

SOAS CHINA & INNER ASIA DEPARTMENT

DEPARTMENTAL STYLE SHEET

(New version, September 2007)

1. Introduction

Essay writing is one of the important skills that students in our department are meant to acquire. Essay writing skills are trained initially in the first year, when students write short coursework essays based on English-language material for their core course in History & Culture of China (Chinese 103). (Joint-degree students do not take this course, but will normally be taught basic essay writing skills in the first-year core courses for their other subject.) In the second year of their degree, students carry out an independent research project, which is concluded with a longer essay based on both Chinese-language and English-language materials. In the third year, academic essay writing skills are further developed through research exercises and essays for Chinese 303 and Chinese 304. In the final year, the essay writing training culminates in the writing of the BA dissertation (Chinese 402), which is compulsory for single-subject students and optional for joint-degree students.

2. Why a style sheet?

Good academic writing must be based on verifiable sources. People who read your essay must be told where exactly you found your information. Although some very basic information can be expected to be common knowledge for your readers, all other information that you have relied on while writing your essay must be credited. Reproducing a source or an idea without crediting the original source is plagiarism.

It is good practice to credit your sources in a consistent way, making use of a standard system. The preferred system in our department is the so called “Chicago humanities system”, based on the *Chicago Manual of Style*. The Chicago System is the most common system used in English-language academic work in the humanities. There is also a “Chicago Author-Date System”, which is used for the sciences and which is different from the system described here.

Commercial software, such as the EndNote package which is installed on some SOAS computers, can help you produce correct references in the Chicago humanities system (or any other internationally recognized system). Please note that such software does not necessarily know how to handle Chinese-language materials.

3. The Chicago humanities system

The *Chicago Manual of Style* is available in the SOAS Library. They also provide a “Quick Guide” to the system online at the following address:

http://www.chicagomanualofstyle.org/tools_citationguide.html

The printed manual and the website give examples of both the humanities system and the sciences system. For our department, only the humanities system is important, and

its main features are described below. Also below you will find specific information about how to handle Chinese-language materials, which you will not find in the printed manual or on the website.

The manual and website also provide much information about academic writing in general, which you may find very helpful. If you are in need of general advice about writing essays, you might also want to have a look at the information provided on the website of the SOAS Learning and Teaching Unit. This is the address:

http://www.soas.ac.uk/ltu/study_support/help_yourself_study_resources.htm

4. Footnotes and bibliography

If a passage in your essay is a direct quote or a paraphrase of a source you have read, you must provide a footnote to indicate your source. At the end of your essay, you must provide a bibliography that lists all the sources you have used, i.e. all sources mentioned in your footnotes as well as any additional sources that you looked at while writing the essay and that helped you, even if you did not quote or paraphrase them directly. The way in which you refer to a source in a footnote and in the bibliography are slightly different. Further down you will find examples for all main types of sources, explaining how to put them in a footnote and how to put them in the bibliography.

5. How to quote

If you copy a passage literally from one of your sources, this is “quoting” and the quote needs to be sourced with reference to the page number(s). For quotes, be sure to copy the words exactly, including punctuation, capitalization and spelling. If your quotation is shorter than three lines, integrate it into the text. Use double quotation marks (“ ”) to distinguish them from your paraphrases or your text, and use single ones (‘ ’) for quotations within quotations. When you add something to quotes, use square brackets [] to distinguish your additions from the original author’s wording. Longer quotations need to be set off as a separate paragraph, without quotation marks. Indent the entire paragraph slightly from both margins.

6. References to English-language materials

Below are examples of how to refer to the most common types of English-language sources (books, articles, websites). In each case, we provide examples both for the reference in a footnote and in the bibliography. After each example, we provide some notes in square brackets explaining some of the general principles underlying the system.

Please note that the use of commas and full stops is subject to clear rules in any referencing system. The general rule for the Chicago system is that commas are used to separate parts of a footnote reference, and full stops to separate parts of a bibliography reference, with some exceptions noted below.

If you cannot find an example below for the type of source you need to refer to, please consult the *Chicago Manual* or their website.

a) book by a single author

In footnote:

Firstname Lastname, *Title in italics* (Place of publication: Name of publishing house, year of publication), page number.

Jonathan D. Spence, *The Search for Modern China* (London: Hutchinson, 1990), 36.

[NOTE: A footnote is usually a reference to a particular page or set of pages in a book. Occasionally you might need to add a footnote to a passage that paraphrases an entire book, or the main idea of an entire book. In that case, no page numbers are included.]

In bibliography:

Lastname, Firstname. *Title in italics*. Place of publication: Name of publishing house, year of publication.

Spence, Jonathan D. *The Search for Modern China*. London: Hutchinson, 1990.

