Early China

Guidelines for Preparation of Manuscripts

Early China is a specialized journal devoted to the archaeology, art, history, language, literature, philosophy, religion, science and technology of China from the Neolithic through the Han and into the early medieval period. Published annually by the Society for the Study of Early China and the Institute of East Asian Studies of the University of California, Berkeley, it includes essays based on original research, occasional translations of seminal articles written in Chinese, reviews of scholarship including both Western-language monographs and developments in China, Taiwan and Japan, and comprehensive bibliographies of works in Western languages. Contributors need not be members of the Society for the Study of Early China, but all submissions other than those expressly commissioned by the editorial board are subject to peer review.

Submissions for future issues should be sent, in triplicate, to Professor Sarah Allan, Editor, *Early China*, Dept. of Asian and Middle Eastern Languages and Literatures, HB 6191 Dartmouth College, Hanover, NH 03755, USA. Electronic submissions are also acceptable and may be sent to: sarah.allan@dartmouth.edu in both Word document and Pdf formats. As manuscripts are reviewed anonymously, please remove the author's name from the manuscript and any identifying references in the footnotes (such as "see my article xxx"). Book reviews should be sent to the Book Review Editor, Professor Anne Kinney, 4185 Garth Road, Charlottesville, VA 22901, USA.

Contributors whose manuscripts have been accepted for publication are asked to comply to the extent possible with the following guidelines.

I. Length and Nature of Manuscripts

In principle, *Early China* places no restrictions on the length or nature of manuscripts, allowing authors maximum flexibility to present their work. However, we suggest the following general guidelines:

Original articles should be substantial enough to stand as independent scholarly statements (roughly 20-75 pages typescript, double spaced), yet not so lengthy as to constitute an independent monograph (no more than roughly 125 pages).

Reviews are of two types.
1) Review articles that discuss major issues or trends, methodologies and theories, in the field, or review two or more books, should be substantial analyses (perhaps 15-50 pages) that make significant original contributions to ongoing debates.
2) Reviews of individual books or monographs should be approximately 8-12 pages and also provide thorough consideration of the important arguments and issues raised in the works under review.

Many articles in *Early China* involve arguments based on close readings of Chinese texts; authors should feel free to use Chinese characters (or Japanese *kana*) whenever appropriate (see, too, Secs. II and III below).

II. Scholarly Conventions

General scholarly conventions should follow those of the *Chicago Manual of Style* (13th ed.; Chicago: U. of Chicago Press, 1983).

Romanization
Chinese words and names should be rendered in *pinyin* romanization. Wade-Giles will only be considered in special circumstances and with the approval of the Editor. *Pinyin* is preferred and required for commissioned pieces. Usage should be consistent throughout the manuscript, though romanizations included in quotations of other work should not be changed. To distinguish between 陝西 and 山西, write Shaanxi, for the former and Shanxi for the latter.

Paragraphs and indenting
The first paragraph after a heading or sub-heading should not be indented. Do not 'Tab' subsequent paragraphs, but manually indent them 4 spaces.

Hyphenation
Hyphenate as in the following examples:
Xi-Zhou; Sei-Shū; Dong-Han; Xin-Mang; BUT Liang Zhou

Graphs
Chinese characters should generally be supplied only after the first mention of a word or name. In principle, "standard" ("traditional") (i.e., *fanti*) forms should be used, even when referring to publications that use "simplified" (i.e., *jianti*) characters and should be in Big-5/Unicode. Except in the case of indented quotations with both Chinese text and full English translation (in which case the Chinese should run above the English), Chinese characters should generally not appear without romanization.

Japanese Names
Japanese names with long vowels should read:
Ōgami, not Oogami; kenkyū, not kenkyû.

Citations
Full scholarly citations should be given in the footnotes. Footnote numbers should be placed, as far as possible, at the end of a grammatical unit, preferably at the end of a sentence. The so-called scientific notation style embedded in the text and keyed to a bibliography at the end is not acceptable. First citations should accord with the following examples:

Roger T. Ames, *The Art of Rulership: A Study in Ancient Chinese Political Thought* (Honolulu: University of Hawaii Press, 1983), 77.

Paul J. Lin, *A Translation of Lao Tzu's Tao Te Ching and Wang Pi's Commentary*, Michigan Papers in Chinese Studies no. 30 (Ann Arbor, 1977), 45.

Jao Tsung-i, "The Su Tan Fragment of the *Tao-te-ching* (A.D. 270)," *Journal of Oriental Studies* 2 (1955), 1-28.

Chester G. Starr, "Reflections on the Problem of Generalization," in *Generalization in the Writing of History*, ed. Louis Gottschalk (Chicago: University of Chicago Press, 1963), 6.

