

## ***Journal of Song-Yuan Studies* Style Sheet, Version 3.0 (March 2025)**

### **GENERAL INSTRUCTIONS:**

Submissions to the *Journal of Song-Yuan Studies* should be sent in electronic form as email attachments to both Editors (chartman@albany.edu, psmith@haverford.edu). Manuscripts should be double-spaced throughout (text, quotes, and notes), using Times New Roman 12-point. Complete footnotes are preferred. Bibliographies are not required. Since the *Journal* uses an anonymous review process, authors should not identify themselves on the first page (please provide **only** a title), in the main body of the article, or in the footnotes.

### **STYLE:**

Manuscripts should conform, as much as possible, to the guidelines outlined in this style sheet. Authors are strongly encouraged to consult back issues of *JSYS* for additional information on style. **For some general and specific advice on English style and presentation see the separate document: “Some Elementary Guidelines for English Style.”**

### **BOOK REVIEWS:**

The headings of reviews should contain the following information: title, author, place of publication, publisher, year, number of pages, and price. Unsolicited book reviews (not including comprehensive review essays) are unlikely to be considered.

### **ROMANIZATION:**

*JSYS* uses Hanyu Pinyin for all Chinese romanization.

### **CHINESE CHARACTERS:**

Characters should appear where necessary in the body of the text or in the footnotes, following the appropriate romanization. Please use the SimSun font for all Chinese and Japanese characters. *JSYS* does not use separate glossaries. Use only traditional-form characters (*fantizi* 繁體字) except when citing modern scholarship that is itself produced in simplified form (*jiantizi* 簡體字). Characters need not be provided for names, terms, and titles familiar to *Journal* readers (Zhu Xi, *Song shi*, *Zizhi tongjian*, Daoxue, etc.). The Editor reserves the privilege to delete any unnecessary characters.

### **OFFICE TITLES AND GOVERNMENT ORGANIZATIONS:**

English translations of office titles and government organizations should be capitalized (e.g., Prefect, Bureau of Military Affairs, etc.); romanized office titles and government organs should be in lower case and in italics (*cishi*, *shumi yuan*, etc.).

### **GEOGRAPHICAL NAMES:**

Use Hanyu Pinyin or, where appropriate, Postal Spellings.

### **WHEN PREPARING YOUR SUBMISSION:**

1. Use Times New Roman 12-point, double-spaced, for all of the main text (even block quotations). Use the same font, double-spaced, for footnotes and bibliography. Use SimSun for Chinese text.
2. Use only one space after periods, colons, exclamation points, question marks, quotation marks: any punctuation that separates two sentences.
3. Please make sure that there is a single space between all Chinese characters and the neighboring English text. These spaces can be hard to see in Microsoft Word, but will

make converting these into PDFs much easier for our typesetter.

4. The top, bottom, left, and right margins of your manuscript should each measure one inch.
5. Distinguish between "cf" and "see" in your footnote references. "Cf" means "compare"; "see" means "see." Whenever possible, provide italics rather than underlining.
6. Avoid Latin abbreviations (*Ibid.*, *op. cit.*, etc.) in footnote references. Instead, use short or abbreviated forms of author names and/or titles.
7. Please do not hyphenate your submission.
8. Do not use any hidden formatting commands.

## CITATION OF SOURCES:

### Please use this standard formatting for footnotes to *CHoC* vol. 3:

John K. Fairbank and Denis Twitchett, "General Editors' Preface," in *The Cambridge History of China, Vol. 3: Sui and T'ang China, 589–906, Part One*, ed. Denis Twitchett (Cambridge, UK: Cambridge University Press, 1979), vi.

### Please use this standard formatting for footnotes to Parts One & Two of *CHoC* vol. 5:

Lau Nap-yin and Huang K'uan-chung, "Founding and Consolidation of the Sung Dynasty under T'ai-tsu (960–976), T'ai-tsung (976–997), and Chen-tsung (997–1022)," in *The Cambridge History of China, Vol. 5, Part One: The Sung Dynasty and Its Precursors, 907–1279*, ed. Denis Twitchett and Paul Jakov Smith (Cambridge, UK: Cambridge University Press, 2009), 248–49.

Joseph P. McDermott and Shiba Yoshinobu, "Economic Change in China, 960–1279," in *The Cambridge History of China, Vol. 5, Part Two: Sung China, 960–1279*, ed. John W. Chaffee and Denis Twitchett (Cambridge, UK: Cambridge University Press, 2015), 321–85.

