Chinese Characters in Academic Writing

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1 General Principles

1. **Hanyu Pinyin is a scheme for spelling Modern Standard Chinese with Latin letters. Hanyu Pinyin is the internationally accepted standard (ISO 7098:1991), and with the exception of some few cases outlined below, it is the only transcription to be used for transcribing Chinese characters.**

2. **Hanyu Pinyin in academic and general texts never carries tone markers.** Used in linguistic studies, Chinese language textbooks and grammars to represent phonemes or to aid language learning, Hanyu Pinyin normally carries the five tone markers. Otherwise not. If a linguistic point or a linguistic clarification is made within a non-linguistic text, tone markers may be used, but only where absolutely relevant.

3. **Always use the appropriate "Umlaut" (diaresis, trema) in lü, nü, lüe and so on.** It is an integral part of Hanyu Pinyin. 妇女 is funü, not *funu, and 战略 is zhanlüe, not *zhanlue. It is a grave mistake to replace "ü" with "v", for "v" is not a valid character in Hanyu Pinyin.

4. **Hanyu Pinyin transcribes words.** Although Chinese written by characters does not indicate word boundaries, the Hanyu Pinyin scheme is based on word formation. In Hanyu Pinyin the characters are linked to form words, so 社会 becomes shehui (not *she hui) and 共产主义 becomes gongchanzhuyi (not *gong chan zhu yi). See Chinese dictionaries like *Xiandai Hanyu Cidian* for word division.

5. **In cases where ambiguity is possible, the apostrophe is used to mark the border between two characters (=syllables).** The apostrophe is used to indicate the absence of an initial consonant, where it is otherwise impossible to see where one syllable ends and the next begins. 延安 is Yan'an (not *Yanan), but it is 亚尼乡 Yani Township and 鸭暖乡 Yanuan Township; 民歌 is minge, while 名额 is ming'e; 暗暗 is an'an. 礼安 is Li'an to distinguish it from 联 lian; but 乐安 is Lean, for *lean does not exist as a syllable in Modern Standard Chinese. 天安门 is Tiananmen and not *Tian'anmen, for *tia is not a syllable in Modern Standard Chinese. 第二 is di'er, for there is a syllable "die" in Hanyu Pinyin, and the syllable "er" can be abbreviated to "r." Hanyu Pinyin does not mark the boundary between syllables in a word in any other way. *Bei-jing, *Bei-Jing and *BeiJing for Beijing are wrong.

6. **Word division at the end of a line should be between two syllables, each representing their character.** The only exception is "r" as a syllable (representing "er"), like in Harbin, where the "r" is deemed to melt together with the preceding syllable.

7. **Choose the right syllables to represent characters with multiple pronunciations.** 六合县 is Luhe County, not *Liuhe. 单先生 is Mr. Shan, not *Mr. Dan. 我们的目的 is women de mudi, not *women di mudi. 吃了饭没有? is chile fan meiyou?, not *chiliao fan meiyou?

2 The Use of Hanyu Pinyin in English Text

1. **Hanyu Pinyin renders Chinese names and terms in non-Chinese academic and general texts.** There are two options for doing this. You have to choose one and stick to it consistently within one text. The first is conventional and well-established, while the second is gaining importance as (a) it has become very easy since the late 1990s to include Chinese characters in word processing, and (b) Chinese language has gained substantial new leverage as an important world language. For scholars looking to publish in well-established economics, politics and sociology journals, the first style is and will for the foreseeable future be a safe choice. For scholars looking to publish in journals with an East Asian regional focus, the second is gradually becoming the preferred choice.

   - Use Hanyu Pinyin in the running text to render Chinese names and terms. If needed, Chinese characters can be listed in a glossary at the end of the work. Use Hanyu Pinyin to render all Chinese names and titles in the bibliographic references and do not use Chinese characters (see section 3 on page 6. The titles of the works should be translated into English.

   - Use Hanyu Pinyin in the running text to render Chinese names and terms, and add Chinese characters in a parenthethis upon the first occurrence. Use Hanyu Pinyin for authors' names in the bibliographic references (see section 4 on page 9), followed by characters, and Chinese characters for all bibliographic references. The titles of the works should be translated into English.