Lü Shuxiang 呂叔湘, *Zhongguo wenfa yaolüe* 中國文法要略 (Shanghai: Shangwu, 1956), 287.

Feng Chuntian 馮春田, "Qin mu zhujian xuanze fenxi" 秦墓 竹簡選擇問句分析, *Yuyan yanjiu* 語言研究 1 (1987), 56.

Hunan sheng wenwu yanjiusuo, *Xinyang Chu mu* 信陽楚墓 (Beijing: Wenwu, 1986), 102.

Ōgami Masami 大 上 正 美, "Shō Kai ron" 鍾 會 論, *Aoyama gakuin daigaku bungakubu kiyō* 青 山 學 院 大 學 文 學 部 紀 要 30 (1988), 17–29.

For double issues of journals:
Schuyler Cammann, "The 'TLV' Pattern on Cosmic Mirrors of the Han Dynasty," *Journal of the American Oriental Society* 68.3-4 (1948), 159-67.

For journals that are issued monthly or bi-monthly, the form of the citation should be as follows:

"He zun mingwen chushi" 何尊銘文初釋, *Wenwu* 1976.1, 64-65, 93.

Examples of journals in early China studies that should be cited in this way are as follows:
Jiang Han kaogu
Kongzi yanjiu
Kaogu
Kaogu xuebao
Kaogu yu wenwu
Lishi yanjiu
Sichuan wenwu
Wenbo
Wenshizhe
Wenwu
Zhongguo lishi bowuguan guankan

Zhongyuan wenwu

Electronic resources should be cited as follows:
"Readers unfamiliar with the Warring States Project website may wish to consult the following url's for the Brooks' views on the *Zuo zhuan* (http://www.umass.edu/wsp/wst/a-e/dj/) and the *Chun qiu* (http://www.umass.edu/wsp/wst/a-e/cc/)." For single citations of an electronic site, provide the date on which the site was accessed: "accessed on May 31, 2005".

Multiple references to a work should give only the author's surname (or full name, without characters, in the case of Chinese authors with common surnames), title (shortened in the case of very long titles), and page number (without "p.").

When referring to previous notes in the article, the form should be "See n.87 above".

Characters need not be supplied for Chinese and Japanese authors when the author is an organization or institution.

When giving the names of Chinese and Japanese publishing houses and presses, words such as chuban she, yinshu guan, and shuppansha should be omitted.

Abbreviations
In general, the use of ibid., op. cit., and abbreviations of titles (e.g., SJZY for *Shi ji zhengyi*), except, for example, in tables, should be avoided.

Citations of primary sources
Primary sources should be spelled in the following way.

Chun qiu
Chu ci
Daode jing
Du duan
Gongyang
Guliang
Guo yu
Guanzi
Han shu
Han Feizi
Heguanzi
Hou Han shu
Huainanzi
Huangdi neijing
Huangdi sijing
Lienü zhuan
Lun heng
Lun yu

Lüshi chunqiu
Mao shi
Mengzi
Mu tianzi zhuan
Sanguo zhi
Shanhai jing zhusu
Shang shu
Shang shu dazhuan
Shangjun shu
Shi ji
Shi jing
Shizi
Shu jing
Shuijing zhu
Shuo wen
Shuowen jiezi
Xunzi
Xunzi jijie
Yantie lun
Yanzi chunqiu
Yi jing
Yin Wenzi
Zhanguo ce
Zhou Yi
Zhushu jinian
Zuo zhuan

References to modern editions should indicate the name of the text, followed by a comma, followed by the chapter (*juan*) number, followed by a period, followed by the page number:

Shi ji, 28.1401

Han shu 漢書 (Beijing: Zhonghua, 1962), 53.2410

Xunzi jijie 荀子集解, ed. Wang Xianqian 王先謙 (Beijing: Zhonghua, 1988), 349

When citing a section or chapter of a primary text, the title of the text should appear first in italics, followed by the pinyin romanization of the section or chapter title in round brackets and in roman script, followed by the Chinese graphs:

Ying Shao 應劭, *Fengsu tongyi jiaoshi* 風俗通義校釋, ed. Wu Shuping 吳樹平 (Tianjin: Tianjin renmin, 1980), 366 ("Shan ze: Wu yue" 山澤: 五嶽)

When citing the *juan* and sub-section number of a text such as the *Lüshi chunqiu* or *Zhanguo ce* in a modern edition, together with the western page number, put the page

number immediately after the title of the text, followed by the chapter title, followed by the *juan* and section number enclosed in round brackets, as in the following example:

Lüshi chunqiu, 705 ("Jin ting" 謹聽 13.5).

