Style guide for referencing

This document is based on "Guidelines for academic writing in East Asian Art History: Papers in English,"
by Prof. Dr. Hans Bjarne Thomsen, UZH Section for East Asian Art History

Contents

1 Stylistic comments

Please be consistent; use either American or British spelling throughout your paper. Quotations and references should keep the original orthography.

Personal pronouns (singular "I" or plural "we") can only be used in the introduction, conclusion, and footnotes. Avoid their use within the main text.

2 Quotations

Quotations should be used to emphasize and underline arguments raised in your paper. Where exact quotations are necessary, they may be used. However, where an author's argument can be paraphrased, then use your own words with reference to the source. When quotations are used, they must be commented and an explanation should be given after the quotation.

When omitting parts of a text in a quotation, use … for omissions of three words or less and (…) for longer omissions. When adding information to or amending a quotation, use square brackets [ ] to indicate your changes. This should be specified within the footnote for that quotation, e.g. "amended by the author" or "emphasis added".

Quotations of two lines of text or less should be set in quotation marks within the main body of text. The footnote should immediately follow the closing quotation mark.

Quotations taking up three lines of text or more should be separated from the main body of text by creating a new indented paragraph with single-line spacing. The entire quotation should not be set in quotation marks or in italics. A footnote should be placed at the end of the quotation. Quotations should not exceed half a page. When longer sections of texts need to be quoted, these should be placed in an appendix.

Quotations within quotations should be denoted through the use of single quotation marks. Quotations within indented quotations should use regular quotation marks.

CITATIONS, BIBLIOGRAPHIES, FOOTNOTE REFERENCES

All works referred to directly (in the form of a quotation) or indirectly (paraphrased or otherwise cited) should be referenced in a paper, both in footnotes and in the bibliography. **Please use footnotes, not endnotes.** If avoidable, multiple footnotes should not be used within a single sentence. Combine information in footnotes to refer to all comments on the sentence.

When a source is mentioned for the first time in the text, use the full reference format. For subsequent uses, the short reference format should be used. All sources must be listed in the bibliography section in alphabetical order. Please follow the corresponding reference format for the bibliography.

Bibliographical details should be taken from the page with the publication information (usually following the publication title page, or at the end of the publication in some Asian publications). Please note that there are different rules and conventions in different languages (for example, in the capitalization of titles). For publications in languages other than English, German and French, some information should be translated or transcribed. See further details below.

3 Book with single author or editor

Full reference in footnote (first reference in the text)
Name Surname, *Title: Subtitle*, Xth (Place: Publisher, year), page(s).

- Timon Screech, *The Shogun's Painted Culture: Fear and Creativity in the Japanese States, 1760–1829* (London: Reaktion Books, 2000), 53–54.
- John Hay, ed., *Boundaries in China* (London: Reaktion Books, 1994).

Short reference in footnote
Surname, year, page(s).

- Screech, 2000, 53–54.
- Hay, 1994, 7.

Bibliography
Surname, Name. *Title: Subtitle.* Place: Publisher, year.

- Screech, Timon. *The Shogun's Painted Culture: Fear and Creativity in the Japanese States, 1760–1829.* London: Reaktion Books, 2000.
- Hay, John, ed. *Boundaries in China.* London: Reaktion Books, 1994.

4 Book with multiple authors or editors
Only the first-listed name is inverted **in the bibliography entry**. If there are more than three authors or editors, the first three should be named, followed by "et al".

4.1 Two authors or editors
Full reference in footnote:
Name Surname and Name Surname, eds., *Title: Subtitle* (Place: Publisher, Year), Page(s).

- Rebecca M. Brown and Deborah S. Hutton, eds. *A Companion to Asian Art and Architecture* (Chichester: Wiley-Blackwell, 2011), 83.

Short reference in footnote:
Surname and Surname, year, page(s).

- Brown and Hutton, 2011, 83.

Bibliography:
Surname, Name and Name Surname. *Title: Subtitle.* Place: Publisher, year.

- Brown, Rebecca M. and Deborah S. Hutton, eds. *A Companion to Asian Art and Architecture.* Chichester: Wiley-Blackwell, 2011.