2. **Limit the use of Chinese words in non-Chinese texts to the absolutely necessary.** Use Hanyu Pinyin for personal, geographical and other names and other words that cannot be translated. Too many Chinese words in non-Chinese texts hamper reading and understanding. You may find that specific concepts can only be rendered properly in Chinese, like 道 dao, 关系 guanxi, 单位 danwei and so on, and you may want to use them sparingly in the same way as you would use other foreign words in an English text, like Weltschmerz or arrondissement. A good strategy to avoid too many confusing Chinese words cluttering your writing, is to use good translations, like "Tao" (or "the Way", "personal relationships" "work unit", and, if needed, on the first occurrence indicate the Chinese terms in parenthesis, using Hanyu Pinyin. If you need to explain the terminology more deeply, you can use footnotes.

3. **Some Chinese words have entered English and are either included in general dictionaries of the English language or in common use in media like newspapers, women's magazines, non-specialist radio programmes and pulp fiction. If they are used in the meaning that they have acquired in common use in English, they should be treated as English words without further explanation or adaptation of the spelling to Hanyu Pinyin norms.** Examples are kung-fu, fengshui (feng-shui), typhoon, tai-pan, Tao (Taoism) and Manchu.

4. **Use normal typeface when writing Hanyu Pinyin**. Treat words and names in Hanyu Pinyin like any other words; do not use quotation marks, bold, underline or italics unless you would use these features writing words in English, as in headings or for emphasis. Your publisher's or journal's stylesheet may impose the use of italic typeface for non-English words, in which case text in Hanyu Pinyin must be rendered according to this rule.

5. **Follow general English rules to decide when to capitalise Hanyu Pinyin and when not to.**

6. **The correct Hanyu Pinyin form of personal names is surname{space}personal name.** Do not invert Chinese names to make them conform to "western style." The correct form of 邓小平 is Deng Xiaoping, not *Xiaoping Deng. Most Chinese names have a one-character surname and a two-character personal name, many have a one-character surname and a one-character personal name, and a small minority have a two-character surname and a one- or two-character

personal name. The most common two character surnames are 司马 Sima, 诸葛 Zhuge, 司徒 Situ, 欧阳 Ouyang, and 单于 Chanyu; it is important not to write 司马迁 as *Si Maqian, but as Sima Qian. The Chinese two-character surnames include among others:

轩辕	欧阳	司马	司徒	司空	司寇	上官	尉迟	羊舌	第五
梁丘	东郭	公孙	孟孙	仲孙	叔孙	季孙	长孙	慕容	宇文
闾丘	诸葛	东方	东门	西门	公羊	夏侯	万俟	百里	端木
公冶	皇甫	呼延	浮屠	令狐	淳于	即墨	单于	南宫	田丘

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7. **Surnames of married women:** Some women in Taiwan and among overseas Chinese place their husband's surname in front of their own, so the style is Liu Huang Haijuan (husband's surname, own surname, personal name). In recent years, this style has also entered the Mainland on a small scale, as evident in the 2012 case of former Chongqing Party leader Bo Xilai, whose wife Gu Kailai was in media reporting often referred to as "Bo Gu Kailai." Although some media rendered her surname as *Bogu, this form is improper, because it treats two one-character surnames as if they were one two-character name. Among overseas Chinese, in Taiwan, Hong Kong, Macau, and among very old women in the Mainland, some married women are known under their husband's surname only. In the Mainland (and increasingly in Taiwan) women now keep their own surname after they marry.

8. **Pseudonyms normally have the same structure as personal names and are treated as such.** Examples are Lu Xun and Ai Siqi.

9. **Use Hanyu Pinyin for all Han Chinese personal names where the characters are known.** Taiwanese people, overseas Chinese and Hong Kong people pose a particular problem, as they will often have a "western name" like James Soong or Catherine Woo, or a name transcribed in a dialect form, like Wong Shek-wa. In some cases there will be a choice between a "western name", a transcription of the Chinese name in a style different from Hanyu Pinyin, and the Hanyu Pinyin transcription. It is difficult to make a clear-cut rule that will cover all cases properly, but the following guidelines should provide some help.

