

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 seventy words and about six 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. Publisher's Name, Year. 000 pp. Hardcover (\$00.00), softcover (\$00.00), or ebook (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 seventy words). Include your institutional affiliation and your email address.
- ◆ To cite books under review, enclose page numbers in parentheses. Page numbers need not be given for paraphrases of a book's broadest themes or summaries of arguments that are attributed to specific chapters. All quotations and paraphrases of specific points should be cited by page. Cite other works in footnotes in Chicago style (examples below). Cite by author name and short title after the first full citation of a work.
- ◆ 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, provide 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 personal names, place names, and other proper nouns and for the first words of titles and sentences in romanized Chinese. Proper nouns like the romanized names of institutions and movements are also capitalized in sentence case and are not italicized. Other Chinese words and phrases within the text are not capitalized, but they are italicized.

“The TCC Style Manual” provides further details in §2; the manual is available at 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.

Zhao Erxun (趙爾巽) took charge of the project.

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

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. For quotations of ten or more characters, omit the pinyin. 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. Block quotations may be employed for both Chinese characters and English.

Formats for citations in TCC essays

Full citations. The first citation of a work should follow the examples below, which cover common types and variations of both English-language and Chinese-language sources. Our system for citing articles within books is a variation on the Chicago order: see examples 3 and 4. To cite details of publication or types of sources not shown here, consult §3 of “The TCC Style Manual” or *The Chicago Manual of Style*, 18th ed., chaps. 13 and 14.

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

Romanization. No Chinese characters are included in footnotes. Give authors’ names, titles of sources, titles of journals, and names of publishers in pinyin.

Formatting for pinyin. Pinyin titles of works in Chinese are punctuated and italicized 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 letters of proper nouns. The names of Chinese publishers should also be capitalized sentence style.

English translations in citations. Translations of Chinese titles in citations must be included *in square brackets* after pinyin titles. Provide translations for the names of organizations as authors too. Translations may be provided for the titles of journals, newspapers, and magazines if you wish. Names of publishers are never translated in citations. Translations in citations are capitalized sentence style and not italicized, even for titles of full-length works.

EXAMPLES OF CITATION FORMATS

Books and parts of books

- ¹ John Doe, *An Exemplary Book: Scholars in Twentieth-Century China* (Basic Books, 2002), 4–7.
- ² Zhang Dou, *Zuowei yige lizi: Zhongguo de ershishiji xueshu* [Setting an example: twentieth-century scholarship in China] (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* (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] (Dujiangyan chubanshe, 1999), 56–87.
- ⁵ Irene Blondell, Claudette Loy, and Harlow Rogers, eds., *Chinese Cinema*, vol. 2, *The 1930s* (Busby, 1989), 34.
- ⁶ Ingrid Stanwyck, Faye Grable, Arthur Grayson, Bette Crawford, Vera-Ellen Hayworth, and Lana Miller DeHaven, et al., eds., *Chinese Cinema*, vol. 3, *The 1940s* (Busby, 1991), 221–325.
- ⁷ The Whitepaper Foundation, ed., *The Red China Bluebook*, 3rd ed. (Whitepaper Foundation, 1957), 325.
- ⁸ Chatang yanjiuyuan [Porridge Institute], ed., *Longzui datonghui* [Kettles with a dragon’s mouth] (Muxi chubanshe: 1998).
- ⁹ Chen Zuoren [Ch’ en Tso-jen], ed., *Dongting chaye dang’an* [Archival documents of the Dongting tea industry] (Zhongshan chubanshe, 1971), 104.
- ¹⁰ Miranda Carmen, *Brazil’s Chinese*, trans. Dawn Ameche (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 (Crimson University Press, 2008).
- ¹³ Jessica Fairmont, *A Slow Steamer to China* (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-Despatch* (Monroe, MI), August 15, 2010, <https://www.monroemediamich.com/local/176sll993>.

Online materials other than ebooks 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/irrst13/5879/>.
- 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/>.

Dissertations

- ²⁶ João Dão, "Wine Importers of Macao, 1513–2013" (PhD diss., New Jersey A&M University, 2015), 183.