Style summary for preparation of final manuscripts for *Twentieth-Century China*

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A. Ensuring your final manuscript is in journal style

Final versions of articles accepted for publication in *Twentieth-Century China* (TCC) must conform as closely as possible to the journal's basic style guidelines and to Chicago style. This style summary highlights major points of journal style for citation, the use of Chinese characters, the handling of names, terms, and quotations in romanized Chinese, and other issues. Consult the "The TCC Style Manual" if you need more detail: it is available from the Author Guidelines tab at the journal's homepage located at www.press.jhu.edu/journals/twentieth-century_china/.

B. Basic requirements and file format

• Figures, tables, photographs, maps, and other nontext material must be submitted as separate files. *Do not embed images or tables in your manuscript file and do not submit them as PDF files.* Tables must be in editable format. Figures, photographs, and maps should be provided as good-quality TIFF or EPS files (JPG format may be used if necessary). Fully acknowledge the sources of images and data in captions at the end of the file containing the main text.

• Submit the final manuscript file in Microsoft Word format. Format the entire file, notes included, in 12-point type. Use Times New Roman for everything but Chinese characters, which must be in a distinct font. Double-space the entire text, the notes, and the captions. Do not justify any text and do not enable autohyphenation.

• Please practice simplicity in formatting your final file; the only further formatting needed is paragraph indentation and italics where appropriate. Do not employ Word's "styles" feature to format paragraphs and fonts.

• Display the title of the article and the names of all authors on the first page of the final manuscript file. Follow these with an abstract of no more than 150 words and 6 keywords that will enhance searchability of the article.

• At the end of your manuscript, include up to 70 words as "notes on contributor" to describe the affiliations and research interests of each author. If desired, add a brief acknowledgment section. Identify one author as the corresponding author; one email address for correspondence appears in all printed and online articles.

• Set headings flush left with headline-style capitalization. To guide editors, first-level headings should be preceded by the code <A>, second-level headings by the code <B>, and third-level headings by the code <C>. TCC does not number sections within articles. No periods appear at the end of headings.

• Cite references in footnotes; do not include a separate reference list. Sources must be cited in full the first time and by short title thereafter; do not use ibid. or similar scholarly shorthand. The journal prints Chinese characters within the text but not in footnotes. Do not include a glossary.

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C. Treatment of Chinese: general principles

Uses of Chinese. Provide both romanizations and Chinese characters for the Chinese names of persons, organizations, and places, for important Chinese terms and phrases, and for short quotations from the Chinese within the English text. When the English equivalent for a Chinese term is employed in the English prose, the Chinese character(s) and transliteration are provided in parentheses, as a gloss. When, instead, a romanized Chinese term is employed within the prose, the gloss specifies the characters and the English meaning.

Characters before romanization. TCC places the characters before the romanization (in a departure from the standard Chicago style, in which the romanization comes first). No punctuation separates characters and romanization: please type a space after the last character and do not rely on Word's automatic spacing for Chinese fonts, which will be lost in typesetting.

Romanization (transliteration). Names and terms in Chinese should be romanized in the Hanyu pinyin system, without diacritical marks for tones. Nonpinyin romanizations that appear within direct quotations from English-language or foreign-language sources should be retained (pinyin may be interpolated in square brackets).

How Chinese characters are used in TCC. Provide characters within the main body of the text, in parentheses, at the first mention of a name, term, or phrase. Do not include a glossary of characters. Omit characters in the title, abstract, and keywords. Characters do not appear in footnotes, so Chinese sources are cited only in romanized form. Characters may appear in figures, captions, tables, legends, acknowledgments, and notes on contributor(s).

Simplified vs. traditional characters. Chinese characters should correspond to those in use at the place and time under consideration. In other words, consider the context and supply traditional characters for discussions of pre-1949 China, Hong Kong, or Taiwan/ROC but supply simplified characters for discussions of the PRC. Simplified and traditional characters may appear in the same article if the subject matter requires the use of both.

When characters are not necessary. It is not necessary to provide characters for Beijing, Hong Kong, or Taipei or for provinces or provincial capitals in China, nor is it necessary to provide characters for dynasties. See "The TCC Style Manual" §4.3 for a short list of personal names for which characters are not necessary.

Character coding. All characters in the manuscript files must be Unicode compliant.

