

The TCC Style Manual

Revised Edition
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The TCC Style Manual

1 Introduction

1.1 Journal style requirements

This manual covers style requirements for manuscripts to be published in *Twentieth-Century China* (TCC). TCC publishes in English and follows American spelling and punctuation conventions. The journal's style standard is *The Chicago Manual of Style* (17th edition, 2017), but TCC's house style departs from Chicago on certain points. This manual highlights those points and also provides authors with a convenient reference covering the style issues most often encountered by TCC authors, including the treatment of Chinese in the journal and examples of citation format for Chinese-language sources.

Submitted manuscripts do not need to fully conform to TCC style for peer review, but adhering to our style guidelines from the start will facilitate peer review and streamline the editorial process after acceptance.

The final, revised versions of accepted articles should conform as closely as possible to TCC and Chicago style guidelines. Editors may request revision for style or clarity before review and/or after acceptance and may make changes during production. Authors will be asked to review the copyedited manuscript and will also receive proofs to check and correct before publication. Only minimal changes to correct errors should be made at proof; substantial revision at that stage may result in charges to the author.

1.2 Preparation of manuscript files

Please see the journal's page at the Johns Hopkins University Press website (www.press.jhu.edu/journals/twentieth-century_china/) for further information about the journal and its scope. The sections of the TCC page reached by clicking "Author Guidelines" and "Publication Ethics" provide information on requirements and procedures for the preparation and submission of text and image files, permissions for use of copyrighted material, and important conditions attaching to the submission, acceptance, and publication of articles.

Please provide your text as a Word file. Keep formatting to a minimum: please avoid elaborate layout or typography and do not use Word's "styles" feature or templates. Do employ italics where appropriate and ensure that headings and subheadings are clearly identifiable (see §8.2).

Double-space all text and footnotes. Employ 12-point Times New Roman type for English and pinyin and put Chinese characters in a distinct 12-point font (not Times New Roman). Footnotes too should be in 12-point Times New Roman type.

The word count of your manuscript—including footnotes, abstract, keywords, and captions—should not normally exceed 10,000 words or the word limit previously agreed upon with the editor.

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 (see §3.6 and §3.7); 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. See this manual for important further details about the use of Chinese characters, the handling of names, terms, and quotations in romanized Chinese, and other issues.

Include an abstract of no more than 150 words and about 6 keywords that will enhance searchability of the article.

Submit figures, tables, photographs, maps, and other nontext material as separate files. *Do not embed images or tables in your manuscript file and do not submit them as PDF files.* Include the captions for all such items at the end of the main manuscript file. Captions and legends should cite the sources of images or data. Tables must be in editable format. Figures, photos, and maps should be provided as good-quality TIFF/TIF, JPEG/JPG, or EPS files.

1.3 Style authorities for TCC

The Chicago Manual of Style. 17th ed. Chicago: University of Chicago Press, 2017.

TCC follows Chicago on matters not specifically addressed in “The TCC Style Manual.” TCC style departs from Chicago on a few points, including some related to incorporation of Chinese characters and pinyin into the English text, as noted in this manual.

Merriam-Webster’s Collegiate Dictionary, 11th edition. Springfield, MA: Merriam-Webster, 2003.

This dictionary is TCC’s primary authority for the spelling of English words, after Chicago. If two spellings of a word appear in the dictionary, we employ the spelling that is listed first.

2 The treatment of Chinese and other foreign languages

2.1 Basic principles for the treatment of Chinese

2.1.1 *Uses of Chinese*. Authors should include 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 of both articles and book reviews. Insert characters in parentheses after the first mention of the name, term, or phrase; see §2.6 for details.

Sometimes the English equivalent for a Chinese term will be employed in the English prose of the article, and the Chinese character(s) and transliteration should be provided in parentheses, as a gloss. Sometimes romanized Chinese terms may be employed within the prose; the gloss will then specify the characters and the English meaning. In either case, the Chinese character(s) should be the first component of the parenthesis; see §2.6.3.

2.1.2 *Romanization (transliteration)*. Names and terms in Chinese should be romanized in the Hanyu pinyin system, without diacritical marks indicating tones. In rare cases, it may be appropriate to supply an alternate romanization as well; see also §3.2.1.

Any nonpinyin romanizations that appear within direct quotations from English-language or foreign-language sources should be retained (the pinyin may be interpolated in square brackets for clarity, if necessary).

2.1.3 *How Chinese characters are used in TCC*. Provide characters within the main body of the text. Do not include a glossary of characters. Do not use characters in the title, the abstract, or as 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) if their use there is justified.

2.1.4 *Simplified vs. traditional characters*. All characters for quotations must reproduce the form (traditional or simplified) of the original document or publication (not that of a republication in a different form). Characters supplied for proper nouns should generally reflect the type of character in use at the time and place under discussion. Characters for other terms should reflect, at the author’s discretion, either the sources from which they are drawn, or the time and place in which they originated, or the time and place under discussion. Some articles may therefore include both traditional and simplified characters, although consistency is desirable.

