Tsing Hua Journal of Chinese Studies Style Sheet

- 1. Chinese submissions should not exceed 30,000 characters, whereas English submissions are limited, in principle, to 20,000 words (including abstracts, footnotes and references). Special contributions are not subject to the above requirements.
- 2. Submissions must include English and Chinese abstracts of no more than 300 words each. A maximum of six Chinese and English keywords should appear directly beneath the abstracts.
- 3. Submitted manuscripts should be formatted horizontally and read from left to right. Book titles should be written in *italics*, whereas quotation marks should be used for the titles of articles.
- 4. Numbered Section Headings: Numbers should be placed at the head of each new section heading, including the introduction and conclusion. Block quotations should be indented two spaces. Do not include quotation marks for block quotations.
- 5. Diagrams, Tables, Photographs and Illustrations: A footnote should indicate the source of all diagrams, tables, photographs and illustrations included in the manuscript. The diagrams, tables, photographs and illustrations must be numbered and referred to in the text by this number. The resolution of all images must be at least 300 dpi. Separate image files should be sent together with the manuscript at the time of submission.
- 6. Bibliography: A separate bibliography must be appended to the end of the manuscript. The bibliography should be divided into two parts: Traditional Sources and Contemporary Scholarship. Bibliographical entries should be listed in the following order: first, Chinese sources; second, Japanese and Korean sources; and third, Western language sources. East Asian sources should be arranged by the number of strokes in the author's surname (from low to high), whereas Western sources should be listed alphabetically by author. Two or more works by the same author should be listed chronologically.
- 7. Citation style: For articles on linguistics, integrate citations into the main text according to standard social sciences citation style, e.g., (Tang 2002: 188-201). Manuscripts on literature, history or philosophy should follow the traditional practice of placing citations in footnotes. On the first citation of a source, complete information should be given; subsequent citations should be abbreviated.
- 8. Please consult the following citation guidelines:

(1) Books (English):

[Bibliography]

Huntington, Samuel P. *Political Order in Changing Societies*. New Haven: Yale University Press, 1968.

[First Citation]

Samuel P. Huntington, *Political Order in Changing Societies* (New Haven: Yale University Press, 1968), pp. 102-103.

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Ban Gu 班固. *Hanshu* 漢書 (*The History of the Former Han*). Beijing 北京: Zhonghua book company 中華書局, 1997.

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Ban Gu 班固, *Hanshu* 漢書 (Beijing: Zhonghua book company, 1997), ch. 87b, p. 3585.

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(7) Studies in Edited Volumes (English):

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Wong Kwan S. "Hsiang Yüan-pien and Suchou Artists," in Li Chu-tsing (ed.), *Artists and Patrons: Some Social and Economic Aspects of Chinese Painting*. Seattle: University of Washington Press, 1989, pp. 155-158.

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Honcoop, Martin. "Dynamic Excursions on Weak Islands," Ph.D. Dissertation, Leiden: Leiden University, 1998.

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