BJAS Style Sheet for English Manuscripts

General

The *BJAS* Style for English Manuscript generally follows the rules set out in the *Chicago Manual of Style*, 17th Edition (Chicago: The University of Chicago Press, 2017) in matters of formatting, reference and style. For source citations, the BJAS follows the "Notes and Bibliography" system. For details and examples, see Chapter 14 of *The Chicago Manual of Style*.

Please refer to the style sheet below for more detailed information. Authors are also encouraged to consult the most recent issue of BJAS for models of current house style.

Format

➢ Text, notes and block quotations are all single-spaced.
➢ Use font size 18 for title, 16 for subtitle and section headings, 12 for text and block quotations, and 10 for notes. The preferred font is Times New Roman (for alphabet letters and numbers) and 新細明體 (for Chinese and other Asian characters).
➢ Bold typeface is generally to be avoided unless necessary and italic typeface is not to be used for Chinese or other Asian characters.
➢ Notes should be placed at the bottom of the page as footnotes. Citations are provided in notes (citation format is described below). Do not use author-date in-text citation.
➢ Bibliography is required.

Punctuation

➢ Either British or American English is acceptable and must be used consistently throughout the manuscript. Certain rules differ, for example, British English requires single inverted commas for the first level of quotation and double inverted commas for a quote within a quote. The opposite is the case in American English.
➢ The use of the punctuation marks follows the convention of the respective language

of origin. Therefore, full-width punctuation marks are used in Chinese (and Japanese), while half-width punctuation marks are used for European languages. The author may choose whether to punctuate a Chinese text with modern punctuation, traditional *judou* marks, or to leave out punctuation altogether. Please be consistent in your choice.

➢ The en dash (–) is used for number ranges, including page numbers and years.

➢ The punctuation used in bibliography is consistent with the main texts. This style sheet is and gives sample bibliography in the American punctuation style, and in the case of British English, the use of punctuation marks should be converted to the British style.

Points on Languages

1. Romanization of Chinese

➢ The pinyin system is used for Chinese terms, texts and proper names except for place and personal names that already have conventional romanizations, such as Taipei instead of Taibei; Jao Tsung-i (note that the name after hyphen should be in lowercase) instead of Rao Zongyi. Authors may choose whether they wish to use diacritics.

➢ Italicize Chinese, Japanese and other foreign-language terms, words, or phrases that have not been anglicized (except for proper names and place names) each time that they occur.

➢ References to primary literature must be romanized according to the pinyin system, followed by the Chinese characters and their English translation (at their first occurrence in the text). Titles of secondary literature in any language need not be translated.

2. Use of Chinese Characters

➢ Chinese characters should be used where necessary in the body of the text, following the appropriate Romanization (if needed), and should always be presented in full forms (i.e. traditional Chinese characters).

➢ Provide characters for a name, term, or title once only, where it is first mentioned, whether that is in the main texts or in footnotes. For terms that appear more than once in the manuscript, provide romanization as well as characters at first usage

and thereafter use only the romanization or English translation as appropriate.

➢ For names of Asian publishers, use romanization without characters. Do not translate the publisher's name; for example, use "Shangwu yinshuguan" for 商務印書館, not "Commercial Press."

➢ In the case of poetry or other special circumstances, the Chinese characters may be published side by side with the English translation.

3. Additional Notes on Titles and Names

➢ Chinese chapter titles or single texts should be romanized and put in double quotation marks, followed by Chinese characters and their translation in parentheses. Proper nouns in the title are to be capitalized. For example,
  - This essay analyses the art of narrative in "Zhou Wuwang you ji"周武王有疾 (King Wu of Zhou suffered from illness) to reconstruct its rhetoric of persuasion.

➢ For single texts that originally bear no title, newly added titles are preceded by an asterisk. For example,
  - The text *Bao xun 保訓 (Prized instructions) is in many ways remarkable.

➢ Romanized book titles are in italics while the Chinese characters are left without italics. The translation in parentheses should not be italicized. For example,
  - This also applies to the *Shangshu* 尚書 (Classic of documents).