D. Capitalization for romanized Chinese

The rules of capitalization for romanized Chinese differ from the rules for English words and English titles. In general, initial capital letters are employed only for proper nouns and for the first words of titles and sentences in romanized Chinese. Isolated words and phrases in Chinese in the text are not capitalized unless they are proper nouns. Romanized names of institutions and movements are capitalized in sentence style.

> The Socialist Education movement (社会主义教育运动 Shehui zhuyi jiaoyu yundong) began in 1963.

> The directors of the Siyi huiguan (四邑會館 Four Counties Native-Place Association) acted quickly.

E. Italics for romanized Chinese

An isolated word or phrase in Chinese (or any other language) should be italicized when used within an English sentence structure, unless:

> (1) it is the name of a person, the name of a place, the formal name for an institution or an organization, or the name of a social movement, a religion, a school of thought, or a stylistic movement in the arts, or

> (2) it is an English word by borrowing and is listed in the *Merriam-Webster Collegiate Dictionary*, 11th ed.

Titles of works. The titles of works in Chinese are italicized, or not, according to the same rules as titles in English. Only the titles of full-length, published works (books, journals, films, and so on) are set in italic type. The titles of short works, chapters, and unpublished documents (including dissertations) are not italicized but are placed in quotation marks instead. Consult §F, below, on the formatting of translated titles.

F. Incorporating Chinese terms and translations into the text

Isolated words and phrases. The Chinese for key terms and phrases should be provided when they first occur in the main text of an article. Insert the characters and romanization for the term or phrase in parentheses directly after the English equivalent. Separate characters from what follows with a typed space but no punctuation. Quotation marks are unnecessary unless required for emphasis or to eliminate ambiguity. Italicize terms that are not proper nouns.

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

> The new law created one security bureau (公安部 *gongan bu*) for each jurisdiction.

> 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.

Alternatively, a Chinese term in pinyin may be employed within the English sentence structure, with the characters and an English translation in parentheses at first mention:

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

> He retired from politics and served as titular head of the Chatang yanjiuyuan (茶湯研究院 Porridge Institute).

If further information is included within the parentheses, use a semicolon to separate that information from the pinyin or translation.

> A plaque at the back commemorates the *wuxu liu junzi* (戊戌六君子 six gentlemen; all of whom were executed), Kang Youwei, and Liang Qichao.

Short quotations. Except when specific phrasing is emphasized, Chinese sources may be quoted in translation. If you wish to include quotations in Chinese, provide them in both characters and romanized form for short quotations from the Chinese of fewer than 10 characters, together with English translations. Italicize brief quotations in romanized Chinese. Separate characters from what follows with a typed space and no punctuation.

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

For quotations of 10 or more characters, provide only the translation and characters and omit the romanization.

> She wrote in her memoirs, "Later, they moved me into the family of an old blind woman" (后来，又把我换到一个瞎眼老太婆家).

Alternatively, authors may include a Chinese quotation in pinyin within the text and follow it with characters and a translation. This option is not available for quotations of 10 or more characters, however.

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

> Smedley said, "*Kunnan shi yiding youde*" (困難是一定有的 There will definitely be difficulties).

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. The Chinese for critical words within long quotations may be inserted in square brackets after the English equivalent.

Quotations running to more than 100 words are generally set as block quotations, and this method may be preferable for certain other quotations also.

When it is desirable to include a long quotation in Chinese characters, it should be presented either in-line or as a block quotation (depending on length and other considerations) and followed by (or preceded by) an English translation formatted the same way. The romanization will be omitted in such instances.

Translated titles in the text. Translations must also be provided in parentheses for titles (and for the names of organizations as authors) of foreign-language works that appear within the text proper. Such translations provided as glosses are capitalized sentence style and are not italicized, even for full-length works. (See §I, below, on translations of titles in footnote citations. To cite the title of a published translation, see Chicago 11.9.)

> *Baofeng yuqian* (暴風雨前 Before the storm) was published the next year.

> It was there she wrote the famous poem "Yetu de youxing" (野兔的遊行 Journey of the wild rabbit).

An English translation of a title may be used as a stand-in for the discussion of a Chinese work, in which case it should be in capitalized in headline style. For full-length works, stand-in translations are also italicized, unlike glossed translations.

> Li published that novel, *Before the Storm* (暴風雨前 *Baofeng yuqian*), later the same year.

> It was there she wrote the famous poem "Journey of the Wild Rabbit" (野兔的遊行 "Yetu de youxing").

