

# EAST ASIAN LANGUAGES AND LITERATURES

## Style Sheet for Thesis/Dissertation

(rev. 3/97)

1.0 Follow the guidelines set forth in the most recent edition of *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian (University of Chicago Press). When in doubt on matters of detail, consult the most recent edition of *The Chicago Manual of Style*. Sections 10.21-22 (pp. 170-171) on Chinese and Japanese names in Turabian and the more comprehensive sections 9.111-118 (pp. 270-74) in *The Chicago Manual* deserve special attention.

2.1 The preferred style of romanization for Japanese is the Hepburn system as used in the most recent edition of Kenkyūsha's Japanese-English dictionary; for Mandarin, the *pinyin* system as used in the Chinese-English dictionary of the Beijing Foreign Languages Institute; for Korean, the Yale system as used in Samuel Martin's Korean-English dictionary. The following systems of romanization are acceptable alternatives: for Japanese, the *kunrei-siki* system; for Mandarin, the Wade-Giles system; for Korean, the McCune-Reischauer system. Whatever system is chosen, it must be used consistently throughout.

2.2 Distinguish carefully between (1) transcribing specimens of Chinese, Japanese, or Korean (such as might appear in a linguistics paper describing non-standard or pre-modern dialects), and (2) writing Chinese, Japanese, or Korean words (typically names) for which there are no convenient English equivalents. In the former but not the latter case, any consistent system of notation is acceptable.

2.3 Do not alter an author's spelling of his or her own name even if it does not conform to a preferred or acceptable romanization system as described in Paragraph 2.1 above. Give Japanese, Chinese, and Korean names in their usual order (i.e., surname first) unless the author him/herself uses the Western order.

3.0 Papers in language and linguistics should use parenthetical author-date references instead of reference notes; the systems specified in the style sheet which appears once a year in the newsletter of the Linguistics Society of America, or the style sheet for the American Psychological Association are acceptable alternatives to Turabian. Papers in literature may use both reference and content notes with the traditional author-title (date last) bibliography format. (See attachment for sample bibliography entries for these three styles.)

4.1 Use non-English script only when the sense of the text requires it or confusion among homonyms might otherwise result. According to the Graduate Division, in thesis and dissertation bibliographies, Chinese, Japanese, and Korean script should be given in parentheses **following** the romanized forms of authors' names, but **preceding**, and without parentheses, the romanized forms of titles.

4.2 Never use foreign script to represent a word or phrase in the body of the text or in content notes without an accompanying romanized transcription.

4.3 In Japanese and Chinese, use simplified characters consistently and appropriately. The text of an old poem, for example, is best reproduced using unsimplified characters even though the inclusion of simplified forms would probably not cause confusion. On the other hand, if you do replace old forms with new ones, treat all old forms the same way in all quotations of the same kind.

## NOTES ON HEPBURN ROMANIZATION

### Long vowels

Either macrons or circumflexes may be used for long o and u: ô = ō, û = ū. (Macrons are easy to produce on a typewriter, while circumflexes may be the only option in some computer environments.) All long vowels should be marked, but it is acceptable to omit diacritics in well-known names (e.g., Tokyo, Soseki) and in foreign words that have become English loanwords (e.g., shogun). To decide whether a particular Japanese word is an English loanword or not, consult the most recent edition of the *American Heritage Dictionary*.

When *oo* and *uu* appear in compounds, write them out, as in "Motoori" (**not** Moto-ori, Moto'ori, Motôri, or Motōri).

The sequences /aa/, /ii/, and /ee/ should be written *aa*, *ii*, and *ei* except in gairaigo (ā, ī, ē) and, in the case of /ee/, in words like *onēsan* (cf. the kana spelling).

### Mora nasal

Always indicate distinctions such as *n'y* (**not** *ny*) and *n'a* (**not** *na*). The letter *n* is preferred before *b*, *m*, or *p*, but *m* is acceptable. Examples: *Jun'ichirō* (**not** *Junichirō*), and *shinbun* (preferred over the older *shimbun*).

### Hyphenation

Break only at Japanese syllable boundaries. Never end or begin a line with only a single letter of a broken word. Sequences like *n'y* and *n'a*, etc., become *n-y* and *n-a*, etc.. Examples: *Sa-tsu-ma* (**not** *Sat-su-ma*); *is-shō-ken-mei*; *gen-bun-it-chi*; *san'i* (not divided); *An-ei*.

## EXAMPLES OF CITATION AND BIBLIOGRAPHY/LIST OF REFERENCES STYLES

[Note: These examples are for single-author, multiple-work books. See the appropriate style sheet or manual for how to handle other cases. It is especially important for students of language/linguistics to know the citation style for periodicals.]

### Turabian (6<sup>th</sup> edition, 1996):

footnote, first, full reference (note number superscripted in text)

1. G. Cameron Hurst, *Insei* (New York: Columbia University Press, 1976), 70.

footnote, subsequent references

1. Hurst, *Insei*, p. 70.

Bibliography entry

Hurst, G. Cameron. *Insei*. New York: Columbia University Press, 1976.

### LSA Style Sheet (1994):

citation in text

(Martin 1975:1048-9)

Bibliography entry

Martin, Samuel E. 1975. *A reference grammar of Japanese*. New Haven, CT: Yale University Press.

### APA manual (4th edition, 1994):

citation in text, generic

(Martin, 1975)

citation in text, direct quote

(Martin, 1975:1048-9)

Bibliography entry

Martin, Samuel E. (1975). A reference grammar of Japanese. New Haven, CT: Yale University Press.