II. Basic Style  
(adapted from R. J. Cutter, "Style")

A. Style refers here to the way one handles such basic and extremely important elements of scholarly writing as line spacing (always double-space), punctuation, spelling, romanization, capitalization, numbers, quotations, notes, and bibliographies. It is impossible to overemphasize the necessity of using accepted conventions of style. Ideas and the results of research are judged not only by what is said but also by the form in which they are presented. The reader, whether it is a professor reading a paper or an editor reading an article or book submitted for publication, is much more likely to be convinced that the work is sound if it is stylistically professional. If a student or scholar is not careful about following accepted stylistic conventions, the reader is likely to grow impatient and to assume that the student or scholar may have been equally as careless about basic research methodology. Therefore, in this unit the emphasis is on acceptable stylistic usage. The stylistic conventions presented here mainly follow those of The Chicago Manual of Style 15th ed. (see 2.2 below).

B. Style manuals. A number of good style manuals show how to write up and document research. Such works include:


The style sheets of The Journal of the American Oriental Society, Harvard Journal of Asiatic Studies, and Asia Major are also useful.

C. Romanization. Since it is a non-alphabetic script, several systems of spelling Chinese have been worked out in modern times for purposes of teaching Chinese and for writing about China in other languages. Those most commonly encountered in English language scholarship on China are pinyin, Wade-Giles, Gwoyeu Lwomaatzyh 國語羅馬字, and Yale. You should familiarize yourself with all of these and with others (notably the French system) as well. The preferred romanizations for scholarly writing are pinyin and Wade-Giles, though a good case can be made for Gwoyeu Lwomaatzyh. Unless there is a good reason to use one of the others, use one of these. For Japanese, use the modified Hepburn system (as found in Nelson's Japanese-English Character Dictionary). A section on Chinese and Japanese romanization is included in The Chicago Manual of Style. For a more comprehensive treatment, the following guides to romanization may be consulted:


D. Hyphenation Hyphens are used in the Wade-Giles system, where the convention is to hyphenate all polysyllabic words and other combinations that seem to form a group. In pinyin the syllables are grouped together to form words.
It is sometimes necessary to insert an apostrophe to resolve potential ambiguities (i.e., Changan could be read as both Chang’an or Cha’gan):

- Chung-hua shu-chü 中華書局 Zhonghu shuju
- Chung-wen ta tzu-tien 中文大辭典 Zhongwen da cidian
- Shib ching or Shib-ching 詩經 Shibing
- Wen hsüan or Wen-hsüan 文選 Wenxuan (as the title of the famous book)
- Wen-hsüan 文選 wenxuan (as a word meaning “anthology” or “literary selections”)
- Ta-lu tsa-chih 大陸雜誌 Dalu zazhi

E. Capitalization In romanizing the names of persons from Chinese or Japanese, capitalize only the first letter of the surname and the first letter of the given name:

- Cao Pi or T’sao P’i 曹丕
- Li Fuyan or Li Fu-yen 李復言
- Ouyang Xiu or Ou-yang Hsiu 歐陽修
- Sima Xiangru or Ssu-ma Hsiang-ju (sometimes Szu-ma) 司馬相如
- Yoshikawa Kōjirō 吉川幸次郎

For Chinese place names, capitalize the first letter of the first syllable:

- Beijing or Peking 北京
- Chang’an or Ch’ang-an 長安
- Zhongguo or Chung-kuo 中國

When romanizing the titles of books and articles written in Chinese or Japanese, capitalize only the first letter of the first syllable and the first letter of any proper nouns. Remember that the titles of books and periodicals are italicized. If you do not have an italic font, use underlining to indicate italics. The titles of articles are placed in quotation marks:

- Quan T’ang shi (or Ch’üan T’ang shih) 全唐詩
- Han shu 漢書
- Chu-xue ji or (Ch’u-hsüeh chi) 初學記
- Senkokusaku seikai 戰國策正解
- “Cao Zhi de dongwu fu” (or “T’ao Chih te tung-wu fu”) 曹植的動物賦
- “Lüe tan Yuan Haowen de Xu Yi Jian zhi” (or “Lüeh t’an Yuann Hao-wen te Hsü I Chien chih”) 略談元好問的續夷堅志

Using underlining to show italics, the first item above would be Quan T’ang shi or Ch’üan T’ang shih. Note that spaces are not underlined.

