

# ***HARVARD JOURNAL OF ASIATIC STUDIES***

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## **Style Sheet (NOVEMBER 2024)**

*HJAS* publishes original scholarship in the humanities, digital humanities, and humanistic social sciences about East Asia as well as the Tibetan- and the Altaic-speaking peoples of Inner Asia. We publish about the Turkic-speaking peoples of Central Asia only when and where they were under Mongol, Manchu, or Chinese rule. We do not publish on other regions, including Vietnam and Southeast Asia, except as part of the Sinitic Cosmopolis. We do *not* publish about West Asia or South Asia. We publish premodern and some modern studies. Please review recent issues to see our coverage.

Articles must make an argument for an original point about new research that is engaging both to specialists *and* to nonspecialists in East and Inner Asian studies. When selecting articles for publication, the editors consider the strength of the scholarship, the quality of the argument, and the clarity of the methodology. Even the most narrowly focused contribution must speak in some way to an academic audience beyond a small community of specialists. The presentation of new factual information alone is not sufficient grounds for publication.

Citational diversity is a priority for *HJAS*. In the face of studies showing endemic undercitation of the scholarship of women and people of color (see, for example, this [Inside Higher Ed](#) op-ed and this [annotated bibliography](#) of gender bias in academia from LSE scholars), *HJAS* has a review criterion that the relevant scholarship of women, people of color, and scholars resident at Asia-based institutions is cited and these scholars' intellectual contributions to the manuscript's argument are appropriately acknowledged.

### **Submitting a Manuscript (including Word Limits):**

*HJAS* uses Editorial Manager (EM), an online manuscript-managing system, to invite, submit, track, and review manuscripts. You must have an EM account in order to submit to *HJAS*. To submit your manuscript or to create an account, follow the instructions on the *HJAS* EM home page at <https://www.editorialmanager.com/hjas/default1.aspx>.

For a new article manuscript submission, you are required to upload from two to six files:

- a required MS Word file with the main text and notes (with citations) in *HJAS* style,
- a required MS Word file with the title and an English abstract of 100–150 words,
- an optional MS Word file with all figures and their captions,
- an optional MS Word file with all tables and their notes,
- an optional MS Word file with any appendices,
- an optional cover letter.

For new article manuscripts, the main text and notes combined should not exceed 10,000 words, and notes should not exceed 25 percent of this manuscript file. Do *not* include figures, tables, or appendices in the main manuscript file. If you have figures (images, bar graphs, maps, and the like) or tables, see the *HJAS* [Requirements for Publication of Figures and Tables](#). (Note that maps have special requirements.) If you want to include an appendix, contact the [Journal office](#) for instructions prior to submission.

For revised article manuscript submissions, which are by invitation only, you are required to upload from three to seven files:

- a required MS Word file with the main text and notes in *HJAS* style,
- a required MS Word file with the title and an English abstract of 100–150 words,
- a required MS Word file with an anonymized explanation of the revisions made in response to reviewer and editor comments.
- an optional MS Word file with all figures and their captions,
- an optional MS Word file with all tables and their notes,
- an optional MS Word file with any appendices,
- an optional cover letter.

The word limit for revised article manuscripts is specified in the invitation to resubmit. Be sure to update your abstract so it reflects the revised content. Your explanation of revisions will be made available to any repeat reviewers, so your name and institution should not be on it.

For book reviews and review essays, which are by invitation only, you will be required to upload two or more files:

- a required MS Word file with the main text and notes (with citations) in *HJAS* style,
- a required signed contract,
- an optional MS Word file with all figures (showing how all the images should look) and a caption for every figure,
- if there are any figures, each figure image or component file meeting *HJAS* technical requirements (including file type) must be submitted separately,
- an optional MS Word file with all tables and their notes,
- an optional cover letter.

Review essays should not exceed 4,000 words, and book reviews should not exceed 2,000 words. In all reviews, notes should be minimal (under 20 percent), and figures and tables must meet *HJAS* [Requirements for Publication of Figures and Tables](#). Note that maps have special requirements.

**Formatting:**

- Do not include your name or any acknowledgments in article manuscript submissions (new or revised). If you cite your own work do not refer to it as “my” work in the submitted manuscript. This anonymity is for review purposes; in the final article, we prefer authors to use “my” in reference to

their own work. Article authors are allowed to include a brief acknowledgment note in the final publication.

- Everything—text, notes, block quotations, figure captions, tables—must be double-spaced.
- Do not justify the right margin.
- Do not insert two spaces between sentences or a space between double and single quotations marks.
- Paginate the manuscript but avoid using any other running header or footer.
- Margins should be at least one inch wide all around. For the abstract, main text, notes, figure captions, tables, and appendices, use font size 12. On figure images, do not go below 10-point font.
- The preferred English font is Times New Roman. (See below for Asian fonts.)
- Do not use automatic hyphenation.
- Notes should be footnotes. Citations are provided in notes (citation format is described below). Do *not* use author-date citation style and do *not* provide a bibliography or reference list.
- Avoid long footnotes. *HJAS* will not publish footnotes that exceed the main text on the page.
- Do not number headings and subheadings or insert collapsible headings into the manuscript. Do not begin the manuscript with a heading (such as “Introduction”). Keep headings brief (under 65 text characters and spaces combined).
- Do use block quotes, tables, and figures where they support your argument, but limit the overall number of each. See the discussion of Substantive Requirements in *HJAS* [Requirements for Publication of Figures and Tables](#).

### **General Style:**

- In matters of English-language style, *HJAS* generally follows the rules set out in the *Chicago Manual of Style Online* (18<sup>th</sup> edition) [hereafter *CMS*] and the spellings in the current online *Merriam-Webster Unabridged Dictionary*. However, for East Asian languages and materials, we privilege the following guides over *CMS*: for Japanese, we use the current [Monumenta Nipponica style guide](#); for Chinese, we use Endymion Wilkinson, *Chinese History: A New Manual, Enlarged Sixth Edition* (Cambridge, MA: Harvard University Asia Center, 2022); see especially pp. xvii–xxiii.
- Authors are encouraged to consult the most recent issues of *HJAS* for models of our current style.