[NOTE: Because a bibliography is always organized alphabetically by author's surname, the author's surname comes first in the bibliography entry.]

b) book by more than one author

In footnote:

Firstname Lastname and Firstname Lastname, *Title in italics* (Place of publication: Name of publishing house, year of publication), page numbers.

Jonathan D. Spence and Annping Chin, *The Chinese Century: A Photographic History* (London: HarperCollins, 1996), 45-57.

[NOTE: When paraphrasing a number of pages in a source, use a hyphen between page numbers, as in "45-57" in this example.]

In bibliography:

Lastname, Firstname, and Firstname Lastname. *Title in italics*. Place of publication: name of publishing house, year of publication.

Spence, Jonathan D., and Annping Chin. *The Chinese Century: A Photographic History*. London: HarperCollins, 1996.

[NOTE: The first and second author are separated by a comma.]

If you are dealing with a publication by four or more authors, all names go into the bibliography entry, but in the footnote it suffices to give the name of the first author followed by “et al.” (Latin *et alies*, meaning “and others”). See the *Chicago Manual of Style* website, mentioned above, for examples.

c) edited volume

In footnote:

Firstname Lastname, ed., *Title in italics* (Place of publication: Name of publishing house, year of publication), page numbers.

Michel Hockx, ed., *The Literary Field of Twentieth-Century China* (Richmond: Curzon Press, 1999), 33.

In bibliography:

Lastname, Firstname, ed. *Title in italics*. Place of publication: Name of publishing house, year of publication.

Hockx, Michel, ed. *The Literary Field of Twentieth-Century China*. Richmond: Curzon Press, 1999.

d) article or chapter in an edited volume

Edited volumes are collections of articles by different authors, and you will often find yourself referring to only one particular article, in which case it is good practice to provide a specific reference to that article, rather than to the whole book. In that case, the page numbers become important, as they tell your reader where exactly in the book the particular article can be found. Note that in this case, the page numbers also appear in the bibliography entry!

In footnote:

Firstname Lastname, “Article title in quotes,” in *Book title in italics*, ed. Firstname Lastname (Place of publication: Name of publishing house, year of publication), page numbers.

Raoul David Findeisen, “From Literature to Love: Glory and Decline of the Love-Letter Genre,” in *The Literary Field of Twentieth-Century China*, ed. Michel Hockx (Richmond: Curzon Press, 1999), 67-98.

[NOTE the general principle that titles of articles are given in quotes and titles of books in *italics*.]

In bibliography:

Lastname, Firstname. "Article title in quotes." In *Book title in italics*, edited by Firstname Lastname, page numbers. Place of publication: Name of publisher, year of publication.

Findeisen, Raoul David. "From Literature to Love: Glory and Decline of the Love-Letter Genre." In *The Literary Field of Twentieth-Century China*, edited by Michel Hockx, 67-98. Richmond: Curzon Press, 1999.

[NOTE: The Chicago system prefers to put commas and full stops inside quotation marks. The *Chicago Manual* does mention that it is more common in British English to have the quotation mark first and then the comma or full stop. If you wish, you may follow that convention.]

e) article in a printed journal

In footnote:

Firstname Lastname, "Article title in quotes," *Journal title in italics* Volume Number (year): page numbers.

Danielle Fuller, "Strange terrain: Re-producing and resisting place-myths in two contemporary fictions of Newfoundland," *Essays on Canadian Writing* 82 (2004): 21-50.

In bibliography:

Fuller, Danielle. "Strange terrain: Re-producing and resisting place-myths in two contemporary fictions of Newfoundland." *Essays on Canadian Writing* 82 (2004): 21-50.

[NOTE the general principle that titles of articles are in quotes and titles of journals in italics.]

Some journals do not only have a Volume Number but also an Issue Number, which is included as in the following example:

(footnote)

Kathleen Scherf, "A Legacy of Canadian Cultural Tradition and the Small Press: The Case of Talonbooks," *Studies in Canadian Literature* 25, no. 1 (2000): 131-49.

(bibliography)

Scherf, Kathleen. "A Legacy of Canadian Cultural Tradition and the Small Press: The Case of Talonbooks." *Studies in Canadian Literature* 25, no. 1 (2000): 131-49.

f) article in an online journal

This category is meant for articles published online only. Nowadays, many articles that appear in printed journals also have online versions. If you read printed articles online, you may choose to refer to them as articles in printed journals, even though you did not read them in print, or you may choose to treat them as articles in online journals, in which case the format below applies.

In a footnote:

Jeroen de Kloet, “Digitisation and Its Asian Discontents: The Internet, Politics and Hacking in China and Indonesia,” *First Monday* 7, no. 9 (2002), http://www.firstmonday.dk/issues/issue7_9/kloet/index.html (accessed September 18, 2007).