## See below for some sample citations to Chinese primary sources and to Chinese and Japanese secondary scholarship

### Citing major sinological journals:

Always abbreviate & italicize *JSYS*.

If *Harvard Journal of Asiatic Studies* OR *Journal of the American Oriental Society* appears more than once in your manuscript's footnotes, abbreviate it in all further references as *HJAS* or *JAOS*.

But ALWAYS spell out *T'oung Pao* or *Asia Major*.

For *Asia Major*, the series name isn't italicized, and goes inside parentheses:

*Asia Major* (New Series) 4.1 OR *Asia Major* (Third Series) 19.2

### Places of Publication:

Cambridge, Mass.

Cambridge, UK

Taipei, NOT Taibei

Xi'an, NOT Xian

Distinguish Shanxi 山西 and Shaanxi 陝西

Tokyo and Kyoto, NO MACRONS

Use longer abbreviations for U.S. state names (Colo. NOT CO; N.J. NOT NJ; Calif. NOT CA)

### **Publishers:**

University of Hawai‘i Press, NOT Hawaii

For romanization of the names of Chinese and Japanese publishers, only capitalize the first letter:

Zhonghua shuju, Wenhai chubanshe, Henan daxue chubanshe, Kyūko shoin

### Footnote format for abbreviated Chinese titles:

*Sibu congkan* > *SBCK*

*Siku beiyao* > *SBBY*

*Song huiyao jigao* > *SHY*

*Song shi* > *SS*

*Quan Song wen* > *QSW*

*Wenyuange siku quanshu* > *SKQS*

*Xu zizhi tongjian changbian* > *XCB*

### For *Quan Song wen*:

For *Quan Song wen*, abbreviate as *QSW* in second through last references:

Lou Yue 樓鑰, “Chaoqing dafu zhishi Wang jun muzhiming” 朝請大夫致仕王君墓誌銘, *QSW* 266:5994.16–20.

### For *Quan Song biji*:

Series number.volume number:juan number.page number

Zhou Bida, “Guanzhi zhaoshi” 館職召試, in *Erlao tang zazhi* 二老堂雜誌, *Quan Song biji* 全宋筆記 ed. (Zhengzhou: Daxiang chubanshe, 2012), 5.8:1.346.

### **Pinyin for titles of Chinese & Japanese secondary sources:**

北宋 as Bei Song NOT BeiSong BUT, if it’s Japanese: 北宋 as HokuSō

南宋 as Nan Song NOT NanSong BUT, if it’s Japanese: 南宋 as NanSō

唐宋 as Tang Song NOT TangSong BUT, if it’s Japanese: 唐宋 as TōSō

### **Citing doctoral dissertations & master’s theses:**

Ph.D. diss. NOT PhD or Ph. D.

M.A. thesis NOT MA or M. A.

### **Numbers and numbering:**

Spell out all cardinal numbers below 100, except when they appear as percentages: “eighty-three” but “83%.”

Spell out all ordinal numbers: “eleventh” not “11<sup>th</sup>”

use en-dashes (–) NOT hyphens (-) for all date and page ranges.

use all digits in years for date ranges (1068–1077, NOT 1068–77)

follow *Chicago Manual* guidelines for page ranges: 768–93, not 768–793; 106–7, not 106–107

### Citing Pre-Modern Chinese Sources (see below on digital sources)

The purpose of footnoting a “primary source” is twofold: 1) to document the source of the text you are citing; and 2) to make it as easy as possible for readers to find the same passage, if they so desire. To these ends, include as much information as possible about the original pagination of the woodblock edition from which your source ultimately derives. In brief, this means including *juan* and folio numbers, when these are available, and always citing *juan* numbers. This information enables readers to locate, with some effort, your text in editions other than the specific edition you cite.

Depending on the source and the edition, there are three possibilities:

- 1) If the source is an actual or photographic reprint of a woodblock edition, cite *juan* number, folio number and “a” for the verso side of the folio and “b” for the recto side. Do NOT cite ONLY the continuous pagination added by modern publishers or databases or a combination of the *juan* number and such continuous pagination. If you wish, you may include the information about the original imprint, but ALWAYS include publisher information about the edition you used.

Example:

Wang Yinglin 王應麟, *Yuhai* 玉海 (1883 Zhejiang shuju edition; 8 vols. Shanghai: Jiangsu guji chubanshe, 1988), 18.14a.

NOT Wang Yinglin, *Yuhai* 348; or Wang Yinglin, *Yuhai* 18.348.

In this case, 348 is the continuous page number added by Jiangsu guji chubanshe to their edition, which reprints the 1883 Zhejiang shuju edition. Footnote citations with only 348 are useless without access to the 1988 re-edition.