➢ For personal names, the romanized form should be followed by the Chinese characters at their first mention. Relevant dates should be added except for scholars still alive. Use either BCE/CE or BC/AD without periods in between. Dates are separated by an en dash. For example,
  - He placed the record of his prayer in a metal-bound casket when Emperor Ping 平帝 (9 BCE–6 CE) was suffering from severe illness.

Quotations

➢ Longer quotations (two or more lines) should be set off as a single-spaced, indented block quotation (also called prose extract) without quotation marks. When a text analysis is carried out, the English translation is given first, followed by a Chinese original. For example,
  - A macro-perspective on the events is only gained when reading unit A in connection with units B and C,

    The two Dukes [ritually] announced to the Duke of Zhou, saying: "Let us

> reverently perform the oracle divination for the King." The Duke of Zhou responded: "We must not upset our former kings."
>
> 二公告周公曰：「我其為王穆卜。」周公曰：「未可以戚吾先王。」

- ➢ If there is more than one paragraph within the extract, each new paragraph should begin with an additional first-line paragraph indent. However, the first line should not have an additional indent. As for the text that follows a quotation, it should start at the right margin unless it constitutes a new paragraph (for more, see *The Chicago Manual of Style*, §2.19).

- ➢ When citing a slip manuscript, references should indicate both the slip in question and the graph on the slip, by listing the slip number and the graph number with a slash (/) in between. Should there be more than one graph discussed, an en dash is used for indicating the range. For example,
  - The graphs 4/5–9 discuss the issue as follows.

- ➢ The same applies to citing columns/graphs on silk manuscripts.

- ➢ Phonetic reconstruction of ancient Chinese should be marked with an asterisk, and it is preferable that the author should note which system they follow at the first instance. For example,
  - In Old Chinese (the present paper follows Baxter-Sagart's 2014 reconstruction), the word *lóng* (*k.rˤoŋ) 籠 "cage"…

Notes and Citations within Notes

Authors are responsible for providing citations for all works referenced and quoted. Please use footnotes numbered consecutively.

1. Abbreviations

"annot." for annotated; "comp." or "comps." for compiled (and collected); "ed." or "eds." for editor(s); "e.g." for *exempli gratia* (for example); "est." for estimated; "f.i." for for information; "fl." for *floruit* (denoting a date or period during which a person was known to have been alive or active); "ibid." for *ibidem* (referencing the immediate precedent citation including the cited pages. If citing different pages from the same source, use *idem* instead); "i.e." for *id est* (that is); "r." for reign; "rpt." for reprinted; and "trans." for translated.

2. Format of Footnotes

This parts generally follows the "Notes and Bibliography System" of 17th Edition of *The Chicago Manual of Style*. Listed here are some basic styles of format, for more specific style, please refer to its Chapter 14.

➢ Books

When a book is mentioned for the first time, please give the information including author/editor's full name, the book title, place of publication, publisher, year of publication and page range in this format,

- Michael Loewe, *The Government of the Qin and Han Empires* (Indianapolis, Ind.: Hackett Publishing, 2006), 74–76.

When citing Asian-language material in the notes, give the following information in this order: author's full name in romanization if necessary, followed by characters, then romanized title of the book followed by characters, with the publishing information in parentheses. There is no need to provide English translation in citation notes. For example,

- Huang Kan 黃侃, *Wenxin diaolong zhaji* 文心雕龍札記 (Beijing: Zhonghua shuju, 2006), 47.

When a book has an editor or translator in addition to an author, both names are listed in the following format,

- Stephen Owen, *Tashan de shitouji: Yuwen Suo'an zixuan ji* 他山的石頭記——宇文所安自選集, trans. Xiaofei Tian 田曉菲 (Nanjing: Jiangsu renmin chubanshe, 2003), 86.

For repeatedly used sources, it is preferred to use a shortened citation form. In this case, the characters are not necessary for Asian-language materials. Note that the names of Chinese author are always given in full, using no comma between surname and given name; for Western authors, just give their surname. For example,

- Loewe, *The Government of the Qin and Han Empires*, 104.
- Huang Kan, *Wenxin diaolong zhaji*, 47.

