

# Preparing review essays for publication in *Twentieth-Century China*

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## Important requirements

- ◆ Review essays—including the abstract, keywords, header block, and footnotes—should not normally exceed 4,000 words in length (or an alternate limit agreed upon with the book review editor).
- ◆ Provide a title for your essay.
- ◆ Include an abstract of about 70 words and 6 keywords.
- ◆ The header block should list, for each work, the author(s), full title, name of book series (if applicable), place of publication, publisher, date of publication, page count (excluding front matter), and price:  
Firstname Lastname. *The Title of the Work under Review: Including Any Subtitle*. Name of Book Series If Applicable. Place of Publication: Publisher's Name, Year. 000 pp. Hardcover (\$00.00), softcover (\$00.00), or e-book (open source).
- ◆ A single level of headings may be used to set off sections of the essay.
- ◆ At the end, provide a “notes on contributor” section describing your research interests and credentials in a sentence or two (up to 70 words). Include your institutional affiliation and your email address.
- ◆ For citations of books under review, enclose page numbers in parentheses. Cite other works in footnotes in Chicago style (see examples below). Cite works by short title after the first citation; do not use *ibid*.
- ◆ Format the entire file, notes included, in double-spaced 12-point type. Use Times New Roman for everything but Chinese characters, which must be in a distinct font.

## Treatment of Chinese in TCC essays

*Including Chinese.* Within the text, include both pinyin romanizations and Chinese characters for Chinese names of persons, organizations, and places, for important Chinese terms and phrases, and for short quotations from the Chinese. Put characters in a font other than Times New Roman. Characters are not used in footnotes.

*Capitalizing and italicizing pinyin Chinese.* Initial capital letters are used only for proper nouns and the first words of titles and sentences in romanized Chinese. Proper nouns (including the romanized names of institutions and movements) are capitalized in sentence style and are not italicized. Other Chinese words and phrases within the text are not capitalized, but they are italicized.

“The TCC Style Manual” §2.5 provides further details; the manual is available at [https://www.press.jhu.edu/journals/twentieth-century\\_china](https://www.press.jhu.edu/journals/twentieth-century_china) (Author Guidelines section, Manuscript Preparation subsection).

## Incorporating Chinese terms and translations into the text

*Isolated words and phrases.* Provide the Chinese for key terms and phrases at their first occurrence in the essay. Insert the characters and romanization for the term or phrase *in parentheses* directly after the English equivalent, separating characters from what follows only with a typed space.

Alternatively, a Chinese term may be employed within the English sentence structure, with the characters and an English translation in parentheses.

He gave greater weight to propriety (禮 *li*) than to worldly considerations.

The jest lies in the similarity of the syllables *lu* (路 road) and *lü* (驢 donkey).

The Central Committee of the Chinese Communist Party (中國共產黨中央委員會 *Zhongguo gongchandang zhongyang weiyuanhui*) decided the issue.

*Short quotations.* For a quotation of fewer than 10 characters from the Chinese, provide the original in both characters and romanized form, together with an English translation. Italicize the romanized Chinese. Separate the characters from what follows only with a typed space. For quotations of 10 or more characters, omit the pinyin.

In her youth she had been, in her words, “extremely naive” (幼稚得很 *youzhi de hen*).

In her youth she had been, in her words, “*youzhi de hen*” (幼稚得很 extremely naive).

*Longer quotations and block quotations.* Quotations from Chinese sources that are two sentences long or more should generally be presented in translation alone, with a citation of the source in a footnote.

## Formats for citations in TCC essays

*Full citations.* The first citation of a work should follow the examples below, which cover most of the common types and variations for both English-language and Chinese-language sources. Our system for citing articles within books is a variation on the basic Chicago order: see examples 3 and 4, below. To cite details of publication or types of sources not shown here, consult *The Chicago Manual of Style*.