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

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

2.2 Other languages that do not use the Latin alphabet

The TCC guidelines for Chinese also apply to other 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 where appropriate. It is acceptable to use any standard system to romanize Korean, Tibetan, and other Asian languages, but please use one system consistently.

2.3 Capitalization: general rules for romanized Chinese

The rules of capitalization for romanized Chinese differ from the rules for English words and English titles.

2.3.1 *Sentence-style capitalization*. Capitalize the first letter of a Chinese sentence and capitalize any proper nouns that appear in it; other words should begin with lowercase letters. (This capitalization is called “sentence style.”)

Dying, Mao told Hua Guofeng, “With you in charge, I am at ease” (你办事我放心 *Ni banshi wo fangxin*).

2.3.2 *Titles of works*. Titles of works in romanized Chinese are treated just like sentences: capitalize the first letter of the first word and include capital letters for proper nouns that appear in the title; other words should begin with lowercase letters. Note that this use of sentence-style capitalization for titles of foreign-language works differs from the capitalization employed for titles of English-language works (referred to as “headline style”).

2.3.3 *Isolated words and phrases in Chinese*. Isolated words and phrases in Chinese that appear in the English text of an article are not capitalized unless they are proper nouns. Consult §2.5 for details.

2.3.4 *Capitalizing hyphenated Chinese words*. When hyphenated compounds occur in romanized Chinese, the first letter of the first element is the only one capitalized if capitalization is required; do not capitalize the letter following the hyphen.

2.4 Italics: general rules for romanized Chinese

2.4.1 *Isolated words and phrases in 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.

2.4.2 *Quotations*. Rather than distinguishing between Chinese terminology (italicized under Chicago) and brief quotations of similar length (not italicized under Chicago), a dichotomy that is not clear-cut in every context, TCC italicizes pinyin for brief quotations. Pinyin is omitted when the quotations are 10 characters or more in length, so only brief quotations ever appear in pinyin in TCC.

2.4.3 *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.

2.4.4 *Rare exception for terms used with unusual frequency*. In exceptional cases, a Chinese term that occurs with great frequency in an article may be italicized only the first time it appears in the article and not subsequently. Please italicize as indicated in §2.4.1 and leave this only rarely desirable option to the discretion of the editors.

2.5 Italics and capitalization for Chinese: proper nouns

Please follow the rules and examples below for the use of characters and for italics and capitalization for romanized Chinese in specific situations.

2.5.1 *Personal names*. For names of persons in Chinese: capitalize the first letter of each word, but not of each syllable. Personal titles are generally not capitalized in romanized Chinese. Do not italicize names of persons used within English text (unless they form part of an italicized title or phrase).

2.5.2 *Place-names*. For names of places, capitalize the first letter of each word of the geographic term in Chinese (Yangzi Jiang). For place-names presented partly in English, capitalize both the Chinese identifier and the English category descriptor (“Yangzi River” or “the River Yangzi” or, in this case, simply “the Yangzi”).

Avoid redundant expressions such as “Huang He River” by employing a translation or by recasting the sentence:

“The rising Yellow River (黄河 Huang He) flooded two weeks later.”

“The Huang He (黄河) was rising steadily, and the swollen river flooded two weeks later.”

Do not italicize place-names used within English text (unless they form part of an italicized title or phrase).

2.5.3 *Institutions, organizations, schools of thought, religions, and social or artistic movements.* In TCC, the romanized names of institutions and movements should appear in sentence-style capitalization.

The names of institutions and movements are not set in italics unless they form part of an italicized title or phrase.

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.

We read Margaret Chiang's thriller, *Beijing xiehe yixueyuan de ming'an* (北京協和醫學院的命案 *Murder at the Peking Union Medical College*).

(For simplicity's sake, TCC departs from Chicago style and retains the initial capital letter of the first word even when organizational names occur in the italicized title of a work or within another italicized phrase.)

2.6 Incorporating Chinese terms and translations into the text

2.6.1 *Isolated words and phrases.* When a Chinese term is employed within the English sentence structure, the pinyin romanization is italicized (unless it is a proper noun), and Chinese characters and an English translation are provided at the first mention.

Separate the characters from the translation with a typed space: do not rely on Word's automatic spacing after characters, but type a space after the last character; however, use only a space and do not insert either a comma or the semicolon called for by Chicago style between the characters and the translation. If further information is included within the parentheses, use a semicolon to separate that from the translation.

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

Tan's group disbanded during the campaign to eliminate the *si jiu* (四旧 *the four olds*).

He retired from politics and served as titular head of the Chatang yanjiuyuan (茶湯研究院 *Porridge Institute*) until his death in 1929.

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.

2.6.2 *Reversing the order of translation and word or phrase.* Alternatively, the English equivalent for a Chinese term or phrase may be employed in the text. At the first mention of the term or phrase, provide both the characters and the romanization in parentheses after the English equivalent.

Separate the characters from the romanization with a typed space: do not rely on automatic spacing by Word, but type a space after the last character; however, use only a space and do not insert either a comma or the semicolon called for by Chicago style between the characters and the pinyin.

Use the English equivalent alone for subsequent mentions of the term or phrase later in the article. Quotation marks are unnecessary unless required for emphasis or to eliminate ambiguity.