### **House Style:**

- Use American spellings (color, judgment, councilor, adviser).
- When using indigenous or premodern weights and measures, provide parenthetical conversion to the metric system (kilograms, meters); you may *also* add the American system (pounds, feet).
- When the names of authors change over time (whether due to preference, marital status, or changes in romanization), use the author’s preferred name (insofar as it can be determined) in the main text, but in the notes, provide the name as given on the title page of the work. Alternate names should usually be provided in square brackets so that readers may find other works by the same author. (See below for the application of this rule to Asian names.)
- Use a serial comma before “and” in a series, as in: China, Japan, and Korea.
- Use present tense to refer to the contents of a written work: “In his sixteenth-century report, the author says...” (per *CMS* 5.133, category 2: “timeless facts, such as... works of the past that are still extant or enduring”).

- Note the difference in capitalization (per *Merriam Webster*) for the following related terms: sinograph, Sinicization, sinicize, sinology, Sinification.
- Observe the distinction between the nonrestrictive “which” and restrictive “that,” (per *CMS* 5.254, under “that; which”).
- Put a noun after “this” and “these” to specify the antecedent (cf. *CMS* 5.31).
- Do not speak of yourself in the third person and avoid passive-voice constructions (“according to the argument of the present author”); instead, use first person and active voice (“I argue”). Note that *HJAS* house style prefers “I argue” over “this article argues.”
- Do not use the following abbreviations: e.g., et seq., etc., ff., *ibid*, i.e., or op. cit. Instead, use phrases such as “for example,” “and the like,” or “in other words.”
- Abbreviate inclusive numbers (except for years), using an en-dash (–) for the range (per *CMS* 9.63):
  - If the first number in the sequence is 1–99, 100, or multiples of 100, then use all digits for the second number in the sequence (such as, 3–10, 96–117, 1100–1113).
  - If the first number in the sequence is 101–9, 201–9, and so on, use the changed part only for the ending number in the sequence (for example, 101–8, 808–33).
  - If the first number in the sequence is 110–99, 210–88, and so forth, then use two or more digits unless more digits are needed to include all changed parts (for instance, 321–28, 498–532, 1087–89, 1496–500, 12991–3001).
- For year sequences, use all digits: 1275–1286, 220 BCE–200 CE, 220–210 BCE.
- Spell out the numbers one through one hundred, as well as round numbers for hundreds and sometimes thousands (but not, say, 150 or 3,400), except when combined with “percent,” when referring to the numbered part of a publication, when numbers appear frequently within a paragraph, and when citing sources. Thus: “twentieth century” but “chapter 3.”
- Use an en-dash, not a hyphen, to mean “to” (per *CMS* 6.83), as in “Ming–Qing transition.”
- Avoid use of “contemporary” or “current” when referring to historical events; instead use “contemporaneous” not only for things and actions but also people (contra *CMS* 5.254).
- Do not use biased terms. For example, instead of “Oriental” use “Asian”; instead of “man” use “person,” “humans,” or “people”; instead of “manpower” use “labor.” Such terms may be used in direct quotations of earlier works, with appropriate context provided, or official titles (such as the Oriental Institute in Prague, or the *Harvard Journal of Asiatic Studies*). See *CMS* 5.255–5.266 for recommendations on bias-free language.
- Italicize names of scriptures and sacred works in book-length sources, including the *Heart Sutra*, the *Hebrew Bible*, the *Bible*, and the *Five Classics* (contra *CMS* 8.104).

### **Romanization of Asian Languages:**

- Italicize Chinese, Japanese, Korean, 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.
- Following convention, *HJAS* will accept variation in the romanization of individual personal names and prefers the use of such well-established exceptions as “Taipei” and “Seoul.” (However, the names of emperors should follow regional style guides.) Note that the romanization preferences of authors with ethnic Asian heritage who publish in English should be honored. *HJAS*-preferred

romanizations (such as pinyin) should only be provided (in square brackets) when their Asian-language work is cited. For example:

- Ping-ti Ho, *Studies on the Population of China, 1368–1953* (Cambridge, MA: Harvard University Press, 1959).
- Ho Ping-ti [He Bingdi] 何炳棣, *Ming chu yijiang renkou ji qi xiangguan wenti, 1368–1953 明初以降人口及其相关问题, 1368–1953*, trans. Ge Jianxiong 葛剑雄 (Beijing: Shenghuo-Dushu-Xinzhishi Sanlian shudian, 1989).
- Use Asian order for personal names (surname first) when referring to authors of works written in Chinese, Japanese, or Korean; and use English order for personal names (surname last) when referring to authors of English-language materials.
- Capitalize each word of the English translations of Chinese institutions but not their pinyin names (per Wilkinson, p. xviii). Thus, 华东师范大学 is East China Normal University and Huadong shifan daxue. Also, when two proper names appear one after another, the second proper name starts with a capital letter. Thus, 文淵閣四庫全書 is *Wenyuan ge Siku quanshu* (the *Wenyuan ge* edition of the *Siku quanshu*) and the Institute of History and Philology at the Academia Sinica is Zhongyang yanjiuyuan Lishi yuyan yanjiusuo 中央研究院歷史語言研究所.
- For Chinese, use pinyin throughout the manuscript (other than names as discussed above), following [standard rules](#). Please note that hyphenation is rarely used in pinyin and that the pinyin for a single concept is spelled without spacing even if it uses two or more characters: *quanguo* 全国, *yanjiushengyuan* 研究生院.
- For Japanese, use the modified Hepburn system of romanization in *Kenkyūsha's New Japanese-English Dictionary*, with the following qualifications:
  - Use macrons to represent long vowels, except for fully anglicized words (shogun, daimyo) and the names of Japan's main islands and principal cities (Tokyo, Kyoto, Osaka, Hokkaido, Kyushu, Honshu; but Kantō, Tōhoku). Note that Ryukyu is a fully anglicized word, so it takes no macrons (for the islands, language, people, or kingdom). However, a long “i” should be romanized with a double “i” rather than a macron: *kōhii*, not *kōhī*.
  - Use “n” rather than “m” to replace the Japanese syllable “ん/ン.” For newspapers, write *shinbun*, not *shimbun*.
  - Only include an apostrophe after an “n” when the “n” is followed by a vowel that is a separate syllable, as in “Koizumi Jun'ichirō.” Do not use apostrophes otherwise.
- For Korean, use the McCune-Reischauer romanization consistently, except for fully anglicized words and place names (hangul, kimchi, Pyongyang).
- For Manchu, use the Möllendorff system in P. G. von Möllendorff, *A Manchu Grammar* (Shanghai: American Presbyterian Mission Press, 1892), and in Jerry Norman, *A Comprehensive Manchu-English Dictionary* (Cambridge, MA: Harvard University Asia Center, 2013).
- For Mongolian, use the system found in A. Mostaert, “Index des mots du Mongol écrit et du Mongol ancien,” in *Dictionnaire Ordos: A-Z, tables alphabétiques* (New York: Johnson Reprint Corporation, 1968), pp. 769–809, and in Nicholas Poppe, *Grammar of Written Mongolian* (Wiesbaden: Harrassowitz, 1954).
- For Tibetan, use the system found in Turrell Wylie, “A Standard System of Tibetan Transcription,” *HJAS* 22 (1959): 261–67, DOI: 10.2307/[2718544](#).

