Journal of Chinese Literature and Culture (JCLC)

Submission Guidelines

PART 1: MANUSCRIPT PREPARATION

Manuscripts should be double-spaced throughout (including block quotations and poetry excerpts), 12 point, with standard margins.

Manuscript title should be centered and set off from text by an extra (double) space.

Do not number your headings and subheadings.

Headings should be left-justified, bold-face, capitalized (title style), and of the same font size as the text.

Do not justify the right margin.

PART 2: DOCUMENTATION

JCLC adheres to the rules in the submission guidelines. For issues not covered in the submission guidelines, refer to The Chicago Manual of Style, 16th ed. (CMS16).

CITATION STYLE

For citations, footnotes are used. The citations should contain the author’s surname (with first initial if ambiguous), a short title, and the pages cited. (If your article discusses one work in detail, including numerous references to the same work, you may incorporate subsequent page number references into the text following an initial note.)

1. Owen, Remembrances, 43; Yu, Reading of Imagery, 31.
2. Owen, Remembrances; Owen, End of the Chinese Middle Ages.

For works by four or more authors, only the surname of the first author is used, followed by “et al.”

3. Yu et al., Ways with Words. [not Yu, Bol, Owen, and Peterson, Ways with Words.]

To refer again to the most recently cited source, “ibid.” is used.

4. Ibid., 23.

When one volume of a multivolume work is cited, the volume number is indicated after the short title.

5. Legge, Chinese Classics, 3:421.
For *juan* and page number references, include the *juan* followed by a period and then the page numbers. Refer to the recto and verso sides with “a” and “b,” respectively.


Personal communications, such as telephone conversations, e-mail messages, and nonarchived letters, are identified as “pers. comm.” and dated in the text but are not included in the References section.

Wilson (pers. comm., March 13, 2007) proved the hypothesis false.

**REFERENCES**

The References section at the end of the article provides full bibliographic information for all works cited in the text. Works that are not cited should not be included in this section. References are arranged alphabetically by author. Two works by the same author are listed alphabetically by title. Works of four or more authors are listed by the first author, followed by “et al.”

When romanizing a title, please follow sentence style, i.e., capitalize first word and proper nouns (including names of dynasties) only.

Article titles are not italicized, but placed within quotation marks; i.e., do not italicize a romanized article title. Book titles within an article title should be italicized (e.g., “*Wenxin diaolong yu Qing dai wenxue piping*”).

A romanized book title should be italicized in its entirety, even if it contains embedded book titles or terms (e.g., *Tang caizi zhuan jiaojian*).

Capitalize only the first letter of the transliterated name of a Chinese publishing house.

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**Book**


Chapter in a Collection

Work in Traditional Chinese Collectanea

Translation

Multivolume Work

Multi-author Work
Qu Shuiyuan 瞿昶園, and Zhu Jincheng 朱金城, eds. Li Bai ji jiaozhu 李白集校注 (The Works of Li Bai, with Collected Annotations and Commentaries). 4 vols. Shanghai: Shanghai guji chubanshe, 1980. [Two authors.]
Peters, Harold, Mary Kay Rogers, and Lawrence Burke. Why the Revolutions Stopped. Wilmington, DE: Strong and Wills, 1992. [Three authors.]

Online Book

**Journal Article**
Kao, Yu-kung, and Mei Tsu-lin. “Meaning, Metaphor, and Allusion in T’ang Poetry.” *Harvard Journal of Asiatic Studies* 38, no. 2 (1978): 281–356. [Journal published in volumes; the month or season is not required. As a courtesy to readers, who increasingly are locating articles online, issue numbers should be given if available.]

**Online Journal Article**
Jovanovic, Boyan, and Peter L. Rousseau. “Specific Capital and Technological Variety.” *Journal of Human Capital* 2 (2008): 135. doi:10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI; no URL is needed. See CMS16, 14.6.]

**Magazine Article**
Tuckman, Mitch. “Exiled on Main Street.” *Village Voice*, July 26, 1976. [Note: The is dropped before periodicals in the notes.]

