

Style Guide for Essays in Chinese Studies

Introduction	1
General Formatting.....	1
Chinese Words and Pinyin	1
Using Chinese Characters.....	2
Quotes.....	3
Footnotes and Reference Lists.....	3
Footnotes	3
Reference Lists	5
Further Sources of Information	6

Introduction

This is a short guide on how to format various things in your essays, such as Chinese characters, quotes, footnote references, and bibliography entries. It follows the rules of *The Chicago Manual of Style*.

You are of course free to use any other standard referencing style, such as MLA or Harvard instead, so long as it is used consistently throughout.

General Formatting

Formatting is important. Every space, comma, and full stop has to be correct. Getting your italics and citation marks right is critical.

Always *italicize* the titles of books, films, plays, and periodicals (i.e. newspapers, magazines, journals, etc.). Chinese characters, however, are never italicized.

Put shorter works in “citation marks”. That is, titles of articles, chapters, short stories, poems, and speeches. Do not italicize them.

Lu Xun’s “Diary of a Madman” was published in May 1918 in the journal *New Youth*. It later appeared in the short story collection *Outcry* in 1923.

Chinese Words and Pinyin

Use a consistent transcription system, either *pinyin* or Wade-Giles. Pinyin is recommended and assumed in this document. For some well-known proper names, such as Chiang Kai-shek, Confucius, and Jackie Chan, the usual way of referring to them in English is preferable.

When quoting from a source, do so literally. Do not change Wade-Giles to pinyin.

Pay attention to correct pinyin orthography. Only capitalize proper names, and use spacing between words, not characters. So *Zhongguo* is correct, and *Zhong guo* and *Zhong Guo* are both wrong. For Chinese names, keep the family name and the given name together as single words. So Mao Zedong is correct, whereas Mao Ze Dong and other variations are wrong.

Foreign words written in pinyin (but not proper names!) are usually italicized in the main text.

The *qipao* became popular in Shanghai during the late 1920s.

If the Chinese word is used frequently (e.g. in an essay on the history of *qipaos*), you can choose to italicize it only the first time.

If you are using pinyin in order to identify sources or terms mentioned, put these insertions in parentheses. Italicization of pinyin here is optional.

Lu Xun's "Diary of a Madman" (*Kuangren riji*) was published in May 1918 in the journal *New Youth* (*Xin qingnian*). It later appeared in the short story collection *Outcry* (*Nahan*) in 1923.

If you wish to prioritize the Chinese version over the English translation, that is fine too. But please be consistent about it.

Lu Xun's "Kuangren riji" (Diary of a madman) was published in May 1918 in the journal *Xin qingnian* (New youth). It later appeared in the short story collection *Nahan* (Outcry) in 1923.

If you prioritize pinyin for titles, use italics and citation marks as you would in English.

It is sufficient to provide translations only the first time a term occurs.

Using Chinese Characters

Chinese characters can be included in the main text of the essay or alphabetically in an appendix at the end.

Provide Chinese characters consistently or not at all. If you do provide Chinese characters, include them for all proper names – names, book titles, places, etc. Characters can be omitted for names of dynasties, provinces, and major cities, e.g. Beijing and Shanghai.

It is sufficient to provide Chinese characters only the first time a name is encountered.

Characters should follow the name/pinyin directly without inserting punctuation marks.

The *qipao* 旗袍 became popular in Shanghai during the late 1920s.

Lu Xun's 鲁迅 "Diary of a Madman" (*Kuangren riji* 狂人日记) was published in May 1918 in the journal *New Youth* (*Xin qingnian* 新青年). It later appeared in the short story collection *Outcry* (*Nahan* 呐喊) in 1923.

Or:

Lu Xun's 鲁迅 "Kuangren riji" 狂人日记 (Diary of a madman) was published in May 1918 in the journal *Xin qingnian* 新青年 (New youth). It later appeared in the short story collection *Nahan* 呐喊 (Outcry) in 1923.

Never use Chinese characters without also providing them in pinyin — except for long quotes. See note below on those included in appendices or footnotes.

Use either simplified or full form characters. Here sources using one form can be converted to the other for the sake of consistency.

Quotes

Always provide a reference to the source when you quote or cite something!

If you have a longer quote and wish to provide the Chinese original version in the essay, put the Chinese in an appendix or in a footnote. Pinyin is not necessary here.

Quotes can either be inline or set off as block quotes. Generally shorter citations should be quoted inline using citation marks “like this.”¹ (A footnote number)

Longer quotes should be set off as block quotes: use a separate paragraph and single line spacing. Do not put citation marks around such quotes, and do not italicize them. The paragraph should be indented.