- For Russian, use the Library of Congress system.
- For Sanskrit, use the system found in W. D. Whitney's *Sanskrit Grammar*. Note that many Sanskrit Buddhist terms are now fully anglicized (sutra, dharma, Mahayana). Provide diacritics on proper names that are not fully anglicized (Śākyamuni).
- For Arabic and Turkic, use [the system used by the International Journal of Middle East Studies \(IJMES\)](#) except that, unlike *IJMES*, we do want diacritics on names of persons, places, and titles of books and articles. However, as always with foreign place names, if there is a fully anglicized name (without diacritics), use it: Baghdad, for example.

### **Use of Chinese, Japanese, and Korean Characters:**

- In manuscripts, the preferred Chinese font is PMingLiU; Japanese, MS Mincho; Korean, Batang (for hangul and *hancha*). Note that most other Korean fonts show as blank boxes after conversion to the PDF files used for the review process, so be sure to check to be sure that all Asian graphs appear correctly on your EM-generated PDF submission file. If any text is unreadable during our technical check, we will return the manuscript to the author for correction *prior* to any review.
- *HJAS* does not provide separate glossaries. Characters or graphs should appear in the body of the text, following the appropriate romanization. Authors may use simplified or traditional characters as they prefer, maintaining consistency throughout the main text, tables, and figure captions. In the notes, however, use simplified or traditional characters for a citation based on the usage in the original source. Note that Korean (but not Chinese) uses spaces between graphs to distinguish words.
- Provide characters for a name, term, or title only once in the manuscript file, where it is first mentioned, whether that is in the main text or in the notes.
  - For terms that appear more than once in the manuscript, provide romanization as well as character(s) at first usage and thereafter use only the romanization or English translation as appropriate.
  - Characters are *not* required after English translations of a direct quote longer than two or three words. Characters *may* be included as intellectually appropriate, preferably in the footnote with the citation, but do *not* provide romanizations for lengthy or block quotations.
- For Asian publishers' names, use romanization without characters. Do not translate the publisher's name; for example, use "Renmin chubanshe" for 人民出版社, not "People's Publishing House."
- In the case of poetry, characters are published side by side with the English translation.

### **Citation of Sources:**

- The guiding principle for *HJAS* citation style is that nonspecialist readers (such as beginning graduate students) interested in following up on any specific citation must be able to find the quoted or referenced passage in the work and must have sufficient information to locate and access the source material (either through interlibrary loan or an in-person visit).
- Authors are responsible for providing citations for all works referenced and quoted.
  - Do not use "passim" or "ff." Instead provide specific page numbers.

- Every quotation must have a citation that specifies the page number of the quoted passage. When referring to a larger debate or reflecting on the state of a field, authors should provide an exemplary citation so nonspecialist readers have an entry point to that body of literature.
- If several sentences in a row require citation to the same page of the same source, place the citation at the end of the *first* sentence.
- “Personal communication” citations require the written permission of the person being cited.
- When citing Asian-language material in the notes, give the following information in this order at the first citation: the author’s full name in romanization followed by characters (if it is the first usage of the author’s name), then the romanized title of the work followed by characters (if it is the first usage of the title) with the publishing information in parentheses. Do not provide English translation in the citation note. Use the format as shown here and in the sample notes:
  - Fei Xiaotong 費孝通, *Xiangtu Zhongguo* 鄉土中國 (Shanghai: Guancha she, 1948).
- Foreign-language titles may be translated in the main text and then referred to consistently by either the original or the translated title.
- For Chinese-language historical sources, provide the modern number for the physical volume (*ce* 冊) and modern page numbers in the source used, *as well as* the traditional *juan* 卷 number and the *juan*-based page number (which is consistent across modern editions). Even for classical works, such as the *Shijing* 詩經, provide complete citations to specific editions. See, for example, sample note 18.
  - Provide the modern page number (which continues numeration across *juan* and varies by publisher and edition) whenever possible, especially if the *juan*-based page number is not available. See sample note 20a.
- Similarly, for Korean- and Japanese-language material, use the Asian-language term for “volume” (such as *kwŏn* or *maki*), when appropriate, and provide the character at first usage. See sample notes 27, 28, 35, and 56.
- When citing modern editions of often-reprinted classical works, *HJAS* prefers editions that are considered standard in the specialized field. For example, we prefer Zhonghua shuju 中华书局 editions and the Scripta Sinica collection offered online by Academia Sinica—which are now widely accessible, given current standards in print and digital publication—and we discourage citation of *Sibu congkan* 四部叢刊 and other collectanea, which are now more difficult to access. Moreover, following their own [recommendation](#), we discourage citations of classical sources on ctext.org.
- For archival material, provide the author (where known), the title or a brief description of the material, the date (whether exact or estimated), record locator, and collection name, as well as the name of the archive and its geographic location. If the date is not included in the title, place the date in brackets. In addition to this information, if the archival material is available online, also provide a URL. See sample notes 45–65 and also guidelines provided by the [US National Archives](#).
- For any source that is difficult to locate, provide a URL to a library or archive catalog.
- For all works (except academic journals), include the place of publication, contra *CMS* 18<sup>th</sup> edition 14.30. If the place is unknown, use “n.p.” (per *CMS*, 17<sup>th</sup> ed., 14.132).
- For works cited more than once, use a short-form citation. See sample notes 17, 19, 22, 51, and 58; see also *CMS* 14.30 and 14.33. For works cited four or more times, authors may specify and use a nonstandard abbreviated form. See sample notes 18, 29, and 31.

