

# *Cross-Currents: East Asian History and Culture Review*

## Style Sheet for Articles

### General format

Entire document (including notes and references) is double-spaced.  
Set 1" margin on all sides, formatted for 8.5" x 11" pages.  
Ragged right (unjustified).  
Times New Roman, 12 pt. for English.  
Include 200-word abstract at the beginning of the document.  
Number pages at bottom.  
First paragraph of article not indented.  
Length of 7,000-9,000 words (approx. 30 pages), including notes and references.  
Do not include author's name or any identifying information that would compromise the double-blind review process.  
Submit as Microsoft Word (not a PDF).

### Headings

**First-level headings should be bold.**

*Second-level headings should be italicized.*

Third level headings should be run in; they begin with a regular paragraph indent and end with a period.

### Quotations

Quotations of four lines or less should be run in with the text, preceded and followed by double quotation marks.

Longer quotations should be set as block extracts (indent on both sides and add an extra line space above and below).

### Images and charts

For purposes of review, lower-resolution images may be embedded in the Word document (if accepted, authors will need to provide high-resolution images (at least 300dpi and 5"x7") as separate jpg files).

Save charts as jpgs and embed in Word document as with other images.

Include captions that identify the image/chart and its source and provide brief descriptive information.

Example: Figure 1. Kajima's Partition. *Source:* Kajima (1970, 71).

Include in-text "call outs" for all images – e.g., (figure 3) or (see figure 5) – to aid in placement.

### Notes

Use endnotes, not footnotes.

Use author-date text citations (see "References" below) and put full bibliographic information in References section, not in notes.

Use roman numerals (1., 2., 3., etc.) for notes and maintain double spacing.

### References (see separate section on C/J/K references below)

Follow *The Chicago Manual of Style* (16<sup>th</sup> edition) author-date references (go to [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) and click on the "author-date" tab for examples).

### Author-date in-text citations

Hinsley (1986) or (Roy and Ong 2011).

Two or more references in a single parenthetical citation are separated by semicolons (Hinsley 1986; Roy and Hong 2011).

Additional works by the same author(s) are cited by date only, separated by commas except where page numbers are required. (Hinsley 1986, 1989) or (Hinsley 1986; 1989, 2–20).

For more than three authors, only the name of the first author is used in in-text citations, followed by “, et al.”

Do not use *ibid.*, *op. cit.*, or *idem.* in author-date citations; repeat entire citation or use page no. only.

### Author-date references

Examples:

Single-author book: Castells, Manuel. 1979. *The Urban Question: A Marxist Approach*. Cambridge, MA: The MIT Press.

Edited volume: Ong, Aihwa, and Li Zhang, eds. 2008. *Privatizing China Socialism from Afar*. Ithaca: Cornell University Press.

Journal article: Faare, David, and Helen Siu. 2003. “The Original Translocal Community and Its Modern Fate: Historical and Post-Reform China.” *Provincial China* 8 (1): 40–59.

Chapter in an edited book: Siu, Helen. 2005. “The Cultural Landscape of Luxury Housing in South China: A Regional History.” In *Locating China: Space, Place, and Popular Culture*, edited by Jing Wang, 72–93. Oxford: Routledge.

Unsigned newspaper article (best dealt with in text or notes, but if a bibliography entry should be needed, the name of the newspaper stands in place of the author): *New York Times*. “In Texas, Ad Heats Up Race for Governor.” July 30, 2002.

Alphabetize by last (family) name of author, and include full first name (unless only initial is used in the publication itself).

Use 3 em dashes (—) to replace the full name of an author cited in the entry immediately above and list sources in chronological order.

English translation of titles is recommended, following the original title and enclosed in brackets, without italics or quotation marks. The translation is capitalized sentence-style.

Use two-letter postal codes (IL, MA, etc.).

List year of first publication in parentheses: 1981 (1957).

### **Other common style issues**

*Cross-Currents* generally follows The Chicago Manual of Style in all matters of editorial style, including:

#### Style for dates and numbers

Spell out one through one hundred and rounded thousands and millions.

Use numerals for units: 23 meters.

Inclusive numbers: 7–49, 221–228 (use en dash)

January 1, 2001 (U.S. style).

Year spans: 1953–2003.

Plural of dates are formed by adding an “s” – 1960s.

Percentages: 15 to 18 percent.

Spell out centuries: the nineteenth century.

### Capitalization

Capitalize full, official names of organizations (e.g., U. S. Navy, the World Bank) but lowercase general references to the same organization (e.g., the navy, the bank).