References to notes in multiple volume modern editions that preserve the *juan* numbers should be presented in the following example where the "2" represents the *juan* number, "96" the page number, the "1", the note number, and ("Dang ran" 當染) is the title of the section. It is not necessary to include the volume (or ce) number of the modern edition:

Chen Qiyou 陳奇猷, *Lüshi chunqiu jiaoshi* 呂氏春秋校釋 (Shanghai: Xuelin, 1990), 2.96n1 ("Dang ran" 當染)

References to page numbers in traditionally paginated texts should read as follows:

Li shi, 2.4b

Guanzi 管子 (*Sibu beiyao* 四部備要 ed.), 15.6a-b.

Yi li zhushu 儀禮注疏 (*Shisan jing zhushu* 十三經注疏 ed., 1815; rpt. Taipei: Yiwen, 1997), 28.337-34.407

When citing from one of the concordances of the classical Chinese texts, use the following format:

Kongzi jiayu 孔子家語, "Ben xing" 本性 (*Kongzi jiayu zhuzi suoyin* 孔子家語逐字索引, Institute for Chinese Studies Concordance [Hong Kong: Commercial Press, 1992], 39.1/72/22-23)

Numbers and Dates

Inclusive numbers:

> Inclusive numbers (continued numbers) are separated by an en dash. The University of Chicago Press abbreviates inclusive numbers according to the following principles (examples are page numbers):

First Number	Second Number	Examples
Less than 100	Use all digits	3-10; 71-72
100 or multiple of 100	Use all digits	100-104; 600-613; 1100-1123
101 through 109 (in multiples of 100)	Use changed part only, omitting unneeded zeros	107-8; 505-17

| 110 through 199 | Use two digits, or more | 321-25; 415-532; 1536-38; |
| (in multiples of 100) | as needed | 11564-68; 13792-803 |

But if numbers are four digits long and three digits change, use all digits. 1496-1504

Note the following instances of continued numbers other than pages:

the war of 1914-18	the years 1597-1601
the winter of 1900-1901	fiscal year 1975-76 (*or* 1975/76)
325-27 C.E.; 300-325 C.E.	327-325 B.C.E.
A.D. 325-27 A.D. 300-325	*but*: 327-325 B.C.

Note that *Early China* would prefer to use the form B.C.E./C.E. (Before the Common Era/Common Era, paralleling the Chinese *gongyuan qian/gongyuan*) rather than B.C./A.D. Indicate in a footnote if all dates are B.C.E. or C.E.

When inclusive dates occur in titles, it is usual to repeat all the digits:

An English Mission to Muscovy, 1589-1591

The University of Chicago Press is sometimes taken to task by authors or by editors at other publishing houses for its espousal of the system described here. It is unnecessarily complicated, say some. In reply, Press editors would point out that the system is only complicated enough to produce graphic displays that are consistently easy to grasp at a glance and usually reflect the way we *say* continued numbers in speaking. The "cures" most frequently recommended are two: (1) for the second number use only the changed part of the first, or (2) use all digits of the second number. Yet neither of these systems works without complicating exceptions: "See pp. 200-4" is confusing in the extreme, and "pp. 1378-1379" is monstrous, we feel. So until someone invents a simpler system offering the same advantages as our venerable one (it appeared in the first edition of the *Chicago Manual of Style*), we expect to stick with it.

Dates of Reigns
When indicating the length of a reign of a Chinese ruler, give the name in romanization first, followed by the Chinese graphs, followed by the dates in brackets:

Huiwen of Qin 秦惠文王 (r. 337-311)

Roman Numerals
Table 8.1 shows the formation of roman numerals with their Arabic equivalents. The general principle is that a smaller letter before a larger one subtracts from its value, and a small letter after a large one adds to it; a bar over a letter multiplies its value by one

thousand. Roman numerals may also be written in lowercase letters (i, ii, iii, iv, etc.), and in older practice a final *i* was often made like a *j* (vij, viij). Also, in early printed works, I (reversed C) is sometimes seen for D, CI (reversed C) for M, and IIII for IV. The University of Chicago Press now uses Arabic numerals in many situations where roman numerals formerly were common, as in references to volume numbers of books and journals and in references to chapters of books (8.32).