- Do not use “ibid,” “idem,” “op. cit.,” or “loc. cit.”
- Spell out the full names of all journals in citations, except *HJAS*. For *HJAS* articles, abbreviate the journal name and provide a DOI link.
- When using online resources, the authors must provide a stable URL, along with a date, and when citing electronic media, follow Chicago style (see especially *CMS* 13.6–12, 14.58–62, 14.103–107, 14.110, 14.160–169).
  - The preferred date is the official publication or print date; if that date is not available, then use the date on which the site was last modified or revised.
  - If no date is given on the website, use the date that the material was last accessed.
  - Where applicable, include a Reference Code or search (s.v.) term.
  - See sample notes 7b, 20b, 28, 36, 37, 42, 48, 49, 52, 53, 57, 58, 60, 62, and 63.
- *Review authors* should insert into the main text all page references to the book(s) under review. If more than one book is under review, use a short-form of the book title (or author name) to distinguish in-text page references. Use notes for all other references.
- *Article authors* may, if analyzing one work in detail, insert page numbers to that work in the main text. Place all other references in notes.

#### **Submitting Figures and Tables for Review:**

- *HJAS* publishes figures—including art illustrations, genealogies, maps, and the like—and tables that facilitate understanding an author’s argument. Figures and tables can often provide large amounts of information more clearly and concisely than prose. Nevertheless, authors should limit the total number of figures and tables.
- Provide characters for Asian-language terms in the figures, figure captions, and tables, regardless of whether they have been used previously in the main text. Editors will work with authors of accepted manuscripts during copyediting to decide whether characters are needed in each figure and table.
- Collect all figures together in a single MS Word file.
  - Below each figure provide a number, title, caption, and source.
  - There should be a callout to each figure (by number) in the main text.
- For the purposes of review, figures do not have to meet our technical specifications. However, during the copyediting stage of production, authors of accepted manuscripts are responsible for submitting figure and table files that meet all our requirements, including obtaining permissions. Figures that do not meet these requirements will not be published.
- Collect all tables together in a single MS Word file.
  - Above each table provide a number and title.
  - Use footnotes to the table to explain terms and provide source citations.
  - There should be a callout to each table (by number) in the main text.
- See the [HJAS Requirements for Publication of Figures and Tables](#) for an explanation of our substantive, legal, stylistic, and technical requirements.

#### **Submitting an Appendix:**

- *HJAS* publishes an appendix only if it serves a scholarly need in providing evidence for the main argument in an article.

- Examples of published appendices include:
  - the text and translation of a sixteenth-century eight-legged essay, in Alexander Des Forges, “Industry and Its Motivations: Reading Tang Xianzu’s Examination Essay on the Problem of Excess Cloth,” *HJAS* 80.1 (2020): 120–22, DOI: [10.1353/jas.2020.0004](https://doi.org/10.1353/jas.2020.0004).
  - an annotated list, including sources, of the cited editions of a drama, in Guojun Wang, “Absent Presence: Costuming and Identity in the Qing Drama *A Ten-Thousand Li Reunion*,” *HJAS* 79.1&2 (2019): 129–30, DOI: [10.1353/jas.2019.0005](https://doi.org/10.1353/jas.2019.0005).
- The need for an appendix is usually identified during editing of an accepted article manuscript. If you think that you need an appendix for the review process, consult the [Managing Editor](#) before submission.
- An approved appendix should be submitted in a separate MS Word file. There should be at least one callout to the appendix in the main text. The Managing Editor may specify additional requirements.

**Permission to Reprint or to Cite Unpublished, Unarchived Sources:**

- It is the responsibility of authors to obtain any necessary permission to reprint previously published material (including their own) and to obtain permission to cite unpublished, unarchived materials, such as a colleague’s unpublished manuscript or personal communication. In the case of extensive direct quotation from an unpublished manuscript or a citation of personal communication, *HJAS* requires written documentation of permission. Note that dissertations are archived, unpublished sources; thus, they do not require permission.
- Authors must provide proof of all permissions during the copyediting phase of production.
- It is the author’s responsibility to include appropriate credit lines for reprinted and unpublished materials. Copyright holders often specify the credit language that must be used. See the [HJAS Requirements for Publication of Figures and Tables](#).

**SAMPLE CITATIONS:**

The following sample notes are organized by the type of work being cited. There are examples from English, Chinese, Japanese, and Korean sources in each category. In the category of archival documents and manuscripts, additional language sources are also given as examples.

**Books or multivolume series**

<sup>1</sup> Takeo Doi, *The Psychological World of Natsume Soseki*, trans. William J. Tyler (Cambridge, MA: Harvard University Press, 1976), p. 26.

The author’s name is in English order (Doi is the surname) because the work is in English.

<sup>2</sup> James Legge, trans., *The Shoo King*, vol. 3 of *The Chinese Classics*, rev. ed. (1893–1895; rpt., Hong Kong: Hong Kong University Press, 1960), pp. 449–51.

*HJAS* style generally places the title first for an edited or translated volume (as in n. 3), but when editors, translators, or compilers are so closely associated with a particular version of the text—as Legge is in this example—then they may be listed before the title.