**Online Magazine Article**

**Newspaper Article**

**Online Newspaper Article**

**Dissertation**

**Paper or Presentation**

**Websites (Other than Online Books and Periodicals)**
The Association for Asian Studies. “About the AAS.” www.asian-studies.org/about/index.htm (accessed August 27, 2007). [If there is no author, the owner of the site may stand in the author’s place.]

Unpublished or Archival Source

In titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out (contra CMS16 14.96).

Disease, Pain, and Sacrifice: Toward a Psychology of Suffering (NOT: Disease, Pain & Sacrifice)

If the place of publication is not widely recognized or is ambiguous, it is specified with a state, provincial, or national abbreviation.

Cambridge, MA
London, ON
Bengbu, PRC
Dover, UK

If the publisher is a university press, the words “University Press” are spelled out.

Lebanon, NH: University Press of New England
Chapel Hill: University of North Carolina Press

For online works, if no publication date is provided, an access date is required. In all URLs, “http://” is omitted unless the URL does not function without it.

Please use print sources whenever possible, particularly for pre-modern texts.

PART 3: ROMANIZATION AND CHINESE CHARACTERS

CHINESE CHARACTERS
Use unsimplified Chinese characters only.
Provide the Chinese characters for terms, names, or titles, only at their first occurrence, whether in the notes or in the text. Also provide Chinese characters for names and titles in the list of references.

For names, follow this order: transliteration, Chinese characters, and dates of birth and death set in parentheses.

Bao Zhao 鮑照 (414–466)

For terms, follow this order: transliteration in italics, Chinese characters, and English translation set in parentheses.

*chenzi* 襯字 (extrametrical syllables)

For titles, follow this order: transliteration, Chinese characters, and English translation set in parentheses. Chinese character titles need not be italicized or put in quotation marks. English translations of titles likewise need not be italicized or put in quotation marks. Terms or titles within the translated titles should be italicized.

*Hanshu buzhu* 漢書補注 (Supplementary Annotations to the *History of the Han*)


In subsequent references to Chinese titles, use romanization only, unless the text is very commonly referred to by its English translation.

*Wenxin diaolong* 文心雕龍 (The Literary Mind and the Carving of Dragons) is a masterwork of Chinese literary criticism. . . . In *Wenxin diaolong*, we. . . .

In *The Analects*, Confucius is said to have remarked. . . .

In all indented blocks of prose citation, Chinese texts are to be provided below the English translation.

I bid you, Kui, the emperor said, to preside over music and educate our sons, [so that they will be] straightforward yet gentle, congenial yet dignified, strong but not ruthless, and simple but not arrogant. Poetry expresses the heart's intent (*zhì*), singing prolongs the utterance of that expression. The notes accord with the prolonged utterance, and are harmonized by the pitch tubes. The eight kinds of musical instruments attain to harmony and do not interfere with one another. Spirits and man are thereby brought into harmony.

Oh! yes, replied Kui, I will strike and tap the stones, and a hundred beasts will follow one another to dance.

帝曰：夔，命汝典樂，教胄子：直而溫，寬而栗，剛而無虐，簡而無傲。詩言志，歌永言，聲依永，律和聲，八音克諧，無相奪倫，神人以和。夔曰：於！予擊石拊石，百獸率舞。
When citing a poem in full or at length, provide the Chinese text to the right of the English translation. For a long poem, number the even lines to the left of the English translation. Place the source text identification below the Chinese text. You may use the poem template provided at the end of this Submission Guide.

Please cite authoritative scholarly editions, such as *Sibu beiyao, Sibu congkan, Shisanjing zhushu*, or a fine typeset edition by a reputable scholarly press such as Zhonghua shuju or Shanghai guji chubanshe.

**PART 4: BASICS OF STYLE**

**ABBREVIATIONS**

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by the.

- further expansion of NATO’s membership
- dissent within the AFL-CIO
- sexism is rampant at IBM
- her PhD dissertation
- certain US constituencies

Latin abbreviations are usually restricted to parenthetical text and notes. Ibid. is used sparingly; f. (ff.), op. cit., and loc. cit. are not used, nor are eadem, idem, infra, passim, and supra. Commonly used abbreviations include cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., l. (ll.), n. (nn.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.). Latin abbreviations are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

- W. E. B. DuBois; C. D. Wright

Postal abbreviations are used for state names.

