SUPPLEMENTARY STYLE GUIDE
AT THE ACADEMY OF SINOLOGY

This guidance is for students' English assignments (not including works in Chinese) in the Academy of Sinology. For all modules at the Academy of Sinology students are asked to use the MHRA style for their assignments in English. **All students in the Academy should follow the *MHRA Referencing Handbook* from UWTSD library on their website: https://uwtsd.ac.uk/library/student-essentials/referencing-handbooks/. Apart from the *MHRA Referencing Handbook*, this document provides further guidance as a supplement to the *MHRA Referencing Handbook* for our students.**

The significance of referencing

Footnotes and references indicate to the reader or examiner the source of a quotation or of an argument or of an idea or series of ideas which you have used in your essay. The ability to deploy footnotes and references is a professional skill of the discipline. It is a skill which fosters accuracy of scholarship, openness of debate and the fair acknowledgement of the intellectual property of others. Its use also testifies to a scholar's willingness to be tested by the very highest standards. Failure to reference means your work could be considered to be plagiarised which is the equivalent of cheating and is a very serious offence which is not acceptable in the University.

An introduction to different conventions

There are various sets of conventions used in Britain, the US, Canada, and elsewhere. These have been established by publishers and academic associations such as the Modern Humanities Research Association (MHRA). If, for example, an author were publishing a book with Cambridge University Press, the desk editor would send him or her a copy of a booklet setting out details of their house-style or conventions; these would be different from those for Oxford University Press, and American publishers have their own distinctive sets of conventions. Journals also have their conventions which are usually published and available to contributors. So, the first rule is that there is no one way of setting out footnotes and references; the second rule is that you need to use recognized conventions and to use them consistently. The Modern Humanities Research Association has published the *MHRA Style Guide* and this gives guidelines and conventions which are widely used in Britain. The most widely-used counterpart for this style book in the US and Canada is the *Modern Languages Association (MLA) Style Sheet*, but there are other widely-used conventions such as the Harvard System and the Chicago Style Sheet. What follows is based on the *MHRA Style Guide* (2008).

In addition, you can also login to your library account and search for *Cite them right*, it provides further guidance.

Amendments for the *MHRA Referencing Handbook*

Students should follow the *MHRA Referencing Handbook* provided by the University. However, there are several things in it (the *MHRA Referencing Handbook* version 1.2) that

should be amended as below:

1. **'Ibid.' is no longer to be used.** On page 5 of the handbook, it says, 'If you are referencing the same source consecutively, i.e. the same as the preceding reference, you can use "Ibid." and a page number.' However, this is no longer to be used due to inconvenience that it brings. We should from now on use an abbreviated form for subsequent references for the same source. Detailed information can be found in the handbook and this document.

2. **For non-English sources (Chinese sources for example), their original scripts should be provided along with their Latin-form scripts.** On page 33 of the handbook, it says that 'if they (sources) are also in a different script, they should still remain in their original language but be provided in the script that your own work uses'. What it means is that, for example, if we use a Chinese source, we should use pinyin (Latin script) for its book title in referencing rather than using Chinese characters. However, for convenience of our markers, we should now, for example, provide Chinese characters along with pinyin for a Chinese source. Detailed information is given in later part of this document.

General Formatting

Pages

- Magin: 2.54 cm for top, bottom, left and right.
- Page number: Times New Roman, 11-point, bottom and centred.
- Word-count: Provide a full word-count for your essay on your cover-sheet.

Headings

- Main heading: 16-point, bold, centred.
- Subheadings: 14-point, bold.

Main texts

- Font: Times New Roman, 12-point.
- Spacing: 1.5 lines. No extra spacing between paragraphs.
- Indentation: one-tab-character indentation for first line of each paragraph, except the first paragraph of a chapter, section, or article.
- Alignment: justified.

Long quotations

- Font: Times New Roman, 12-point.
- Spacing: single-spaced.
- Indentation: 2 tabs indented for the left side of the paragraph.
- Alignment: justified.

Footnotes

- Font: Times New Roman, 10-point.
- Spacing: single-spaced.

Bibliography

- Font: Times New Roman, 12-point.
- Spacing: single-spaced, and optional double space between individual entries.
- Indentation: 1 tab hanging indentation.

Numbers and Dates

Numbers

- Numbers up to one hundred, when they occur in normal prose and are not statistical, should be written in words rather than numerals. When there are many figures, however, it is better to use words only for numbers up to nine.
- Avoid beginning a sentence with a numeral.
- Spell out 'per cent' rather than using the '%' sign in the text.

Dates

- These should normally be given as '2 September 1939'. Commas should not be used.
- Spell out centuries rather than using numerals, for example 'the eighteenth century' not 'the 18th Century'.

Quotation

Short quotation should use single quotation marks. For a quotation within a quotation, double quotation marks should be used.