- <sup>3</sup> *Marriage and Inequality in Chinese Society*, ed. Rubie S. Watson and Patricia Buckley Ebrey (Berkeley: University of California Press, 1991).
- <sup>4</sup> John W. Chaffee, *The Thorny Gates of Learning in Sung China*, 2nd ed. (Albany: State University of New York Press, 1995), pp. 30–32, 103–4.
- <sup>5</sup> Richard L. Davis, *Court and Family in Sung China, 960–1279: Bureaucratic Success and Kinship Fortunes for the Shih of Ming-chou* (Durham, NC: Duke University Press, 1986), p. 288n77.
- <sup>6</sup> Luo Yuming 駱玉明, *Jianming Zhongguo wenxue shi* 簡明中國文學史 (Shanghai: Fudan daxue chubanshe, 2004).
- <sup>7a</sup> Ouyang Xun 歐陽詢, comp., *Yiwen leiju* 藝文類聚, 2nd ed., edited by Wang Shaoying 汪紹楹, 100 *juan* 卷 in 2 vols. (Shanghai: Shanghai guji chubanshe, 1999).  
This work is an example where *HJAS* recommends using digital resources. We would prefer to cite this work as below in n. 7b than as above in n. 7a:
- <sup>7b</sup> Ouyang Xun 歐陽詢, comp., *Yiwen leiju* 藝文類聚, 100 *juan* in 16 vols. (n.p.: Wang Yuanzhen 王元貞, 1587), available online at [https://iif.harvard.edu/manifests/view/drs:54171458\\$1i](https://iif.harvard.edu/manifests/view/drs:54171458$1i).
- <sup>8</sup> Zhuang Yifu 莊一拂, *Gudian xiqu cunmu huikao* 古典戲曲存目彙考, 3 vols. (Shanghai: Shanghai guji chubanshe, 1982), v. 3, pp. 1145–60.
- <sup>9</sup> *Tochigi-kenshi tsūshihen* 栃木県史通史編, ed. Tochigi-kenshi hensan iinkai 栃木県史編さん委員会, 8 vols. (Utsunomiya: Tochigi-ken, 1980–84), v. 3, pp. 598–605; *Oyama-shishi tsūshihen* 小山市史通史編, ed. Oyama-shishi hensan iinkai 小山市史編さん委員会, 3 vols. (Oyama: Oyama-shi, 1984–87), v. 1, pp. 581–603.
- <sup>10</sup> *Sengoku daimyō keifu jinmei jiten* 戦国大名系譜人名事典, ed. Yamamoto Takeshi 山本大 and Owada Tetsuo 小和田哲男, 2 vols. (Tokyo: Shin jinbutsu ōraisha, 1985–86).
- <sup>11</sup> Kurihara Sadako 要原貞子, *Dokumento Hiroshima 24-nen: gendai no kyūsai* どきゅめんとヒロシマ 24 年：現代の救済 (Tokyo: Shakai shinpō, 1970), p. 272.
- <sup>12</sup> *Han-Chung munhwa kyoryu wa nambang haero* 韓中文化交流와 南方海路, ed. Cho Yŏngnok 曹永祿 (Seoul: Kukhak charyowŏn, 1997).
- <sup>13</sup> Ch'oe Hyŏnbae 崔鉉培, *Han'gŭl kal* 한글갈 (Kyŏngsŏng: Chŏngŭmsa, 1940), p. 119.
- <sup>14</sup> Cho Chiman 조지만, *Chosŏn sidae ŭi hyŏngsapŏp: Tae Myŏngnyul kwa Kukchŏn* 조선시대의 형사법: 대명률과 국전 (Seoul: Kyŏngin munhwasa, 2007), pp. 31–56.

**Chapters or short sections in books or multivolume series**

<sup>15</sup> Edwin McClellan, “Tōson and the Autobiographical Novel,” in *Tradition and Modernization in Japanese Culture*, ed. Donald H. Shively (Princeton, NJ: Princeton University Press, 1971), p. 352.

<sup>16</sup> Jingshen Tao, “The Move to the South and the Reign of Kao-tsung,” in *The Cambridge History of China*, vol. 5, bk. 1: *The Sung Dynasty and Its Precursors, 907–1279*, ed. Denis Twitchett and Paul Jakov Smith (Cambridge: Cambridge University Press, 2009), pp. 674–75.

The Cambridge History series, shown in nn. 16 and 17, are notable exceptions to the general house-style rule. The general rule (per CMS 14.26) is to place the italicized title of an individual book first, followed by the volume number, then the multivolume series title in roman font, and then editors’ names and publisher information. For an example, see n. 32.

<sup>17</sup> Richard L. Davis, “The Reign of Li-tsung (1224–1264),” in *Cambridge History of China*, vol. 5, bk 1, pp. 842–43.

This example cites from a new chapter in the same edited volume as in n. 16, providing full citation information for the new chapter but using the short version for the edited volume (which does not repeat the names of the editors).

<sup>18</sup> “Gufeng” 谷風 [Mao no. 35], in *Maoshi zhengyi* 毛詩正義, annot. Zheng Xuan 鄭玄 and Kong Yingda 孔穎達, 20 *juan* 卷, in *Chongkan Songben Shisanjing zhushu fu jiaokan ji* 重刊宋本十三經注疏附校勘記, ed. Ruan Yuan 阮元, 8 vols. (1815; rpt., Taipei: Yiwen yinshuguan, 1965) [hereafter *Shisanjing zhushu*], v. 2, j. 2, p. 90a.

<sup>19</sup> “Junzi yu yi” 君子于役 [Mao no. 66], in *Maoshi zhengyi*, v. 2, j. 6, p. 149a.

This example refers to the work in note 18 by its short version.

<sup>20a</sup> “Niao bu shang” 鳥部上, in Ouyang Xun, *Yiwen leiju*, v. 2, j. 90, modern page [hereafter mod-p.] 1560.

This example refers to the work in note 7a (a form we discourage) by its short version. Above in n. 20a we show how to indicate pagination from a modern edition. Below in n. 20b is the *juan*-based pagination for the form of the work in n. 7b, along with a URL to the exact digital sequence (seq.). Note that although the *juan* is the same, the volume numbers are different in the two editions.