➢ Journal Articles

When a journal article is mentioned for the first time, please give the information including the author's full name, title of the article, title of the journal, volume, issue and date of the journal as well as the page range in this format,

- James Robert Hightower, "Chia Yi's 'Owl Fu,'" *Asia Major* (New Series) 7, nos. 1–2 (1959): 125–30.
- Jiang Yin 蔣寅, "'Zhengzong' de qixiang he yunhan – Shen Deqian xingediao shixue de lilun pinwei" 「正宗」的氣象和蘊含——沈德潛新格調詩學的理論品位, *Wenyi yanjiu* (2016.10): 45–53.

For repeatedly used sources, a shortened citation form is also preferred. In this case, the characters are not necessary for Asian-language materials. For example,

- Hightower, "Chia Yi's 'Owl Fu,'" 128.
- Jiang Yin, "'Zhengzong' de qixiang he yunhan," 47.

➢ Articles Collected in Books

When the source of a cited article is a collection of papers, please give the information including the author's full name, title of the article, title of the book, editor's full name, place of publication, publisher, year of publication and the page range in this format,

- Alan Berkowitz, "Courting Disengagement: 'Beckoning the Recluse' Poems of the Western Jin," in *Studies in Early Medieval Chinese Literature and Cultural History: In Honor of Richard B. Mather & Donald Holzman*, ed. Paul W. Kroll and David R. Knechtges (Provo, Utah: T'ang Studies Society, 2003), 81–115.
- Yoshikawa Kōjirō 吉川幸次郎, "Rikuchō joji shōki" 六朝助字小記, in *Yoshikawa Kōjirō zenshū* 吉川幸次郎全集, vol. 7, *Sangoku Rikuchō hen* 三國六朝篇 (Tokyo: Chikuma shōbō, 1968), 473–509.

➢ Theses/Dissertations

Titles of theses and dissertations appear in quotation marks—not in italics. The title is followed by the type of thesis, academic institution, and date enclosed in parentheses, and then the page range. For example,

- Li Zhongwu 李鍾武, "Wang Fuzhi shixue fanchou yanjiu" 王夫之詩學範疇研究 (Ph.D. diss., Fudan University, 2003), 97.
- Thomas Michael, "The Body, the World, and Soteriology in Early Daoism" (Ph.D. diss., University of Chicago, 2001), 64.

➢ Newspapers

Titles of newspaper articles appear in quotation marks. Italicized titles of the newspapers, and publication dates follow the title. For example,

- Sam Roberts, "Exploring the Culture of Mourning," *The New York Times*, October 26, 2014.

➢ Archival Materials

For archival material, provide the author (where known and not included in the item title), the title together with a brief description of the material, date, accession number, and collection time, as well as the name and geographic location of the archive. For example,

- *Han Xiping shijing houji canshi* 漢熹平石經後記殘石, rubbing from Han-era stele fragment [ca. 1912–1945], No. TP0970, Harvard-Yenching Library, Harvard University, Cambridge MA, accessed September 10, 2017 through the

Hollis Catalog (no. 9788564) at http://library.harvard.edu.

➢ Online Resources

When using online resources, please provide the DOI or URL, along with the dates of access. For example,

- Qiu Xigui 裘錫圭, "Jiaguwen zhong de jian yu shi" 甲骨文中的見與視, Center for Unearthed Texts and Ancient Character Studies at Fudan University, May 10, 2008, accessed March 5, 2017, http://www.gwz.fudan.edu.cn/old/ScrShow.asp?Src_ID=432.

- Edwin A. Cranston et al., "James Robert Hightower," *Harvard Gazette*, June 14, 2007, accessed January 5, 2017, http://news.harvard.edu/gazette/story/2007/06/james-robert-hightower.

➢ Lectures/Conference Papers

When using materials from a lecture, seminar, conference or symposium, the full name of the speaker/author and the title of the material should be provided, followed by the type of the material, date, location and URL where applicable in the parentheses. For example,

- Lai Guolong 來國龍, "Chutu wenben yu Zhongguo zaoqi de diguo yu zongjiao" 出土文本與中國早期的帝國與宗教 (lecture, Jao Tsung-I Academy of Sinology at Hong Kong Baptist University, Hong Kong, January 26, 2016, http://hkbulib.hkbu.edu.hk/record=b3809106.)

