

***Journal of Song-Yuan Studies* Style Sheet 2.3 (December 2018)**

GENERAL INSTRUCTIONS:

Submissions to the *Journal of Song-Yuan Studies* should be sent in electronic form as email attachments to the Editor (adlevine@uga.edu). Manuscripts should be double-spaced throughout (text, quotes, and notes), using Times New Roman 12-point. Complete footnotes are preferred, but bibliographies are not required. Since the *Journal* uses an anonymous review process, authors should not identify themselves on the first page (please provide **only** a title), in the main body of the article, or in the footnotes.

STYLE:

Manuscripts should conform, as much as possible, to the guidelines outlined in this style sheet. Authors are strongly encouraged to consult back issues of *JSYS* for additional information on style.

BOOK REVIEWS:

The headings of reviews should contain the following information: title, author, place of publication, publisher, year, number of pages, and price. Unsolicited book reviews (not including comprehensive review essays) are unlikely to be considered.

ROMANIZATION:

JSYS uses Hanyu Pinyin for all Chinese romanization.

CHINESE CHARACTERS:

Characters should appear where necessary in the body of the text or in the footnotes, following the appropriate romanization. Please use the SimSun font for all Chinese and Japanese characters. *JSYS* does not use separate glossaries. Use only traditional-form characters (*fantizi* 繁體字) except when citing modern scholarship that is itself produced in simplified form (*jiantizi* 簡體字). Characters need not be provided for names, terms, and titles familiar to *Journal* readers (Zhu Xi, *Song shi*, *Zizhi tongjian*, Daoxue, etc.). The Editor reserves the privilege to delete any unnecessary characters.

OFFICE TITLES AND GOVERNMENT ORGANIZATIONS:

English translations of office titles and government organizations should be capitalized (e.g., Prefect, Bureau of Military Affairs, etc.); romanized office titles and government organs should be in lower case and in italics (*cishi*, *shumi yuan*, etc.).

GEOGRAPHICAL NAMES:

Use Hanyu Pinyin or, where appropriate, Postal Spellings.

CITATION OF SOURCES:

Do not include the abbreviations p. and pp. before page numbers.

When citing Asian-language material in the notes, give the author's name followed by characters, romanized title (followed by characters if necessary) without English translation.

Foreign language titles may be translated in the body of the article and then referred to consistently either by original or translated title.

WHEN PREPARING YOUR SUBMISSION:

1. Use Times New Roman 12-point, double-spaced, for all of the main text (even block quotations). Use the same font, double-spaced, for footnotes and bibliography. Use SimSun for Chinese text.
2. Use only one space after periods, colons, exclamation points, question marks, quotation marks: any punctuation that separates two sentences.
3. Please make sure that there is a single space between all Chinese characters and the neighboring English text. These spaces can be hard to see in Microsoft Word, but will make converting these into PDFs much easier for our typesetter.
4. The top, bottom, left, and right margins of your manuscript should each measure one inch.
5. Distinguish between "cf" and "see" in your footnote references. "Cf" means "compare"; "see" means "see." Whenever possible, provide italics rather than underlining.
6. Avoid Latin abbreviations (Ibid., op. cit., etc.) in footnote references. Instead, use short or abbreviated forms of author names and/or titles.
7. Please do not hyphenate your submission.
8. Do not use any hidden formatting commands.

Please use this standard formatting for footnotes to *CHoC* vol. 3:

John K. Fairbank and Denis Twitchett, "General Editors' Preface," in *The Cambridge History of China, Vol. 3: Sui and T'ang China, 589–906, Part One*, ed. Denis Twitchett (Cambridge, UK: Cambridge University Press, 1979), vi.

Please use this standard formatting for footnotes to Parts One & Two of *CHoC* vol. 5:

Lau Nap-yin and Huang K'uan-chung, "Founding and Consolidation of the Sung Dynasty under T'ai-tsu (960–976), T'ai-tsung (976–997), and Chen-tsung (997–1022)," in *The Cambridge History of China, Vol. 5, Part One: The Sung Dynasty and Its Precursors, 907–1279*, ed. Denis Twitchett and Paul Jakov Smith (Cambridge, UK: Cambridge University Press, 2009), 248–49.