G. Italicization. Romanized words appearing in an English sentence must be italicized (or underlined) if they are not proper nouns:

- Cao Pi considered qi 氣 to be important.
- We have a number of ritual yuefu 樂府 from Han times.
- In Chu ci 楚辭 the word lan 蘭 does not refer to the orchid, but to the thoroughwort.
- “The term yue (also read húo) seems to refer to a variety of bohmeria nivea (also known as zhù 學、紬, ‘grass cloth, sack cloth, or ramie’). It is read yüe when referring to the cloth itself and is read húo when refer-
ring to the plant (adapted from Knechtges).

In the first two sentences above, since Cao Pi and Han are proper nouns (i.e., the names of a person and a dynasty) they are not italicized.

Remember that the names of places, the titles of poems or articles, and the titles of chapters or other parts of a larger work, are not italicized:

He lived in Nanjing 南京.

Bai Juyi 白居易 wrote “Chang hen ge” 長恨歌.

“Yue ling” 月令 is a part of the Li ji 禮記.

H. Notes. Style manuals recognize two main methods of citation for scholarly works. One of these, referred to as the author-date system, calls for parenthetical documentation using the author’s name and the date of publication right in the text. A list of references or sources then appears at the end of the book or article. This method is most commonly used in the natural and social sciences, though it has been taken up by the Modern Language Association and some works in the field of Chinese studies do employ it.

The other main method, sometimes called the humanities style, is the more traditional means of documentation by using notes, either endnotes or footnotes. While familiarity with both methods of citation is important, the use of notes is the preference of most Sinologists writing about pre-modern China. Generally speaking, papers, dissertations, articles, and books on traditional Chinese literature or history intended for publication should use this style of documentation. Until one is used to writing scholarly notes in the humanities style, it is important to study acceptable style sheets and manuals. I strongly urge reading chapter 15 of The Chicago Manual of Style.

There are several software programs that can be used to format your citations. If you are continuing on in the field, I recommend you invest in EndnoteX™ which is set up to reproduce notes in all styles, and to automatically compile bibliographies. It also has a series of filters that allow you to connect directly to library catalogs and download information directly into their reference files (I will demonstrate in class).

Examples of many of kinds of notes relevant to writing about China will be found below. When writing a paper for class, double-space everything, including notes, unless told otherwise.

1. Sample Notes. Citing Chinese and Japanese works often presents special problems. For instance, Chinese juan 卷 (originally meaning “scrolls”) are not exactly volumes. They are more like fascicles and are not treated in notes in quite the same way as volumes. A widely used method is to put a period (.) between juan and page numbers. Usually, there is no reason to refer to ce 册 or han 函, although exceptions do occur. For old style Chinese pages, use a letter “a” for the first (recto) half of the page and a letter “b” for the second (verso) half (see fig. 1). In large format texts in which old-style pages have been reproduced four to a page, give both the modern citation and the traditional citation (see fig. 3). In order to show correct note form and to demonstrate how to cite East Asian works in particular, sample notes to works in both Western and East Asian languages are given below. The examples provide a first, full reference followed by a shortened form that may be used after the first occurrence:

a. Book by a Single Author


2Frankel, The Flowering Plum and the Palace Lady, 212.

b. Two Authors

1Schipper, The Taoist Body, 26.


3Smith and Daniel, The Chicken Book, 75.

c. Three Authors


5Leslie, Mackerras, and Wang, Essays on the Sources for Chinese History, 29.

d. More than Three Authors, Compilers, or Editors


7Ji, Siku quanshu zong mu, 2:1715.

e. No Author Given


9San Cao ziliao huibian, 56.

f. No Author Given; Name Supplied

10Robert Howlett, The Royal Pastime of Cock-fighting, or The Art of Breeding, Feeding, Fighting, and Curing Cocks of the Game. Published purely for the good, and benefit of all such as take Delight in that Royal, and Warlike Sport. To which is Prefixed, A short Treatise, wherein Cocking is proved not only Ancient and Honourable, but also Useful, and Profitable (1709; reprint, Hill Brow, Hampshire: Spur Publications, 1973), 31.


g. Institution, Association, or the Like as Author


13Beida, Wei Jin Nanbeichao wenxueshi cankao ziliao, 125.

h. Editor or Compiler as Author


15Lü, Zhongguo lidai guanzhi da cidian, 201.


