

Romanization Style Sheet for Authors

Based on a Style Sheet from Albert Dien's Proseminar for Sinologists

I. General Principles

A. Transliteration:

1. All Chinese words, phrases, proper names, and book titles should be Romanized in the text, footnotes, and bibliography according to the Hanyu pinyin Romanization system.
2. Provide translation for book and article titles in the bibliography and/or at first occurrence.

B. Capitalization

1. **Capitalize Romanized entries very sparingly, preferably only proper names and first words of sentences or book titles.**
2. **Proper names in book titles should be capitalized.**

C. Hyphenation—the Hanyu pinyin Romanization system does not make use of hyphens—except in transliteration of Manchu names that have been rendered in characters.

D. Underlining

1. Underline or italicize Romanized special words or phrases which have not been anglicized, and book titles. E.g. *shi* 士, *jinshi* 進士; but not yamen.
2. Do not underline proper names of persons or places or titles of unpublished mss.

E. Characters

1. Characters may be added for identification following the Romanization on its first occurrence in the text or footnotes, without parentheses or other punctuation.
2. Characters should not be included in the glossary for words or names which are well-known or can be readily identified, i.e. dynasty, emperors, provinces, major cities, units of measure, etc.

F. Translation

1. For book titles, free translation or a brief description of the content is suggested. Translation of the book titles may be omitted from the footnotes if given in the bibliography.

II. Details of Description

A. Names of Persons

1. Surnames should precede given names. Do not hyphenate—except in the case of Manchu names transliterated from Chinese.
2. Transliterate Japanese names in Japanese Romanization and provide Western names in their original form, followed by the Chinese transliteration or Chinese names if appropriate.
3. Follow the spelling of individual names which the owners were known to have preferred, even if it differs from standard Romanization (i.e. Chiang Kai-shek, Sun Yatsen, Fung Yu-lan)
4. Dates of birth and death, flourishing, or receiving a degree may be given in parentheses at first mention. If the dates are unknown or questionable, indicate as (1815?-1870?) or (1815-?), etc.

B. Geographical names—use pinyin

C. Institutional names

1. Use the translated or established form for well-known names of government offices, academic institutions, and publishers. (i.e. Board of Rites, Ministry of Foreign Affairs, Academia Sinica, Commercial Press).
2. Use transliteration for less well-known names of offices and institutions (i.e. Guanglusi, Wuyingdian, etc)

D. Book Titles

1. Capitalize only the first word and **proper nouns** appearing in a title.
2. For classical and anonymous works, give the title first and follow with names of annotators and commentators.
3. The number of *juan* or *pian* may be given after the title.

E. Facts of publication

1. Describe details of publication in this order: place, publisher, date (using Western calendar only)
2. Omit facts of publication if unknown; do not use “n.p.” or “n.d.” for items in traditional format.
3. Give the original edition, if known, of a photo-reproduction.

F. Collation

1. Use “volume” and “page” for works in modern format. (Vol. 1, 3 v.; pp. 145-49, 350 pp.)
2. Use *ce*, *juan*, and leaf number in citing books in traditional format. Indicate “*shang*” 上 and *xia* 下 in Romanization and recto/verso of the leaf with “a” and “b”. (i.e. 1: 2a , *shang* 1a (is the first page of the first *juan* where *juan* numbers are not given).
3. “*juanshou*” 卷首 and “*juanmo*” 卷末 can be translated as “introductory chapter” and “terminal chapter”

III. Parts of description

A. Footnotes

1. As the full bibliographical details are given in the bibliography, then the facts of publication may be omitted at first occurrence in the notes. The footnote citation should be Author, Title, page #.

B. Bibliography

1. List all references at the end of the paper, arranged alphabetically in one list.
2. Footnotes and bibliography should follow the Chicago Manual of Style 15th Edition for the humanities (see Chicago Manual of Style, Section 15).