

Renditions House Style

1. Punctuation

- Oxford commas, also called serial commas, are used to avoid ambiguity:
characters written in red, blue, or yellow
They invited two adults, Alice, and Paul.
- An apostrophe and ‘s’ are generally used with personal names ending in an ‘s’, ‘x’, or ‘z’ sound:
Charles’s Marx’s
- An ellipsis comes with a space before and after,
They have ... thought about it.
But no space between an ellipsis and a punctuation mark that immediately follows it:
Shall we ...?
- Use square brackets for insertions into translated text:
Wulin [present-day Hangzhou]
- Note the different usages of dashes:
 - a silver-red gauze (hyphen)
 - pp. 21–22 (en rule closed up in elements that form a range)
 - pre–Northern Expedition period (en rule used in place of a hyphen in a compound adjective when one of its elements consists of an open compound)
 - Greek–American negotiations (en rule)
 - the Yang–Li theory (en rule showing it is not a hyphenated name)
 - He said—with a smile on his face—that he’d go to the north right away. (em rules)
 - ‘Is it—’ (em rule to indicate an interruption)
- Single quotation marks throughout; double quotes to be used only within the single:
‘Go home,’ he said, ‘and “never come back”.’
‘Yes, we will,’ she replied. ‘It’s a good idea.’

Note that when a grammatically complete sentence is quoted, the full point is placed within the closing quotation mark:

As he pointed out, ‘This is essential to understanding Lu Xun’s 魯迅 “My Old Home” 故鄉.’

But when a quoted sentence is a short one with no introductory punctuation, the full point is generally placed outside the closing quotation mark:

The president believed in the proverb ‘Dead men tell no tales’.

He is claimed to have replied that ‘our old school no longer exists’.

When the punctuation mark is not part of the quoted material, as in the case of single words and phrases, place it outside the closing quotation mark:

Why did you use the word ‘suffocate’?

But:

He said ‘Yes!’, but she retorted ‘No!’

Note that the words ‘yes’ and ‘no’ and question words such as ‘where’ and ‘why’ are enclosed in quotation marks where they represent direct speech, but not when they represent reported speech or tacit paraphrasing:

When he proposed, she said yes.

Quoted matter from other works that is longer than a few lines should be given as indented material, without quotation marks.

2. Spelling

British spelling is used throughout. See the *Oxford English Dictionary* for guidance. Examples:

analyse grey jewellery
judgement pyjama skilful

3. Compounds and Hyphenation

- For commonly seen compounds, follow the OED for guidance.
- Compound modifiers that follow a noun do not need hyphens:
fiction from the nineteenth century
But a compound expression preceding a noun is hyphenated when it modifies the noun:
in nineteenth-century China
- Compound adjectives formed from an adjective and a verb participle should be hyphenated regardless of whether they precede the noun:
the maid was good-looking
- Do not hyphenate adjectival compounds where the first element is an adverb ending in ‘ly’:
a highly competitive candidate
- Adverbs that do not end in ‘ly’ should be hyphenated in adjectival compounds before a noun:
a much-loved poet a well-known scholar
But not after a noun:
the poet was much loved the scholar became well known

4. Numbers and Dates

- Numbers under 100 should normally be spelled out:
twenty chapters at the age of fifty-five
Exceptions:
a 31-year-old man 10 per cent 84 Charing Cross Road
p. 14 chapter 1 section 1 vol. 1 *juan* 1
- Use numerals for numbers over 100, and use commas for numbers of four figures or more:
3,500 3,141,592
- Time of day:
four o’clock a quarter to five 4 p.m.
- Day/Month/Year form, with month spelled out:
25 September 2020

But an incomplete reference may be given in ordinal form:

They came here on 22 May and left on the 24th.

- When lunar calendar or era system is used, the date is spelled out in ordinal form:
the tenth day of the ninth lunar month
the third year of the Wanli 萬曆 reign [1575]
- Spell out references to particular centuries:
eighteenth century
- Please adopt ‘Common Era’ designation for the calendar era. Note that ‘BCE’ and ‘CE’ should be set in small capitals:
271 BCE the first century CE
- Birth/death years of historical figures, if available, are provided in notes and introductions, but not in translated texts.
- Other special cases:
1980s, NOT 1980’s
1919–1996, NOT 1919–96
b.1388; d.1388; c.1388 (with italicized ‘c’); r. 1368–1398 (with space after ‘r.’)

5. Translation and Gloss

Gloss and translation are largely confined to notes and introductions, but can be provided in running text where they are necessary to help readers identify references cited or terms used. They are to be enclosed in parentheses:

The book centres around the idea of *jiuyi* 究意 (the ultimate principle).