- Wilmington, DE (*not* Del.)
- Washington, DC (*not* D.C.)

**ACKNOWLEDGMENTS**

Acknowledgments are made in the first, unnumbered note and written in the first person.

**CAPITALIZATION**

**After a Colon**

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS16, 6.61. For instance:

- The study involves three food types: cereals, fruits and vegetables, and fats. *but*
Henrietta was faced with a hideous choice: Should she reveal what was in the letter and ruin her reputation?

**Quotations**
Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS16, 13.14). For instance:

Smith stated that “we must carefully consider all aspects of the problem.”

*but*

Smith stated, “We must carefully consider all aspects of the problem.”

A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS16, 13.51).

The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

Otherwise, an original lowercase letter following a period plus three dots should remain lowercase.

The spirit of our American radicalism is destructive. . . . the conservative movement . . .

**Terms**
A down (lowercase) style is generally preferred for terms, but proper nouns and their derivatives are usually capitalized. See CMS16, chap. 8, for detailed guidelines on capitalization of terms.

**Titles of Works**
For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, that, etc.). Lowercase articles (a, an, the), coordinating conjunctions, and prepositions (regardless of length). The to in infinitives and the word as in any function are lowercased.

Set off a romanized title within a title by setting it in roman.

*Crafting a Collection: The Cultural Contexts and Poetic Practices of the Huajian ji.*

A romanized book title should be italicized in its entirety, even if it contains embedded book titles or terms (e.g., *Tang caizi zhuan jiaojian*).

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Nineteenth-Century Literature
Avoiding a Run-In
Policies on Re-creation
Twenty-First Century
Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.
“We All Live More like Brutes than Humans”: Labor and Capital in the Gold Rush

In capitalizing titles in any non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS16, 11.24 and 11.42, for the treatment of Dutch and German titles, respectively.

Courtisanes Chinoises à la fin des T’ang, entre circa 789 et le 8 janvier 881, Pei-li tche (Anecdotes du quartier du Nord)

CAPTIONS AND CREDITS
Captions take sentence-style capitalization. Captions that are complete sentences include terminal punctuation; captions that consist solely of a single phrase do not. If a caption consists of two or more phrases or sentences, terminal punctuation should follow each phrase or sentence. If credit or source information is provided, it should be the last element of the caption, without terminal punctuation.

Figure 1. The author with unidentified friend, 1977

Figure 2. The author posed for this picture with an unidentified friend in 1977.

Figure 3. Noam Chomsky at a political rally, 1971. Courtesy John Allan Cameron Archives, University of Florida, Gainesville

Figure 4. Coal miners in Matewan, West Virginia, April 1920. The miners’ strike was depicted in John Sayles’s film Matewan. Photograph courtesy Matewan Historical Society

CHINESE CHARACTERS
Please refer to PART 3.

CONTRIBUTOR’S NOTE
Each contributor’s note includes the author’s name, rank, affiliation, and either one title of publication or one area of research concentration. Dates of publication, but not publishers’ names, are given for books. A note should also be provided for the translator.

Rebecca Newman is professor of history at the University of Chicago. She is the author of In the Country of the Last Emperor (1991).

DATES AND TIMES. See also NUMBERS
May 1968; May 1, 1968; May 1–3, 1968
on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.
1960s counterculture; sixties [not 60s or ’60s] counterculture
mid-1970s American culture
the mid-nineteenth century (note hyphen, not en dash)
the late twentieth century; late twentieth-century Kenya
the years 1896–1900, 1900–1905, 1906–9, 1910–18
AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps without periods for era designations]
c. 1820
ELLIPSES
Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS16, 13.48–56, for more detailed guidelines on the use of ellipses.

EPIGRAPHS
The epigraph source includes the author’s name or the author’s name and the title of the work. No other bibliographical information is required.

INCLUSIVE LANGUAGE
Avoid sexist language and terms that are gender specific (chairman, mankind, etc.). Never allow the form s/he. State both pronouns—he or she, him or her, his or her—or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article.

