

**HARVARD JOURNAL OF ASIATIC STUDIES**

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Style Sheet

*Submitting a manuscript:* See instructions.

*Format:*

- Everything—text, notes, and block quotations--must be double-spaced.
- Do not justify the right margin.
- You should paginate the manuscript but should avoid using any other running header or footer.
- Print on one side of the paper only. Margins should be at least one inch wide all around. For notes and text, use font size 12. The preferred font is Times New Roman.
- Do not use automatic hyphenation
- Notes should be endnotes. The number of the note should be followed by two spaces with no period (see sample notes). The first line of each note should be paragraph indented, and runover lines should be flush left.

*General style:*

- A note of acknowledgment, where necessary, should be as brief as possible and be labeled “unnumbered note” before note number one
- In matters of style, *HJAS* generally follows the rules set out in the *Chicago Manual of Style* (13th, 14th, or 15th editions) [hereafter *CMS*]. Authors are encouraged to consult the most recent issues of *HJAS* for models of house style.

*House style:*

- Use American spellings (color, judgment).
- Use a serial comma before “and” in a series, as in: China, Japan, and Korea.
- Do not begin or end a quotation with ellipses points.
- Observe the distinction between the nonrestrictive “which” and restrictive “that”; and between “while” meaning “during the time when” and “although.”
- Abbreviate inclusive numbers according (see *CMS*, 15th edition, 9.64). This Journal spells out the numbers one through a hundred, and all round numbers, except in the following situations: when combined with “percent”; when numbers appear frequently within a paragraph; and when citing sources. Thus: “twentieth century” and “thirty-nine steps,” but “Chapter 3.”
- Do not number headings and subheads.

*Romanization of Asian languages:*

- For Chinese, use Wade-Giles or *pinyin*, maintaining consistency throughout the manuscript. Please note: hyphenation is not used in *pinyin*.
- For Japanese, use the *Romaji* system in *Kenkyusha's New Japanese-English Dictionary*, 5th edition, Tokyo, 1980.
- For Korean, use the McCune-Reischauer system, "The Romanization of the Korean Language," *Transactions of the Korea Branch of the Royal Asiatic Society*, 29 (Seoul, 1939): 1-55; 38 (1961): 121-28.
- For other languages, see the inside front cover of recent volumes of *HJAS*.

*Use of Chinese and Japanese characters:*

- *HJAS* does not use separate glossaries. Characters should appear where necessary in the body of the text, following the appropriate romanization. Characters should not be supplied for terms and titles familiar to *HJAS* readers. (For example, do not supply characters for *Genji monogatari*, *Shi jing*, or Du Fu.)
- Provide characters for a name, term, or title only once, where it is first mentioned, whether that is in the main body of the paper or in the endnotes.
- For the names of Asian publishers and often-cited collectanea, use romanization without characters.

*Citation of sources:*

- When citing Japanese-language books published in Japan, omit the place of publication if it is Tokyo.
- When citing Asian-language material in endnotes, give author's name, followed by characters, and romanized title (followed by characters only if necessary) without English translation. Foreign language titles may be translated in the body of the text and then referred to consistently either by original or translated title. Use the following format: Huang Zongxi 黃宗羲, *Mingru xue'an* 明儒學案 (Records of Ming scholars), Yingyin wenyuange Siku quanshu edition (Taipei: Taiwan shangwu yinshuguan, 1983).
- For references to journals commonly cited in the fields covered by *HJAS*, use the following abbreviations:

<i>AM</i>	<i>Asia Major</i>
<i>BEFEO</i>	<i>Bulletin de l'Ecole Française d'Extrême-Orient</i>
<i>BMFEA</i>	<i>Bulletin of the Museum of Far Eastern Antiquities</i>
<i>BSOAS</i>	<i>Bulletin of the School of Oriental and African Studies</i>
<i>CAJ</i>	<i>Central Asiatic Journal</i>
<i>CLEAR</i>	<i>Chinese Literature: Essays, Articles, Reviews</i>
<i>FEQ</i>	<i>Far Eastern Quarterly</i>
<i>HJAS</i>	<i>Harvard Journal of Asiatic Studies</i>
<i>JA</i>	<i>Journal asiatique</i>
<i>JAOS</i>	<i>Journal of the American Oriental Society</i>