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.

2.6.3 *Characters before romanization.* TCC places Chinese characters before the romanization (in a departure from the Chicago style, in which the romanization comes first). A typed space without punctuation separates the characters and the romanization, again in a departure from Chicago style.

2.6.4 *Short quotations.* Except when specific phrasing is emphasized, Chinese sources may be quoted in translation. When the author wishes to include the original Chinese, the original characters and a romanization should be provided for all short quotations from the Chinese of fewer than 10 characters, in parentheses directly after the English version of the quotation. Separate the characters from the pinyin only with a typed space: do not rely on Word's automatic spacing and do not insert punctuation between the characters and the pinyin. Follow the English in determining whether to give initial capitalization to the romanized version.

When characters are provided for quotations of 10 or more characters, omit the romanization.

In her youth she had been, in her words, “extremely naive” (幼稚得很 *youzhi de hen*), with the result that she made friends outside the organization and came under suspicion.

At that point, Agnes Smedley told her that “there will definitely be difficulties” (困難是一定有的 *kunnan shi yiding youde*) in the course of the revolution.

After she was accused of being a rightist, she had to move more than once. 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).

2.6.5 Reversing the order of translation and short quotation. Alternatively, authors may include a short Chinese quotation and follow it with a translation in parentheses. Separate the characters from the pinyin only with a typed space: do not rely on Word’s automatic spacing and do not insert punctuation between the characters and the pinyin. If further information is included within the parentheses, use a semicolon to separate that from the translation.

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).

2.6.6 Position of quotation marks relative to Chinese. A former TCC style placed the closing quotation mark after the parenthesis containing the English translation (rather than at the end of the Chinese quotation, as dictated by Chicago). TCC dropped this style years ago: place the closing quotation mark before the parenthesis.

2.6.7 Slogans and mottoes. In TCC, slogans and mottoes are most often quoted in English translation. When the original Chinese is provided in parentheses after the English, treat it like a gloss for any other term. Provide pinyin as well as characters. Use sentence-style capitalization if the English is capitalized. Use all lowercase if the English is not capitalized.

2.6.8 Reversing the order of translation and slogan. When the translation is provided in parentheses after the romanized Chinese, treat it like a gloss for any other term and provide characters. Use sentence-style capitalization for the romanization if the English is capitalized. Use all lowercase if the English is not capitalized.

2.6.9 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 interpolated 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.

2.6.10 Chinese terms not requiring translation. If no translation is required, as for place-names whose literal meaning is not important, simply provide characters in parentheses.

2.6.11 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 appear in sentence-style capitalization and are not italicized, even for full-length works. (To cite the title of a published translation, consult 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 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”).

3 Citation

3.1 Citation in footnotes

TCC follows Chicago's "Documentation I" system for the citation of sources (chap. 14). Cite sources with 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.

Employ the footnote feature of your word processor to insert footnotes in your manuscript. Place footnote callouts (superscript arabic numerals) after the nearest appropriate punctuation mark. Note that this may be a comma closing the relevant clause rather than the period at the end of a sentence.

Limit footnotes and citations to the minimum number required to fully document the article. Expository material in footnotes is permitted but not encouraged; please hold exposition in notes to a bare minimum.

3.2 Bibliographic information for Chinese-language sources

3.2.1 *Romanization.* No characters are included in footnote citations. Transliterate the characters for authors' names in pinyin.

If a Chinese-language 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.

The titles of Chinese-language sources, the titles of journals, the 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).

3.2.2 *Formatting.* 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 in sentence style, not in headline style, so capital letters appear only for the first letter of the title and in proper nouns. The names of Chinese publishers should also appear in sentence-style capitalization.

3.2.3 *English translations.* Translations for Chinese titles must be included in square brackets after the first occurrence of each title. Translations must also be provided in square brackets 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 are capitalized in sentence style, not headline style, 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 previous style of employing parentheses instead of square brackets has been abandoned.)

3.3 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.

3.4 Short citations after first, full citation

For the second and any subsequent citation of any work, use only the author's family name, a shortened title of the work, and the relevant page numbers. The same shortened title for each work must be used consistently throughout the notes. 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.

For multiple authors, list up to three in a short citation but use “et al.” when there are four or more.

If the author of a work is an organization, use the organization’s name in the short citation. The name may be shortened or abbreviated if inconveniently long.

If a work has no listed author, use the title alone for the short citation.

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, to distinguish them from one another.

3.5 Ibid. and other shorthand for citations

Employ repeated short citations for consecutive references to the same work; do not employ *ibid.*, *idem*, *op. cit.*, or any similar scholarly shorthand.

3.6 Examples of full citation formats for first citations

The format, capitalization, and punctuation for full (first) citations in footnotes 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 edited volumes is a variation on the basic Chicago order, with editors before title: see examples 3, 4, and 16, below.

Note that translations must be included in square brackets for each Chinese title and for the Chinese names of organizations cited as the authors or editors of works cited. Translations may be provided for the titles of journals, newspapers, and magazines at the discretion of the author. Names of publishers are not translated in citations.

