Shilin: Editorial Guidelines
August 2016

Thank you for your interest in publishing in *Shilin*. Please find some guidelines below. We ask that you read these guidelines carefully and format your copy accordingly; we are happy to fix minor mistakes, but we reserve the right to **return** any copy with serious problems to the author with a request to fix these (e.g., bibliographies that are not formatted according to the rules in this style guide, or that are not sorted alphabetically, etc.).

General remarks

We regret to say that, due to space constraints, we cannot publish full papers. We are more interested in articles describing the **highlights of your research**. Of course, you can – and should – base your article on your original research paper, but please do not just cut and paste the best bits into a new document and send that to us. If we accept a paper for publication in *Shilin*, we will provide you with tailored advice on how to turn your paper into an article, but here are some general pointers:

- Try to strike a balance between academic precision and the main line of argument.
- Specifically, this means that not all the evidence to support your thesis needs to be included, since interested readers can always go on to read the original paper. A relevant selection should be enough.
- Furthermore, try to bring out the most interesting and stimulating elements in the argument.
- If the material you examined told you something that triggered a series of interesting conclusions or hypotheses, highlight these steps and bring out the originality and creativity of your paper.

To put it bluntly, the academic debate is out there, so what we and our readers are interested in is learning how you made a valuable contribution to the academic debate as a student. As such, when writing your article, a concise and relevant introduction to the field will be necessary but the main body of your article should focus on fresh and inspiring research. A good rule of thumb is that your article should be about **3,000-3,500 words long** – but to get to this limit, you should make an effort to rewrite your thesis into an article, rather just sending us an excerpt of your thesis. That is to say, ensure your *Shilin* article reads as a stand-alone article and not just an excerpt of a larger research paper. In addition, we ask that you provide **a short abstract (100-150 words, italicised), with four or five keywords** (non-English terms italicised, no full stop).

For **book reviews**, different standards apply: they should be between **1,500 and 1,800** words. In addition, they should discuss at least one book published no longer than three years ago. An abstract is not necessary.

Please be sure to put your name in the file of your article and use Times New Roman font for all English or Dutch text and SimSun for Chinese characters.

Language and spelling

Where necessary, papers will be edited to reflect the spelling rules of standard written Dutch (*Witte Spelling*) or English (as per *The Economist*'s style guide; available online). Punctuation will be edited as the editorial team sees fit. Note that articles published in *Shilin* should use **British spelling** throughout: use *-ise* rather than *-ize*, and write *organisation* (not *organization*) and *analyse* (not *analyze*). In addition, you should use *-our* rather than *-or*, so write *favour* (not *favor*) and *colour* (not *color*). More information can be found in the style guide. You can also ask the editorial team if you need any advice.

Chinese characters and romanisation
- When citing a term in a Sinitic language, provide its **romanisation**, its **meaning** and **the characters** commonly used to write it. For example: "*danwei* (單位 work unit)" or "the household registration system (*hukou* 户口)".
- This also applies to Chinese proper nouns, e.g. **names of persons** or **place names**. For this category, do not put the characters in parentheses. For example: "Liu An 劉安" or "Guangzhou 廣州" Please note that names are not Italicised.
- When mentioning **dynasties**, provide the following: romanised name, character(s), and dates (in parentheses). For example: Qing 清 (1644-1911). Common English terms for periods such as the Warring States do not require characters, but do need to include dates in parentheses. Some dates are contested or vary depending on interpretation. The final decision on which dates will be used lies with the editorial team, however, do inform us if your dating is essential for your argument.
- Whether **traditional or simplified** characters are used is at the discretion of the author of the paper. **Consistency** is required, however.
- [Orthographically correct](#) *Hànyǔ Pīnyīn* should be used for romanising Modern Standard Mandarin (MSM).
- Tone marks are omitted, except for papers in fields such as linguistics, in which they are required (but using characters is not).
- For *fāngyán*, we will generally follow the author in his choice of romanisation system, as long as it reflects as accurately as possible the reading in the *fāngyán*. Using the International Phonetic Alphabet is also allowed. For historical dialects of Chinese, reconstructions are preferred to the reading in MSM.
- Well-known transliterations of proper nouns such as Taipei, Peking, Kuomintang, Chiang Kai-shek, Sun Yat-sen and Hong Kong need not adhere to the rules for romanising Mandarin, as long as they function as Dutch/English words in the text. For proper nouns other than those aforementioned, the final decision will rest with the editorial team.