4.2 More than three authors or editors

Full reference in footnote:
Name Surname, Name Surname, Name Surname et al., *Title: Subtitle* (Place: Publisher, year), page(s).

- Richard M. Barnhart, James Cahill, Wu Hung et al., *Three Thousand Years of Chinese Painting* (New Haven: Yale University Press, 1997), 53–54.

Short reference in footnote:
Surname, Surname, Surname et al. year, page(s).

- Barnhart, Cahill, Wu et al. 1997, 53–54.

Bibliography
Surname, Name, Name Surname, Name Surname et al. *Title: Subtitle.* Place: Publisher, year.

- Barnhart, Richard M., James Cahill, Wu Hung et al. *Three Thousand Years of Chinese Painting.* New Haven: Yale University Press, 1997.

5 Exceptional cases
For publications after the first edition, the edition number should always be given if this is provided in the publication information. For example:

Footnote:
- William Strunk, Jr. and E. B. White, *The Elements of Style*, 4th ed. (New York: Allyn and Bacon, 2000), 5.
- Robert S. Nelson, "Appropriation", in *Critical Terms for Art History*, eds. Robert S. Nelson and Richard Shiff, 2nd ed. (Chicago and London: The University of Chicago Press, 2003), 160–173.

Bibliography:
- Strunk, Jr., William and E. B. White. *The Elements of Style*. 4th ed. New York: Allyn and Bacon, 2000.
- Nelson, Robert S. "Appropriation." In *Critical Terms for Art History*. Edited by Robert S. Nelson and Richard Shiff. 2nd ed. Chicago und London: The University of Chicago Press, 2003, 160–173.

For reprints of pre-modern and early modern texts, the original publication year should be listed in square brackets after the year of the reprint used (e.g. 1980 [first printed in 1652]).

6 Citing a translated book

There are two possible ways in which a translated book can be cited: (i) to the author, with reference to the translator (and editor, where applicable); (ii) (where there is no known author) to the translator (and editor, where applicable).

6.1 With author and translator

Full reference in footnote:
Name Surname, *Title: Subtitle*. Translated by Name Surname (Place: Publisher, year), page(s).

- Murasaki Shikibu, *The Tale of Genji*. Translated by Royall Tyler (New York: Viking, 2001), 80.

Short reference in footnote:
Surname, year, page(s).

- Murasaki, 2001, 80.

Bibliography:
Surname, Name. *Title: Subtitle*. Translated by Name Surname. Place: Publisher, year.

- Murasaki Shikibu. *The Tale of Genji*. Translated by Royall Tyler. New York: Viking, 2001.

6.2 No author, only translator

Full reference in footnote:
Name Surname, trans., *Title: Subtitle* (Place: Publisher, year), page(s).

- Leon Hurvitz, trans., *Scripture of the Lotus Blossom of the Fine Dharma* (New York: Columbia University Press, 1976), 91–95.

Short reference in footnote: Surname, year, page(s).

- Hurvitz, 1976, 91–95.

Bibliography:
Surname, Name, trans. *Title: Subtitle*. Place: Publisher, year.

- Hurvitz, Leon, trans. *Scripture of the Lotus Blossom of the Fine Dharma*. New York: Columbia University Press, 1976.

7 Books without authors or editors

Sometimes books are published by institutions such as museums, university departments, libraries or archaeological institutes, which are then treated as editors. If there is no author, editor or publishing institution the book can be listed as "Anonymous".

For institutions, abbreviations may be used for the short reference in footnotes. A list of abbreviations should be included at the beginning of your bibliography.

7.1 One publishing institution

Full reference in footnote:
Publishing institution, ed., *Title: Subtitle* (Place: Publisher, year), page(s).

- Bibliothèque Nationale, Departement des Manuscrits, ed., *Catalogue des manuscrits chinois de Touen-houang: Fonds Pelliot chinois* (Paris: Bibliothèque Nationale, 1970–2001), 100–101.

Short reference in footnote:
Publishing institution, year(s), page(s).

- Bibliothèque Nationale, 1970–2001, 100.

Bibliography:
Publishing institution, ed. *Title: Subtitle*. Place: Publisher, year.

