

Asian Style Guidelines of the Tang Center

Tang Center Series in Early China

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1. Spelling

- 1) Proper nouns (everywhere—in running text, book titles, and bibliographic data), both translated and transliterated, should be capitalized (and not italic/underlined). Examples: Zhongyuan, Kang Gong, Li Xueqin.
- 2) Chinese book titles should be capitalized as in French: capitalize only the first word and any subsequent proper nouns. Book titles should be italic, Example: *Shilun Zhangjiashan* Ernian lüling *xiangguan wenti* (atten: *Ernian lüling* is a book title within a book title).
- 3) When English terms and Chinese terms are used together, they should be rendered according to the following examples:
 - a. English common term, followed by Pinyin: culture class (*wenhua ban*)
 - b. English proper noun, followed by Pinyin: China (*Zhongguo*)
 - c. English mixed term, followed by Pinyin: Chinese nation (*Zhonghua minzu*)
 - d. English book title, followed by Pinyin (use this sequence in the text, for the convenience of non-Chinese-reading readers): *Book of Documents* (*Shangshu*).
 - e. Chinese book title, followed by English (use this sequence in the notes and bibliography): *Shijing* (*Book of Poetry*).
 - f. English multiword proper noun, followed by Pinyin: Hubei Provincial Institute of Archaeology (*Hubei sheng kaogu yanjiusuo*).
 - g. English chapter, poem, essay titles, followed by Pinyin: “Rhapsody of Red Bird” (*Chiniao fu*).
- 4) Individual Chinese terms that are singled out (as emphasis or for exegetical purpose) should always be transliterated with **tone marks** and italicized. Chinese characters should follow the term in Pinyin (italic) when it is first introduced; later appearances should be given in Pinyin alone throughout the book.
- 5) No **tone marks** necessary for Pinyin terms that are not emphasized or do not represent linguistic value. For instance, no **tone marks** on book/article titles, proper nouns, personal and institutional names, names of Chinese publishers, or accustomed vessel type-names like *ding*, *gui*, *jue*, etc., used as such in archaeology and art history.
- 6) Unless a Chinese term is untranslatable or is widely known to English speakers in its transliterated form (e.g., the Dao; fengshui; Tiananmen), give the pinyin form (parenthetically) only when the term first occurs; henceforth, use the translated form. Generally, Pinyin names are fine for names of large entities such as cities, provinces, and rivers, which can be found in a dictionary or atlas. Names of smaller entities such as buildings, bridges, and gates are usually easily translatable and are easier for the reader to remember if translated.
- 7) As spelling conventions, do not capitalize dynasty; instead say, for instance, Ming dynasty. Please also avoid redundancies such as Yuanmingyuan Garden (in which the second *yuan* means “garden”). Instead, use Yuanmingyuan alone or Yuanming Garden. Similarly, do not say Emperor Wudi; it should be either

Emperor Wu, or Wudi.

- 8) Capitalize official titles, like Supervisor of Horses (*sima* 司馬) of Zhou or Chief Minister (*chengxiang* 丞相) of Han, as they identify the role of the person bearing it in an established institution. There are indefinite situations that we do not need to capitalize the titles if they are not associated with a specific individual: “a minister from the court of the Kingdom of Wu announced...”; “a village ward was called in to testify that...”
- 9) Alterations of general rules of Pinyin are allowed only for the purpose of differentiating frequent homophones such as Wei 魏 and Wey 衛, and Han 漢 and Hann 韓. Distinction also should be drawn between Shanxi 山西 and Shaanxi 陝西.
- 10) Romanization of Japanese should include long-sound marks, ū and ō, in terms like kenkyūjo, tōyō, but not for well-known proper nouns like Tokyo, Kyoto, or Honshu.

2. Chinese Text and Chinese Characters

- 1) Chinese text should be provided for all translations in “unit-to-unit” (or paragraph-to-paragraph) correspondence, with the original Chinese text going first; no need to match texts in Chinese and English “line-by-line.” In the case of side-by-side translation, the Chinese text and English translation should end exactly on the same phrase on the same page. Quotations from a second Western language should all be translated into English.
- 2) Chinese characters should be provided for all transliterated Chinese terms in the text, notes, and bibliography at their first occurrence only.
- 3) Simplified Chinese characters should not be used in the Tang Center Series. Never *italicize* Chinese characters.
- 4) For standard characters:
 - a. Please use standard printed Chinese characters of the Míng-Qīng tradition, avoiding *súzi* 俗字, modern “*xíngcǎo kāihuà* 行草楷化” simplifications, and archaisms.
 - b. Use SimSun fonts for typing whenever possible.
- 5) For nonstandard characters.
 - a. Where nonstandard characters are needed, use Unicode forms where possible.
 - b. If no Unicode form exists, the author is encouraged to use programs like Private Character Editor in Windows or FontLab (for Windows and Mac) to create characters. Please save the self-created characters in a Word document (to be submitted separately) so as to make them transferable. Characters taken from existing datasets of archaic Chinese characters are acceptable so long as they look right and are transmittable.
 - c. Scanned forms of *kǎishū* characters (including *kǎishū* forms of archaic characters) are acceptable. Or you can submit your final manuscript with write-in graphs. But we encourage the author to create his/her own characters.
 - d. For forms that cannot be transcribed into *kaishū*, please scan the original graph (thumbnails of black-ink rubbing scans are acceptable). Scanned forms may be as large as necessary to be read without difficulty. Please supply 600 dpi scans if possible.
 - e. Sources should be cited for all scanned forms.
- 6) Punctuations.