In bibliography:

De Kloet, Jeroen. “Digitisation and Its Asian Discontents: The Internet, Politics and Hacking in China and Indonesia.” *First Monday* 7, no. 9 (2002), http://www.firstmonday.dk/issues/issue7_9/kloet/index.html (accessed September 18, 2007).

[NOTE: It is good practice to mention the date on which you accessed a particular online source, because online materials can sometimes change contents rather rapidly!]

7. References to Chinese-language materials

In references to Chinese-language materials, you should give the authors’ names in *pinyin* followed by Chinese characters, and the source title in *pinyin* followed by Chinese characters and an English translation in brackets. For articles in books or journals, only the title of the article requires characters and an English translation, whereas the title of the book or journal in which it is included can just be in *pinyin*. Places of publication and names of publishing houses also just in *pinyin*. Since Chinese family names always come first, there is no need to separate the family name from the given name by a comma in the bibliography, i.e. where you would write “Spence, Jonathan” in the bibliography for a western name, for a Chinese name you can just write “Wang Wenxing” or “Bai Meiyong” without the comma in between.

Remember that the only correct way to write a Chinese name in *pinyin* is by writing the family name (*xing* 姓) and the given name (*ming* 名) both as one word. So “Mao Zedong”, **not** “Mao Ze Dong” or “Mao Ze-dong”.

If you are unsure about how to write something in *pinyin*, you can find the official rules for *pinyin* spelling on the very useful website <http://www.pinyin.info>. You can also refer to the information provided in Appendix 1 in John DeFrancis, ed., *ABC Chinese-English Dictionary* (Honolulu: University of Hawai’i Press, 1996), pp. 835-845.

[NOTE: When people with Chinese names publish in English, they sometimes choose to put their given name first. In that case you *do* need to adhere to the normal format

for the bibliography. So if Mr Wang Wenxing publishes in English under the name “Wenxing Wang”, then he would appear in the bibliography as “Wang, Wenxing” with the comma!]

a) examples of footnotes to Chinese-language materials

(book by one author)

Wang Dewei 王德威, *Xiangxiang Zhongguo de fangfa* 想象中國的方法 (Ways of Imagining China) (Beijing: Sanlian shudian, 1998), 35-67.

(journal article by two authors)

Yang Weiguo 楊衛國 and Zheng Tong 鄭彤, “Meiguo wenxue de shenceng jiegou” 美國文學的深層結構 (The Deep Structure of American Literature), *Waiguo wenxue yanjiu congkan* 45, no. 12 (1978): 34-45.

[NOTE: Because the Chinese characters and the English translation follow the title of the article, the comma comes only after the English translation, not inside the quotation marks. Also note that in the Chicago system, commas never precede brackets.]

b) examples of bibliography entries for Chinese-language materials

(edited volume)

Peng Xiaoyan 彭小妍, ed. *Wenyi lilun yu tongsu wenhua* 文藝理論與通俗文化 (Literary Theory and Popular Culture). Taipei: Zhongguo yanjiuyuan, 1999.

(article or chapter in edited volume)

He Maixiao 賀麥曉. “Wu Xinghua, xin shi shixue yu wuling niandai Taiwan shitan” 吳興華, 新詩詩學與五〇年代臺灣詩壇 (Wu Xinghua, the Poetics of New Poetry, and the Taiwanese Poetry Scene of the 1950s). In *Wenyi lilun yu tongsu wenhua*, edited by Peng Xiaoyan, 207-230. Taipei: Zhongguo yanjiuyuan, 1999.

8. Repeated references to the same source:

If you refer to the same source more than once in footnotes, you do not need to provide the full citation every time. After the first (full) citation, every subsequent citation in footnotes may consist of simply the author’s name, a shortened title, and the page number. For instance:

(footnote at first occurrence)

Chen Xiaomei, *Occidentalism: A Theory of Counter-Discourse in Post-Mao China* (Oxford: Oxford University Press, 1995), 45-56.

(footnote at subsequent occurrences)

Chen Xiaomei, *Occidentalism*, 78-98.

9. In conclusion

Clarity of referencing and consistency of citation style are taken into account when marking student essays and dissertations. For an indication of how this is done, please refer to the published marking guidelines of the Faculty of Languages and Cultures, available here:

(for BA essays and dissertations)

<http://www.soas.ac.uk/faculties/languagescultures.cfm?navid=2404>

(for MA essays and dissertations)

<http://www.soas.ac.uk/faculties/languagescultures.cfm?navid=2405>

If you have any comments on this style sheet, or any suggestions or additions, please contact the Head of the China & Inner Asia Department, Prof Michel Hockx (mh17@soas.ac.uk).