

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 Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press, 2003. Online version: <http://www.chicagomanualofstyle.org/contents.html>

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 5th ed. Revised and expanded by Bonnie Birtwistle Hinigsblum. Chicago: University of Chicago Press, 1987.

Gibaldi, Joseph. *The MLA Style Manual*. 5th ed. New York: Modern Language Association, 1995.

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, *Gwoyue 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 *Gwoyue 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:

Anderson, Olov Bertil. *A Concordance to Five Systems of Transcription for Standard Chinese*. Lund: Student-litteratur, 1970. **ASU Hayden: PL1185 .A48**. Available at UCB as *Konkordans till fyra transkriptions-systems for kinesiskt rikssprak*. Lund: Student-litteratur, 1969. UCB MAIN PL1185.A5

Deeney, John J. *Style Manual and Transliteration Tables for Mandarin*. Taipei: Western Literature Institute, Tamkang College of Arts and Sciences, 1973. UCB CCSL: PL1185.D4

Legeza, Ireneus Laszlo. *Guide to Transliterated Chinese in the Modern Peking Dialect*. 3 vols. Leiden: E. J. Brill, 1968. **ASU Hayden: PL1185 .L4 v. 2**; UCB Main UCB MAIN PL1185.L4; UCB EAST ASIA PL1185.A5, 1968.

Rygaloff, A. *Tables de concordances pour l'alphabet phonetique chinoise*. The Hague: Mouton, 1967.

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 Chan'gan):

<i>Chung-hua shu-chü</i>	中華書局	<i>Zhonghu shuju</i>	
<i>Chung-wen ta tz'u-tien</i>	中文大辭典	<i>Zhongwen da cidian</i>	
<i>Shih ching</i> or <i>Shih-ching</i>	詩經	<i>Shijing</i>	
<i>Wen hsüan</i> or <i>Wen-hsüan</i>	文選	<i>Wenxuan</i>	(as the title of the famous book)
<i>wen-hsüan</i>	文選	<i>wenxuan</i>	(as a word meaning "anthology" or "literary selections")
<i>Ta-lu tsa-chih</i>	大陸雜誌	<i>Dalu zazhi</i>	

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 Ts'ao 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 Tang shi (or *Ch'üan T'ang shih*) 全唐詩
Han shu 漢書
Chuxue ji or (*Ch'u-hsüeh chi*) 初學記
Senkokusaku seikai 戰國策正解
"Cao Zhi de dongwu fu" (or "Ts'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 Yüann 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 Tang 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 *boehmeria nivea* (also known as *zhù* 苧、紵, 'grass cloth, sack cloth, or ramie'). It is read *yue* 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 冊 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

¹Hans H. Frankel, *The Flowering Plum and the Palace Lady: Interpretations of Chinese Poetry* (New Haven: Yale University Press, 1976), 212–17.

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

³Kristopher Schipper, *The Taoist Body*, trans Karen C. Duval (Berkeley: University of California Press, 1993), 25.

⁴Schipper, *The Taoist Body*, 26.

b. Two Authors

⁵Page Smith and Charles Daniel, *The Chicken Book* (San Francisco: North Point Press, 1982), 10–13.

⁶Smith and Daniel, *The Chicken Book*, 75.

c. Three Authors

⁷Donald D. Leslie, Colin Mackerras, and Wang Gungwu, eds., *Essays on the Sources for Chinese History* (Canberra: Australian National University Press, 1973), 27.

⁸Leslie, Mackerras, and Wang, *Essays on the Sources for Chinese History*, 29.

d. More than Three Authors, Compilers, or Editors

⁹Ji Yun 紀均 (1724–1805) et al., eds., *Heyin Siku quanshu zongmu tiyao ji, Siku weishou shumumu, Jinhui shumumu* 合印四庫全書總目提要及四庫未收書目、禁毀書目 [Combined Printing of the General Bibliography and Precis of the Complete Writings of the Four Treasuries, Books Not Included in the Four Treasuries, and Banned and Destroyed Books], 5 vols. (Taipei: Shangwu yinshuguan, 1985), 2:1714.

¹⁰Ji, *Siku quanshu zong mu*, 2:1715.

e. No Author Given

¹¹*San Cao ziliao huibian* 三草資料彙編 [Collected Materials on the Three Caos] (Taipei: Muduo chubanshe, 1981), 99.

¹²*San Cao ziliao huibian*, 56.

f. No Author Given; Name Supplied

¹³R[obert] H[owlett], *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.

¹⁴Howlett, *The Royal Pastime of Cock-fighting*, 30.

g. Institution, Association, or the Like as Author

¹⁵Beijing daxue Zhongguo wenxueshi jiaoyanshi 北京大學中國文學史教研室, eds., *Wei Jin Nanbeichao wenxueshi cankao ziliao* 魏晉南北朝文學史參考資料 [Research Materials on the Literary History of Wei, Jin, and the Northern and Southern Dynasties] (1962; 2 vols. in 1 reprint, Hong Kong: Hongzhi shudian, n.d.), 321.

