

5.9 Additional Guidelines for Premodern Works and Their Modern Editions

No punctuation intervenes between title and identifying number for classical works where the volume and other part divisions remain the same in all editions (see CMS 14.143-14,146). Numerical divisions in premodern manuscripts are separated by periods with no space following each period. A period (.) separates a chapter or scroll number from a page number, even when the volume in question is continuously paginated. For example:

- *Lunyu* 9.17.
- *Mencius* 5b.8

Lowercase letters following page numbers indicate recto (a) and verso (b) pages or horizontal registers.

- Plato, *Republic* 360e–61b.
- *Siku quanshu*, 481b–82a.

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, “The Secret,” 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:

- Footnote citation: *Dushu sheng*, 1:3b.
- Bibliography entry: *Dushu sheng* 讀書聲. 2 *juan*. Manuscript, n.d. Facsimile reprint in *Guben xiqu congkan* 古本戲曲叢刊, ser. 3, vol. 84.
- Bibliography entry for the collection: *Guben xiqu congkan san ji* 古本戲曲叢刊三集 [Third series of the Collection of Ancient Chinese Operas]. Comp. by Guben xiqu congkan bianji weiyuanhui 古本戲曲叢刊編輯委員會. Shanghai: Shangwu yinshuguan, 1954.

For modern editions that have multiple volumes, citations should give the volume number first, followed by a colon, followed by the page number. In this example, the author is citing from volume 4, page 1256 of the modern edition of *Rizhi lu* 日知錄:

- Footnote citation: Gu Yanwu, *Rizhi lu*, *juan* 22, in *Rizi lu jishi* 4:1256.
- Bibliography entry : Gu Yanwu 顧炎武. *Rizhi lu jishi* 日知錄集釋 [Record of daily knowledge]. 6 vols. Annotated by Huang Rucheng 黃汝成. Zhejiang: Zhejiang guji chubanshe, 2013.

For premodern works included in your bibliography: where there is a recognized author or editor, please arrange the works alphabetically by author in the bibliography (and the citation used in the notes should follow the same order). Where authorship is not certain, and/or the note citation includes the title only, please alphabetize the work by its title in the bibliography. The point is to allow readers to find the work in your bibliography easily. For example:

- Footnote citation: *Hou Han shu* 34.1175.
- Bibliography entry: *Hou Han shu* 後漢書. Compiled by Fan Ye 范曄 (398–445). Beijing: Zhonghua shuju, 1965, 2001.

5.10 Archival Sources and Manuscript Collections

In the footnotes, give the author, title and date of the item, name of the collection, and name of the depository. Use the abbreviated reference format provided by the institution in addition to a title or description, date, and other relevant information. In the bibliography, give the name and location of the institution housing the archive. Abbreviations may be used to shorten the length of each footnote citation. Citations to sources in a digital archive should follow the same general format as for print sources, with the relevant URL included in the bibliography. For more on archival sources see CMS 14.193, and for manuscript collections see CMS 14.199–14.129.

5.11 Sample Bibliographic Entries and Note Citations

The following table contains examples of notes and bibliography entries from previously published Asia Center books. There are sample entries for works written in Asian languages and for works translated into English. Please consult chapters 13 and 14 in the CMS for more examples or ask your editor for specific questions that aren't covered here.

Note that the 18th edition of the *Chicago Manual of Style* recommends omitting the place of publication for works published since 1900 (see CMS 14.30 and 14.31). Recognizing that this shift may need to be implemented gradually, the Asia Center recommends that authors omit the place of publication for well-known US presses but retain it for overseas presses, especially those presses publishing in languages other than English.

5.11.1 BOOKS

Citation for an English-language book:

Footnote Citation

Eno, *The Confucian Creation of Heaven*, 17–25. [when citing a page range]

Bibliography Entry

Eno, Robert. *The Confucian Creation of Heaven*. State University of New York Press, 1990.