10. **If a person is professionally most active in a non-Chinese context, for example published widely under a non-Pinyin name, and known in the general literature under that name, this name should always be used.** Cases include Philip C. C. Huang, Wang Gungwu, Wong Siu-lun, Ambrose King, Mayfair Yang, Helen Siu, Lynn Pan, Li Kah-shing, Lee Kuan Yew, Tan Ka Kee and many others. It is neither necessary to list these with Chinese characters in glossaries, nor to provide Hanyu Pinyin forms in parentheses. Persons who are most active in a non-Chinese context and do have a Hanyu Pinyin name should be treated in the same way; in practical terms, they should normally not be included in glossary lists with Chinese characters, and one should render the name according to the preference of the person (often personal name first, followed by surname).

11. **Names of persons largely known in a Chinese (Mainland, Macau, Taiwan or Hong Kong) context should be transliterated in Hanyu Pinyin:** Mao Zedong, Zhu De, Sun Wukong, Fei Xiaotong (Fei Xiaotong is both known as a senior scholar and politician in China, and as a broadly published scholar with many non-Chinese works to his name. As his main political and scholarly activity is in China, the correct form with which to refer to his name is in Hanyu Pinyin). This also applies to Taiwanese persons like Li Denghui, Song Chuyu, and so on, irrespective of the preference of the person him/herself or his/her "passport name." On the first occurrence, relevant alternative forms can be indicated in parentheses or footnotes, like "Song Chuyu (Soong Ch'u-yü, alias James 'Jimmy' Soong)." One may consider the context and target group of the text; if the target group is the general public, there may be a point in retaining names widely known from the medias, like Lee Teng-hui and Chiang Ching-kuo. A guideline may also be found in the practice of the recent

scholarly literature to which the particular thesis or article relates most closely. If you decide to use Hanyu Pinyin transcriptions for some people and other transcriptions for other people, you should base that decision on a clear principle, which you declare in an appropriate place (preface, footnote, or endnote), and which you must follow consistently throughout. If you do so, there may be a case for supplying a list of non-Pinyin names with their Hanyu Pinyin (and/or character) equivalents at the end.

12. **Three names are conventionally rendered in a non-Pinyin form**: 孙中山 (孙逸仙) Sun Yat-sen, 蒋介石 Chiang Kai-shek, and 郑成功 Koxinga, although the latter in recent decades is increasingly rendered as Zheng Chenggong.

13. **Use established western names to refer to the sages Confucius and Mencius.** Other sages whose names end on 子 are rendered in the following pattern: 孙子 Sunzi; 庄子 Zhuangzi.

14. **Chinese emperors are often referred to not by their name but by their dynastic eras or regencies (nianhao).** The correct form is the Qianlong Emperor, the Yongzheng Emperor (not *Emperor Qianlong or *Emperor Yongzheng). Be aware that some of the regencies involve political arrangements by which a regent was acting on behalf of an infant or otherwise impaired emperor. In such cases it may be inappropriate to refer to the XX Emperor, and preferable to refer to the regency, like: "during the XX era." Also be aware that some emperors governed under more than one regency name.

15. **If a person's name is only known in a non-Pinyin transcription and the characters are not known, it is advisable to retain the original transcription and not to attempt to change it into Pinyin.** It is important to make an effort to find the character version or the correct Hanyu Pinyin version, but in some circumstances it is impossible. Where appropriate, you may make a footnote to this effect.

16. **Use established minority language transcriptions of non-Han Chinese personal names.** The correct version of important people's names may be found in official biographical dictionaries (Foreign Languages Press in Beijing has published such handbooks), research guides and similar publications. It is important to seek verification of names only known from characters which one suspects to be of national minority people. For some people of national minority stock who have been strongly assimilated with the Han, their name may safely be rendered in Hanyu Pinyin; this in particular applies to Zhuangs and the majority of Huis, while the names of Uighurs, Tibetans and Mongolians normally must be in the official transcription of respective national minority languages. English transcriptions of historical names of for example Manchu officials during the Qing Dynasty can be checked in relevant handbooks. It is, under all circumstaces, safe to treat the two-Character personal names of Manchus in the same way as Han-Chinese personal names, e.g. 溥儀 (Puyi), 怡良 (Yiliang), and 鐵保 (Tiebao), following Arthur W. Hummel, *Eminent Chinese of the Ch'ing Period* (Washington: Government Printing Office, 1943), transposing the Wade-Giles into Hanyu Pinyin forms: "P'u-i" → "Puyi,""I-liang" → "Yiliang," and "T'ieh-pao" → "Tiebao."