- a. For a period in Chinese text passages, please use ‘。’, but not ‘.’.
- b. For quotation marks, please use ‘…’ and “…” , and avoid using 『 … 』 and 「 … 」 . In the case of a quotation within a quotation, go by rules of American English; that is, to use single quotation marks inside, and double quotation marks outside.
- c. Use 《》 for book titles within Chinese textual passages.
- d.
- e. () Substitution or reduplication of the graph as written with the graph in parentheses.
- f. 【】 The transcription of the graph is tentative, or the graph has been interpolated by modern scholars.
- g. □ A graph is clearly present but is too damaged to be transcribed
- h. ☑ The inscription breaks off at this point. An unknown number of graphs are missing.

3. Sources

- 1) References to the Classics should use *Shisanjing zhushu* 十三經註疏. Note as: *Lunyu zhushu* 論語注疏 (*Shisanjing zhushu* 十三經註疏 ed.) (Beijing: Zhonghua, 1979), “Zi Zhang” 子張, *juan* 19, p. 75 (2531);¹ cf. translation in Lau, *Analects*, Book XIX.19, p. 195. (*juan*-number precedes page number). For texts that are not in *Shisanjing zhushu*, please use the *Sibu beiyao* 四部備要 edition. Good editions in the *Sibu congkan* 四部叢刊 edition are acceptable as well.
- 2) References to the dynastic histories should use Zhonghua shuju’s 中華書局 punctuated editions (*Biaodian ben* 標點本), and those to the Warring States philosophers should use the *Xinbian zhuzi jicheng* 新編諸子集成 editions (or *Shisanjing zhushu* edition in the cases of *Mengzi* or *Lunyu*).
- 3) Citing electronic versions is acceptable ONLY when such a version preserves the text layout and page numbers of the above (1-2) printed editions. Purely electronic versions that identify no text origins should be avoided.
- 4) For all bronze inscriptions, corresponding numbers in the *Yin Zhou jinwen jicheng* 殷周金文集成, 18 vols. (Beijing: Zhonghua, 1984-94) should be provided [as JC: 0000]. For new inscriptions, please use numbers in Wu Zhenfeng 吳鎮烽, *Shang Zhou qingtongqi mingwen ji tuxiang jicheng* 商周青銅器銘文暨圖像集成, 35 vols. (Shanghai: Guji, 2012) [as MT: 00000], or cite directly the source where the inscription was first published.
- 5) Names of the inscribed bronzes should be rendered as: Bo Jiang *ding* 伯姜鼎 (JC: 2791); Ninth Year Qiu Wei *ding* 九年裘衛鼎 (JC: 2831); Jinhou Su *zhong* 晉侯蘇鐘 (NA: 0870-0885); Yinggong *ding* 應公鼎 (NB: 0005).² Terms like Jinhou 晉侯, Yinggong 應公, Jingbo 井伯, and Jingshu 井叔 should all be rendered as “one term”; same for courtesy names such as Sufu 俗父 and Bangfu 邦父. Women’s names that usually include a surname as the second character should be rendered as: Jing Ji 井姬 and Qi Jiang 齊姜.
- 6) Oracle-bone inscriptions should be given with a number in the *Jiaguwen heji* 甲骨文合集, 13 vols.

¹ “juan 19” is the *juan* number of *Lunyu zhushu*; “p. 75” is the original block page number in Ruan Yuan’s edition; “2531” is the universal page number assigned in Zhonghua shuju’s 1979 edition.

² NA, NB are numbers assigned to inscribed bronzes in the Academia Sinica database 殷周金文暨青銅器資料庫, in addition to regular numbers adopted from *Yin Zhou jinwen jicheng* 殷周金文集成 (as JC).

(Beijing: Zhonghua, 1978-83) [as HJ: 000000].

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