Footnote Citation

Bumbacher, *The Fragments of the “Daoxue zhuan.”* [when citing the entire book]

Bibliography Entry

Bumbacher, Stephen. *The Fragments of the “Daoxue zhuan”: Critical Edition, Translation, and Analysis of a Medieval Collection of Daoist Biographies*. Frankfurt: Peter Lang, 2010.

Citation for a foreign-language book with an optional translated title:

Footnote Citation

Fu Weixun, *Cong chuangzao de quanshixue*, chap. 4. [when citing a chapter]

Bibliography Entry

Fu Weixun 傅偉勳. *Cong chuangzao de quanshixue dao Dasheng Fojiao* 從創造的詮釋學到大乘佛教 [From Creative Hermeneutics to Mahāyāna Buddhism]. Taipei: Dongda, 1990.

Citation for a foreign-language book without a translated title:

Footnote Citation

Chu Renhuo, *Jianhu ji*.

Bibliography Entry

Chu Renhuo 褚人穫. *Jianhu ji* 堅瓠集. 4 vols. Hangzhou: Zhejiang renmin chubanshe, 1986.

Citation for an author plus translator (or author plus editor) within one work:

Footnote Citation

Narushima, *New Chronicles of Yanagibashi*.

Bibliography Entry

Narushima Ryūhoku. *New Chronicles of Yanagibashi and Diary of a Journey to the West: Narushima Ryūhoku Reports from Home and Abroad*. Translated by Matthew Fraleigh. Cornell East Asia Program, 2010.

Citation for a specific volume within a multivolume work:

Footnote Citation

Robinet, *La révélation*, 2:171–74.

Bibliography Entry

La révélation du Shangqing dans l'histoire du Taoïsme. 2 vols. Paris: École Française d'Extrême-Orient, 1984.

Citations consulting an original edition and a separate English translation:

Footnote Citations

Lunyu 15.20; D. C. Lau, *The Analects*, 15.20, 135.

Liji, vol. 1, 1.2b (1:1230); Legge, *Li Chi*, 1:62.

Bibliography Entries

Cheng Shude 程樹德, ed. and comm. *Lunyu jishi* 論語集釋. 4 vols. Beijing: Zhonghua zhuji, 1990.

Lau, D. C., trans. *Confucius: The Analects*. Penguin Books, 1979.

Liji. *Liji zhengyi* 禮記正義. In Ruan Yuan 阮元, *Shisanjing zhushu* 十三經注疏校. Reprint. Taipei: Dahua, 1982.

Legge, James. *Li Chi: Book of Rites*. 2 vols. New York: University Books, 1885.

Citation for a book whose author is an organization:

Footnote Citation

Dongbei xiandai wenxue shi bianxiezu, *Dongbei xiandai wenxue shi*.

Bibliography Entry

Dongbei xiandai wenxue shi bianxiezu 東北現代文學史編寫組 (Editorial Committee for A History of Modern Northeast). *Dongbei xiandai wenxue shi* 東北現代文學史 (*A History of Modern Literature in the Northeast*). Shenyang: Shenyang chubanshe, 1989.

Citation for an author with two name forms or writing in another language:

Footnote Citation

Ge Haowen, "Guanwai de xiangtu wenxue."

Bibliography Entry

Ge Haowen 葛浩文 (Howard Goldblatt). "Guanwai de xiangtu wenxue" 關外的鄉土文學 [Native-soil literature beyond the Pass]. In Ge Haowen wenji: lun Zhongguo wenxue 葛浩文文集：論中國文學 [Collection of Ge Haowen on Chinese Literature], 34–40. Beijing: Xiandai she, 2014.

5.11.2 JOURNAL ARTICLES

Citation for an English-language journal article:

Footnote Citation

Shih-Hsiang Chen, "Innovation in Chinese Biographical Writing," 50.