<sup>20b</sup> “Niao bu shang” 鳥部上, in Ouyang Xun, *Yiwen leiju*, v. 15, j. 90, p. 1a (seq. 2422), [https://iiif.lib.harvard.edu/manifests/view/drs:54171458\\$2422i](https://iiif.lib.harvard.edu/manifests/view/drs:54171458$2422i).

<sup>21</sup> Liu Yiqing 劉義慶, “Wenxue” 文學, no. 4, in *Shishuo xinyu jianshu* 世說新語箋疏, ed. Yu Jiaxi 余嘉錫, 2nd ed., 6 *juan* (each in 2 parts) in 3 vols. (Beijing: Zhonghua shuju, 2007), v. 1, j.1B, p. 223.

- <sup>22</sup> Natsume Sōseki 夏目漱石, “Sorekara” それから in vol. 6 of *Sōseki zenshū* 漱石全集, rev. ed. (Tokyo: Iwanami shoten, 1994), p. 153.  
The short form is: Natsume, “Sorekara,” p. 153.
- <sup>23</sup> Shimada Atsushi 島田厚, “Sōseki no shisō” 漱石の思想, in *Natsume Sōseki* 夏目漱石, *Nihon bungaku kenkyū shiryō sōsho* 日本文学研究資料叢書, 3 vols. (Tokyo: Yūseidō, 1980), v. 1, p. 116.
- <sup>24</sup> Yamauchi Shinji 山内晋次, “A Chinese Settlement in Japan from the 11th to the 13th Centuries: An Introduction to ‘Tōbō’ in Hakata” (in English), in *Empires, Systems, and Maritime Networks Working Papers: Reconstructing Supra-Regional Histories in Pre-19th Century Asia* 帝国・システム・海域ネットワーク：19世紀以前のアジアにおける広域 地域史の再構築, vol. 1, ed. Fujita Kayoko 藤田加代子 (Beppu, Japan: 2009–2011 JSPS Grants-in-Aid for Scientific Research [B] No. 9045483, March 2010), pp. 27–42.
- <sup>25</sup> Chōng Kyubok 丁奎福, “Yang Sanbaek chōn ko” 梁山伯傳攷, in *Han-Chung pigyo munhak ūi yŏn’gu* 韓中文學比較의 研究 (Seoul: Koryō taehakkyo ch’ulp’anbu, 1987), pp. 198–219, originally published in *Chungguk yŏn’gu* 中國연구 4 (1979): 33–60.
- <sup>26</sup> Chi Tuhwan 지두환, “Chosŏn hugi yangmyŏnghak ūi suyong kwa chōn’gae” 조선 후기 양명학의 수용과 전개, in *Chosŏn sidae sasangsa ūi chaejomyŏng* 조선시대 사상사의 재조명 (Seoul: Yōksa munhwa, 1998), p. 378.
- <sup>27</sup> Ch’oe Hang 崔恒, “Pallyu” 跋類 in “Kyōngsō Sohak kugyōl pal” 經書小學口訣跋, in *T’aehōjōng chip* 太虛亭集, 3 *kwŏn* 卷, in vol. 9 of *Yōngin p’yojōm Han’guk munjip ch’onggan* 영인표점 한국문집총간 (Seoul: Minjok munhwa ch’ujinhoe, 1988), k. 2, pp. 3b–4b (vol-p. 202).
- <sup>28</sup> Yi Sanhae 李山海, “Ōnhae Sohak pal” 諺解小學跋 (1588), in *Agye yugo* 鵝溪遺藁, 6 *kwŏn*, in *Han’guk kojŏn chonghap DB* 한국고전종합 DB (Seoul: Han’guk kojŏn pŏnyŏgwŏn, 2016), k. 5, p. 53a, [http://db.itkc.or.kr/inLink?DCI=ITKC\\_MO\\_0209A\\_0050\\_030\\_0020\\_2002\\_A047\\_XML](http://db.itkc.or.kr/inLink?DCI=ITKC_MO_0209A_0050_030_0020_2002_A047_XML).  
Compare this 2019 citation with the 2014 citation in note 36. The database structure has completely changed, so the URL at n. 36 no longer works—hence, the necessity of full citation information.

**Book-length works in a book or series**

- <sup>29</sup> Zhao Xuemin 趙學敏, *Bencao gangmu shiyi* 本草綱目拾遺, 10 *juan* plus 1 suppl. (n.p.: Jixintang, 1871) [hereafter *Shiyi*], in vols. 994–95 of *Xuxiu Siku quanshu* 續修四庫全書 (Shanghai: Shanghai guji chubanshe, 2002), v. 995, j. 7, pp. 69b–71a.
- <sup>30</sup> Lu Xian 盧憲, *Jiading Zhenjiang zhi* 嘉定鎮江志 (1842 edition), 22 *juan*, in vol. 5 of *Song Yuan difangzhi congshu* 宋元地方志叢書 (Taipei: Dahua shuju, 1980), j. 16, p. 21b.
- <sup>31</sup> See the preface (*xu* 序) to *Liji zhushu* 禮記注疏, annot. Zheng Xuan and Kong Yingda, 63 *juan*, in *Shisanjing zhushu*, v. 5, prefatory materials, pp. 3a–b.

This note refers to a new book-length work (*Liji zhushu*) in the same source (*Chongkan Songben Shisanjing zhushu fu jiaokan ji*) cited in full in note 18, so the full version is used for *Liji zhushu* and the specified abbreviated version is used for *Shisanjing zhushu*.

<sup>32</sup> *Yūki-shi shinhatto* 結城氏新法度, in vol. 1 (上) of *Chūsei seiji shakai shisō* 中世政治社会思想, ed. Ishii Susumu 石井進 et al. (Tokyo: Iwanami shoten, 1972), pp. 252–53.

<sup>33</sup> *Asakura Takakage jōjō* 朝倉孝景条々, in *Chūsei hōsei shiryō shū* 中世法制史料集, ed. Satō Shin'ichi 佐藤進一, Ikeuchi Yoshisuke 池内義資, Momose Kesao 百瀬今朝雄, et al., 7 vols. (Tokyo: Iwanami shoten, 1965–2005), v. 3, p. 343.