17Yuan, Zhongguo shenhua chuanshuo cidian, 367.

i. Author’s Work Translated by Another

12Wang, *Han Civilization*, 5.

j. Author’s Collected Works


k. Separately Titled Volume in a Multivolume Work with a General Title and One Author, Translator, or Editor


l. Book in a Series


m. Paperback Series


n. An Edition Other than the First


24Chen, *San guo zhi*, 34.907.

o. Articles in Journals and Magazines


30Graham, “The Date and Composition of Lichtzyy,” 155.


32Andersen, “Pop Goes the Culture,” 69.

p. Articles in Encyclopedias and Similar Works

q. Newspapers


r. Reviews


s. Unpublished Materials: Theses and Dissertations


“Schmidt,”Han Yü and His Ku-shih Poetry,” 117.

t. Works Contained in congshu 叢書 (Collectanea) and Other Collections


“Chunqiu Zuo zhuan zhengyi, 51.16a.

“Su Xun 蘇洵 (1009–66), Shi fa 諡法 [Rules for Posthumous Names], 3.3b–4a, in Qian Xizuo 錢照祚 (d. 1844), comp., Zhu cong bielu 珠叢別錄 (Bbcs ed.).

“Huainanzi 淮南子, 18.13b (Sbby ed.).

“Huainanzi, 18.13a.

u. Classical References

Although one will often want to refer to specific editions, certain canonical texts may be cited in special, shorter ways when the edition used is not important:

Mao shi 毛詩: Cite the text of a Shijing 詩經 poem according to the Mao number and the stanza; Mao 30/4 means poem number 30, the fourth stanza.

Zuo zhuan 左傳: Refer to the reign year; Zuozhuan, Yin 1 means the passage is found in the first year of the reign of Duke Yin 隱公.

Lun yu 論語 and Mengzi 孟子: Give the chapter and section numbers according to the Harvard-Yenching concordances or Legge’s translations. Thus, Mengzi 4A.1.

Yijing 易經 hexagram: Provide the hexagram number and line number; Zhou yi 周易, Hexagram 1, 9/3 means the line text of the third line of the hexagram Qian (9 here=yang line).

J. Bibliography. A bibliography is essentially a list of books, articles, and other materials pertaining to a certain subject or body of knowledge. In the case of a bibliography appended to a research paper, article, or book, it is a list of the materials the author has cited or found useful. It is not usually necessary to append bibliographies to class papers, which are generally not that long, so instructors can see what materials have been used in the papers from reading the
notes. Some instructors do require bibliographies, however, so check to be sure. In any case, it is essential to be able to prepare bibliographies for a number of reasons: 1) for use in one’s own research; 2) to serve as an M.A. reading list or as part of a Ph.D. dissertation proposal; 3) as part of certain fellowship and grant applications; and 4) as an integral part of a dissertation, book manuscript, or teaching materials.

**K. Sample Bibliography.** The following sample bibliography is comprised of some of the same works used earlier as examples of note forms. Additional works have been included to illustrate specific points. A list of abbreviations may be convenient if the text of the paper, the notes, or the bibliography contain individual works or series that are mentioned many times. Occasionally, especially in a very long book with many notes, such a list may appear at the front of a book, but it is usually best to place it at the back, before the notes. Please note that the entries have been divided into two categories: “Works in Chinese and Japanese” and “Works in Other Languages.” This is becoming a common practice, but there are other possible ways of dividing a bibliography into sections, and some are not divided at all. Note also that within each of the two sections the entries are arranged alphabetically.

**Abbreviations**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bbcs</td>
<td>Baibu congshu jicheng 百部叢書集成</td>
</tr>
<tr>
<td>Sbby</td>
<td>Sibu beiyao 四部備要</td>
</tr>
<tr>
<td>Scks</td>
<td>Siku quanshu 四庫全書</td>
</tr>
</tbody>
</table>

**Works in Chinese and Japanese**


Chen Menglei 陳夢雷 (b. 1651) et al., comps. *Gujin tushu jicheng 古今圖書集成* [Chrestomathy of Illustrations and Writings Ancient and Modern]. 1725. Shanghai: Zhonghua shuju, 1934.


**Huainanzi. Sbby edition.**


**Works in Other Languages**