Bibliography Entry

Chen, Shih-Hsiang. "An Innovation in Chinese Biographical Writing." *Far Eastern Quarterly* 13, no. 1 (November 1953): 49–62.

Citation for an English-language journal article with a shortened note citation:

Footnote Citation

Bhabha, "Signs Taken for Wonders."

Bibliography Entry

Bhabha, Homi K. "Signs Taken for Wonders: Questions of Ambivalence and Authority under a Tree Outside Delhi, May 1817." *Critical Inquiry* 12, no. 1 (1985): 144–65.

Citation for a Chinese-language journal article:

Footnote Citation

An Su-kil, "Fuyi nü," 116–19.

Bibliography Entry

An Su-kil 安守吉. "Fuyi nü" 富億女 [The million-dollar girl]. *Xin Manzhou* 新滿洲 3, no. 11 (1941): 116–19.

Citation for a Japanese-language journal article:

Footnote Citation

Yamaguchi, "'Chōwa' to 'kakushin,'" 245–56.

Bibliography Entry

Yamaguchi Aki 山口亜紀. "'Chōwa' to 'kakushin': Kishimoto Nobuta ni okeru hikaku shūkyō kenkyū" 『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]. *Nanzan shūkyō kyōiku* 7 (2000): 239–71.

Journal with volume numbers but no issue numbers:

*(In the bibliography, do not add a comma after the journal title; **do** include a month+year or season+year.)*

Footnote Citation

Hu Guangping, "Han Xiaochuang shengping," 95.

Bibliography Entry

Hu Guangping 胡光平. "Han Xiaochuang shengping jiqi zuopin kaocha ji" 韓小窗生平及其作品考查記. *Wenxue yichan zengkan* 12 (1963): 90–100.

Journal with issue numbers but no volume number:

(In the bibliography, add a comma after the journal title.)

Footnote Citation

Ma and Atwood, "'Shengwu qinzheng lu,'" 58.

Bibliography Entry

Ma Xiaolin 馬曉林 and Christopher Atwood [Ai Wude 艾鶩德]. "'Shengwu qinzheng lu' yu jindai xibei shidixue" 《聖武親征錄》與近代西北史地學. *Wenxian shuangyuekan*, no. 193 (May 2022): 56–72.

Journal article consulted online:

(Use a DOI formatted as a URL; access dates are generally not required.)

Footnote Citation

Gao, "Idea of the Anavatapta Lake," 2.

Bibliography Entry

Gao Yang 高陽. "The Idea of the Anavatapta Lake in India and Its Adoption in East Asia." *Religions* 11, no. 3 (2020): 1–16. <https://doi.org/10.3390/rel11030134>.

5.11.3 EDITED VOLUMES AND MULTIVOLUME WORKS

Article or essay in an edited volume:

Footnote Citation

Deuchler, "Reject the False," 375–76.

Bibliography Entry

Deuchler, Martina. "Reject the False and Uphold the Straight: Attitudes toward Heterodox Thought in Early Yi Korea." In *The Rise of Neo-Confucianism in Korea*, edited by Wm. Theodore de Bary and JaHyun Kim Haboush, 375–410. Columbia University Press, 1985.

Article in a multivolume scholarly history:

Footnote Citation

Bolitho, "Tempō Crisis," 155.

Bibliography Entry

Bolitho, Harold. "The Tempō Crisis." In *Cambridge History of Japan*, vol. 5, *The Nineteenth Century*, edited by Marius B. Jansen, 116–67. Cambridge University Press, 1989.

Work published in multiple volumes:

(If multiple volumes are cited in the notes, give the total number of volumes in the bibliography.)

Footnote Citation

Hawkes and Minford, *The Story of the Stone*, 2:102.

Bibliography Entry

Hawkes, David, and John Minford, trans. *The Story of the Stone*. 5 vols. Penguin Books, 1973–86.

Collected works of a single author:

Footnote Citation

Zhu Xi ji 18.730.