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

Be aware that the punctuation mark introducing the page numbers in full citations is a comma for books and a colon for periodicals other than newspapers.

Note that a period closes all types of citations, including those ending with a URL or DOI.

A DOI is the preferred locator for electronic sources. If no DOI is available, a URL may be provided instead. A notation such as “PDF e-book” or “Kindle edition” should be provided after publication information for digitally published editions. Cite digital books by sections or chapters if the page numbers are not stable.

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 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.

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, *A Slow Steamer to China* (Chicago: E-Local, 2012), chap. 6, <https://doi.org.10.100/182>.

Periodicals

A date alone is insufficient for newspaper and magazine citations: include an item title or descriptor and page.

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 (2012): 677–97.

¹⁶ John Zhao, “The Development of Theme Parks in the PRC, 1976–2008,” in Joan Williams and Wang Jianguo, eds., “Chinese Leisure after Mao,” special issue, *Commerce and Culture* 22, no. 3 (2010): 127–56.

¹⁷ Jane d'Eau, “Small Grains: Guangxu Regulations on the Cultivation of Millet and Sorghum,” *Journal of Guangxu Studies* 11 (2013): 200–204, published online May 7, 2013, <https://doi.org/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-Dispatch* (Monroe, MI), August 15, 2010, <https://www.monroemediamich.com/local/176sl1993>.

Online materials other than e-books and online journals

For these sources, omit any unavailable information. Follow the same general format for social media apps.

²² “Irrigation and Yield for Oats, Northeast Asia,” Oat Council, last modified June 8, 2014, accessed September 1, 2014, <https://www.oats.org/water/irrstat13/5879/>.

²³ Shen Zai, “Weishenmo yanjiu Shanghai ne?” [Why study Shanghai?], Shanghai zaochen, accessed December 1, 2013, <https://www.shanghaizaochen.cn/shenzai/4327/>.

²⁴ Mary James, “Congee All the Rage in New Jersey,” *Trending China* (blog), August 18, 2014, <https://www.trendingzhongguo.net/81814/>.

²⁵ He Xing, “Zhongguo lishi zhen weida” [Chinese history is great], *Lishi shalong* [History salon] (blog), April 24, 2014, <https://www.lishishalong.cn/73456/>.

Wenshi ziliao

Individual titles published by *wenshi ziliao* committees are cited as books. Those issued in a series are normally cited as periodicals (first example) but may, when appropriate, be cited as multivolume works (second example).

²⁶ Jiang Guiyun, “Wo ren Suzhou jinghai nü shi xiaozhang de huiyi” [Memoir of serving as the principal of the Laura Haygood Normal School in Suzhou], *Wenshi ziliao xuanji* [Selected works of historical materials] 19, no. 12 (1964): 11.

²⁷ Ma Zhong, “Ma Zhong huiyi lu” [Ma Zhong's memoir], in Lanfang shi wenshi ziliao weiyuanhui [Committee on literature and history of Lanfang], ed., *Lanfang wenshi ziliao* [Literary and historical materials of Lanfang], vol. 3 (Lanfang: Lanfang wenshi ziliao yanjiuhui, 1999), 7–8.

Internal publications of the PRC or CCP, including *Neibu cankao*

Cite internal publications with no identified publisher or place of publication as in the first example. When a publisher is listed, add the denotation [PRC internal publication] or [CCP internal publication] after the standard publication information. Include an item title in all citations of *Neibu cankao* and use a newspaper format.

²⁸ Zhonggong Qiqihar shiwei dangshi gongzuoweiyuanyhui [Party history editorial group of the CCP Qiqihar Committee], ed., *Zhonggong ximan fenju ziliao huibian* [Document collection of the CCP Western Manchuria Bureau] (n.p.: CCP internal publication, 1985), 162–63.

²⁹ “Yinggai gaijin Zhongsu youhao de xuanchuan gongzuo” [We should improve our propaganda work for Sino-Soviet friendship], *Neibu cankao* [Internal reference], no. 284, December 27, 1952, 386.

Dissertations

³⁰ João Dão, “Wine Importers of Macao, 1513–2013” (PhD diss., New Jersey A&M University, 2015), 183.

Archival documents and local materials

We prefer to list archival units in increasing order: start with the document, list larger units such as folders and boxes, and end with the archival institution and its location; however, archival formats are flexible and may be adapted to the needs of particular citations; listing the units in a different order is acceptable as long as the result is clear and consistent. Dates should be presented in the format shown in the examples.

³¹ Asa Muller to Archibald McPhee, 7 July 1921, file B42, box 324, Valencia Collection, Peanut College Library, Guberville, OH.

³² 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, Sichuan.

³³ “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.

³⁴ Zhou Rui, comp. and ed., printed pamphlet, “Huainian shushu, Zhou Dahua” [In memory of Uncle, Zhou Dahua], n.d., ca. 1990 (n.p.: probably privately printed in Shuyang, Jiangsu Province), family publication acquired by the author in Shuyang in May 2018.

³⁵ Li Qiming, handwritten manuscript, “Heping riji” [Peace diary], 1956–1958, photographed by the author at the Exhibition Hall of the Shuyang People’s Hospital on May 31, 2018.