TABLE 8.1: Roman and Arabic Numerals

Arabic Roman	Roman	Arabic	Roman	Arabic	Roman
1	I	16	XVI	90	XC
2	II	17	XVII	100	C
3	III	18	XVIII	200	CC
4	IV	19	XIX	300	CCC
5	V	20	XX	400	CD
6	VI	21	XXI	500	D
7	VII	22	XXII	600	DC
8	VIII	23	XXIII	700	DCC
9	IX	24	XXIV	800	DCCC
10	X	30	XXX	900	CM
11	XI	40	XL	1,000	M
12	XII	50	L	2,000	MM
13	XIII	60	LX	3,000	MMM
14	XIV	70	LXX	4,000	M$\overline{\triangledown}$
15	XV	80	LXXX	5,000	$\overline{\triangledown}$

III. Figures and Art

Early China publishes figures and illustrations only in black and white, never in color. Traditional hard copy in the form of black and white glossy photographs is the usual standard for illustrations and preferred by the editor; photographs should not be of art work that has already been half-toned (e.g., photographs previously printed): re-screening art is never a good idea. Ideally, for example, the author should write to the museum holding a particular piece and get/purchase from them a good, glossy, black and white (meaning grey-scale) photograph that will then be scanned by *Early China*. But if this is not practical and is time-consuming, photographing an illustration from a book or journal is acceptable. Authors should, however, ensure that they write for permission to reproduce copyrighted material. Color photos can be used, though authors should be aware that a simple conversion to black and white may reduce the illustrative value. Good line art should reproduce well, and a good "xerox" copy is acceptable. Grey tones mean screening and consequent reduced resolution.

Authors should note that MS Word is a poor "vessel" for encapsulating and transferring art for two reasons. First, when art is put into a Word document, it often passes, wittingly or otherwise, through the Windows clipboard, which may mean it gets down-sampled to 72 dpi (for comparison, *Early China* aims for 1200 dpi for line art, and 300 dpi for half-tones). In addition, MS Word offers no direct way to get a piece of art back out of a Word document besides the resolution-crippling clipboard.

Moving art files via the internet can cause problems. One still hears cautionary tales about the need to use Zip or other compression on art files to prevent high bits from being stripped in transit. Thus it is probably safer to send a *.zip file than *.tif or *.eps. TIFF and EPS files remain the preferred file formats for "raster" (bitmapped) and "vector" (outline) art, respectively, and if files travel in *.zip archives authors probably should not use whatever internal compression the file format may offer. The fact that files in EPS format may contain or omit fonts for their type is an added complication. EPS files can also contain TIFFs at both full and thumbnail resolution, but an EPS containing nothing but bitmaps should be converted to a bitmap format, as EPS files are notorious for causing problems at the printer's. Naturally, there are exceptions to every rule.

Please consult the Editor for further information when submitting art.

IV. Final Manuscript Preparation

After your submission has been accepted for publication, the original manuscript will be returned to you with suggested editorial revisions. At this stage it is expected that the author will incorporate necessary changes into a final computer file (which should be supplied in a format compatible with a standard American word processing system). We also ask authors to adhere to the following two formats in these files:

- Delete all idiosyncratic word-processing functions, such as cross-referencing commands, etc., but retaining universal functions such as italics (if you have used underlines these should be converted), centering, etc. Do not italicize Chinese or Japanese graphs. Notes should be supplied as footnotes; if you word processor does not have note capability, supply notes as a separate file.
- Where spaces have been left for Chinese characters, please substitute one space followed by the two letters "xx" (in the main text) or "**" (in the notes) followed either by a space or punctuation. Whether there is only one character or a string of characters, you should supply only one xx or **.

In order to facilitate production of the journal we also ask that you try to conform to the following word-processing standards:

- with IBM compatible programs, Word in the Windows operating system is preferred. Use New Times Roman font, 12 point, for English. Use MingLiu or PMingLiu font for Chinese and MS Mincho for Japanese. Unfortunately, using all the CJK capabilities at once in MAC MS Word adds some

complications (see Yale's "Chinese Mac" site for details), but in theory, if the author can type what she/he wants in MAC Word under OS X, we should be able to use the file. If you use TwinBridge or other Chinese character software, enter characters using Unicode fonts but be aware that this and other programs trying to bridge the change into Unicode create a difficulty: they continue the pre-Unicode option of adding a space-bar space ("ASCII space") after every CJK character. These must be removed from Unicode files, where no spaces are wanted inside a CJK string.

- Avoid Wordperfect and NISUS if at all possible when sending files electronically, as their graphs are often unreadable by the word processing systems used by the Editor.
- The main body of the text and the footnotes should be double-spaced and neither the text nor the footnotes should be justified.

In the event of special needs (e.g., specialized fonts or diacritics, illustrations, etc.), please consult the Editor at the time that you submit the draft to be copy edited. Other questions should also be addressed to the Editor at this time.

At the same time as you submit your revised draft, please send:

1. An Abstract in English and Chinese in another file

2. A list of 3-5 Keywords in English and Chinese

3. Your name and contact information (address + name in Chinese graphs) for the List of Contributors in a third file