17. **Japanese place and personal names should be transcribed with the use of the appropriate Japanese transcription.**

18. **Use Hanyu Pinyin for all Han place names in China.** Use English names where they are officially established. Only few places in China have an established English name. Always use the English forms for the two autonomous regions 西藏自治区 Tibet Autonomous Region and 内蒙古自治区 Inner Mongolian Autonomous Region and for the two special administrative regions: Hong Kong SAR and Macau SAR. Use the official irregular Hanyu Pinyin form 陕西省 Shaanxi Province (the form is intended to avoid confusion with 山西省). 长江 is normally the Yangtze River (Some writers prefer the form "Yangzi."), 黄河 the Yellow River, and 珠江 the Pearl River, unless a specific geographical point is made. As for rivers that cross or constitute international borders, use the Chinese name in transcription, like Songhua River rather than (*)Sungari River. Translate all generic

parts of names, like province, city, prefecture, county, township, town, village, street, market, river, and island. Capitalise as appropriate using the rules of English.

19. **Use minority language transcriptions of non-Han place names in China where these are officially established.** 乌鲁木齐市 Ürümqi City, and 乌日根山 is Orgon Mountain. 拉萨市 is Lhasa City, and 东嘎拉 is Tonggar La. Guidance may be found in official maps and in relevant publications from the Chinese Place Name Commission, e.g. Zhongguo Diming Weiyuanhui, *Zhonghua Renmin Gongheguo diminglu* (Register of Place Names in the PRC). Beijing: Zhongguo Shehui Chubanshe, 1994). Very detailed place-name and topographic information is found in the popular series *Zhonghua Renmin Gongheguo diming cidian*, published for each provincial-level jurisdiction by Shangwu Yinshuguan in Beijing.

    Hyphenation in Hanyu Pinyin is only used with composites of short geographical names. 京九九铁路 is Jing-Jiu-Jiu tielu (Beijing-Jiujiang-Kowloon Railway); 黄淮海平原 is Huang-Huai-Hai pingyuan (the plain formed by the Yellow, Huai and Hai rivers); 中丹友谊协会 is Zhong-Dan youyi xiehui (Sino-Danish Friendship Association); 陕甘宁边区 is Shaan-Gan-Ning bianqu (Shaanxi-Gansu-Ningxia Border Area); and 湘赣边界 Xiang-Gan bianjie (Hunan-Jiangxi border).

20. **Do not use "old" place names and place names in postal transcription.** Even if your sources use old non-Chinese place names like Mukden, Kalgan, Jehol, Port Arthur, Amoy, and so on, do not use them in your own writing. If they occur in quotations or titles, indicate the relevant Chinese name in Hanyu Pinyin (using explanatory subordinate clauses, parentheses or footnotes as appropriate in the context). Avoid using names in the old postal transcription (Peking, Chungking, Nanking, Sian) and treat them as mentioned above, or use Pinyin in their place as appropriate in the context. Be aware of changes in names and jurisdictions.

21. **Official names of places in Hong Kong and Macau should be retained as they are, like Kowloon and Shek Kip Mei.**