In all, Lu Xun wrote only about thirty short stories, most of which were thinly veiled attacks on various aspects of Chinese society such as the hypocrisy of Confucianism and the suffering caused by ignorance.¹

Footnotes and Reference Lists

The system set out here is for referencing footnotes. As an alternative, you can use the in-text “author-date” citation system that puts references in parentheses, for example “blah, blah (Zhu and Chen 2002, 127).” This system is more commonly used in the social sciences, and if you prefer it, please consult chapter 15 in *The Chicago Manual of Style* for details. Also note that the bibliography should be formatted somewhat differently as well.

Footnotes

Provide a reference whenever you quote something, present information that is based on any kind of source, refer to someone else’s ideas, or state something that is not common knowledge. When in doubt, make a footnote — rather too many than too few.

In the main text, footnote numbers follow any other punctuation.

Correct: ... caused by ignorance.¹
Wrong: ... caused by ignorance¹.

Footnotes should be single spaced. You can use a smaller font if you like.

Here are the basic footnote types:

Book:	¹ Author’s name, <i>Title of Book</i> (Place: Publisher, Year), page.
Journal article:	¹ Author’s name, “Title of Article,” <i>Name of Journal</i> Volume number, no. Number (Year): page.
Edited book:	¹ Editor’s name, ed. <i>Title of Book</i> (Place: Publisher, Year), page.
Chapter in edited book:	¹ Author’s name, “Title of Chapter,” in <i>Title of Book</i> , ed. Editor’s name (Place: Publisher, Year), page.

For Chinese works, use pinyin for author, title, journal name, publisher, and any other relevant information. Use italics or citation marks as you would if it were a reference to an English work.

If you are using Chinese characters, put pinyin first and the characters afterwards. Characters are not needed for place of publication and publisher. You can optionally put a translation of the title in parentheses or brackets after the characters.

Footnote examples	Comments
1. Charles A. Laughlin, <i>The Literature of Leisure and Chinese Modernity</i> (Honolulu: University of Hawaii Press, 2008), 127.	A book , citing page 127. Names are not inverted in footnotes.
2. Zhu Xi 朱曦 and Chen Xingwu 陈兴芜, <i>Zhongguo xiandai langman zhuyi xiaoshuo moshi</i> 中国现代浪漫主义小说模式 [Structures of modern Chinese romantic fiction] (Chongqing: Chongqing chubanshe, 2002), 127.	A Chinese book with two authors. Format pinyin as usual and provide Chinese characters after the pinyin. Translation in brackets or parentheses.
3. Han Shaogong, <i>A Dictionary of Maqiao</i> , trans. Julia Lovell (New York: Columbia University Press, 2003), 127.	A translated book .
4. Leo Ou-fan Lee, "Incomplete Modernity: Rethinking the May Fourth Intellectual Project," in <i>The Appropriation of Cultural Capital: China's May Fourth Project</i> , eds. Milena Doleželová-Velingerová and Oldřich Král (Cambridge, MA: Harvard University Press, 2001), 127.	Article in an edited book . One editor is "ed." and several are "eds."
5. Wen-hsin Yeh, "Shanghai Modernity: Commerce and Culture in a Republican City," <i>China Quarterly</i> 153 (1997): 127.	An article in volume 153 of a journal. If there were both a volume and issue number for the journal, it would be " <i>China Quarterly</i> 153, no. 3 (1997)".
6. Yang Yi 杨义, "Lun haipai xiaoshuo" 论海派小说 [On Shanghai school fiction], <i>Zhongguo xiandai wenxue yanjiu congkan</i> 中国现代文学研究丛刊 1991, no. 2: 127	Chinese article . Here the year is also the volume number. If the source is a newspaper, write the full date here.
7. Zhu and Chen, <i>Langman zhuyi xiaoshuo</i> , 127.	Subsequent footnotes to items used earlier (here to no. 2) can use an abbreviated format .
8. Lee, "Incomplete Modernity," 127-128.	Abbreviated version of footnote no. 4. Also shows page ranges.
9. Ibid.	If you are referencing the same source several times in a row, use Ibid .
10. Ibid., 128.	A different page from Leo Ou-fan Lee's article.

In the Chicago style, page numbers for footnotes are just preceded by a space. You can optionally use "p. " instead for single pages and "pp. " for page ranges. E.g. "p. 127" and "pp. 127-128". Note the space between the full stop and the page number(s).

Capitalize the main words in English titles, but not titles in pinyin or translations. Use a colon (:) between main titles and subtitles.

If there are three or more authors or editors, you can just list the first one and collapse the others into "et al."