In certain cases of very large works, it is admissible to include the continuous pagination in parentheses after the *juan*/folio numbers; for example:

Wang Yinglin, *Yuhai* 18.14a (348).

The *Song huiyao jigao* 宋會要輯稿 presents a special case. Before the modern edition of 2014, references were to the 1936 photostatic reprint of the original 19<sup>th</sup> century manuscripts of Xu Song. Thus a standard reference looked like this: *SHY, fangyu* 方域 13.8b. The 2014 edition has continuous pagination but also preserves indications of the traditional pagination from the old edition. In order to facilitate reference to either edition, preserve both pagination systems in a reference like this: *SHY, fangyu* 方域 13.8b (9537), where 13.8b refers to the old edition, 9537 to the new.

- 2) For pre-modern works with *juan* numbers that have been reset in modern typography, cite the *juan* number and the continuous pagination. This category will include most “modern” editions of pre-modern works.

Example:

Toghto, *Song shi* 宋史 (40 vols. Beijing: Zhonghua shuju, 1977), 189.12777.

where 189 is the original *juan* number but 12777 is the continuous page number across all forty volumes.

This can be abbreviated *SS* 189.12777, but ALWAYS include the *juan* number. NEVER *SS* 12777.

- 3) Rarely, a pre-modern work may be reprinted in modern typography without *juan* numbers. The work may only have one *juan*, or no divisions, or some other non-*juan* system of division. In these cases, there is no option but to cite the continuous pagination.

For example:

Xu Mengxin 徐夢莘, *Sanchao beimeng huibian* 三朝北盟會編 (4 vols. Taipei: Dahua shuju, 1979), 4:349.

Here, as in a Western publication, 4 refers to the volume number, and 349 to the continuous pagination, in this case, within volume 4.

The above three categories presume you are citing from an actual, physical book. Many scholars today cite digital sources, but the principles remain the same. You may cite the online database that you use, but you MUST extract from the database and include in your footnote the above information. You may NOT do this:

Cheng Hao 程顥, Cheng Yi 程頤, *Chengshi yishu* 程氏遺書, 2 *juan* (Xijing Qinglu congshuben 西京清麓叢書本, 1832), available online at the Database of Airusheng, 56.

First, “56” is meaningless to anyone who does not have access to “Airusheng.” And if you don’t have access, the 1832 edition of the Cheng brothers is certainly inaccessible. In short, if you don’t have access to Airusheng, this reference is useless.

Most major Song figures now have “standard” Zhonghua shuju editions. Cite these, many of which are also available online, in this case:

Cheng Hao 程顥 and Cheng Yi 程頤, *Er Cheng ji* 二程集, ed. Wang Xiaoyu 王孝魚 (2 vols. Beijing: Zhonghua shuju, 1981).

**Below are some examples of citations to Chinese and Japanese secondary scholarship:**

When citing Asian-language material in the notes, give the author's name followed by characters, romanized title (followed by characters if necessary) without English translation.

**To a Chinese or Japanese Book:**

Chen Feng 陈峰, *Songdai junzheng yanjiu* 宋代军政研究. (Beijing: Zhongguo shehui kexue chubanshe, 2010).

Nishida Tatsuo 西田龍雄, *SeiKago no kenkyū: SeiKago no saikōsei to SeiKa moji no kaidoku* 西夏語の研究: 西夏語の再構成と西夏文字の解読 (Tokyo: Zauhō kankōkai, 1964).

**To a Chinese dissertation:**

Cao Xiangjin 曹祥金, *Songdai biji zhong de xiaoshuo shiliao yanjiu* 宋代笔记中的小说史料研究 (M.A. thesis, Shandong daxue, 2010).

**To a Chinese or Japanese article:**

Rong Xinjiang 榮新江 and Wang Jing 王靜, "Sui-Tang Chang'an yanjiu mulu gao"  
隋唐長安研究目錄稿, *Zhongguo Tangdai xuehui huikan* 中國唐代學會會刊 22 (2003): 57–86.

Miura Kunio 三浦国雄, "Dōten fukuchi shōron" 洞天福地小論, *Tōhō shūkyō* 東方宗教 61 (1983): 1–23.

**To an article in a Chinese volume of collected articles:**

Li Huarui 李華瑞, "Bei Song zhihe yu bianfang" 北宋治河與邊防, in Li, *Song Xia shi yanjiu* 宋夏史研究 (Tianjin: Tianjin guji chubanshe, 2006): 136–53.