<sup>34</sup> *Ōnin ki* 応仁記 in *Gunsho ruijū* 群書類従, 3rd ed., comp. Hanawa Hokiichi 塙保己一, 29 vols. (Tokyo: Zoku gunsho ruijū kanseikai, 1959–60), v. 20, pp. 361–62, 397–401.

<sup>35</sup> *Nūngōmgyōng ōnhae* 楞嚴經諺解 [1461], in *Yōkchu Nūngōmgyōng ōnhae* 역주능엄경언해, 10 *kwŏn* 卷 in 5 vols. (Seoul: Sejong taewang kinyōm saōphoe, 1996–1998), v. 1, k. 1, p. 6.

<sup>36</sup> Cho Kyōngnam 趙慶南, *Sinmyo* 辛卯 [1591], vol. 1 of *Nanjung chamnok* 亂中雜錄, s.v. “난중잡록 (亂中雜錄),” in *Han’guk kojŏn chonghap DB* 한국고전종합 DB (*DB of Korean Classics*), comp. Institute for the Translation of Korean Classics (Seoul: Han’guk kojŏn pōnyōgwŏn, 2009–), [http://db.itkc.or.kr/itkcdb/text/bookListIframe.jsp?bizName=KO&seojiId=kc\\_ko\\_b002&gunchaId=&NodeId=&setid=70920](http://db.itkc.or.kr/itkcdb/text/bookListIframe.jsp?bizName=KO&seojiId=kc_ko_b002&gunchaId=&NodeId=&setid=70920).

Compare this 2014 citation with the 2019 citation in note 28. The database structure completely changed, so this URL no longer works. A reader needs the regular citation information provided above in order to search for this work at the main database page (<http://db.itkc.or.kr>). Hence, a URL alone is not sufficient for online works.

### **Journal articles**

<sup>37</sup> Allan H. Barr, “The Early Qing Mystery of the Governor’s Stolen Silver,” *Harvard Journal of Asiatic Studies* 60.2 (2000): 385–412, DOI: [10.2307/2652630](https://doi.org/10.2307/2652630).

<sup>38</sup> Yin Zhanhua 尹占华, “Liang Zhu gushi qiyuan yu liuchuan de zaikaocha” 梁祝故事起源与流传的再考察, *Qinzhou xueyuan xuebao* 钦州学院学报 23.2 (2008): 55.

<sup>39</sup> Liu Chiung-yun [Liu Qiongyun] 劉瓊云, “Qingchu *Qianzhong lu li de shenti, shengqing yu zhongchen jiyi*” 清初《千忠錄》裡的身體、聲情與忠臣記憶, *Xiju yanjiu* 戲劇研究, no. 17 (2016): 1–39.

<sup>40</sup> Wada Hidematsu 和田英松, “Koten kōshūka jidai” 古典公衆化時代, *Kokugo to kokubungaku* 国語と国文学 11.8 (1934): 33–39.

- <sup>41</sup> Tabata Yasuko 田端泰子, “Kodai, chūsei no ‘ie’ to kazoku: Yōshi, chūshin to shite” 古代・中世の「家」と家族: 養子を中心として, *Tachibana joshi daigaku kenkyū kiyō* 橘女子大学研究紀要 12 (1985): 41–67.
- <sup>42</sup> Yu Sūngghyōn 劉承炫 and Min Kwandong 閔寬東 “Yang Ch’uk iyagi ūi kungnae suyong kwa Yang Sanbaek chōn ūi pōnan kanūngsōng” 梁祝이야기의 국내 수용과 양 산백전의 변안 가능성, *Chung’ō Chungmunhak* 中語中文學 51 (2012): 59–88, <http://www.dbpia.co.kr/Article/2948333>.
- <sup>43</sup> Pyun, Yung-tai (Pyōn Yōngt’ae 변영태), trans., “The Analects of Confucius,” 亞細亞研究 [*Asea yōn’gu*] *Journal of Asiatic Studies* 2 (1959): 227–305.
- <sup>44</sup> Paek Tuhyōn 백두현, “Yōngnam chiyoḵ kugōsa charyo ūi yōn’gu sōngkwa wa yōn’gu panghyang” 영남지역 국어사 자료의 연구성과와 연구방향, *Ōmun nonch’ong* 어문론총 59 (2013): 24.

### **Documents and Manuscripts**

- <sup>45</sup> George Macartney to Henry Dundas, 9 November 1793; MS no. IOR/G/12/92, Asia, Pacific, and Africa Collections, British Library, London.
- <sup>46</sup> United States Embassy, Seoul, to State Department, “Communist Atrocities against Civilians in Seoul,” 19 October 1950; MS no. RG 59, Records of the Department of State, US National Archives Building, Washington D.C.
- <sup>47</sup> Li Yu 李玉, “Dachai” 打差, Scene no. 22 from *Wanli yuan* 萬里圓 [undated MS]; MS no. 33705, Rare Ancient Books Collection 善本古籍部, National Library of China 中国国家图书馆, Beijing.
- <sup>48</sup> Intelligence report, 20 November 1939; MS no. 002-080200-00519-160, President Chiang Kai-shek Collection 蔣中正總統文物, Academia Historica 國史館, Taipei, <https://ahonline.drnh.gov.tw/index.php?act=Display/image/813892EW=Uv=3#d9l>.
- <sup>49</sup> *Han Xiping shijing houji canshi* 漢熹平石經後記殘石 [ca. 1912–1945], rubbing from Han-era stele fragment; No. TP0970, Harvard-Yenching Library, Harvard University, Cambridge MA, <http://id.lib.harvard.edu/images/olvwork302507/urn-3:FHCL:2350574/catalog>.
- <sup>50</sup> *Zhenguan zhengyao* 貞觀政要 [1277–1278]; MS no. 503-21, Imperial House Library 圖書寮文庫 Collection, Imperial Household Agency (Kunaichō 宮内庁), Tokyo, available online at [http://db.sido.keio.ac.jp/kanseki/T\\_bib\\_body.php?no=007744](http://db.sido.keio.ac.jp/kanseki/T_bib_body.php?no=007744).
- <sup>51</sup> Doc. 1019 [1489; Chōkyō 3/Entoku 1/3/1] in *Shinpen Saitama-kenshi shiryōhen* 新編埼玉県史資料編, ed. Saitama-ken 埼玉県, 26 vols. (Urawa: Saitama-ken, 1979–90), v. 5, p. 658.  
The short form is: Doc. 1019 in *Shinpen Saitama-kenshi*, v. 5, p. 657.
- <sup>52</sup> “Shuryō hōan” 狩獵法案: *Hearing on Bill dated 28 November 1893 [Meiji 26], Before the House of Peers of the 5th Imperial Diet*, Daily Proceedings 第五回帝国議会貴族院議事速記録 no. 2, at pp. 22–26 (1 December 1893), <http://teikokugikai-i.ndl.go.jp/SENTAKU/kizokuin/005/0060/main.html>.