G. Other languages that do not use the Latin alphabet

The guidelines for Chinese in §C–F above apply to all languages not written in the Latin alphabet. Follow Möllendorf romanization for Manchu. Romanize Japanese names and terms according to the modified Hepburn system, with macrons for long vowels. For Korean, Tibetan, and other Asian languages, use any standard system.

H. Footnote citation

TCC follows Chicago's "Documentation I" system for the citation of sources (chap. 14). Cite sources in footnotes and follow the format for notes. TCC articles do not employ bibliographies or reference lists.

Provide full publication information for each source the first time it is cited. Employ a short title for each subsequent citation of an already cited work, as described below. Do not use ibid. or similar shorthand.

A DOI is preferred to a URL as a locator for electronic sources. If no DOI is available, a URL may be provided instead. Cite digital books by sections or chapters if the page numbers are not stable.

Limit footnotes and citations to the minimum required to document the article. Expository material in footnotes is permitted, but please use footnotes primarily for documentation and hold exposition in notes to a bare minimum.

I. Bibliographic information for Chinese-language sources

Romanization. No characters are included in footnote citations. Provide the authors' names in pinyin.

If a Chinese author is well known under a Wade-Giles romanization or if the article cites an author's name that way for another work published in English, the alternate romanization may be provided in square brackets after the pinyin name when citing the author's Chinese-language work.

Titles of Chinese-language sources, titles of journals, names of publishers, and other publication information are also given in pinyin, except that the place of publication follows English usage (for example, Hong Kong rather than Xianggang, Taipei rather than Taibei, and New York for a Chinese-language source published there).

Formatting. Pinyin titles of works in Chinese are italicized, or not, according to the same rules as titles in English: titles of books, films, and other complete works are therefore italicized, but 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 in proper nouns. The names of Chinese publishers should also be capitalized sentence style.

English translations. Translations for titles of books and articles in Chinese must be included in square brackets after the title. Translations must also be provided for the names of organizations as the authors of works cited. Translations may be provided for the titles of journals, newspapers, and magazines at the discretion of the author. However, the names of publishers are never translated in bibliographic citations.

Translations in notes are capitalized sentence style, unlike English titles, and are never italicized, even for titles of full-length works. Note that TCC follows Chicago style in employing square brackets to enclose translations in citations; the journal's former style of employing parentheses instead of square brackets has been abandoned.

J. When to include a state, province, or country with the place of publication

A state, province, or country name should be included if the city of publication is not populous enough to be internationally known or if it can easily be confused with others of the same name. (Washington is a special case: include "DC" despite the city's prominence.) US and Canadian postal abbreviations formed of two capital letters are now employed instead of older abbreviations. Use "Cambridge, MA" to distinguish the New England city from Cambridge in Britain. Supply states or provinces for presses in small North American cities (no matter how illustrious the press), but omit the state or province when it already appears in the name of the press itself.

K. Romanizations in non-Chinese sources

Any nonpinyin romanizations that appear within the titles of English-language works (or those in other languages) should be retained; the pinyin may be interpolated in square brackets for clarity, if necessary.

L. Short citations after first, full citation

For the second and subsequent citations of a work, use only the author's family name, a shortened title, and the relevant page numbers. Note that short citations do not include the abbreviation ed. (or eds.) to distinguish editors.

Use repeated short citations for consecutive references to the same work instead of employing ibid., idem, op. cit., or any similar scholarly shorthand.

Titles of up to four or five English words normally need not be shortened. Longer titles should be shortened to a form that retains the key idea of the title without reordering any words. Omit "The," "A," and "An" at the beginning of short titles in English. Chinese titles take up less room, and the full main title should be retained.

If several authors with the same family name are cited as sole authors of works in a TCC article, then the personal names of those authors should be included in short citations of their works.

M. Examples of full citation formats for first citations

The format, capitalization, and punctuation for full (first) citations should follow those of 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.

The first citation does not need to cite the full page range of an article in a periodical or monograph, only the page range for that particular citation.

Note that the punctuation mark introducing page numbers in full citations is a comma for books and a colon for periodicals other than newspapers. A period closes all citations, including those ending with a URL or DOI.

Except for archival sources, dates are given in the American order with months written out in full: February 28, 2019 or February 2019.

To cite details of publication or types of sources not shown here, consult our style standard, *The Chicago Manual of Style*, 17th ed. (2017), chap. 14. For further guidance on electronic sources see Chicago 14.205–14.210.

Books and parts of books

[1] John Doe, *An Exemplary Book: Scholars in Twentieth-Century China* (New York: Basic Books, 2002), 4–7.