- Bibliothèque Nationale, Departement des Manuscrits, ed. *Catalogue des manuscrits chinois de Touen-houang: Fonds Pelliot chinois*. Paris: Bibliothèque Nationale, 1970–2001.

7.2 More than one publishing institution

Full reference in footnote:
Publishing institution, publishing institution, and publishing institution, eds., *Title: Subtitle* (Place: Publisher, year), page(s).

- National Commission for Protection of Cultural Properties, Tokyo, Los Angeles County Museum of Art, and Detroit Art Institute, eds., *Art Treasures from Japan* (Tokyo: Kodansha International, 1965), 58.

Short reference in footnote:
Publishing institution, publishing institution, and publishing institution, year(s), page(s).

- National Commission, LACMA, and DAI, 1965, 58.

Bibliography:
Publishing institution, publishing institution, and publishing institution, eds. *Title: Subtitle.* Place: Publisher, year.

- National Commission for Protection of Cultural Properties, Tokyo, Los Angeles County Museum of Art, and Detroit Art Institute, eds. *Art Treasures from Japan*. Tokyo: Kodansha International, 1965.

7.3 No author or publishing institution

Full reference in footnote:
Anonymous, *Title: Subtitle* (Place: Publisher, year), page(s).

- Anonymous, *Tiere Chinas* (Würzburg: Hans Josef Druckerei, 1973), 55–59.

Short reference in footnote:
Anonymous, year(s), page(s).

- Anonymous, 1973, 55–59.

Bibliography:
Anonymous. *Title: Subtitle.* Place: Publisher, year.

- Anonymous. *Tiere Chinas*. Würzburg: Hans Josef Druckerei, 1973.

8 Chapter in an edited book
Full reference in footnote:
Name Surname, "Chapter Title," in *Book Title: Subtitle*, ed. Name Surname (Place: Publisher, year), page(s).

- Robert S. Nelson, "Appropriation," in *Critical Terms for Art History*, eds. Robert S. Nelson and Richard Shiff, 2nd ed. (Chicago and London: The University of Chicago Press, 2003), 160–173.

Short reference in footnote:
Surname, year, page(s).

- Nelson, 2003, 164.

Bibliography:
Surname, Name. "Chapter Title." In *Book Title*. Edited by Name Surname. Place: Publisher, year, page(s).

- Nelson, Robert S. "Appropriation." In *Critical Terms for Art History*. Edited by Robert S. Nelson and Richard Shiff. 2nd ed. Chicago und London: The University of Chicago Press, 2003, 160– 173.

9 Journal article

Reference information for journal articles can differ from one journal to another. Some list both volume and issue numbers, while others may only have one of the two. Always provide the fullest available information. A reader must be able to find the article from the reference information provided; hence the reference must at least include the volume/number and the year of publication.

Full reference in footnote:
Name Surname, "Article Title," *Journal Title* volume, number (month, year): page(s).

- Yukio Lippit, "Goryeo Buddhist Painting in an Interregional Context," *Ars Orientalis* 35 (2008): 198.

Short reference in footnote:
Surname, Year, Page(s).

- Lippit, 2008, 198.

Bibliography:
Surname, Name. "Article Title." *Journal Title* volume, number (month, year): page(s).

- Lippit, Yukio. "Goryeo Buddhist Painting in an Interregional Context." *Ars Orientalis* 35 (2008): 192–232.

10 Article in a newspaper or magazine

Newspapers and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, …") instead of in a footnote. If you consulted an article online, include a URL. If no author is identified, begin the citation with the article title.

10.1 Print versions of newspapers or magazines

Full reference in footnote:
Name Surname, "Title," *Magazine/Newspaper*, day month year, page(s).

- Daniel Mendelson, "But Enough about Me," *New Yorker*, 25 January 2010, 68.

Short reference in footnote: Surname, year, page(s).

- Mendelson, 2010, 68.

Bibliography:
Surname, Name. "Title." *Magazine/Newspaper*, day month year, page(s).

- Mendelson, Daniel. "But Enough about Me." *New Yorker*, 25 January 2010, 68.