22. **Translate names of enterprises, public institutions, social organisations and official authorities where at all possible, and use Hanyu Pinyin in parenthesis upon the first occurrence. Use any official English names of enterprises, public institutions and social organisations.** Shougang Group, Peking University, Tsinghua University, Heung Yee Kuk (New Territories), Xinhua News Agency, and All-China Women's Federation are official English names; when these names are used, they normally suffice in themselves. Note that they may include non-Pinyin transcriptions. If the official English name is not known, it is advised to use the Hanyu Pinyin transcription of the Chinese and provide a translation in parenthesis on the first occurrence. Most official authorities have an established English name, yet it is advisable to provide the Hanyu Pinyin version of the Chinese name in parenthesis on the first occurrence, like "National People's Congress (Quanguo Renmin Daibiao Dahui)." Note that in many cases it suffices to use a generic term for authorities, like "police station" or "tax office." Also be aware of frequent changes in the names and scopes of official authorities, as well as the names of jurisdictions. In view of the name changes of for example the Ministry of Agriculture or the Ministry of Education in the 1980s and 1990s, it may be useful to stick to one reference name in English and explain the detailed changes in notes or in places in the text where it appears relevant. If you do decide to use one name for an authority in spite of its changes, you must make this decision explicit and explain the background in as much detail as is required in the context. A particularly tricky issue is the change of the *official English* as opposed to the Chinese names and terminology associated with official institutions. An example is the English name change of the 国家统计局 from "State Statistical Bureau" to "National Bureau of Statistics" or the change of the English translation of 中华人民共和国国家民族事务委员会 from "State Nationalities Affairs Commission of the People's Republic of China" to "State Ethnic Affairs Commission of the People's Republic of China." Depending on the situation, you may have to weigh the imperative of one type of consistency against the other, and where no other solution can be found, a simple footnote or entry in a glossary of terms may solve the problem. In other cases, the English usage in non-Chinese scholarly and general literature has evolved differently from

the official English naming practice in China, for example, the usage "Chinese Communist Party" for 中国共产党 dominates among writers outside China, while the official English name in China is "Communist Party of China." One is best advised to follow the established practice in the literature one's own work relates most closely to.

3 Using Hanyu Pinyin when Transcribing Bibliographic Information

1. **Hanyu Pinyin should be used as a true transliteration of the Chinese words as they occur in bibliographical matter.** This means that foreign (including Japanese) and national minority place and personal names should be transcribed exactly as they stand in Chinese characters. Numbers written in Chinese characters (both in short or long form) should be treated as characters (and not as Arabic numerals). Non-Chinese characters in bibliographic matter should be treated as such: Individual Latin alphabet letters and Arabic and Roman numerals should be kept.

2. **Names of authors must be transcribed exactly as they stand in Chinese characters, including the names of national minority people and foreigners.** In the case of foreigners and national minority people, the name in foreign language or minority transcription (where known) is added in square brackets immediately after.

3. **Names are listed strictly as they appear in Hanyu Pinyin transcription, including names of foreigners and national minority people.** Even in cases where the same person has written a work in English and one in Chinese, and the name appears differently in the colophons, the works are listed alphabetically under the two different names.

4. **Corporate authors are either translated or rendered in Hanyu Pinyin:** State Statistical Bureau or Guojia Tongji Ju (not both). Within one work, the treatment of all corporate authors must be consistent. Note that some potential corporate authors' English name has changed over the years without any change in the Chinese name, see page 5. When deciding on whether to use the Chinese or the translated names of corporate authors in bibliographical references, it is essential to explore the possible effects of such name changes.

5. **Use "sentence case" rather than "title case" in titles written in Hanyu Pinyin. Only the first word and proper names begin with a capital letter.**

6. **You may capitalise generic terms that are inalienable parts of proper names.** Examples are Renmin Ribao (People's Daily); An Xian (An County), but xianji ganbu (county-level cadres); Guojia Shuiwu Ju (State Tax Bureau), but guojia shuiwu bumen (state tax authorities); Wuyi Daxue (Wuyi University), but Beijing daxuesheng (Beijing university students); Nanjing Shifan Daxue Xuebao (Journal of Nanjing Normal University); Harbin Renmin Chubanshe (Harbin People's Publishing House), but Zhongguo chuban hangye (the Chinese publishing business). However, the style applied by some large US publishers of academic works on China does not capitalise any generic terms that are part of proper names. Examples are Xinhua chubanshe, Liaoning ribao, Maanshan shi, Wuyi daxue, and Shijie jingji daobao. Whichever style you choose, you must use it consistently.

