

BJAS Style Sheet for English Manuscripts

The *BJAS* Style Sheet follows the Notes and Bibliography style. Please refer to *The Chicago Manual of Style*, 16th Edition (Chicago: University of Chicago Press, 2010) for specific guidelines. Examples of bibliographic entries can be found in the above. Here are some additional notes on the house style:

Abbreviations: “annot.” for annotated; “comp.” for compiled (and collated); “ed.” for edited/editor; “eds.” for editors; “est.” for estimated; “ibid.” for *ibidem* citation; “lit.” for literally; “rpt.” for reprinted; and “trans.” for translated.

Chinese in the text: The Pinyin system is used for Chinese terms and texts. Chinese script is always presented in full form characters (i.e. Traditional Chinese).

Dates: BCE and CE with regular caps and without periods are used instead of BC and AD. Dates are separated by an en dash (–), e.g. Emperor Ping of Han 漢平帝 (9 BCE–6 CE).

Proper nouns (esp. personal names): The Pinyin system is used in general, except for place-names, names of institutions and personal names that have conventional spellings, e.g. Taipei, not Taibei; Tsinghua University, not Qinghua University; Lau Din Chek (D. C. Lau), not Liu Dianjue; and Jao Tsung-i, not Rao Zongyi. Note that the first letter after a hyphen is in lowercase, unless it is part of the name of an institution.

The Romanized form of Chinese personal names appears in traditional order, with surname (family name) followed by given name (AND the Chinese characters for the first occurrence). For example, Hsu Yu 徐訐. The same applies for names of similar traditions, such as Japanese and Korean names. Whenever possible, add the relevant dates at their first mention, except for living persons.

Punctuation marks: All quotations are put in double quotation marks, except block quotations. Single inverted commas are reserved for quotations within quotations. An end punctuation mark or a comma is always placed *inside* the parentheses, single or double. The en dash is used for number ranges, including page numbers and years.

Quotations: A long quotation of more than four lines should be set off as a single-spaced, double-indented block quotation (without quotation marks). The English translation is given first, followed by the Chinese original. In this case, Pinyin transliteration is not needed.

Terminology: Special terms are to be translated or glossed, either in the body of the text or in the footnotes, at their first occurrence.

Titles: References to primary and second literature should be transliterated according to the Pinyin system, followed by the Chinese characters and their English translation at the first appearance, e.g.

- the “Shifu” 世俘 (World’s Capture) chapter of the *Yizhoushu* 逸周書 (Remnants of Zhou Documents)

Titles of secondary literature in any language need not be translated (note that references to secondary literature should be made in footnotes).