¹⁶Beida, *Wei Jin Nanbeichao wenxueshi cankao ziliao*, 125.

h. Editor or Compiler as Author

¹⁷Lü Zongli 呂宗力, ed., *Zhongguo lidai guanzhi da cidian* 中國歷代官制大辭典 [An Encyclopedic Dictionary of Chinese Dynastic Officialdom] (Beijing: Beijing chubanshe, 1994), 200.

¹⁸Lü, *Zhongguo lidai guanzhi da cidian*, 201.

¹⁹Yuan Ke 袁可, ed., *Zhongguo shenhua chuanshuo cidian* 中國神話傳說詞典 [Dictionary of Chinese Myths and Legends] (Shanghai: Shanghai cishu chubanshe, 1985), 172, 368.

²⁰Yuan, *Zhongguo shenhua chuanshuo cidian*, 367.

i. Author's Work Translated by Another

²¹Wang Zhongshu, *Han Civilization*, trans. K. C. Chang et al. (New Haven: Yale University Press, 1982), 1, 5–6.

²²Wang, *Han Civilization*, 5.

j. Author's Collected Works

²³Zhao Youwen 趙幼文, ed., *Cao Zhi ji jiao zhu* 曹植集校註 [The Collected Works of Cao Zhi Collated and Annotated] (Beijing: Renmin wenzue chubanshe, 1984), 1.25.

²⁴Zhao, *Cao Zhi ji jiao zhu*, 1.26.

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

²⁵David R. Knechtges, trans., *Wen xuan, or Selections of Refined Literature*, vol. 1, *Rhapsodies on Metropolises and Capitals* (Princeton: Princeton University Press, 1982), 226–35.

²⁶Knechtges, *Wen xuan*, 1:226.

l. Book in a Series

²⁷Paul J. Lin, trans., *A Translation of Lao tzu's "Tao te ching" and Wang Pi's "Commentary,"* Michigan Papers in Chinese Studies no. 30 (Ann Arbor: University of Michigan, Center for Chinese Studies, 1977), 31.

²⁸Lin, *A Translation of Lao tzu's "Tao te ching,"* 33.

m. Paperback Series

²⁹James J. Y. Liu, *The Art of Chinese Poetry* (Chicago: University of Chicago Press, 1962; Phoenix Books, 1966), 52–53.

³⁰Liu, *The Art of Chinese Poetry*, 53.

n. An Edition Other than the First

³¹James Legge, trans., *The Chinese Classics*, vol. 5, *The Ch'un Tsew with the Tso Chuen*, rev. ed. (Hong Kong: Hong Kong University Press, 1960), 710.

³²Legge, *The Chinese Classics*, 5:711.

³³Chen Shou 陳壽 (233–97), *San guo zhi* 三國志 [Records of the Three States] (1959; reprint, Beijing: Zhonghua shuju, 1973), 34.908.

³⁴Chen, *San guo zhi*, 34.907.

o. Articles in Journals and Magazines

³⁵John P. Peters, "The Cock," *Journal of the American Oriental Society* 33 (1913): 366.

³⁶Peters, "The Cock," 364.

³⁷Robert Joe Cutter, "History and "The Old Man of the Eastern Wall," *Journal of the American Oriental Society* 106 (1986): 503.

³⁸Cutter, "History and "The Old Man of the Eastern Wall," 510.

³⁹A. C. Graham, "The Date and Composition of *Liehtzyy*," *Asia Major*, n.s., 8.2 (1961): 153.

⁴⁰Graham, "The Date and Composition of *Liehtzyy*," 155.

⁴¹Kurt Andersen, "Pop Goes the Culture," *Time*, 16 June 1986, 69.

⁴²Andersen, "Pop Goes the Culture," 69.

p. Articles in Encyclopedias and Similar Works

⁴²William H. Nienhauser, Jr., ed., *The Indiana Companion to Traditional Chinese Literature*, 2nd rev. ed.

(Taipei: Southern Materials Center, 1988), s.v. “Ching” 經.

q. Newspapers

⁴³*Renmin ribao* 人民日報 [People’s Daily], 28 April 1986, international edition.

r. Reviews

⁴⁴Robert Joe Cutter, review of *Six Dynasties Poetry*, by Kang-i Sun Chang, *Journal of Asian Studies* 46 (1987): 634–36.

s. Unpublished Materials: Theses and Dissertations

⁴⁵Ming-shui Hung, “Yüan Hung-tao and the Late Ming Literary and Intellectual Movements” (Ph.D. diss., University of Wisconsin-Madison, 1974), 186.

⁴⁶Hung, “Yüan Hung-tao and the Late Ming Literary and Intellectual Movements,” 185.

⁴⁷Jerry D. Schmidt, “Han Yü and His *Ku-shih* Poetry” (M.A. thesis, University of California–Berkeley, 1967), 113–17.

