

SOAS CHINA & INNER ASIA DEPARTMENT

DEPARTMENTAL STYLE SHEET

(Updated version, October 2011)

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 “notes and bibliography” system, as described in the *Chicago Manual of Style*. The Chicago System is the most common system used in English-language academic work in the humanities. The *Chicago Manual* also has an “author-date” system, which is used for the natural sciences and which is different from the system described here.

Commercial software, such as the EndNote package which is installed on most SOAS computers and the Zotero software that is freely available, can help you produce correct references in the Chicago humanities system (or any other internationally recognized system).¹ Please note that such software does not normally know how to handle Chinese-language materials, so you will still have to refer to this style sheet when dealing with Chinese-language references.

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:

¹ If you use Zotero, make sure to select “Chicago Manual of Style (Note with Bibliography)” and not “Chicago Manual of Style (Full Note with Bibliography).” In Endnote, choose “Chicago 15th A” and shorten the footnotes manually.

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 (note and bibliography) 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 Academic Development Directorate. This is the address:

<http://www.soas.ac.uk/add/studysupport/helpyourself/>

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 ways in which you refer to a source in a footnote and in the bibliography are 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.

When quoting from a Chinese source, if the source is in standard modern Chinese you may suffice with giving an English translation plus a footnote to the source where the original Chinese text can be found. But if the source is in classical Chinese or in non-standard modern Chinese (for instance dialect writing or early modern vernacular), then please provide both the English translation and the original Chinese text of the quoted passage, as well as a footnote.

6. Footnotes and word count

In most cases, when you write an essay, dissertation, or independent study project, you will be asked to limit the length of your writing to a specific number of words. The SOAS rules for coursework and dissertations state the following about word counts:

Word count: is defined as the number of words contained in the submitted work including quotations, footnotes, titles, abstracts, summaries and tables of contents. Appendices and bibliographies are not included in the word count. Appendices will not normally be marked and they must not include material essential to the argument developed in the main body of the work.

Students who hand in work that exceeds the stated word count will have their marks reduced. Since footnotes are included in the word count, students are not expected to include full bibliographical information about their sources in the footnotes. Instead, students are allowed to use the shortened version of citations in their footnotes. For examples, see below.

IMPORTANT: Although the rules state that “summaries” are included in the word count, this does **NOT** apply to the Chinese summary that must be included in the BA Chinese dissertation that is part of the course unit Chinese 402.

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. The footnotes are all in the “shortened version” of the Chicago system. 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:

Lastname, *Short Title in Italics*, page number(s).

Spence, *Search for Modern China*, 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:

Lastname and Lastname, *Short Title in Italics*, page number(s).

Spence and Chin, *Chinese Century*, 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: Only the first author is listed with the last name first!]

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 alii*, meaning "and others"). See the *Chicago Manual of Style* website, mentioned above, for examples.

c) edited volume

In footnote:

Lastname, *Short Title in Italics*, page number(s).

Hockx, *Literary Field*, 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.

[NOTE: The shortened footnote does not include the term "ed." (=editor) but the bibliography must include this information, to distinguish clearly edited volumes from authored books.]

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 for the first and last page of the article must appear in the bibliography entry!

In footnote:

Lastname, "Article Short Title in Quotes," page number(s).

Findeisen, "From Literature to Love," 73.

[NOTE: 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, first page-last page. 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:

Lastname, "Article Short Title in Quotes," page number(s).

Fuller, "Strange terrain," 36-37.

In bibliography:

Lastname, Firstname. "Article Title in Quotes." *Journal Title in Italics* Volume number (Year): first page-last page.

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: 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)

Scherf, "Legacy," 135.

(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 (including JSTOR)

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. When referring to an article on JSTOR, please include the so-called "stable" URL.

In a footnote:

Damrosch, "Semiotics," 528.

In bibliography:

Damrosch, David. "The Semiotics of Conquest." *American Literary History* 8, no. 3 (1996): 516-532. Accessed October 17, 2011. <http://www.jstor.org/stable/490155>.

[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 bibliography 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 Meiying" without the comma in between.

In footnotes, give only the author's name, a short title in *pinyin*, and the relevant page number(s). Since Chinese family names are relatively few, it is best to provide the full name. But if there is more than one author, then it is alright just to mention family names. For examples, see below.

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), 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) some examples of references to Chinese-language materials

Book by one author

footnote:

Wang Dewei, *Xiangxiang Zhongguo*, 35-36.

bibliography:

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

Journal article by two authors

footnote:

Yang and Zheng, “Meiguo wenxue,” 40.

bibliography:

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.

Edited volume

footnote:

Peng Xiaoyan, *Wenyi lilun*, 56.

bibliography:

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: Zhongyang yanjiuyuan, 1999.

Article or chapter in edited volume

footnote:

He Maixiao, “Wu Xinghua,” 215-216.

bibliography:

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 tongshu wenhua*, edited by Peng Xiaoyan, 207-230. Taipei: Zhongyang yanjiuyuan, 1999.

8. Websites, weblogs, newspapers, etc:

The *Chicago Manual* online guide states that most references to websites and weblogs (and also to newspapers) can be described in the main text. If you want to make a formal reference in your bibliography to such material, then the online guide provides some examples of how to do that. Bear in mind that if the source is in Chinese, you should once again provide *pinyin*, characters, and English translation for authors and titles in your bibliography.

9. Films

If your research refers to films, these should be credited in a separate “filmography” at the end. Filmography entries should provide title, format (videocassette, DVD, etc.), name of director, place and name of production studio, and year.

(English-language film)

Chan Is Missing. DVD. Directed by Wayne Wang. San Francisco: Wayne Wang Productions, 1982.

(Chinese-language film)

Wanzhu 顽主 (The Troubleshooters). DVD. Directed by Mi Jiashan 米家山. Chengdu: Emei dianying zhipianchang, 1989.

It is not necessary to put references to films in footnotes.

10. 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/languagecultures/staffinfo/ugmark/>

(for MA essays and dissertations)

<http://www.soas.ac.uk/languagecultures/staffinfo/pgmark/>

If you have any comments on this style sheet, or any suggestions or additions, please contact Prof Michel Hockx (mh17@soas.ac.uk).