<i>JAS</i>	<i>Journal of Asian Studies</i>
<i>JJS</i>	<i>Journal of Japanese Studies</i>
<i>JRAS</i>	<i>Journal of the Royal Asiatic Society</i>
<i>LIC</i>	<i>Late Imperial China</i>
<i>MN</i>	<i>Monumenta Nipponica</i>
<i>MS</i>	<i>Monumenta Serica</i>
<i>TP</i>	<i>T'oung pao</i>

- When citing material from books (other than multi-volume works), include the abbreviations “p.” and “pp.” before page numbers.
- *Book reviewers*: may insert into the text page references to the book under review but should use endnotes for all other references.
- *Authors of articles*: If analyzing one work in detail, you may insert page numbers to that work in the text. All other references should go into endnotes.

*Illustrations:*

- If necessary and of suitable quality, illustrations may be used. Consult with the Editor.

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*Sample Endnotes*

1 Doi Takeo, *The Psychological World of Natsume Soseki*, trans. William J. Tyler (Cambridge: Harvard University Press, 1976), p. 26.

2 Edwin McClellan, “Tōson and the Psychological Novel,” in *Tradition and Modernization in Japanese Culture*, ed. Donald H. Shively (Princeton: Princeton University Press, 1971), pp. 347-49.

3 Ibid., p. 350.

4 James Legge, trans., *The Shoo King*, vol. 3 of *The Chinese Classics* (1871; rpt., Hong Kong: Hong Kong University Press, 1960), pp. 449-51.

5 Wayne W. Farris, *Population, Disease, and Land in Early Japan, 645-900* (Cambridge: Council on East Asian Studies, Harvard University, 1985).

- 6 Allan H. Barr, “The Early Qing Mystery of the Governor’s Stolen Silver,” *HJAS* 60.2 (2000): 385-412.
- 7 Zhu Xi, *Hui'an xianshang Zhu Wengong wen ji* 晦菴先生朱文公文集, Sibu beiyao edition entitled *Zhu zi daquan* 朱子大全 (Taipei: Taiwan Zhonghua shuji, 1970), 69.16a-26a.
- 8 Lin Zhenhan 林振翰, ed., *Yan'ie lun* 鹽鐵論, Guxue jiben congshu edition (Shanghai: Shangwu yinshu guan, 1934), *pian* 57, “Zhou Qin,” p. 189.
- 9 Ouyang Xun 歐陽詢 et al., comp., *Yiwen leiju* 藝文類聚 (Shanghai: Shanghai guji chubanshe, 1985) [hereafter *YWLJ*], 90.1560.
- 10 Yang Shengnan 楊升南, “Lüelun Shangdai de jundui” 略論商代的軍隊, in *Jiagutanshi lu* 甲骨探史錄, ed. Hu Houxuan et al. 胡厚宣 (Beijing: Sanlian shudian, 1982), pp. 52-58.
- 11 Yang Shengnan, p. 55.
- 12 *Sōseki zenshū* (Iwanami shoten, 1974) [hereafter *SZ*], 6.153.
- 13 Shimada Atsushi 島田厚, “Sōseki no shisō,” in *Natsume Sōseki, Nihon bungaku kenkyū shiryō sōsho* series (Yūseidō, 1980), pp. 113-17.
- 14 Wada Hidematsu 和田英松, “Koten kōshūka jidai,” *Kokugo to kokubungaku* 11.8 (1934): 33-39.
- 15 Kurihara Sadako 要原貞子, *Dokyumento Hiroshima nijūyonen: gendai no kyūsai* (Shakai shinpō, 1970), p. 272.