Interviews

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

³⁶ Greg Marlowe, interview by Li Balu, Skunk Haven, NY, September 10, 2019.

3.7 Examples of short forms for second and subsequent citations

These examples correspond to the first, full citations in §3.6 and carry identical note numbers for ease of comparison (although obviously no short citation would ever be footnote 1). The periodicals section includes examples demonstrating the inclusion of personal names when two or more authors share a family name.

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 the inclusion of personal names 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."

Online materials other than e-books and online journals

- ²² "Irrigation and Yield for Oats."
²³ Shen, "Weishenmo yanjiu Shanghai ne?"
²⁴ James, "Congee All the Rage."
²⁵ He, "Zhongguo lische zhen weida."

Wenshi ziliao

- ²⁶ Jiang, "Wo ren Suzhou jinghai nü shi xiaozhang de huiyi," 11.
²⁷ Ma, "Ma Zhong huiyi lu," 8.

Internal publications of the PRC or CCP, including *Neibu cankao*

- ²⁸ Zhonggong Qiqihar shiwei dangshi gongzuoweiyuanyhui, *Zhonggong ximan fenju ziliao huibian*.
²⁹ "Yinggai gaijin Zhongsu youhao de xuanchuan gongzuo," 386.

Dissertations

- ³⁰ Dão, "Wine Importers of Macao," 222.

Archival documents and local materials

- ³¹ A. Muller to A. McPhee, 7 July 1921, Valencia Collection.
³² "Paoge Qingbang chongtu," 2.
³³ "Subcommittee on Committees, 1897," 457.
³⁴ Zhou, "Huainian shushu," 6.
³⁵ Li, "Heping riji," entry for October 4, 1957.

Interviews

- ³⁶ Marlowe, interview, September 10, 2019.

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

The city of publication alone is usually sufficient. A state, province, or country name should be included if the city 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.

For other nations, include the name of the country for all less than well-known cities and to distinguish among cities of the same name.

These examples of format for the place of publication illustrate the principles employed:

Cambridge: Cambridge University Press	Riseholme, UK: Bracely
Milan: Schiavone Editore	Laval, PQ: Presses Canadiennes
Pittsburgh: Buccaneer Books	Béziers, France: Presses Jean Moulin
London: Mammoth	Princeton, NJ: Princeton University Press
Hong Kong: Mammoth East Asia	Ithaca, NY: Boburger, Spiedies, and Seyval
Taipei: Taipei chubanshe	Stanford, CA: Stanford University Press
Qingdao: Shema chubanshe	Lanham, MD: Rowman & Littlefield
London, ON: Wortley	Armonk, NY: M.E. Sharpe
Santiago, Cuba: Iglesias & Short	Berkeley: University of California Press
Santiago, Chile: Carménère	Lexington: University Press of Kentucky

3.9 Special rules for inclusive page ranges

TCC employs the Chicago system for ranges of page numbers listed in citations and text. The rules for determining what digits to include in page ranges are as follows.

- If the first page number is less than 100:
use all digits for the final page number.
- If the first page number is 100 or if it is a multiple of 100:
use all digits for the final page number.
- If the first page number is 101 through 109, 201 through 209, etc.:
use the changed digits only for the final page number.
- If the first page number is 110 through 199, 210 through 299, etc.:
use two digits for the final page number,
unless more are needed to include all the changed digits.

4 Special considerations

4.1 Identifying scholars mentioned in the text

Scholars mentioned in the text should be identified by the full names under which they publish and by brief explanatory glosses (indicating their fields, specialties, or approaches) to provide context for their ideas. After a first mention in the text, either last names alone or full names may be employed for subsequent mentions. For those with Chinese or Japanese names, characters may be included at the author’s discretion.

The work of the nineteenth-century sociologist Hercule Peeters inaugurated....

Gu Weiwei (顧維維), a historian of marital customs, opined that economic conditions....

Munenori Kawasaki (川崎 宗則), writing from an art historian’s perspective, considered....

4.2 Identifying historical figures mentioned in the text

Each historical figure mentioned in the text should be identified by full name at first mention.

Authors may also choose to provide the person's year of birth and year of death in parentheses, either at the first mention or at a subsequent mention where that information is more relevant. The journal no longer requires that dates be provided for every person mentioned. When both dates and characters are provided, put the dates after the characters and separate the two with a typed space, with no intervening punctuation. If you choose to provide dates, follow the conventions described below.

If the person still lives, follow the en dash directly with a closing parenthesis; do not leave a space.

When either the year of birth or the year 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). Approximate dates using "ca." as an abbreviation for the Latin *circa*, meaning "about": (ca. 1900–1962) or (1899–ca. 1960); a question mark may be used for a suppositional date, as in the third example below.

When neither date is known, you may choose to indicate this by inserting "dates unknown" where the dates would otherwise appear. When relevant, it is also permissible to provide dates of active work ("fl." stands for *flourit*, the Latin for "he/she flourished") in the absence of both birth and death dates: (fl. 1865–1890).

Horace Wilson (1843–1927) introduced his students to baseball while teaching English in Japan.