Long quotation should normally end with a full point; even though the original may use other punctuation, there is no need (except for a question mark or exclamation mark) to preserve this at the end of a quotation.

> **Example**
>
> Christopher Stanley gives particular attention to Paul's first-century audiences in order to assess their ability 'to recognize and appreciate the apostle's many allusions and other unmarked references to the Jewish Scriptures'. Stanley states further:
>
> > Paul routinely assumes that his audience not only accepts the authority of the Jewish Scriptures but also knows the biblical text well enough to supply the background and context for many of his allusions.

References

Provide a reference whenever you quote something

- Present information that is based on any kind of source.

- Refer to someone else's ideas.

- State something that is not common knowledge.

Punctuation in references

- Use 'p.' for single pages and 'pp.' for page ranges, for example: 'p. 127' and 'pp. l27-128'. Note the space between the full stop and the page number.

- Use a colon (:) between main titles and subtitles.

Bibliography / Reference list

- Contain all referenced works.

- May be divided into subcategories, such as books and websites.

- Generally refer to the work listed as a whole, not the pages you have used. However, articles should be provided with the full range of pages.

- Invert the name for first author or editor in the bibliography or reference list, but not subsequent ones. If the author or editor is Chinese and already has the family name first, you should not invert the name, nor insert a comma. You should just write like this: Liu Baonan 劉寶楠.

Chinese Sources

It is often that you will need to use Chinese sources for your essays or theses in the Academy of Sinology. Below is some specific guidance.

Pinyin

- Use a consistent transcription system of pinyin for Chinese sources.

- When quoting from a source, do so literally. Do not change Wade-Giles to pinyin.

- Words (except proper names) written in pinyin are usually italicized in the main text.

> **Example**
>
> The *qipao* 旗袍 became popular in Shanghai during the late 1920s.

- Capitalize the main words in English book titles, but not titles in pinyin or translations.

- Use spacing between words, not characters. For Chinese names, keep the family name and the given name together as single words. For some well-known proper names, such as Chiang Kai-shek, Confucius, and Jackie Chan, the usual way of referring to them in English is preferable.

> **Example**
>
> ✔ Mao Zedong
>
> ✘ Mao Ze Dong
>
> ✘ Mao zedong

Chinese characters

Provide Chinese characters consistently for Chinese sources. They can be included in the main text of the essay or alphabetically in an appendix at the end.

When providing Chinese characters, include them for all proper names — names, book titles, places, and so forth. Characters can be omitted for names of dynasties, provinces, and major cities, such as Beijing and Shanghai.

Never use Chinese characters in your main text without also providing them in pinyin — except for long quotes. If you have a longer quote and wish to provide the Chinese original version in the essay, put the Chinese in an appendix or in a footnote. Pinyin is not necessary here.

It is sufficient to provide Chinese characters only the first time a name is encountered. Characters should follow the name/pinyin directly without inserting punctuation marks.

In your main text, if you are using pinyin and Chinese characters in order to identify sources or terms mentioned, put these insertions in parentheses, or, you can also prioritize the Chinese version over the English translation, but please be consistent about it.

> **Example**
>
> Lu Xun's *Diary of a Madman* (*Kuangren riji* 狂人日記) was published in May 1918 in the journal *New Youth* (*Xin qingnian* 新青年). It later appeared in the short story collection *Outcry* (*Nahan* 吶喊) in 1923.
>
> **Or**
>
> Lu Xun's *Kuangren riji* 狂人日記 (Diary of a Madman) was published in May 1918 in the Journal *Xin qingnian* 新青年 (New Youth). It later appeared in the short story collection *Nahan* 吶喊 (Outcry) in 1923.

Referencing for Chinese sources

For footnotes and bibliography or reference list for Chinese sources, two principles applies:

1. **Always use Latin script**. For example, the title of book is 中國現代浪漫主義小說模式. In your footnotes and bibliography or reference list, you should use pinyin, instead of translate it into English. This is because pinyin is Latin script and it is transliterated. Therefore, it should be *Zhongguo xiandai langman zhuyi xiaoshuo moshi.*

2. **Provide Chinese characters**. Using pinyin for the Chinese sources is good, but it may not provide a clear idea to the markers which sources you are referring to. Therefore, you should also provide the Chinese characters (in traditional Chinese) after

the pinyin.

Below are some examples for different types of sources.

1. Books and e-books

First footnote	Reference list / Bibliography
[1] Zhu Xi 朱熹, *Sishu zhangju jizhu* 四書章句集注 (Beijing: Zhonghua shuju, 2012), p. 5.	Zhu Xi 朱熹, *Sishu zhangju jizhu* 四書章句集注 (Beijing: Zhonghua shuju, 2012)
Subsequent footnotes	
[2] Zhu Xi, *Sishu zhangju jizhu*, p. 5.	