*Short citations.* For subsequent citations of any work, use only the author's family name, a shortened title, and the relevant page numbers. The author's full name should be used when multiple authors share a family name. Employ repeated short citations for consecutive references to the same work: do not use *ibid.*, *idem*, or *op. cit.*

*Romanization.* No characters are included in footnotes. Give authors' names, titles of sources, titles of journals, names of publishers, and other publication details in pinyin. The place of publication follows English usage (e.g., Hong Kong rather than Xianggang, Taipei rather than Taibei).

*Formatting for pinyin.* Pinyin titles of works in Chinese are italicized or not, just like titles in English: titles of books, films, and other complete works are italicized; titles of articles, short stories, chapters, and other short works are enclosed in quotation marks and not italicized. Titles of Chinese works of any kind are capitalized sentence style, so capital letters appear only for the first letter of the title and the first letter of proper nouns. The names of Chinese publishers should also be capitalized sentence style.

*English translations.* For TCC, translations of cited titles in Chinese must be included *in square brackets* after the pinyin titles. Translations must also be provided for the names of organizations as authors of works cited. At the discretion of the author, translations may also be provided for the titles of journals, newspapers, and magazines. Names of publishers are never translated in bibliographic citations. Translations are capitalized sentence style, unlike English titles, and are not italicized, even for titles of full-length works.

## EXAMPLES OF CITATION FORMATS

### Books and parts of books

- <sup>1</sup> John Doe, *An Exemplary Book: Scholars in Twentieth-Century China* (New York: Basic Books, 2002), 4–7.
- <sup>2</sup> Zhang Dou, *Zuowei yige lizi: Zhongguo de ershishiji xueshu* [Setting an example: twentieth-century scholarship in China] (Shanghai: Jiandan chubanshe, 2014), 7–19.
- <sup>3</sup> Jane d'Eau and Jeon Dohyun, "Reevaluating Late Qing Reforms," in Zhang Dou and John Doe, eds., *Without Example: China's Long Century of Change* (Philadelphia: Wootereis & Grinders, 2011), 22–37.
- <sup>4</sup> Zhang Dou, "Shuyuan, gaodeng xuetaang, yu shifan xuexiao" [Confucian schools, new universities, and normal schools], in Zhao Jiemei, ed., *Zhishi ke: xinzheng shiqi de shuilixue jiaoyu* [Thirst for knowledge: hydraulics education in the New Policies period] (Chengdu: Dujiangyan chubanshe, 1999), 56–87.
- <sup>5</sup> Irene Blondell, Claudette Loy, and Harlow Rogers, eds., *Chinese Cinema*, vol. 2, *The 1930s* (Berkeley, CA: Busby, 1989), 33–46.
- <sup>6</sup> Ingrid Stanwyck, Faye Grable, Arthur Grayson, and Bette Crawford, eds., *Chinese Cinema*, vol. 3, *The 1940s* (Berkeley, CA: Busby, 1991), 221–325.
- <sup>7</sup> The Whitepaper Foundation, ed., *The Red China Bluebook*, 3rd ed. (Arlington, VA: Whitepaper Foundation, 1957), 325.
- <sup>8</sup> Chatang yanjiuyuan [Porridge Institute], ed., *Longzui datonghui* [Kettles with a dragon's mouth] (Tianjin: Muxi chubanshe: 1998).
- <sup>9</sup> Chen Zuoren [Ch'en Tso-jen], ed., *Dongting chaye dang'an* [Archival documents of the Dongting tea industry] (Taipei: Zhongshan chubanshe, 1971), 104.
- <sup>10</sup> Miranda Carmen, *Brazil's Chinese*, trans. Dawn Ameche (New York: Good Neighbor Press, 1987), 33–45.
- <sup>11</sup> Jonah and Jonas Day, *Medical Missions in China* (1899; repr. Toronto: Etobicoke Editions, 2005), 44–67.
- <sup>12</sup> Diego Garcia, preface to *China's Long Twentieth Century* by Justine Dubois (Cambridge, MA: Crimson University Press, 2008).
- <sup>13</sup> Jessica Fairmont-Brown, *Slow Steamer to China* (Chicago: Local E-press, 2012), doi:10.1000/182, chap. 6.