Ai Weiwei (艾未未 1957–) remains one of China's best-known living artists.

Although Chang Ge (長歌 b. 1954) had died young, her poems gained popularity nationwide once fax machines became widespread.

His sister Wang Xiulan (王秀兰 1902–1937?), then in Nanjing, disappeared completely.

Wang wrote of a conversation with a neighbor named Ding Hutao (丁虎濤 dates unknown).

4.3 Historical figures for whom characters need not be provided

Certain political figures and intellectuals familiar to all those who are conversant with China's twentieth-century history are exempt from the requirement to provide characters for the names of historical persons.

Characters for the following may be omitted unless there is a particular reason to include them:

Ba Jin	Hu Shi	Liang Qichao	Sun Yat-sen
Cai Yuanpei	Jiang Qing	Lin Biao	Tsai Ing-wen
Chen Duxiu	Jiang Zemin	Lin Yutang	Wang Jingwei
Chen Shui-bian	Kang Youwei	Liu Shaoqi	Xi Jinping
Chiang Ching-kuo	Lai Ching-te	Lu Xun	Yang Shangkun
Chiang Kai-shek	Lao She	Ma Ying-jeou	Yu Dafu
Deng Xiaoping	Lee Kuan Yew	Mao Dun	Yuan Shikai
Ding Ling	Lee Teng-hui	Mao Zedong	Zhou Enlai
Guo Moruo	Li Dazhao	Shen Congwen	Zhu De
Hu Jintao	Li Xiannian	Song Meiling (Madame Chiang)	

5 Grammar and structure

5.1 Verb tense

5.1.1 *Consistency and continuity.* Please employ consistent and appropriate verb tenses. Shifts in tense should reflect the logic of the discussion.

5.1.2 *Verb tense for historiographical discussions.* In a book review, the findings and characteristics of the volume under review may be discussed in present tense. Present tense is also appropriate in other contexts when evoking

the immediacy of reading a text or source. But discussions of historiography that explicitly relate a sequence of past events or sequence of published findings should use the past tense or past perfect tense, not the present tense.

It is awkward to employ the present tense for the sequence in this example:

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

It is better to employ past or past perfect tense for a historiographical discussion of this type:

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

5.2 Agreement of subject and verb

Ensure that subjects and verbs always agree in number (singular or plural). Two singular subjects joined by “and” take a plural verb. Two singular subjects joined by “or” take a singular verb. Additional subjects that appear in parentheses or asides and those joined to the main subject by “as well as” or by other weak conjunctions are ignored in determining the number of the verb.

5.3 Referents

Please ensure that all pronouns (she, he, they, these, those, this, that) refer logically and unambiguously to an explicit noun in the preceding text. Participial, gerundive, and infinitive phrases must also be linked logically and unambiguously to an explicit subject: please do not allow them to dangle.

5.4 Subjunctive mood

When discussing ideas that are speculative or contrary to fact, please use the subjunctive mood, which still fulfills a function in precise scholarly communication.

5.5 Passive and active voice

Passive voice sometimes places a necessary emphasis on the object of an action or permits clearer indication of relationships in certain sentence structures. In all other cases, the active voice will be more direct, more readable, and more informative and should be preferred. Please recast any unnecessary passive constructions.

5.6 Which and that (and who)

In scholarly prose, a distinction between “which” and “that” is desirable to enhance the precision and clarity of the discussion. Employ “which” in nonrestrictive relative clauses and use “that” in restrictive relative clauses.

Relative clauses are nonrestrictive if they merely provide additional information about the subject of the sentence. Set off nonrestrictive relative clauses with commas (unless they occur in parentheses), and use the word “which.”

Many independent bookshops, which compete with online stores, are closing because of declining sales.

My favorite bookshop (which is downtown) may move to a new building.

Relative clauses are restrictive when they serve to narrow a category of items to one particular subset or to identify the particular subject meant by specifying its qualities. Do not use a comma to set off restrictive relative clauses. Use the word “that” with restrictive clauses.

The bookshop that hired my cousin has gone out of business.

Journals that adhere to Chicago style make a useful distinction between “which” and “that.”

The word “which” should always be used with prepositions, whether the clause is nonrestrictive or restrictive. Nonrestrictive clauses should still be set off with commas.

My cousin’s career, in which I take a strong interest, is not going well.

All the journals to which I subscribe adhere to Chicago style.

The word “who” should generally be used instead of “that” (or “which”) in reference to people.

The people who run my favorite bookstore are unusually well organized.

5.7 Word choice and expression

Use the word “where” to refer to places or in explicitly spatial situations; use “in which,” “for which,” or similar phrases for relations that are not explicitly spatial in nature.

Use “who” and “whose” to refer to people only; “who” and “whose” are usually inappropriate in reference to objects or ideas.

6 Spelling and capitalization for English

6.1 Alternate spellings of words

In the case of words for which *Merriam Webster’s Collegiate Dictionary* (11th edition) supplies two alternate spellings, use the first one listed. Although the 11th edition is authoritative, the 10th edition will provide proper guidance in most cases if the 11th edition is unavailable.