1.1. Book with two or three authors

First footnote	Reference list / Bibliography
[3] Li Guangdi 李光地 and Liu Dajun 劉大鈞, *Kuangxi yuzuan zhouyi zhezhong* 康熙御纂周易折中 (Chengdu: Bashu shushe, 2013), p. 10.	Li Guangdi 李光地 and Liu Dajun 劉大鈞, *Kuangxi yuzuan zhouyi zhezhong* 康熙御纂周易折中 (Chengdu: Bashu shushe, 2013)
Subsequent footnotes	
[4] Li Guangdi and Liu Dajun, *Kuangxi yuzuan zhouyi zhezhong*, p. 10.	

1.2. Book with four or more authors

First footnote	Reference list / Bibliography
[5] Chen Pengnian 陳彭年 and others, *Xinjiao songben guangyun* 新校宋本廣韻 (Taipei: Hongye wenhua shiye youxiangongsi, 2001), p. 10.	Chen Pengnian 陳彭年 and others, *Xinjiao songben guangyun* 新校宋本廣韻 (Taipei: Hongye wenhua shiye youxiangongsi, 2001)
Subsequent footnotes	
[6] Chen Pengnian and others, *Xinjiao songben guangyun*, p. 10.	

1.3. Chapter within an edited book

First footnote	Reference list / Bibliography
[7] Liao Mingchun 廖名春, 'Mawangdui	Liao Mingchun 廖名春, 'Mawangdui

boshu zhouyi jingzhuan shiwen' 馬王堆帛書周易經傳釋文, in *Yixue jicheng* 易學集成, ed. by Yang Shiwen 楊世文 and others (Chengdu: Sichuan daxue chubanshe, 1994), pp. 3013-3056 (p. 3014).

Subsequent footnotes

[8] Liao Mingchun, 'Mawangdui boshu zhouyi jingzhuan shiwen', p. 3014.

boshu zhouyi jingzhuan shiwen' 馬王堆帛書周易經傳釋文, in *Yixue jicheng* 易學集成, ed. by Yang Shiwen 楊世文 and others (Chengdu: Sichuan daxue chubanshe, 1994), pp. 3013-3056

1.4. Book without an author or editor

First footnote

[9] *Zengguang xianwen* 增廣賢文 (Taipei: Heyu chubanshe, 2016), p. 10.

Subsequent footnotes

[10] *Zengguang xianwen*, p. 10.

Reference list / Bibliography

Zengguang xianwen 增廣賢文 (Taipei: Heyu chubanshe, 2016)

1.5. Book with an organisation as author

First footnote

[11] Diyi caijing ribaoshe 第一財經日報社, *Dashi fangtanlu* 大師訪談錄 (Shanghai: Shanghai shudian chubanshe, 2006), p. 10.

Subsequent footnotes

[12] Diyi caijing ribaoshe, *Dashi fangtanlu*, p. 10.

Reference list / Bibliography

Diyi caijing ribaoshe 第一財經日報社, *Dashi fangtanlu* 大師訪談錄 (Shanghai: Shanghai shudian chubanshe, 2006)

1.6. Editions

First footnote

[13] Chu Chia-Ning 竺家寧, *Shengyunxue* 聲韻學, 2nd edn. (Taipei: Wunan tushu chuban gongsi, 2018), p. 10.

Subsequent footnotes

[14] Chu Chia-Ning, *Shengyunxue*, p. 10.

Reference list / Bibliography

Chu Chia-Ning 竺家寧, *Shengyunxue* 聲韻學, 2nd edn. (Taipei: Wunan tushu chuban gongsi, 2018)

2. Journal and newspaper articles

First footnote

[15] Lin Qingzhang 林慶彰, 'Minguo chunian de fanshixu yundong' 民國初年的反詩序運動, *Guizhou wenshi congkan* 貴州文史叢刊, 5 (1997), 1-12 (p. 10).

Subsequent footnotes

[16] Lin Qingzhang, 'Minguo chunian de fanshixu yundong', p. 10.

Reference list / Bibliography

Lin Qingzhang 林慶彰, 'Minguo chunian de fanshixu yundong' 民國初年的反詩序運動, *Guizhou wenshi congkan* 貴州文史叢刊, 5 (1997), 1-12

3. Internet

First footnote

[17] Jingkong fashi zhuanji wang 淨空法師專集網, *Xiaodao yu hanxue dui dangdai de zhongyaoxing* 孝道與漢學對當代的重要性 (2016) <https://www.youtube.com/watch?v=qM1VUZe2DCk> [accessed 6 January 2022].

Subsequent footnotes

[18] Jingkong fashi zhuanjiwang, *Xiaodao yu hanxue dui dangdai de zhongyaoxing*, 2016.

Reference list / Bibliography

Jingkong fashi zhuanji wang 淨空法師專集網, *Xiaodao yu hanxue dui dangdai de zhongyaoxing* 孝道與漢學對當代的重要性 (2016) <https://www.youtube.com/watch?v=qM1VUZe2DCk> [accessed 6 January 2022]