10.2 Online articles

Full reference in footnote:
Name Surname, "Title," *Magazine/Newspaper*, day month year, accessed day month year, hyperlink

- Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, 27 February 2010, accessed 28 February 2010, http://www.nytimes.com/2010/02/28/us/politics/28health.html

Short reference in footnote: Surname, year, page(s).

- Stolberg and Pear, 2010.

Bibliography:
Surname, Name. "Title." *Magazine/Newspaper*, day month year. Accessed day month year. hyperlink

- Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." New York Times, 27 February 2010. Accessed 28 February 2010. http://www.nytimes.com/2010/02/28/us/politics/28health.html

11 Thesis or dissertation
Full reference in footnote:
Name Surname, "Dissertation Title" (PhD diss., University, year), page(s).

- Robert E. Harrist, "A Scholar's Landscape: *Shan-chuang t'u* by Li Kung-lin" (PhD diss., Princeton University, 1989), 141.

Short reference in footnote:
Surname, year, page(s).

- Harrist, 1989, 141.

Bibliography:
Surname, Name. "Dissertation Title." PhD diss., University, year.

- Harrist, Robert E. "A Scholar's Landscape: *Shan-chuang t'u* by Li Kung-lin." PhD diss., Princeton University, 1989.

12 Paper presented at a conference or meeting
Full reference in footnote:
Name Surname, "Paper title" (paper presented at conference title, place, date(s) month year).

- Rachel Adelman, "Such Stuff as Dreams Are Made On: God's Footstool in the Aramaic Tagumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, 21–24 November 2009).

Short reference in footnote:
Surname, year.

- Adelman, 2009.

Bibliography:
Surname, Name. "Paper title." Paper presented at conference title, place, date(s) month year.

- Adelman, Rachel. "Such Stuff as Dreams Are Made On: God's Footstool in the Aramaic Tagumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, 21–24 November 2009.

13 E-mails

E-mails may be cited within a text (with indication of name and date) and do not need to be listed in a bibliography. For the more formal version of a reference in a footnote:

Name Surname, e-mail message to recipient name, date month year.

- Albert Lutz, e-mail message to Natasha Fischer-Vaidya, 10 February 2001.

14 Internet sources

Because such content is subject to change, include an access date or, where available, a date that the site was last modified.

Full reference in footnote:
"Website title," accessed day month year,
hyperlink

- "Chinese Text Project," accessed 22 June 2015,
  http://ctext.org

Short reference in footnote:
Website title, year of access.

- Chinese Text Project, 2015.

Bibliography:
"Website title." Accessed day month year.
hyperlink

- "Chinese Text Project." Accessed 22 June 2015.
  http://ctext.org

15 Further remarks

15.1 Wording and Abbreviations

- Proper names begin with capital letter, e.g. King Zheng of Qin, Son of Heaven etc.
- see **C**hapter XX, not **c**hapter XX
- when mentioning a location that includes several elements (site, city, county, province etc.), use commas and begin with the smallest unit, e.g. Xunyi, Shaanxi (Xunyi district, Shaanxi Province)
- Hong Kong not Hongkong
- ca. not *ca.*
- m² or square meters/metres
- 20 m, 5 km, 10 kg or 20 meters/metres, 5 kilometers/kilometres, 10 kilograms/kilogrammes
- BC/AD or BCE/CE not B.C./A.D. or B.C.E./C.E.
- Pit No. XX, Tomb No. XX not pit XX, tomb XX

15.2 Numbers

- use numerals for centuries, e.g. 4th–3rd centuries BC and 17th century CE
- arrange Arabic numerals in groups of three, e.g. 6,000 and 70,000
- 1.5 not 1,5
- 278 m not 278m
- every historical person should be followed by life dates at the first mention
- 1978–1987 not 1978–87
- page numbers
    - do not include p. for page number in footnotes
    - for a single page write e.g. 12
    - for two or more successive pages give the page numbers, e.g. 12–15

15.3 Spaces

- e.g. not e. g.
- space between number and unit, e.g. 15 m not 15m
- BC / AD not B C / A D
- no space between two numbers (907–960) or between number and letter (202 BC–AD 9)
- use n-dashes (–) to separate dates, page number, etc. <u>not</u> hyphens (-) or m-dashes (—)

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