That is what we call public opinion (*yulun* 輿論).

But translations of work titles are provided in square brackets, and capitalized sentence-style: only the first word in a title, the first word in a subtitle, and any proper names are capitalized. Official titles may, however, be capitalized headline-style: capitalize the first and last words in titles and subtitles, and all other major words (nouns, pronouns, verbs, adjectives, adverbs, some conjunctions, and prepositions of six letters or more). See the ‘8. Footnote Citations’ section for examples.

6. Romanization and Pinyin

- Chinese terms should normally be romanized and italicized. Chinese terms that have become part of the English language (with reference to the OED) may not be italicized, e.g. dim sum. If a translation or explanation is needed, it is best provided in an introduction, in a glossary, or in notes. Notes should be kept short.
- The romanization system for general use is *Hanyu pinyin*. Follow the ‘Basic Rules of the Chinese Phonetic Alphabet Orthography’ 漢語拼音正詞法基本規則 (GB/T 16159-2012) for guidance in syllable separation.
- Apostrophes are placed before syllables that begins with an ‘a’, ‘e’, or ‘o’, unless it comes at the beginning of a word or immediately follows a punctuation:

Xi'an Maga'erni *eton* 額頭
fang'ai 妨礙, BUT *fangai* 翻蓋

- The general rule for romanizing the names of people and places is to follow personal and local preference; hence:

Taipei, NOT Taibei Chiang Kai-shek Sun Yat-sen

If no strong preference for a particular spelling is indicated, *pinyin* should be used.

- Names of fictitious Chinese places and persons should normally be given in *pinyin* except where the context makes another system of romanization more appropriate.

Names of people, places and terms that are not Han Chinese should if possible be transcribed according to their own languages (Sanskrit, Manchu etc.):

Aisin Gioro, NOT Aixin Jueluo.

However:

Guanyin, NOT Avalokitesvara.

- Designations of administrative units, such as province and county, should only be added after place names where this is useful to the reader. The unit should begin with a lower-case initial. In most cases they can be omitted, except where they occur as part of a two-syllable unit:

Beijing Qingshui county Guanxian

- Post Office spelling may be used if deemed appropriate:

Peking the Yangtze

- Proper nouns in *pinyin* are generally not italicized:

He ended up working for the London Missionary Society Press (Mohai shuguan 墨海書館).

- Names of institutions and official titles should normally be translated rather than romanized. For official titles, translations should usually follow Charles O. Hucker, *A Dictionary of Official Titles in Imperial China* (Stanford: Stanford University Press, 1985), unless the translator feels a standard translation is so misleading as to be unacceptable. Note that words for titles and ranks are generally lower case unless they are used before a name, as a name, or in forms of address, hence:

during his time as vice minister of personnel

General Lin Biao 林彪

7. Chinese Characters

Chinese characters are normally not added after romanized names or other terms or their translation, unless in the following cases:

- Romanized Chinese terms (in italics), where appropriate:

This article discusses *menglongshi* 朦朧詩 (obscure poetry).

Note that Chinese characters need not be added after terms that have become part of the English language or that are well known in the West:

They went to have dim sum. I downed two glasses of *baijin*.

- Translation of important Chinese terms, especially in notes and introduction:

earned him the epithet 'Artisan of Laughter' 滑稽大師

- Names of people and deities, designations of emperors, and reign titles:

Su Shi 蘇軾 Eileen Chang 張愛玲 Mazu 媽祖
Taizong 太宗 the Yongzheng 雍正 reign

- Titles of books, journals, and shorter works:

Xi Xi's 西西 *My City* 我城

'Xiaocheng sanyue' 小城三月 [Spring in a small town] by Xiao Hong 蕭紅

Chinese characters normally need not be provided for place names, dynasties, and names of fictitious characters.

8. Footnote Citations

Full source references should be given in footnotes. There will normally be no separate bibliography unless it is an academic article with a large number of references, in which case the author-date system will be adopted.

Citations of Chinese books, journals and articles are given in *pinyin* followed by Chinese characters, and translation in square brackets. Names of Chinese publishers should normally be romanized with sentence-style capitalization and need not have Chinese characters, and 'chubanshe' may be left out.