7. **Do not translate Chinese names of journals and publishers in the bibliographical matter that follows the title.** You refer to an article in *Qiushi* and not *Seek Truth or *Qiushi (Seek Truth). If needed, a list can be appended with the translations and places of publication for periodicals cited. A work is published by Shanghai Renmin Chubanshe and not by *Shanghai People's Publishing House (unless this English name is indicated in the colophon).

8. **Avoid abbreviations for periodicals.** You will find that it is common in academic works on China to abbreviate the names of periodicals, like RMRB for Renmin Ribao. However, with the large number of different newspapers and journals, reliance on abbreviations has become inadequate. You are advised to write periodical titles full out.

9. **Chinese punctuation is transferred into common English punctuation.** Chinese quotation and title citation marks (《》〈〉『』) become quotation marks and inverted commas as appropriate, and the Chinese repetition comma, the dunhao (、) becomes a comma.

10. **In mixed-language bibliographies, the Chinese surname of the first author must be followed by a comma, separating it from the personal name.** This should be used for the name that is sorted alphabetically only. In the case of multiple authors, the subsequent names should be listed without commas.

11. **The Chinese title in the colophon and on the title page count.** Ignore English or other non-Chinese titles as well as any variations of the title in Chinese on the front cover, spine, sleeves or back. In case of doubt, the title as it appears on the colophon page is the title of the book. In the absence of a colophon, use the title on the title page.

12. **Translate the titles of books and articles into English and place them in parenthesis after the title. The translation should be a proper translation, covering the exact meaning of the words in the title.** You are advised not to rely on translations of titles supplied on the cover of books or in translated contents lists, as these are often wrong. If a book is bi-lingual, you should include both the Chinese and the non-Chinese titles as they appear in the colophon or on the title page and treat them as one title (no parentheses): Zhongguo tongji nianjian. China Statistical Yearbook 1995.

13. **The proper style of a bibliographic entry of a Chinese book is as follows:**

    In the case of a work with the following Chinese bibliographical data:

    《中国人的观念与行为》乔健、潘乃谷主编。天津市人民出版社。1995 年 10 月弟 1 版

    the correct forms of bibliographic rendering in English academic writing is:

    Footnote:
    Qiao Jian and Pan Naigu (eds.), Zhongguoren de guannian yu xingwei (Perceptions and Behaviour of the Chinese). Tianjin: Tianjin Renmin Chubanshe, 1995. Or:

    List of references:
    Qiao, Jian and Pan Naigu (eds.) (1995), Zhongguoren de guannian yu xingwei (Perceptions and Behaviour of the Chinese). Tianjin: Tianjin renmin chubanshe

14. **The proper style of a bibliographic entry of a book contribution is as follows:**

    Gao Binzhong (1995), "Xiandaihua yu shikong guannian ji qi shezhi de zhuanxing: yi Tuzu wei lie" (Modernisation, Time-Space Perceptions and the Transformation of their Arrangement. The Tu Nationality Case). In: Qiao Jian and Pan Naigu (eds.), *Zhongguoren de guannian yu xingwei* (Perceptions and Behaviour of the Chinese). Tianjin: Tianjin renmin chubanshe, pp. 96-107. Or:

    Gao, Binzhong, "Xiandaihua yu shikong guannian ji qi shezhi de zhuanxing: yi Tuzu wei lie" (Modernisation, Time-Space Perceptions and the Transformation of their Arrangement. The Tu Nationality Case). In: Qiao Jian and Pan Naigu (eds.), *Zhongguoren de guannian yu xingwei* (Perceptions and Behaviour of the Chinese). Tianjin: Tianjin Renmin Chubanshe, 1995, pp. 96-107.

15. **The proper style of a bibliographic entry of a journal article is as follows:**

    Song Linfei (1999), "Jingji quanqiuhua de chongji yu yingdui celüe" (Assaults by and Responses to Economic Globalisation). *Jianghai Xuekan*. No. 3, pp. 3-11. Or:

    Song, Linfei, "Jingji quanqiuhua de chongji yu yingdui celüe" (Assaults by and Responses to Economic Globalisation). *Jianghai xuekan*, 1999, no. 3, pp. 3-11.

16. **If an author has written works both in western languages and in Chinese or been published in translation and the name appears differently on the respective title pages, one may make a cross-reference in the bibliography, using square brackets:** Mao Zedong [Mao Tse-tung] (1961).