Capitalize a title that immediately precedes a person's name (e.g., Director Janet Brown) but lowercase a title that appears alone or after the person's name (e.g., Janet Brown, the director).

In titles and headings, always capitalize first, last, and all other words except articles (the, a, an), prepositions (to, from, over, above), and coordinate conjunctions (and, for, or, nor).

### Punctuation

One space after end of sentence.

Series comma: a, b, and c.

Use apostrophe and "s" with possessive forms of proper names ending in "s": Ordos's.

Include a space between personal initials.

Punctuation inside quotation marks.

Roman punctuation after italicized words.

### Acronyms and abbreviations

Use small caps for A.M., P.M., A.D.

U.S, U.S.A., and U.K. as adjectives only; spell out noun

Two-letter abbreviations for state acceptable w/out periods.

### Miscellaneous notes

Words as words set italic.

American spelling, punctuation, and word division.

## **Guidelines for using C/J/K terms and references in articles**

Maintaining a consistent style throughout your article is most important!

### **Romanization**

Chinese: *Pinyin* (without hyphenation)

Japanese: Modified Hepburn (*hyōjun*) system used in *Kenkyūsha's New Japanese–English Dictionary*

Korean: McCune–Reischauer system

Please keep the use of C/J/K characters to a minimum. When they are included, Romanization is 100% required.

You may use simplified or traditional Chinese characters, as long as you are consistent.

### **Use of C/J/K word or term in a sentence**

#### Simple word or term:

We prefer this style:

*zizhu* 自主 (self-sovereignty) – then use *zizhu* throughout

... but this is another possibility:

self-sovereignty (*zizhu* 自主) – then use self-sovereignty throughout

Proper nouns (institutions):

Association of Buddhist Studies (Pulgyo yŏn’guhoe)

Book or journal titles (major works):

*Beijing Women’s Daily* (*Beijing nübao*) or *Beijing nübao* (Beijing women’s daily)

Title of a chapter, article, song, poem, etc.:

“Song of Shangyuan Evening in Beijing” (“Yanjing yuanxi qu”)

When more than one language is involved:

novice monk (K. *sami* 沙彌, Skt. *saramanera*)

Proper nouns:

*Zhongguo, Nihon, Hanguk*

### **Citing C/J/K publications in References**

Romanization of all C/J/V titles is required. Inclusion of C/J/K characters is not necessary. Be consistent.

English translation of titles in square brackets following C/J/K title is fine, but not necessary. Be consistent.

Capitalize first letter of title and first letter of sub-title.

No comma between family and first names for C/J/K authors writing in those languages; however, if author is writing in English, use comma as per Western style.

Book:

Takagi Kikusaburō. 1966. *Nihon ni okeru chizu sokuryō no hattatsu ni kan suru kenkyū*. Tokyo: Kazama Shobō.

Cheng Jin. 1981. *Guiyu taoshengji* 鬼域逃生记. Hong Kong: Xingdao Chubanshe.

Yeh, Wen-hsin. 1990. *The Alienated Academy: Culture and Politics in Republican China, 1919–1937*. Cambridge, MA: Harvard University Press.

Jeong Byeongho. 1995. *Han'gukui Minsokchum* [Korean folk dance]. Seoul: Samseong Publishing.

Chapter in book:

Katz, Paul. 2010. “Yige zhuming Shanghai shangren yu cishanjia de zongjiao shenghuo—Wang Yiting” [The religious life of a famous Shanghai businessman and philanthropist—Wang Yiting]. In *Cong chengshi kan Zhongguo de xiandaixing* [China’s modernity seen through cities], edited by Wu Jenshu, Lin Meili, and Paul Katz, 275–296. Nangang: Zhongyang yanjiuyuan jindaishi yanjiusuo.

Journal article:

Lei Hsiang-lin. 2004. “Weisheng weihe bushi baowei shengming? Mingguo shiqi linglei de weisheng, ziwo, yu jibing.” *Taiwan shehui yanjiu jikan* 54: 17–59.

Newspaper or magazine article:

Chen Zhi. 1928. “Nanjing dushimei zengjin zhi biyao.” *Dongfang zazhi*, July 10.

Multiple C/J/K authors:

Li Shuanyue, Jia Zhen, and Zhang Dan. 2007. “E’erduosi dongsheng kangbashi xinqu guangchang sheji fangan.” *Tielu gongcheng zaojia guanli* 9: 26–28, 31.