Below please see some examples:

- Books

- Catherine Vance Yeh, *The Chinese Political Novel: Migration of a World Genre* (Cambridge, MA: Harvard University Asia Center, 2015), pp. 233–235. [Note: the abbreviation of the state, province, or sometimes country is usually added if the city of publication may be unknown to readers or may be confused with another city of the same name, hence 'MA' in this example.]
- Paul A. Cohen, *Speaking to History: The Story of King Goujian in Twentieth-Century China* (Berkeley: University of California Press, 2009). [Note: when the publisher's name includes the state name, the abbreviation is not needed.]
- Ouyang Xiu 歐陽修 et al., *Xin Tangshu* 新唐書 [New history of the Tang], 60.1605. [Note: citation format for classics.]
- Chen Xinghui 陳幸蕙, 'Ershi nian mudu zhi guai xianzhuang' yanjiu 二十年目睹之怪現狀研究 [A study of *Strange Events Witnessed over Two Decades*] (Taipei: National Taiwan University, 1983). [Note: titles of long or short works appearing within an italicized title are enclosed in quotation marks.]

- Editors and translators

- Yuan Ke 袁珂, ed. *Shanhaijing jiaozhu* 山海經校註 [The classic of mountains and seas, collated and annotated] (Shanghai: Shanghai guji, 1980). [Note: compare with the previous example.]
- Arthur Waley, trans., *The Book of Songs* (New York: Grove Press, 1987), p. 31.

- Edition and reprints

- Bret Hinsch, *Women in Early Imperial China*, 2nd ed. (Plymouth: Rowman & Littlefield, 2011), p. 42 and p. 45.
- Jacques Barzun, *Simple and Direct: A Rhetoric for Writers*, rev. ed. (1985; repr., Chicago: University of Chicago Press, 1994), pp. 152–153.

- Multi-volume work
 - Clement Egerton, trans., *The Golden Lotus*, 4 vols. (London: Routledge and Kegan Paul, 1972).
 - Cyril Birch, ed., *Anthology of Chinese Literature*, vol. 2, *From the 14th Century to the Present Day* (New York: Grove Press, 1972), p. 201. [Note: if a particular volume of a multivolume work is cited, the volume number and the individual volume title, if there is one, are given in addition to the general title; only the date of the cited volume is given when volumes have been published in different years.]
- Chapters and essays in books
 - John Samples, ‘The Origins of Modern Campaign Finance Law’, chap. 7 in *The Fallacy of Campaign Finance Reform* (Chicago: University of Chicago Press, 2006).
 - Alison Hardie, ‘Revisiting a Dream in a Classic Late-Ming Garden’, in *Yangzhou, a Place in Literature: The Local in Chinese Cultural History*, ed. Roland Altenburger, Margaret B. Wan, and Vibeke Børdahl (Honolulu: University of Hawai‘i Press, 2015), p. 22. [Note: 1. In the case of a multiauthor book, the contributor’s name comes first; editor information is placed after the book title; 2. The plural forms ‘eds.’ and ‘comps.’ are never used in this position.]
 - Xia Tingzhi 夏庭芝, ed., *Qinglou ji* 青樓集 [Collection of the houses of pleasure], in *Zhongguo gudian xiqu lunzhu jicheng* 中國古典戲曲論著集成 [Collection of treatises on classical Chinese opera], ed. Zhongguo xiqu yanjiuyuan 中國戲曲研究院 (Beijing: Zhongguo xiju, 1959), vol. 2, pp. 1–84. [Note: 1. Book-length work in a book. 2. Organization as author/editor.]
- Articles in journals and periodicals
 - Lin Shu 林紓, ‘Lin Qinnan zhi Cai Heqing shu’ 林琴南致蔡鶴卿書 [Lin Qinnan’s letter to Cai Heqing], *Gongyan bao* 公言報 [Public voice], 18 March 1919, p. 6.
 - Pi Houfeng 皮後鋒, ‘Yuanfu de fanyi yu chuanbo’ 原富的翻譯與傳播 [The translation and dissemination of *The Wealth of Nations*], *Hanxue yanjiu* 漢學研究 [Studies of sinology] 18, no. 1 (2000), p. 313. [Note: italicize book title within article title.]
 - Jia Jinhua, ‘A Study of the *Jinglong wenguanji*’, *Monumenta Serica* 47 (1999), p. 225. [Note: no issue number, only volume number.]
 - Jessica L. W. Tan 陳麗汶, ‘Hubuwu jieshu yihou: Lun Zhongguo guiqiao zuojia Hei Ying de chengzhang xiaoshuo’ 狐步舞結束以後：論中國歸僑作家黑嬰的成長小說 [After the Foxtrot Ends: Reading the Bildungsroman of Returned Overseas Chinese Writer Hei Ying], *Zhongguo xiandai wenxue* 中國現代文學 [Modern Chinese literature], no. 33 (June 2018), pp. 43–62. [Note: 1. No volume number, only issue number; 2. Spell out the month or season; 3. The article is published with an English title, hence the translation of the article title is capitalized headline-style, while the translation of journal title is capitalized sentence-style; 4. The first word in subtitle, in *pinyin* or English, is capitalized.]

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