Joseph P. McDermott and Shiba Yoshinobu, "Economic Change in China, 960–1279," in *The Cambridge History of China, Vol. 5, Part Two: Sung China, 960–1279*, ed. John W. Chaffee and Denis Twitchett (Cambridge, UK: Cambridge University Press, 2015), 321–85.

Citing major sinological journals:

Always abbreviate & italicize *JSYS*.

If *Harvard Journal of Asiatic Studies* OR *Journal of the American Oriental Society* appears more than once in your manuscript's footnotes, abbreviate it in all further references as *HJAS* or *JAOS*.

But ALWAYS spell out *T'oung Pao* or *Asia Major*.

For *Asia Major*, the series name isn't italicized, and goes inside parentheses:
Asia Major (New Series) 4.1 **OR** *Asia Major* (Third Series) 19.2

Places of Publication:

Cambridge, Mass.

Cambridge, UK

Taipei, NOT Taibei

Xi'an, NOT Xian

Distinguish Shanxi 山西 and Shaanxi 陝西

Tokyo and Kyoto, NO MACRONS

Use longer abbreviations for U.S. state names (Colo. NOT CO; N.J. NOT NJ; Calif. NOT CA)

Publishers:

University of Hawai'i Press, NOT Hawaii

For romanization of the names of Chinese and Japanese publishers, only capitalize the first letter:
 Zhonghua shuju, Wenhai chubanshe, Henan daxue chubanshe, Kyūko shoin

Citing primary & secondary sources

Spacing issues:

Song shi 宋史, NOT *Songshi*

Xin Wudai shi 新五代史

Jiu Tang shu 舊唐書, *Xin Tang shu* 新唐書

General rules for volume/juan/page ranges:

Volume number: *juan* number.page number

For titles of shorter documents, provide pinyin inside quotation marks and characters outside quotation marks

“hereafter” and “henceforth”

In the first footnote reference for a journal or primary source title that appears more than 3 times in your footnotes, use “henceforth” & “hereafter” in lower case:

Xu zizhi tongjian changbian 續資治通鑑長編, henceforth *XCB*

Harvard Journal of Asiatic Studies, hereafter *HJAS*

Footnote format for abbreviated Chinese titles:

Sibu congkan > *SBCK*

Siku beiyao > *SBBY*

Song huiyao jigao > *SHY*

Song shi > *SS*

Quan Song wen > *QSW*

Wenyuange siku quanshu > *SKQS*

Xu zizhi tongjian changbian > *XCB*

SS 451.15469 or *XCB* 123.4567 or *QSW* 266:5994.16–20

For primary source collections with titled sections:

For *Song huiyao jigao*: provide section title in normal (not italicized text) with Chinese characters for first appearance: *SHY*, Xingfa 刑法 12.1a

For *Quan Song wen*:

For *Quan Song wen*, abbreviate as *QSW* in second through last references:

Lou Yue 樓鑰, “Chaoqing dafu zhishi Wang jun muzhiming” 朝請大夫致仕王君墓誌銘, *QSW* 266:5994.16–20.

Pinyin for titles of Chinese & Japanese secondary sources:

北宋 as Bei Song NOT BeiSong BUT, if it’s Japanese: 北宋 as HokuSō

南宋 as Nan Song NOT NanSong BUT, if it’s Japanese: 南宋 as NanSō

唐宋 as Tang Song NOT TangSong BUT, if it’s Japanese: 唐宋 as TōSō

Citing doctoral dissertations & master’s theses:

Ph.D. diss. NOT PhD or Ph. D.

M.A. thesis NOT MA or M. A.

Numbers and numbering:

Spell out all cardinal numbers below 100, except when they appear as percentages: “eighty-three” but “83%.”

Spell out all ordinal numbers: “eleventh” not “11th”

use en-dashes (–) NOT hyphens (-) for all date and page ranges.

use all digits in years for date ranges (1068–1077, NOT 1068–77)

follow *Chicago Manual* guidelines for page ranges: 768–93, not 768–793; 106–7, not 106–107

Miscellaneous:

Qin Gui 秦檜 not Hui

Shen Kuo 沈括 not Gua

Su Che 蘇轍 not Zhe

Chinese and English punctuation:

In block quotations, use Chinese-style commas and periods (， or 、 or 。)

If a quotation is part of a normal English sentence, use English-style commas and periods (, or .)