References

When **citing** other works, the author's surname, the year of publication and page numbers should be mentioned **in the main body of the text**. So write "As Campany (2005: 20) points out, [...]", instead of using footnotes to indicate the year of publication and the relevant page. References are appended to papers rather than included in footnotes. Use footnotes sparingly, if at all. In-text citations are part of the sentence and should therefore be placed before the full stop when they appear at the end of a sentence.

Here are some referencing examples:
- **books**: Hodgkinson, Tom. 2005. *How to Be Idle*. New York: Harper.
- **articles**: Kane, Robert. 1966. "Turing Machines and Mental Reports." *Australasian Journal of Philosophy* 44.3: 334-52.
- **chapters in books**: Campany, Robert. 2005. "Living off the Books: Fifty Ways to Dodge *Ming* in Early Medieval China." In Christopher Lupke (ed.), *The Magnitude of Ming: Heaven's Command and Life's Lot*, 129-150. Honolulu: University of Hawai'i Press.
- **web pages**: *The Economist*. 22 September 2010. "Changing Tack in the Senate." http://www.economist.com/blogs/democracyinamerica/2010/09/harry_reid_and_senate_democrats Accessed 23 September 2010. *Note that weblinks (and e-mail addresses) are* **not underlined**.
- **referencing footnotes in-text**: (Campany 2005: 20n5).

Chinese sources: Use both characters and Pīnyīn in your references for Chinese sources, putting the Pīnyīn first and the characters second, e.g. Ma Xiaohong 馬小紅. 2005. *Zhongguo gudai falüguan* 中國古代法律觀. Zhengzhou 鄭州: Daxiang Chubanshe 大像出版社.

Translations: Titles of works cited, where different from the language the paper is written in, should be translated. So in the previous example, it would have been preferable to write: Ma Xiaohong 馬小紅, 2005. *Zhongguo gudai falüguan* 中國古代法律觀 [The concept of justice in traditional China]. Zhengzhou 鄭州: Daxiang Chubanshe 大像出版社.

Sources in classical Chinese: when citing works written in classical Chinese, the work itself, the scroll number and the corresponding page of the used edition should be mentioned in the main body of the text. For example:

> "During the Yining 義寧 period (617-618), it was believed that Zhang Heng's death was not his own fault, and he was bestowed a prestigious merit title (*Suishu* 56.1393)."

In the reference section, the title should be mentioned first, followed by their compiler(s) / author(s), date of compilation or presenting, total number of scrolls, used edition and year of publication. For example:

> *Suishu* 隋書. Wei Zheng 魏徵 et al. Compiled circa 636. 85 scrolls. Beijing: Zhonghua shuju 中華書局. 1973.

Films: When referring to films, the title, director and date should be mentioned. In the case there are different versions of the film, please specify distributor, place of production, and which version (director's cut / edited version) you are using. As with titles of works, titles that are different from the language the paper is written in, should be translated. For example:

> *Xiao'ao jianghu* 笑傲江湖 [The Swordsman]. Dir. Hu Jinguan / King Hu 胡金銓. 1990.

Multiple authors: When there are two authors, write: "Campany, Robert and Barend ter Haar" (not "Campany, Robert and Haar, Barend ter"). When there are more authors, write: "Verellen, Franciscus, Aegidius Pennickx, and Joannes A. Seerwart".

Only works cited: Do not provide a bibliography; only give references to those works you cite in your article.

Alphabetically: Please make sure the references are sorted alphabetically by surname of the author.

Own work: If you wish to refer readers to your own work, please put it in the list of references and treat it just like all other references when citing it in your article; that is, give the year of publication and the relevant page numbers.

Translated works: There are two ways of referencing translated works. It is important to consider whether the words of the original author are more important or the words used by the translator (e.g. when comparing different translations of a particular source). For the former, reference as follows:

> Li, Yu. 1990. *Rou putuan* 肉蒲團 [The Carnal Prayer Mat] (Patrick Hanan, trans.). London: Arrow.