3.1 Making References

There are two referencing systems; one is the author-year system, the other the footnote system. The author-year system tends to be more widely used among social scientists and the footnote system in the humanities. There is no specific requirement to use one or the other. Within one work, one must either use the one or the other. Most journals and book editors will demand submissions in one specific format and will normally supply a style sheet.

3.1.1 The author-year system and Hanyu Pinyin

1. **The author-year system makes references to the sources in the running text, placing the surname of the author, the year of publication, and the relevant page numbers in parenthesis**. If the name of the author is part of the running text, the reference in parenthesis may be restricted to year of publication and page numbers: "More recent research by John Higley and Richard Gunther (1993) suggests," "after the June 1989 crackdown as the party reasserted its control (Shirk 1992, 68)." If reference is made to a work as a whole and not to specific passages or pages therein, the page number is omitted.

2. **Normally, only the surname of the author is used within the parenthesis. However, in the case of Chinese works, it is suggested that the whole name be used for clarity.** A work in English by Fei Hsiaotung is referred to as: "(Fei 1979)" and a work in Chinese by the same author as: "(Fei Xiaotong 1983)."

3. **Foreigners' translated works in Chinese must be identified by the name as it appears in transcription.** To avoid confusion, one may insert the name in square brackets or use other ploys to indicate the identity, e.g.: "the terminology used in the Chinese translation of Jean-Paul Sartre's ideas (e.g. Sate 1991) is at variance with" or: "recent publications indicate a growing interest in China for existentialism (Sate [Sartre] 1991)."

4. **Corporate authors are either in Hanyu Pinyin or translation.** A reference in the text may be "(State Council 1999)" or "(Guowuyuan 1999)." See also p. 6.

3.1.2 Footnote referencing with Hanyu Pinyin

1. **Footnote referencing involves the full bibliographical reference to a work being placed in a footnote.** The full reference style has already been indicated above. The normal style to choose is:

   Qiao Jian and Pan Naigu (eds.), Zhongguoren de guannian yu xingwei (Perceptions and Behaviour of the Chinese). Tianjin: Tianjin Renmin Chubanshe, 1995, pp. XX-XX.

2. **If reference is made to a specific passage or some pages, these are indicated, if the reference is to the work as a whole, page references are omitted.**

3. **Subsequent references to the work are made through an abbreviation of the title:**

   Gao, "Modernization" p. 100. Or:

   Qiao and Pan, *Perceptions*. Or:

   Gao, "Xiandaihua" p. 100. Or:

> Qiao and Pan, *Zhongguoren*

4. **Whichever style is chosen, it should be applied consistently.** Alternatively, "Op. cit." and "idem" can be used, following general rules to be found in style manuals.

3.1.3 Other references

References to newspapers can be made in the style: "(Renmin Ribao 29.12.1988, 4)" in the running text; or "Renmin Ribao, 29. December 1988, p. 4" in footnotes. Use the Chinese name of newspapers in Chinese, i. e. *not* *People's Daily. No separate entry in the bibliography is needed for individual newspaper articles, but the name of the newspaper must be listed with an English translation of its name and its place of publication. Alternatively, if your work relies on many newspaper sources, you may make a list of "newspapers consulted." Some overseas Chinese newspapers have bilingual (or even trilingual) names, like *Xingdao Ribao. Sing Tao Daily*; *Ouzhou Shibao. Nouvelles d'Europe*; *Siyu Shibao. Siyu Chinese Times*; and *Ouzhou Zhi Sheng Európa Hangja. Voice of Europe*. Some Hong Kong newspapers carry a non-Pinyin transliteration in their title, like *Huaqiao Ribao. Wah Kiu Yat Po*.

4 Bibliographic Information: Hanyu Pinyin and Chinese Characters

1. Chinese characters should only be used in the bibliographic references where a significant number of readers can be assumed to have Chinese language skills.