Subsequent references to previously cited sources can optionally use an abbreviated format. These just use the author's last name and an abbreviated title. Details of publication are omitted. See notes 7 and 8.

If you are using the same source several times in a row, you should use *Ibid*. See notes 9 and 10.

Reference Lists

The bibliography or reference list at the end should contain *all* referenced works. Every entry from the footnotes must be included. Do not include works that you have *not* referenced (even if you have read them).

Entries should be in alphabetical order.

Generally refer to the work listed as a whole, not the pages you have used. Note that articles in edited books get their own entries. Articles should provide the full range of pages of the article.

Do not divide the list into subcategories (e.g. books and websites).

Reference lists are usually single spaced. You can use hanging indentation if you like.

Invert the name for first author or editor in the reference list, but not subsequent ones.

If the author or editor is Chinese and already has the family name first, you should not invert the name, nor insert a comma.

Here are the basic types for reference lists:

Book:	Last name, First name. <i>Title of Book</i> . Place: Publisher, Year.
Journal article:	Last name, First name. "Title of Article." <i>Name of Journal</i> Volume no., Number (Year): First page – last page.
Edited book:	Last name, First name, ed. <i>Title of Book</i> . Place: Publisher, Year.
Chapter in edited book:	Last name, First name. "Title of Chapter." In <i>Title of Book</i> , edited by Editor's name, first page-last page. Place: Publisher, Year.

Here are the entries from the footnote examples earlier:

Reference list examples	Comments
Han Shaogong. <i>A Dictionary of Maqiao</i> . Translated by Julia Lovell. New York: Columbia University Press, 2003.	A translated book . Since the book already puts the author's family name first, it has not been inverted.
Laughlin, Charles A. <i>The Literature of Leisure and Chinese Modernity</i> . Honolulu: University of Hawaii Press, 2008.	A book .
Lee, Leo Ou-fan. "Incomplete Modernity: Rethinking the May Fourth Intellectual Project." In <i>The Appropriation of Cultural Capital: China's May Fourth Project</i> , edited by Milena Doleželová-Velingerová and Oldřich Král, 31 – 65. Cambridge, MA: Harvard University Press, 2001.	Article in an edited book . Provide the full page range for articles
Yang Yi 杨义. "Lun haipai xiaoshuo" 论海派小说 [On Shanghai school fiction]. <i>Zhongguo xiandai wenxue yanjiu congkan</i> 中国现代文学研究丛刊 1991, no. 2: 127 – 129.	Chinese article . The year is the volume number here. You can provide translations in square brackets or parentheses.
Yeh, Wen-hsin. "Shanghai Modernity: Commerce and Culture in a Republican City." <i>China Quarterly</i> 153 (1997): 375 – 394.	An article . Provide the year in parentheses if it is not the journal number.

Zhu Xi 朱曦 and Chen Xingwu 陈兴芜. *Zhongguo xiandai langman zhuyi xiaoshuo moshi* 中国现代浪漫主义小说模式 [Structures of modern Chinese romantic fiction]. Chongqing: Chongqing chubanshe, 2002.

A Chinese book with two authors.

If you have multiple works by the same author, the name can be abbreviated to “——” for subsequent entries by that author. Beware that this might mess up computer-assisted alphabeticization.

References to websites and online sources are tricky because they often contain only partial information. If you cannot find the author’s name, authorship can be attributed to the organization or website as a whole, e.g. *Renmin ribao*, Microsoft Corporation, World Bank. So provide as much information as possible. Give the URL and date visited. See the Purdue OWL entry below for an example.

Further Sources of Information

There is of course lots of information on the Internet concerning all the main reference styles, MLA, Harvard, Chicago, etc. Unfortunately there is somewhat less information concerning the formatting of Chinese sources. You may find the following helpful.

DeFrancis, John. *ABC Chinese-English Dictionary*. Richmond: Curzon Press, 1996.

There is an appendix here on pinyin orthography. This dictionary is also useful for determining word breaks in pinyin.

Purdue Online Writing Lab. “Chicago Manual of Style 16th Edition.” Last modified 2 November 2010. Accessed 3 November 2010. <http://owl.english.purdue.edu/owl/resource/717/01/>

Purdue OWL is a useful online source with examples of different sorts of references and footnotes. This website also has guides on MLA and APA styles.

University of Chicago Press. *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*. 16th ed. Chicago: Chicago University Press, 2010.

Consult this work for more information on how to cite special cases, including unpublished manuscripts, films, microfilm, volume numbers, rare editions, etc. Also note this entry as an example of a corporate author and a later edition of a book.