## Periodicals

- <sup>14</sup> Zhao Jiemei, “The Motivations and Implications of Irrigation Policy in Guizhou, 1898–1948,” *Chinese Historical Agronomy* 55 (2013): 22–37.
- <sup>15</sup> Zhao Jiemei, “Zai chengli de shui—Guiyang 1911–1931” [Water in the city: Guiyang, 1911–1931], *Guizhou lishi* 23, no. 5 (2012): 677–97.
- <sup>16</sup> John Zhao, “The Development of Theme Parks in the PRC, 1976–2008,” in “Chinese Leisure after Mao,” ed. Joan Williams and Wang Jianguo, special issue, *Commerce and Culture* 22, no. 3 (2010): 127–56.
- <sup>17</sup> Jane d’Eau, “Small Grains: Guangxu Regulations on the Cultivation of Millet, Oats, and Sorghum,” *Journal of Guangxu Studies* 11 (2013): 200–204, doi:10.1016/j.gxs.2013.11.0067.
- <sup>18</sup> Elmer Fairmont, “Local Man Recounts Adventures in China,” *Monroe (MI) Bugle*, April 13, 1909, 2–3.
- <sup>19</sup> “Guilinren zai Meiguo” [A Guilin man in America], *Chasu bao* (Guilin), June 19, 1912.
- <sup>20</sup> “Sichuan de shui gongyuan” [Water parks of Sichuan], *Rongcheng renmin bao* [Hibiscus city people’s daily] (Chengdu), May 30, 1998, 5–7.
- <sup>21</sup> Taylor Fairmont, “Trove of Old Letters from China Found in Barn,” *Southeast Michigan Advertiser-Bugle-Clarion-Despatch* (Monroe, MI), August 15, 2010, <http://www.monroemediamich.com/local/l76sll993>.

## Dissertation

- <sup>22</sup> João Dão, “Wine Importers of Macao, 1513–2013” (PhD diss., New Jersey A&M University, 2015), 183.

## Archival material

- <sup>23</sup> Asa Muller to Archibald McPhee, 7 July 1921, file B42, box 324, Valencia Collection, Peanut College Library, Guberville, OH.
- <sup>24</sup> Memorandum, “Paoge Qingbang chongtu” [Conflict between the Gowned Brothers and the Green Gang], n.d., ca. July 1941, file 23, fond 92, Renshou County Archives.
- <sup>25</sup> “Report of the Subcommittee on Committees, 1897,” 26 January 1898, in Joy Endo, ed., *Compendium of Primary Source Documents* (New York: Arcana, 1977), vol. 7, 452–77.

## Online material (other than e-books and online journals)

 For these, omit any unavailable information.

- <sup>26</sup> “Irrigation and Yield for Oats, Northeast Asia,” Oat Council, last modified June 8, 2014, accessed September 1, 2014, <http://www.oats.org/water/irrstat13/5879/>.
- <sup>27</sup> Shen Zai, “Weishenmo yanjiu Shanghai ne?” [Why study Shanghai?], Shanghai zaochen, accessed December 1, 2013, <http://www.shanghaizaochen.cn/shenzai/4327/>.
- <sup>28</sup> Mary James, “Congee All the Rage in New Jersey,” *Trending China* (blog), August 18, 2014, <http://www.trendingzhongguo.net/81814/>.
- <sup>29</sup> He Xing, “Zhongguo lishi zhen weida” [Chinese history is great], *Lishi shalong* [History salon] (blog), April 24, 2014, <http://www.lishishalong.cn/73456/>.

## Interviews

 Include archival source or publication information in addition, when relevant.

- <sup>30</sup> Greg Marlowe, interview by Li Balu, Skunk Haven, NY, September 20, 2019.