⁴⁹Schmidt, “Han Yü and His *Ku-shih* Poetry,” 117.

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

⁵⁰*Chunqiu Zuozhuan zhengyi* 春秋左傳正義 [Rectified Interpretations of the *Chunqiu* and *Zuozhuan*], 51.16b, in *Chong kan Song ben Shisan jing zhu shu* 重刊宋本十三經註疏 [Re-engraved Song edition of the Commentaries and Subcommentaries to the Thirteen Classics], ed. Ruan Yuan 阮元 (1764–1849) (1816; reprint, Taipei: Yiwen yinshuguan, 1960).

⁵¹*Chunqiu Zuozhuan zhengyi*, 51.16a.

⁵²Su Xun 蘇洵 (1009–66), *Shi fa* 謚法 [Rules for Posthumous Names], 3.3b–4a, in Qian Xizuo 錢熙祚 (d. 1844), comp., *Zhu cong bielu* 珠叢別錄 (Bbcs ed.).

⁵³*Huainanzi* 淮南子, 18.13b (Sbby ed.).

⁵⁴*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.

Zuozhuan 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

Bbcs *Baibu congshu jicheng* 百部叢書集成
Sbby *Sibu beiyao* 四部備要
Scks *Siku quanshu* 四庫全書

Works in Chinese and Japanese

- Beijing daxue Zhongguo wenxueshi jiaoyanshi 北京大學中國文學史教研室, eds. *Wei Jin Nanbeichao wenxueshi cankao ziliao* 魏晉南北朝文學史參考資料 [Research Materials on the Literary History of Wei, Jin, and the Northern and Southern Dynasties]. 2 vols. Beijing: Zhonghua shuju, 1962.
- 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.
- Chunqiu Zuozhuan zhengyi* 春秋左傳正義 [Rectified Interpretations of the Chunqiu and Zuozhuan]. In *Chongkan Songben Shisanjing zhushu* 重看宋本十三經註疏 [Re-engraved Song Edition of the Commentaries and Subcommentaries to the Thirteen Classics]. Edited by Ruan Yuan 阮元 (1764–1849). 1816. Taipei: Yiwen yinshuguan, 1960.
- Diény, Jean-Pierre et al., comps. *Concordance des oeuvres completes de Cao Zhi*. Paris: l'Institut des Hautes Etudes Chinoises, Collège de France, 1977.
- Huainanzi*. Sbby edition.
- Renmin ribao* 人民日報 [People's Daily]. 28 April 1986. International edition.
- Sima Qian 司馬遷 (145–ca. 86 BC). *Shiji* 史記 [Grand Scribe's Records]. Beijing: Zhonghua shuju, 1959.
- Yuan Ke 袁可, ed. *Zhongguo shenhua chuanshuo cidian* 中國神話傳說詞典 [Dictionary of Chinese Myths and Legends]. Shanghai: Shanghai cishu chubanshe, 1985.
- Zhao Youwen 趙幼文, ed. *Cao Zhi ji jiao zhu* 曹植集校註 [The Collected Works of Cao Zhi Collated and Annotated]. Beijing: Renmin wenzue chubanshe, 1984.

Works in Other Languages

- Andersen, Kurt. "Pop Goes the Culture." *Time*, 16 June 1986.
- Coedès, George. *The Indianized States of Southeast Asia*. Edited by Walter F. Vella. Trans. Susan Brown Cowing. Honolulu: East-West Center Press, 1968.
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- Encyclopaedia Britannica*. 15th ed. Chicago: Encyclopaedia Britannica, 1984.

- Frankel, Hans H. *The Flowering Plum and the Palace Lady: Interpretations of Chinese Poetry*. New Haven: Yale University Press, 1976.
- Graham, A. C. "The Date and Composition of Liehtzyy." *Asia Major*, n.s., 8 (1960): 139–98.
- Hung, Ming-shui. "Yüan Hung-tao and the Late Ming Literary and Intellectual Movements." Ph.D. diss., University of Wisconsin–Madison, 1974.
- Knechtges, David R. "A Journey to Morality: Chang Heng's The Rhapsody on Pondering the Mystery." In *Essays in Commemoration of the Golden Jubilee of the Fung Ping Shan Library (1932–1982)*. Edited by Chan Ping-leung et al. Hong Kong: Fung Ping Shan Library, Hong Kong University, 1982.
- Knechtges, David R., trans. *The Han shu Biography of Yang Xiong (53 BC–AD 18)*. Arizona State University Center for Asian Studies Occasional Papers no. 14. Tempe, Ariz.: Center for Asian Studies, 1982.
- . *Wen xuan, or Selections of Refined Literature*. Vol. 1, *Rhapsodies on Metropolises and Capitals*. Princeton: Princeton University Press, 1982.
- . *Wen xuan, or Selections of Refined Literature*. Vol. 2, *Rhapsodies on Sacrifices, Hunting, Travel, Sightseeing, Palaces and Halls, Rivers and Seas*. Princeton: Princeton University Press, 1987.
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