NUMBERS. See also DATES AND TIMES
Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by hundred and thousand), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

- no fewer than six of the eight victims
- no more than fifty-two hundred gallons
- One hundred eighty-seven people were put to death there during the twenty-third century BC.
- at least two-thirds of the electorate
- fully thirty-eight thousand citizens
- there were 2 million ballots cast
- the population will top 25 billion

Numbers applicable to the same category, however, are treated alike in the same context.

- no fewer than 6 of the 113 victims
- Almost twice as many people voted Republican in the 115th precinct as in the 23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

- an average of 2.6 years
- now estimated at 1.1 billion inhabitants
- more than $56, or 8 percent of the petty cash
- a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS16, 9.60):

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in statutory titles, in legal instruments, and in the titles of certain sequels.
On page iii Bentsen sets out his agenda.
Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.
Title XII was meant to rectify not only inequities but iniquities.
Most critics consider The Godfather, Part II a better movie than Jaws 2. [Follow the usage in the original work, per CMS16, 9.44.]

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the Collected Works, our assumptions are overturned.

**POSSESSIVES**
The possessives of nouns ending with the letter s are formed by adding an apostrophe and an s.

- Kansas’s weather
- Burns’s poetry
- Camus’s novels
- Descartes’s philosophy
- Euripides’s plays
- Demosthenes’s orations
- Jesus’s name
- Moses’s direction

**QUOTATIONS. See also ELLIPSES**
Quotations must reproduce the wording, spelling, capitalization, and punctuation of the original exactly, with the following exceptions: (1) A change in capitalization at the beginning of a quotation may be made silently (without brackets) if the quotation’s syntactic relationship to the preceding text suggests it. Changes in capitalization within a quotation must be bracketed. (2) The terminal punctuation may be omitted or changed to a comma if necessary, and internal punctuation before or after ellipsis points may be omitted. (3) Original notes and their superscript callouts are omitted. (4) Obvious typographical errors (e.g., “teh”) may be silently corrected, but idiosyncratic spellings found in older works must be preserved.

Prose quotations more than eighty words in length and verse quotations longer than two manuscript lines are set off from the surrounding text. The first word is capitalized if the sentence preceding it is syntactically complete; it is not capitalized if the quotation is syntactically a continuation of that sentence. Sic, used sparingly, is inserted in brackets after a misspelling or an odd usage, and for visibility’s sake is italicized.

**ROMANIZATION**
Use the pinyin system. If Wade-Giles romanizations appear in a quotation, please change them to pinyin and place in square brackets.

Incorporate word boundaries when transliterating; i.e., yanjiu ziliao, not yan jiu zi liao.

**SPELLING AND TERMS**
Follow Merriam-Webster’s Collegiate Dictionary, 11th ed. (W11), and Webster’s Third New International Dictionary for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., judgment, not judgement; focused, not focussed). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries in W11.)
Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to W11 for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized.

In the twentieth century socialism acquired many meanings. The term liufa was so ubiquitous in later discussions of Chinese art right through the twentieth century it could be used to signify "painting." The word hermeneutics is the most overused term in recent monographs. The term lyricism was misused in Smith’s book review.
PART 5: POEM TEMPLATE

<table>
<thead>
<tr>
<th>The Grove at Zhu</th>
<th>株林</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Why are you in Zhu Grove?”</td>
<td>胡為乎株林</td>
</tr>
<tr>
<td>2 Have you followed after Xia Nan?”</td>
<td>從夏南</td>
</tr>
<tr>
<td>“I have not gone to Zhu Grove,</td>
<td>匪適株林</td>
</tr>
<tr>
<td>4 To follow after Xia Nan.”</td>
<td>從夏南</td>
</tr>
<tr>
<td>“I drove my team of four horses,</td>
<td>駕我乘馬</td>
</tr>
<tr>
<td>6 I rested in the outskirts of Zhu;</td>
<td>說于株野</td>
</tr>
<tr>
<td>I teamed my four colts,</td>
<td>乘我乘駒</td>
</tr>
<tr>
<td>8 And breakfasted in Zhu.”</td>
<td>朝食于株</td>
</tr>
</tbody>
</table>

[MSZJ 1.16b-17a]