Xiao Jun quanji, 10:181.

Bibliography Entry

Zhu Xi 朱熹. *Zhu Xi ji* 朱熹集. Edited by Yin Bo 尹波 and Guo Qi 郭齊. 10 vols. Chengdu: Sichuan jiaoyu chubanshe, 1996.

Xiao Jun 蕭軍. *Xiao Jun quanji* 蕭軍全集 (Complete works of Xiao Jun). Vol. 1. Beijing: Huaxia chubanshe, 2008.

5.11.4 ARCHIVAL SOURCES

Government or municipal archive:

Footnote Citations

"The DPRK Attitude Toward the So-Called 'Cultural Revolution' in China," March 7, 1967, HPPP. Postmaster's Circular 282, February 22, 1912, in *Circulars Nos. 262-389*, 77, TMA.

Archival Collections Listed in a Separate Section in Bibliography

HPPP: History and Public Policy Program. Wilson Center Digital Archive. Woodrow Wilson Center for International Scholars, Washington, DC. <https://digitalarchive.wilsoncenter.org/>.
TMA: Tianjin Municipal Archives (Tianjinshi danganguan 天津市檔案館), Tianjin, China.

Manuscript collection:

Footnote Citation

Author Last Name, First Name. "Title of Item." Date. Name of Collection (Collection Number), Box Number, Folder Number. Name of Repository, Location.

Bibliography Entry

Author Last Name, First Name. *Name of Collection*. Collection Number. Name of Repository, Location.

5.11.5 WORKS WITHIN COMPENDIUMS AND COMPILATIONS

Some works are cited as **discrete texts** contained within larger compendiums or collected works. In such cases, the **compendium itself** should appear in the bibliography as a **master entry**, and the individual work should be cited in the notes using either its **title** or a **standard abbreviation**. If abbreviations are used, they must be listed in an **Abbreviations** section.

Book-length work within a compendium (cited by abbreviation):

In this model, the compendium appears once in the bibliography as a master entry, while individual works are cited in the notes by title and location using a standard abbreviation.

Footnote Citation

Quan Jin wen, in YKJ, 61.1808a-b.

Bibliography Entry (Master Entry)

Yan Kejun 嚴可均, comp. *Quan Shanggu Sandai Qin Han Sanguo Liuchao wen* 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.

Abbreviations List

YKJ Yan Kejun 嚴可均, comp. *Quan Shanggu Sandai Qin Han Sanguo Liuchao wen*

Work primarily referred to by its title:

When a compendium is commonly cited by its title rather than by editor or compiler, list the full work in the bibliography and cite it in the notes by title, volume, and page number.

Footnote Citation

Suwenxue congkan, 200:101.

Bibliography Entry

Suwenxue congkan 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.

Work with no known author or with contested authorship:

For classical or premodern works with unknown or disputed authorship, list the title first in the bibliography, followed by information on the annotator, editor, or modern edition consulted.

Footnote Citation

Chunqiu Zuozhuan zhu, 4:1421.

Bibliography Entry

Chunqiu Zuozhuan zhu 春秋左傳注. Annotated by Yang Bojun 楊伯峻. Beijing: Zhonghua shuju, 1990.

5.11.6 DISSERTATIONS AND THESES

Dissertations and theses should be cited in full in the bibliography and referred to in the notes using the author's surname and a shortened title.

Doctoral dissertation

Footnote Citation

S.-W. Park, "Emergence of a Factory Labor Force."

Bibliography Entry

Park, Soon-Won. "The Emergence of a Factory Labor Force in Colonial Korea: A Case Study of the Onoda Cement Factory." PhD diss., Harvard University, 1985.

Master's thesis

Footnote Citation

Chao Song, "Wan Qing qujia."

Bibliography Entry

Chao Song 晁崧. "Wan Qing qujia Xu Shanchang yanjiu" 晚清曲家許善長研究. M.A. thesis, Nanjing Normal University.