2. To prepare a suitable citation style using Chinese characters, follow the three steps below:

   STEP ONE: The bibliographic data should be listed alphabetically according to the Hanyu Pinyin spelling of surname (姓) and first name (名) in that order. The full name(s) of the author(s) should be rendered in Hanyu Pinyin as the key, whereby the surname of the first author is normally separated from the first name by a comma (subsequent author names are in the natural order without comma between surname and first name), e.g.:

   > Liang, Chen (梁晨), Zhang Hao (张浩), and Li Zhongqing (李中清), eds., 《无声的革命…》

   STEP TWO: All other bibliographical data should be in Chinese, but be ordered according to the general pattern used for bibliographical data, with the main differences that (a) the titles of books and journals is marked with 《…》 and are not *italicized* and (b) titles of book contributions and articles are marked with "…":

   In footnote:
   > Liang Chen (梁晨), Zhang Hao (张浩), and Li Zhongqing (李中清), eds., 《无声的革命 – 北京大学、苏州大学学生社会来源研究 1919 – 2002》北京：生活读书新知三联书店, 2013.
   > Li Peilin (李培林), "新时期阶级阶层结构和利益格局的变化"《中国社会科学》1997, 6, pp. 45–50.

   In list of references:
   > Liang, Chen (梁晨), Zhang Hao (张浩), and Li Zhongqing (李中清), eds. 2013, 《无声的革命 – 北京大学、苏州大学学生社会来源研究 1919 – 2002》北京：生活读书新知三联书店.
   > Li, Peilin (李培林) 1997, "新时期阶级阶层结构和利益格局的变化"《中国社会科学》6, pp. 45–50.

   STEP THREE: All titles of articles, book contributions and books must be translated into English and placed in parenthesis or brackets. Also remember to correctly format inline references in the author-year style and "subsequent" footnote references:

In footnote:

Liang Chen (梁晨), Zhang Hao (张浩), and Li Zhongqing (李中清), eds., 《无声的革命 – 北京大学、苏州大学学生社会来源研究 1919 – 2002》[The silent revolution. The social origin of students at Peking and Soochow Universities 1919–2002] 北京：生活读书新知三联书店, 2013.

—in subsequent footnotes: Liang Chen et al., *Silent revolution*.

Li Peilin (李培林), "新时期阶级阶层结构和利益格局的变化" [Changes in the class and stratification structure and interest distribution in the new era]《中国社会科学》1997, 6, pp. 45–50.

—in subsequent footnotes: Li Peilin, "Changes in class and stratification."

In list of references:

Liang, Chen (梁晨), Zhang Hao (张浩), and Li Zhongqing (李中清), eds. 2013, 《无声的革命 – 北京大学、苏州大学学生社会来源研究 1919 – 2002》[The silent revolution. The social origin of students at Peking and Soochow Universities 1919–2002] 北京：生活读书新知三联书店.

—inline citation: (Liang et al., 2013) *or* Liang et al. (2013)

Li, Peilin (李培林) 1997, "新时期阶级阶层结构和利益格局的变化" [Changes in the class and stratification structure and interest distribution in the new era]《中国社会科学》6, pp. 45–50.

—inline citation: (Li 1997) *or* Li (1997)

3. Functional words in the bibliographical references should be rendered in English language, for example: accessed on, and, anon., ed., eds., et al., op. cit., p., pp., n.p., n.y.)

4. References by date and page number to newspapers in the running text and footnotes should be made in Hanyu Pinyin followed by the Chinese characters on the first occurrence. Where such references have been made in the running text or footnotes, the title of the newspaper in Hanyu Pinyin, the Chinese characters and the place of publication must be listed in the list of references or in a separate list of "newspapers consulted." References to authored articles in newspapers should follow the style of articles in journals.

5. You must decide whether to use traditional characters (繁體字) or simplified characters (简体字) or both in your work. The default rule must be to adopt the character set used to indicate the title in the (edition of the) work cited. However, the most convenient and transparent solution is to use simplified characters throughout, and this is generally encouraged for all but the most specialist works dealing with substantial amounts of sources printed before the late 1950s. Bibliographic data of works printed in the later abandoned second simplification scheme of the 1970s should be rendered in "normal" simplified characters. For works dealing mainly with Taiwan and Hong Kong, it may be appropriate to use traditional characters throughout.