6.2 Place-names

Consult Chicago for guidance if in doubt about the capitalization of English terms. Use English capitalization rules for place-names of mixed Chinese and English elements. Avoid redundant compounds such as Dahu Lake (see §2.5.2).

6.3 Abbreviations

Abbreviations should be defined at the earliest instance and used consistently throughout the article. If an abbreviation is also used in the abstract, it should be defined separately in the abstract and again in the text.

An abbreviation used in figures or tables should be defined in the caption or legend of the first figure or table in which it appears. An abbreviation used only in the notes should be defined in the first note in which it occurs.

6.4 Numbers in the text

Effective with this revision of the style manual, TCC follows the standard Chicago style for numerals and spelled-out numbers described in 9.2. (We no longer follow the alternate convention for numerals that is described in Chicago 9.3.)

Spell out the numbers one through one hundred. Use numerals for the whole numbers 101 to 999,999, with the exception of round numbers such as two hundred and three thousand. Spell out ordinal numbers up to one hundredth and use numerals for larger ones. But use numerals for decimals and any quantities presented in combination with abbreviations for units of measure.

For large round numbers, spell out one through one hundred for millions and billions but use numerals for 101 and up and also for decimals: two million, seventeen million, 105 million, ninety-five billion, 1.2 billion.

For text containing clusters of many numbers, Chicago 9.7 provides flexible guidance. Different patterns may be employed for separate categories of enumerated objects if that seems the best solution.

Spell out a number that begins a sentence, even if it would otherwise be expressed as a numeral. It is often easy to rewrite the sentence instead and avoid the necessity of spelling out a number.

Ordinal numbers are treated just like cardinal numbers (fifth, fifteenth, and 105th). Do not superscript the letters in ordinal numbers (if Word does so automatically, remove the superscript before submitting your file to TCC).

In a departure from standard Chicago style for the humanities, we use “%” rather than “percent” in all contexts, and we use numerals to express all percentages: 55% instead of fifty-five percent.

6.5 Centuries, decades, and years

Centuries are spelled out (“nineteenth century,” “twenty-first century”) and are hyphenated when they are used as adjectives (“eighteenth-century mores in the twentieth century”).

Decades should be expressed as “the 1880s” or “the 1950s and 1960s”: avoid using a term that does not specify the century (e.g., “the late teens”) unless there is a specific reason to use it and the century intended is unmistakable from the context.

The first decade of a century should be so designated (“in the first decade of the twentieth century”). Never use “the 1900s” to designate the first decade of the twentieth century, and avoid a vague use of “the 1900s” to indicate the entire twentieth century also.

Hyphenate “mid-” (but not “early” or “late”) when used with noun forms for decades and centuries.

Date ranges should not be truncated; include all digits for both endpoints (1911–1927).

Years before the year 1 CE should be identified by the abbreviation BCE (before the common era). When necessary for clarity, years after 1 BCE may be identified by the abbreviation CE (of the common era).

7 Punctuation

7.1 The series comma

TCC uses the series comma, also known as the Oxford comma. Insert a comma after the second-to-last item in any series or listing of words, numerals, phrases, or clauses, whether the final item is preceded by “and,” by “or,” or by no intervening word.

It was like comparing apples, oranges, and durians.

Everyone—farmers, grocers, chefs, diners—benefitted from the shorter supply chain.

He urged us to eat, drink, and be merry.

She offered a choice of medium, full-city, or Vienna roast.

The author revised the manuscript, the reviewers reevaluated it, and the editor considered their reports.

7.2 Other comma conventions

Place a comma between clauses but not between two verbal phrases with the same subject.

He urged us to be merry, but Mary refused.

He urged us to eat and laughed at our reluctance.

Do not use commas in constructions such as “not only...but...”

She urged us not only to eat but also to drink.

7.3 Hyphens and dashes

Consult Chicago for details on the various uses of these marks.

7.3.1 Hyphens. Hyphens (–) appear in hyphenated words and various hyphenated compounds. Consult *The Chicago Manual of Style* and *Merriam Webster’s Collegiate Dictionary* on the hyphenation of specific words. In general, TCC style and Chicago style call for prefixes to form closed compounds without hyphens (e.g., “nonstandard” and not “non-standard”). However, hyphens are used after most prefixes when the second word is capitalized and when omission of the hyphen would impair readability.

7.3.2 En dashes. En dashes (–) are used to separate ranges of numbers and in certain other special uses. Hyphens may be used for this purpose in manuscripts; the editor or compositor will replace them with en dashes for publication. TCC follows Chicago (6.80) in employing the en dash in place of a hyphen for compounds such as “post–Cold War” in which the prefix applies to a phrase rather than a single word.

7.3.3 *Em dashes*. Em dashes (—), usually in pairs but sometimes singly at the end of a sentence, set off words interpolated as a break in the logical flow of the sentence or emphasize appositives. Two consecutive hyphens may be used to indicate an em dash, or you may allow your word processor to automatically insert an em dash in place of the two hyphens.

7.4 Quotation marks

TCC employs American punctuation conventions. Double quotation marks are the norm. Use single quotation marks only within double quotation marks. All quotation marks should be of the so-called “smart” variety, with distinct opening (“) and closing (”) marks rather than one all-purpose type (").