<sup>53</sup> “Sekai jōsei no hendō ni taisho subeki teikoku gaikō shisaku yōkō (an)” 世界情勢ノ變動ニ對處スベキ帝國外交施策要綱 (案), 9 July 1940; MS no. A-1-0-0-6-1-9, Japanese Ministry of Foreign Affairs Archive, Tokyo, accessed through *Ajia rekishi shiryō sentā* アジア歴史資料センター (Japan Center for Asian Historical Records, <https://www.jacar.go.jp>), Reference Code: B02030010900.

<sup>54</sup> “Bunsei shichi kōshin natsu ikoku tenmabune Ōtsuhama e jōriku narabi ni shokizu tō” 文政七甲申夏異国伝馬船大津浜へ上陸并諸器図等 [ca. 1824]; MS no. 43, Shōrakan Collection 松蘿館文庫, Ibaraki Prefectural Library, Mito, Ibaraki Prefecture, Japan.

<sup>55</sup> Naemubu che-2 kwa 内務部 第二課, “Okku sōbu surijohap kwan’gye sōryu” 沃溝西部水利組合關係書類 [ca. 1908–1914]; MS no. 90-0741, National Archives of Korea 국가기록원, Taejōn, South Korea.

<sup>56</sup> *Tae Myōngnyul chikhae* 大明律直解 [seventeenth-century xylographic imprint of 1395 edition], 30 *kwōn* in 4 vols., v. 2, k. 6, p. 2a; No. 古 5130-11, Kyujanggak Archive 규장각, Seoul National University 서울대학교, Seoul.

<sup>57</sup> See the daily entry for Sejong’s 世宗 reign year 26, month 2, day 29 (*kyōngja* 庚子) [1444; Sejong 26/02/20 (*kyōngja*)] in *Chosōn wangjo sillok* 朝鮮王朝實錄, comp. National Institute of Korean History 國史編纂委員會 (Kwach’ōn, Kyōnggido: Kuksa p’yōnch’an wiwōnhoe, 2006–) [hereafter *Sillok*], [http://sillok.history.go.kr/id/kda\\_12602020\\_001](http://sillok.history.go.kr/id/kda_12602020_001).

<sup>58</sup> T’aejong 1 太宗 [1401]/08/22 (*muin* 戊寅) in *Sillok*, [http://sillok.history.go.kr/id/kca\\_10108022\\_001](http://sillok.history.go.kr/id/kca_10108022_001).

This example shows the abbreviated form for a different *Sillok* entry appearing after note 57.

#### *Manchu*

<sup>59</sup> Gioro Nikan Fusihūn, “Nikan Fusihūn sere gebu šangnaha jalin, kesi de hengkilehe bukdari,” [1785; Qianlong 50.10.12]; MS no. 03-0191-0357-009, Grand Council Copies of Manchu Palace Memorial Collection 軍機處滿文錄副奏摺, First Historical Archives of China 中国第一历史档案馆, Beijing.

<sup>60</sup> Leping, “Muwa Gisun” [ca. 1644–1911]; MS no. TMA 5806.09/0622, Rare Book Collection, Harvard-Yenching Library, Harvard University, Cambridge MA, [https://iif.lib.harvard.edu/manifests/view/drs:45806328\\$1i](https://iif.lib.harvard.edu/manifests/view/drs:45806328$1i).

#### *Mongolian*

<sup>61</sup> Murungga to Gelegsengge, 17 March 1928; MS no. 7-1-18-49, Mongol Ardyn Khuv’sgalt Namyn Arkhiv (Central Historical Archives of the Mongolian People’s Revolutionary Party), Ulaanbaatar, Republic of Mongolia.

<sup>62</sup> “Yeke Mingyan qosiyu-yin yaǰarun jiruy” (Karte des Banners der Yeke Mingghan [Nonni-Tal, Heilungkiang]) [1907], map; Catalog no. 780, Mongolische Landkarten Collection, Ostasienabteilung (East Asia Department), Staatsbibliothek, Berlin, <https://themen.crossasia.org/mongolische-karten/index/show>.

*Tibetan*

<sup>63</sup> “Sku gsum gtan la dbab pa” [ca. 1800–1900]; MS no. PP 23-6, Orientalsk Samling (Oriental collection), Det Kongelig Bibliotek (The Royal Danish Library), Copenhagen, <http://www.kb.dk/manus/ortsam/2009/okt/orientalia/object81190/en/> (title given as “sKu gsum bstan la dbab pa”).

*Sanskrit*

<sup>64</sup> “Bhāratāmṛtam of Divakara” [early 16th century]; MS nos. R-3717 and R-3002, Government Oriental Manuscripts Library, University of Madras, Chennai, Tamil Nadu.

*Arabic*

<sup>65</sup> Muḥammad ibn Jarīr al-Ṭabarī (839–923), Ta’rīkh al-rusul wa al-mulūk (Annales quos scripsit Abu Djafar Mohammed ibn Djarir at-Tabari), ed. M. J. de Goeje, 15 vols. (Leiden, Nld.: E. J. Brill, 1879–1901), v. 1, p. 272.