> Hanan, Patrick (trans.). 1990. *The Carnal Prayer Mat*. By Li Yu. London: Arrow.

Quotations

Translate quotations into whatever language the paper is written in, using double quotation marks ("…"). For embedded quotations you can use single quotation marks. The placement of question marks with quotes follows logic. If a punctuation mark is part of the quotation, the punctuation mark should be placed inside the quotation marks. Only one ending punctuation mark is used with quotation marks. For quotations that are **more than three lines**, place quotations in a free-standing block of text and omit quotation marks, with the entire quote indented. In case of a **Chinese language quotation**, write the translation, followed by the characters in parentheses. Parentheses are omitted for block quotations. Pinyin is also omitted, unless it is relevant to the argument of the article – for example in papers in fields such as linguistics.

Oxford comma

The Oxford comma is the final comma in a list of things. Omitting it can sometimes cause some misunderstandings. Write "Perishable materials such as bamboo, wood, and silk were used extensively for books, documents, and other writings of daily life." (and not "Perishable materials such as bamboo, wood and silk were used extensively for books, documents and other writings of daily life.").

Capitalisation

Title case all titles in the main text and the references. This means using **capital letters** for the principal words of a title: first word, last word, nouns, pronouns, verbs, adverbs, adjectives, and subordinating conjunctions (as, because, that).

Numbers and dates

Spell out the numbers zero through one hundred and use figures thereafter — except for whole numbers used in combination with hundred, thousand, hundred thousand, million, billion, and beyond (e.g., two hundred; twenty-eight thousand; three hundred thousand; one million). Write numerals for 301; 5,012; and 20,041,076.

- Spell out all numbers beginning a sentence, except for years. Write "Twenty-two hundred seventy-two people were hospitalised" and "1925 was quite a year".
- Hyphenate all compound numbers from twenty-one through ninety-nine.
- Hyphenate all written-out fractions. Write "two-thirds of the population", not "2/3 of the population" or "two thirds of the population".
- Do not use an apostrophe when expressing decades in complete numerals. Write "1980s" or "60s", not "1980's" or "60's".

Some examples of writing dates:
- Write "25 September 1987", not "25th September [1987]" or "September 25th [1987]" or "25-09-1987"
- Use B.C.E. and C.E. (Before the Common Era and Common Era, respectively), not B.C. and A.D. (Before Christ and Anno Domini, resepctively).
- Centuries should be expressed in numerals. Write "21st century" not "twenty-first century". Do not use superscript for the suffixes *-st, -nd, -rd, -th*.

Title

Feel free to use a different title from the one you used for your original paper, as long as your title reflects the contents of your article in *Shilin*.

Short biography

Include **a few lines on what you are currently doing**: are you still studying in Leiden? What are you working on? What are your future research plans? Please also indicate an e-mail address at which readers can reach you. For example:

> Barend Noordam currently holds a Ph.D. position at the University of Heidelberg, within the research group "Asia and Europe in a Global Context: Shifting Asymmetries in Cultural Flows". His current research is primarily concerned with interchanges of military ideas and technology between Europe (England, Portugal, the Jesuits etc.) and Asia (more specifically: Ming-Qing China and Mughal India). E-mail: noordam@asiaeurope.uni-heidelberg.de.

You should also let us know what the title of your original research paper was, and whether it was a thesis or a regular course paper.

Photos and images

Please provide **photos**, **images** and **charts** whenever possible. We are happy to print them alongside your article; it makes your article look much more visually attractive. Please send all photos/images/charts to us as a **separate**, high-resolution JPG or PNG file, and indicate in your article where these images should be inserted. (Number your media files and use these numbers as the file names.) We **cannot** extract images or charts from Word files, because their resolution will not be high enough for printing. Please make sure that you have permission to use the photos/images/charts in your article and reference the source accordingly.

Proof?

We are happy to send you a proof (in PDF format) before *Shilin* goes to press, but please let us know in advance if you would like for us to do so.

Any other questions

If you have any further questions, please feel free to get in touch with the editorial team (editor@shilin.nl).