➢ Historical Sources

For modern re-edited editions, provide full names of the author/compiler and the modern editor/annotator, title of the material, followed by place of publication, publisher and year of publication in parentheses, as well as volume or fascicle (*juan* 卷) number and page range. For example,

- Lu You 陸游, "Dongye yuexia zuo" 冬夜月下作, *Jiannan shigao jiaozhu* 劍南詩稿校注, comp. and annot. Qian Zhonglian 錢仲聯 (Shanghai: Shanghai guji chubanshe, 1985), 2: 1237–38.

For modern re-printed editions, provide the full names of the author/compiler, the title of the material. Then provide the collection of the series if applicable, followed by place of publication, publisher and year of publication in parentheses, as well as the volume (*ce* 冊) number and the page number. For example,

- Zhang You 張有 and Wu Jun 吳均, comps., *Zengxiu fugu bian* 增修復古編, rpt. in *Siku quanshu cunmu congshu, Jing bu* 四庫全書存目叢書 · 經部 (Tainan: Zhuangyan wenhua shiye, 1997), 188: 258.

For pre-modern editions, provide the full names of the author/compiler, the title of the material and the total number of fascicles. Then in the parentheses, provide the type and creator (if applicable) of the material, the institution where it is preserved

(or the name of the owner) and the year of its completion, followed by the fascicle number and the page number ("a" for front/right; "b" for back/left). For example,

- Wang Chongxi 王崇熙, comp., *Chongxiu Xin'an xian zhi* 重修新安縣志, in twenty-four *juan* (woodblock print edition prepared by Shu Maoguan 舒懋官 in the twenty-fourth year of the Qing's Jiaqing Era [1819], preserved at Fung Ping Shan Library, The University of Hong Kong), 1.1b–2a.

Illustrations / Figures / Tables

➢ BJAS publishes illustrations that are crucial to understanding an author's argument if they are of suitable quality. Author should be aware that images are preferably with 300 dpi resolution at the least.

➢ The author is responsible for clearing copyright issues that may emerge from images, graphs and/or data that are to be included in the article beforehand.

➢ For the purpose of review, figures—including art work, genealogies, graphs, and the like—may be incorporated into the main manuscript file. Each figure should have a title and caption, and in the forms of JPG or TIFF files.

➢ Both the title and the caption of a figure are placed below the figure. Captions also need to include source/citation information.

➢ Provide characters for Asian-language terms in the figures and figure captions, regardless of whether they have been used previously in the main text.

➢ Each table should have a title and caption. The title is placed above the table whereas the caption below. Sources for a table's content should appear at the right-hand corner of the table.

Bibliography

➢ All sources, including books, articles and primary sources are alphabetically arranged in a single list by the last names of the authors and formatted with hanging indents.

➢ In a bibliography entry, the elements are separated by periods rather than by commas, the facts of publication are not enclosed in parentheses, and the first-listed author's name, according to which the entry is alphabetized in the bibliography, is usually inverted (last name first).

➢ Works under the name of the same author is arranged chronologically.

➢ A single-author entry precedes a multi-author entry beginning with the same name.

Only the name of the first author is inverted.

➢ For successive entries by the same author, editor, translator, or compiler, use three em dashes (followed by a period or comma, depending on the presence of an abbreviation such as *ed*.) to replace the name after its first appearance.

➢ This part generally follows the "Notes and Bibliography System" of 17th Edition of the *Chicago Manual of Style*. For more specific style, please refer to its Chapter 14.

➢ For examples of bibliography, see *Sample Bibliography*.

Sample Bibliography

Berkowitz, Alan. "Courting Disengagement: 'Beckoning the Recluse' Poems of the Western Jin." In *Studies in Early Medieval Chinese Literature and Cultural History: In Honor of Richard B. Mather & Donald Holzman*. Edited by Paul W. Kroll and David R. Knechtges, 81–115. Prove, Utah: T'ang Studies Society, 2003.