[2] Zhang Dou, *Zuowei yige lizi: Zhongguo de ershishiji xueshu* [Setting an example: twentieth-century scholarship in China] (Shanghai: Jiandan chubanshe, 2014), 7–19.

[3] 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.

[4] Zhang Dou, "Shuyuan, gaodeng xuetang, 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.

[5] Irene Blondell, Claudette Loy, and Harlow Rogers, eds., *Chinese Cinema*, vol. 2, *The 1930s* (Berkeley, CA: Busby, 1989), 33–46.

[6] Ingrid Stanwyck, Faye Grable, Arthur Grayson, and Bette Crawford, eds., *Chinese Cinema*, vol. 3, *The 1940s* (Berkeley, CA: Busby, 1991), 221–325.

[7] The Whitepaper Foundation, ed., *The Red China Bluebook*, 3rd ed. (Arlington, VA: Whitepaper Foundation, 1957), 325.

[8] Chatang yanjiuyuan [Porridge Institute], ed., *Longzui datonghui* [Kettles with a dragon's mouth] (Tianjin: Muxi chubanshe: 1998).

[9] Chen Zuoren [Ch'en Tso-jen], ed., *Dongting chaye dang'an* [Archival documents of the Dongting tea industry] (Taipei: Zhongshan chubanshe, 1971), 104.

[10] Miranda Carmen, *Brazil's Chinese*, trans. Dawn Ameche (New York: Good Neighbor Press, 1987), 33–45.

[11] Jonah and Jonas Day, *Medical Missions in China* (1899; repr. Toronto: Etobicoke Editions, 2005), 44–67.

[12] Diego Garcia, preface to *China's Long Twentieth Century* by Justine Dubois (Cambridge, MA: Crimson University Press, 2008).

[13] Jessica Fairmont-Brown, *Slow Steamer to China* (Chicago: Local E-press, 2012), doi:10.1000/182, chap. 6.

Periodicals

[14] Zhao Jiemei, "The Motivations and Implications of Irrigation Policy in Guizhou, 1898–1948," *Chinese Historical Agronomy* 55 (2013): 22–37.

[15] Zhao Jiemei, "Zai chengli de shui—Guiyang 1911–1931" [Water in the city: Guiyang, 1911–1931], *Guizhou lishi* 23, no. 5 (May 2012): 677–97.

[16] 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.

[17] 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.

[18] Elmer Fairmont, "Local Man Recounts Adventures in China," *Monroe* (MI) *Bugle*, April 13, 1909, 2–3.

[19] "Guilinren zai Meiguo" [A Guilin man in America], *Chasu bao* (Guilin), June 19, 1912.

[20] "Sichuan de shui gongyuan" [Water parks of Sichuan], *Rongcheng renmin bao* [Hibiscus city people's daily] (Chengdu), May 30, 1998, 5–7.

[21] 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

[22] João Dão, "Wine Importers of Macao, 1513–2013" (PhD diss., New Jersey A&M University, 2015), 183.

Archival material (Basic formats may be adapted to accommodate designations used by particular archives.)

[23] Asa Muller to Archibald McPhee, 7 July 1921, file B42, box 324, Valencia Collection, Peanut College Library, Guberville, OH.

[24] Memorandum, "Paoge Qingbang chongtu" [Conflict between the Gowned Brothers and the Green Gang], n.d., ca. July 1941, pp. 4–5, file 23, fond 92, Renshou County Archives.

[25] "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 sources, omit any unavailable information.)

[26] "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/.

[27] Shen Zai, "Weishenmo yanjiu Shanghai ne?" [Why study Shanghai?], Shanghai zaochen, accessed December 1, 2013, http://www.shanghaizaochen.cn/shenzai/4327/.

[28] Mary James, "Congee All the Rage in New Jersey," *Trending China* (blog), August 18, 2014, http://www.trendingzhongguo.net/81814/.

[29] 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.)

[30] Greg Marlowe, interview by Li Balu, Skunk Haven, NY, September 20, 2019.

N. Examples of short forms for second and subsequent citations

These examples of short citations correspond directly to the first, full citations and carry identical note numbers for convenience of comparison (although obviously no short citation could be note 1). The periodicals examples demonstrate the inclusion of first names in short citations when two or more authors share a family name. Note that a comma introduces page numbers in all short citations, including those that cite journal articles.

Books and parts of books

[1] Doe, *Exemplary Book*, 12.

[2] Zhang, *Zuowei yige lizi*, 7–19.