Place commas and periods inside closing quotation marks. Place semicolons and colons outside closing quotation marks. Place question and exclamation marks outside closing quotation marks, unless they form part of the quoted material, in which case they must precede the closing quotation marks.

7.5 Parentheses, square brackets, and braces

The use of parentheses, brackets, and braces in TCC follows Chicago style. TCC no longer uses parentheses to set off translations in citations, as in text; instead we employ square brackets in citations and parentheses in text, as called for under Chicago style.

8 Typography

8.1 File format

Submit a manuscript file in 12-point Times New Roman font, including the notes and captions. Double-space the text, notes, and captions. Please use one space, rather than two, after a period or colon. Do not justify any text, and do not enable autohyphenation.

Practice simplicity in formatting your manuscript file; the only further formatting that is necessary is appropriate indentation, heading differentiation, and italics where needed. In particular, do not employ Word’s “styles” feature to format paragraphs and fonts. If you have done so in your drafts, please strip out this coding before submitting your final accepted version for publication. Save the file in Microsoft Word format.

8.2 Headings

Set all headings flush left with headline-style capitalization. Final versions of accepted manuscripts should distinguish different levels of heads as follows: first-level headings should be preceded by the code <A>, second-level headings should be preceded by the code , and third-level headings, if used, should be marked <C>. (This will guide the editors and compositor to correct formatting.) TCC does not normally number sections within articles. No periods appear at the end of headings.

If included, acknowledgments should be headed “Acknowledgments”: note the spelling with two e’s, not three. The section “Notes on Contributor(s)” follows the acknowledgments. Both should be inserted only after acceptance.

8.3 Italics, boldface, and underlining

Italics are employed for the titles of major works, for isolated uses of foreign words (including romanized Chinese under the conventions outlined in §2.4–2.6), and for a few classes of proper nouns such as the names of ships.

Italics may also be employed—sparingly—to emphasize key terms when they are first introduced or to highlight particular words in the text or in quoted material. Italics may also be used—again, sparingly—to set off logical constructs such as postulates and hypotheses. Do not use italics for block quotations or for abstracts.

Use italics rather than boldface to emphasize single words. Boldface may be used for section headings in manuscripts for review, but it must be eliminated from headings in final versions of accepted manuscripts. Boldface should not be employed in any other context. Underlining should never be employed in manuscripts.

9 A list of useful sections of *The Chicago Manual of Style*.

The following sections of Chicago's 17th edition (our authoritative guide) may be of particular use to authors of journal articles and reviews to be published in TCC.

Illustrative matter

Illustrations, 3.3–3.46

Tables 3.47–3.88

Credits and permissions 3.29–3.37, 3.77

Copyright and permissions

Journal articles and rights, 4.55–4.57

Permissions, 4.64–4.71, 4.95–4.105

Fair use, 4.84–4.94

Grammar

Parts of speech and their use, 5.1–5.209

Glossary of problematic words and phrases, 5.250

Bias-free language, 5.251–5.260

Gender-neutral singular pronouns, 5.256

Punctuation

Punctuate URLs and email addresses normally, 6.8

Serial (or Oxford) comma, 6.19–6.21

Commas with relative clauses (restrictive or nonrestrictive), 6.27

Commas with appositives (restrictive or nonrestrictive), 6.28

Commas with independent or dependent clauses, 6.22–6.26

No comma with compound predicates, 6.23

Commas with introductory words/phrases, 6.33–6.35

Commas with multiple adjectives, 6.36–6.37

Commas when introducing quotations, 6.40

No comma with “not...but,” 6.46

Semicolons and colons, 6.56–6.67

Don't capitalize after colon within a sentence, 6.63

Hyphens and dashes, 6.75–6.94

Parentheses, brackets, and braces, 6.95–6.104

Quotation marks, 6.6–6.11, 6.114–6.115

Special treatment of words

Italics, capitals, quotation marks, 7.48–7.80

Emphasis, 7.50–7.52

Foreign words, 7.53–7.55

Highlighting terms and expressions, 7.56–7.62

Open, hyphenated, and closed compounds, 7.81–7.89

Hyphenation guide for compounds and prefixes, 7.89

Names and terms

Organizations, when to capitalize, 8.62–8.70

Historical and cultural terms, when to capitalize, 8.71–8.87

Titles of works (used in text rather than citations), 8.156–8.201

Newspapers mentioned in text, 8.168–8.170

Numbers

Numerals versus words, 9.2–9.8

Abbreviations

Using abbreviations, 10.3

Periods with abbreviations, 10.4

“A,” “an,” and “the” before abbreviations, 10.9

US state abbreviations for citations, 10.27

“US” versus “United States,” 10.32

Foreign languages

Foreign-language text, 11.1–11.10

Foreign words, 7.53–7.55

Foreign institutions, 11.4

Titles of works in foreign languages, 11.6–11.10

Transliterated languages, 11.71–11.75

Chinese, 11.82–11.85, 11.88–11.90

Japanese, 11.86–11.90

Quotations

Quotations in relation to text, 13.9–13.29

Notes and citation

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