Cranston, Edwin A., et al. "James Robert Hightower." *Harvard Gazette*, June 14, 2007. Accessed January 5, 2017, http://news.harvard.edu/gazette/story/2007/06/james-robert-hightower.

Han Xiping shijing houji canshi 漢熹平石經後記殘石. Rubbing from Han-era stele fragment [ca. 1912–1945]. No. TP0970, Harvard-Yenching Library, Harvard University, Cambridge MA. Accessed September 10, 2017 through the Hollis Catalog (no. 9788564). http://library.harvard.edu.

Hightower, James Robert. "Chia Yi's 'Owl Fu.'" *Asia Major* (New Series) 7 nos. 1–2 (1959): 125–30.

Huang Kan 黃侃. *Wenxin diaolong zhaji* 文心雕龍札記. Beijing: Zhonghua shuju, 2006.

Jiang Yin 蔣寅. "'Zhengzong' de qixiang he yunhan–Shen Deqian xingediao shixue de lilun pinwei"「正宗」的氣象和蘊含——沈德潛新格調詩學的理論品位. *Wenyi yanjiu* 文藝研究 (2016.10): 45–53.

Lai Guolong 來國龍. "Chutu wenben yu Zhongguo zaoqi de diguo yu zongjiao" 出土文本與中國早期的帝國與宗教. Lecture, Jao Tsung-I Academy of Sinology at Hong Kong Baptist University, Hong Kong, January 26, 2016. http://hkbulib.hkbu.edu.hk/record=b3809106.

Li Zhongwu 李鍾武. "Wang Fuzhi shixue fanchou yanjiu" 王夫之詩學範疇研究. Ph.D. diss., Fudan University, 2003.

Loewe, Michael. *The Government of the Qin and Han Empires*. Indianapolis, Ind.: Hackett Publishing, 2006.

Lu You 陸游. *Jiannan shigao jiaozhu* 劍南詩稿校注. Compiled and annotated by Qian Zhonglian 錢仲聯. Shanghai: Shanghai guji chubanshe, 1985.

Michael, Thomas. "The Body, the World, and Soteriology in Early Daoism." Ph.D. diss., University of Chicago, 2001.

Owen, Stephen. *Tashan de shitouji: Yuwen Suo'an zixuan ji* 他山的石頭記——宇文所安自選集. Translated by Xiaofei Tian 田曉菲. Nanjing: Jiangsu renmin chubanshe , 2003.

———. *The Making of Early Chinese Classical Poetry*. Cambridge, Mass.: Harvard University Asia Center, 2006.

Qiu Xigui 裘錫圭. "Jiaguwen zhong de jian yu shi" 甲骨文中的見與視. Center for Unearthed Texts and Ancient Character Studies at Fudan University, May 10, 2008. Accessed March 5, 2017. http://www.gwz.fudan.edu.cn/old/ScrShow.asp?Src_ID=432.

Roberts, Sam. "Exploring the Culture of Mourning." *The New York Times*, October 26, 2014.

Wang Chongxi 王崇熙, comp. *Chongxiu Xin'an xian zhi* 重修新安縣志 in twenty-four *juan*. Woodblock print edition prepared by Shu Maoguan 舒懋官 in the twenty-fourth year of the Qing's Jiaqing Era (1819). Preserved at Fung Ping Shan Library, The University of Hong Kong.

Yoshikawa Kōjirō 吉川幸次郎. "Rikuchō joji shōki" 六朝助字小記. In *Yoshikawa Kōjirō zenshū* 吉川幸次郎全集, vol. 7, *Sangoku Rikuchō hen* 三國六朝篇, 473–509. Tokyo: Chikuma shōbō, 1968.

Zhang You 張有, and Wu Jun 吳均, comps. *Zengxiu fugu bian* 增修復古編. Reprinted in *Siku quanshu cunmu congshu. Jingbu* 四庫全書存目叢書・經部, 188: 251–88. Tainan: Zhuangyan wenhua shiye, 1997.