[3] d'Eau and Jeon, "Reevaluating Late Qing Reforms," 27.

[4] Zhang, "Shuyuan, gaodeng xuetang," 57.

[5] Blondell, Loy, and Rogers, *Chinese Cinema, The 1930s*, 32.

[6] Stanwyck et al., *Chinese Cinema, The 1940s*, 5.

[7] Whitepaper Foundation, *Red China Bluebook*, 325.

[8] Chatang yanjiuyuan, *Longzui datonghui*, 457.

[9] Chen, *Dongting chaye dang'an*, 228.

[10] Carmen, *Brazil's Chinese*, 48.

[11] Day and Day, *Medical Missions in China*, 47.

[12] Garcia, preface, *China's Long Twentieth Century*, iii.

[13] Fairmont-Brown, *Slow Steamer to China*, chap. 3.

Periodicals (note inclusion of first names in short citations when two or more authors share a family name)

[14] Zhao Jiemei, "Irrigation Policy in Guizhou," 27.

[15] Zhao Jiemei, "Zai chengli de shui," 684.

[16] John Zhao, "Theme Parks in the PRC," 144.

[17] d'Eau, "Small Grains," 201–2.

[18] Elmer Fairmont, "Adventures in China."

[19] "Guilinren zai Meiguo."

[20] "Sichuan de shui gongyuan," 6.

[21] Taylor Fairmont, "Trove of Old Letters."

Dissertation

²² Dão, "Wine Importers of Macao," 222.

Archival material

²³ A. Muller to A. McPhee, 7 July 1921, Valencia Collection.

²⁴ "Paoge Qingbang chongtu."

²⁵ "Subcommittee on Committees, 1897," 457.

Online material other than e-books and online journals

²⁶ "Irrigation and Yield for Oats."

²⁷ Shen, "Weishenmo yanjiu Shanghai ne?"

²⁸ James, "Congee All the Rage."

²⁹ He, "Zhongguo lishe zhen weida."

Interviews

³⁰ Marlowe, interview, September 20, 2019.

O. Verb tense for historiographical discussions

Discussions of historiography in TCC should use the past tense or past perfect tense, not the present.

Do not employ the present tense for historiography, as in this example:

> Elkbottom assumes that the Yuan Shikai government drafted the regulations;[16] other scholars document that municipal officials adopted them independently.[17] Li evaluates the evidence....

An example of correct use of the past or past perfect tense for historiographical discussion:

> Elkbottom assumed that the Yuan Shikai government drafted the regulations;[16] scholars have since documented that municipal officials adopted them independently.[17] Li evaluated the evidence....

P. Identifying historical figures mentioned in the text

Each historical figure mentioned in the text should be identified by full name at first mention, in both characters and romanized form if applicable (characters are usually omitted for a short list of highly renowned Chinese people; see "The TCC Style Manual" §4.3).

If you wish, you may provide the person's year of birth and year of death in parentheses, using the formats in the next paragraph. These dates are not required. If characters for the name are also provided, put the dates after the characters and separate the two with a typed space, not with a comma or semicolon.

If you provide dates, use the conventions described here. For a living person, follow the en dash directly with a closing parenthesis. When the date of birth or the date of death is unknown, supply an approximate date (indicated by "ca.") or use one of the formats that follow to provide partial information. Unknown death date: (b. 1870). Unknown birth date: (d. 1907). Using "ca." as an abbreviation for the Latin *circa*, meaning "about": (ca. 1900–1962) or (1899–ca. 1960). You may also insert "dates unknown" if you feel that information is important.

> Zhao Erxun (趙爾巽 1844–1927) wrote of meeting a man named Ding Hutao (丁虎濤 dates unknown).

Q. Numbers in the text

Spell out the numbers one through nine. Use numerals for whole numbers 10 to 999,999 (including round numbers such as 200 and 3,000) and for larger exact numbers. For large round numbers, spell out one through nine for millions and billions but use numerals for 10 and up and also for decimals: two billion, nine million, 10 million, 1.2 billion. When numerals and spelled-out numbers would occur in the same sentence by the standard rules, use numerals for all of them or spell them all out (different patterns may be used for separate categories).

Centuries, however, are spelled out ("nineteenth century"). They are hyphenated as adjectives ("eighteenth-century mores in the twentieth century"). Date ranges include all digits for both endpoints (1911–1927).

We use % rather than "percent" with numerals, and we use numerals with % (including 1% through 9%).