Shilin: Editorial guidelines
April 2022

Thank you for your interest in publishing in *Shilin*. Please find our guidelines below. We ask that you read these guidelines carefully and format your article accordingly. We are happy to help you with minor issues, but we reserve the right to return any copy with serious problems to the author with a request to fix these.

1. General remarks

Due to space constraints, we cannot publish full papers. Instead, we are interested in the highlights of your research. *Shilin* publishes newly written articles based on your original research paper. When your thesis is accepted for publication, editors of *Shilin* will provide you with tailored advice on how to turn your thesis or paper into an article. The **formal requirements** are as follows:

- Your article should be 3,000–3,500 words long, bibliography excluded.
- *Shilin* expects you to make an effort to write a new article that is based on your original research paper. That is to say, ensure your *Shilin* article reads as a stand-alone article and not as excerpts of your larger research paper.
- Additionally, we ask you to provide an abstract of 100–150 words, as well as four or five keywords.
- *Shilin* follows *The Chicago Manual of Style* (CMOS). Important details and exceptions are mentioned below in the section on language and spelling, as well as in the section on referencing. CMOS can usually be accessed through your university library. If not, please contact us.

Please take the following general advice into consideration:

- Try to strike a balance between academic precision and the main line of argument.
- In practice, this means not all the evidence to support your thesis can be included. Interested readers can be referred to the original research paper, with the author's approval.
- Try to bring out the most interesting and stimulating elements in the argument. *Shilin* is about presenting new and original ideas. Try to emphasize the originality of your findings. What is your article's valuable contribution to the academic field?
- 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*.

Please note the following requirements for submitting the article:

- Please send your article to editor@shilin.nl in .docx format.
- Be sure to put your name in the file of your article.
- Use Times New Roman for all English or Dutch text and SimSun for Chinese characters.

2. Language and Spelling

Papers are required to follow the spelling rules of standard written Dutch (*Groene Spelling*) or English (Oxford spelling). Punctuation will be edited as the editorial team sees fit. Articles published in English should follow the Oxford University Press style guide, unless explicitly mentioned otherwise below. Please note some important characteristics of, and exceptions to, the Oxford University Press style guide below.

2.1 -ize and -our

Use *-ize* rather than *-ise*. For example (asterisks indicate unacceptable spellings):

> Write *organize*, not **organise*; and *analyze*, not **analyse*.

Use *-our* rather than *-or*. For example:

> Write *favour,* not **favor*; and *colour,* not **color*.

2.2 Oxford comma

The Oxford comma, also known as serial comma or Harvard comma, is the final comma in a list of things. In some cases, omitting it can cause misunderstandings. Therefore, please make use of the Oxford comma consistently throughout your writing.

2.3 Em and en dash (exception)

Please note the difference between the em dash (—) and the en dash (–). *Shilin* requires the British usage, in which an en dash (with space before and after) is preferred to the em dash as punctuation in running text. Please compare:

> Bones from various small animals – for example, a squirrel, a cat, a pigeon, and a muskrat – were found in the doctor's cabinet.

> *Bones from various small animals—for example, a squirrel, a cat, a pigeon, and a muskrat— were found in the doctor's cabinet.

Also, please note that the en dash is different from the even shorter hyphen (-). The en dash can be found in the regular text editing program, or can be taken from this file.

2.4 Capitalization

Use title case for 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*).

2.5 Numbers and dates (exception)

Spell out the numbers zero through twenty 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.

- Hyphenate all compound numbers from twenty-one through ninety-nine.
- Hyphenate all written-out fractions. For example:

  > Write "two-thirds of the population", not *"2/3 of the population" or *"two thirds of the population".

- When writing dates, make sure to use an apostrophe when omitting numbers in decades. For example:

  > Write "'80s", not *"80s".

- When writing an exact date, write the day in numericals, the month spelled out, and the year in numericals. For example:

  > Write "25 September 1987", not *"September 25th 1987" or *"25-09-1987".

- To indicate if a date is before or after the common era, use BCE and CE, or BC and AD.
- Centuries should be expressed in numerals. Write "21st century" not *"twenty-first century". Do not use superscript for the suffixes *-st*, *-nd*, *-rd*, *-th*.

3. Non-Latin scripts and romanization

As mentioned above, *Shilin* generally follows CMOS, also for non-Latin scripts, such as Chinese characters, Japanese script, as well as Korean script. Below we highlight some important issues when writing a non-Latin script in your article.

- When referring to a term in a non-Latin script language for the first time, provide its romanization, the translation, and the characters commonly used to write it (see CMOS 11.90). Please see the following examples and note the use of parentheses.

  > *danwei* 單位 (work unit)
  > the household registration system (*hukou* 户口)

- These rules also apply to proper nouns, such as names of persons or place names. For example,

  > Liu An 劉安
  > Guangzhou 廣州

  Please note that names are not italicized. Also, in the case of commonly used names, that unambiguously point to one person or place, characters may be omitted (e.g. Beijing, Xi Jinping).
- When mentioning dynasties for the first time, provide the following: romanized 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 dates do need to be included.

- Whether traditional or simplified characters are used is at the discretion of the author of the paper. However, consistency is required.

3.1 The use of pinyin

Orthographically correct *Hanyu Pinyin* should be used for romanising Modern Standard Mandarin (MSM). Please note the following:

- Tone marks are omitted, except for papers in which tone marks are necessary for the argument, such as in the field of linguistics. More guidelines on linguistic formatting can be found below in the section on linguistics.
- For *fangyan*, we will generally follow authors in their choice of romanization system, as long as it reflects the reading in the *fangyan* as accurately as possible. Using the International Phonetic Alphabet is also allowed. For historical dialects of Chinese, reconstructions are preferred to the reading in MSM.

4. Linguistic transcription

If you are writing a linguistic article, please ensure that it is accessible to an audience that is familiar with neither the target language nor linguistics in general. This means that forms that are commonly written using a script other than the Latin alphabet ought to be romanized. Please note the following guidelines for transcription and romanization:

- Utterances are transcribed using the latest version of the International Phonetic Alphabet and placed between square brackets. Examples: [haʊz], [ɦauis], [faŋ˧ tz̩˩], [fãŋ˦ t̪ðə˩].
- The inclusion of Chinese characters when quoting linguistic data is usually superfluous. In fact, it can obscure certain linguistic facts: when a reader who is not familiar with Mandarin is presented with 一个, they will not know whether it is pronounced as *yí ge* 'one', *yi ge* 'a', or **yī ge*, the last of which does not occur in spontaneous speech. Naturally, this does not apply to quotations from written sources.
- Linguistic signs and phonological forms alike are to be set in italics: *house*, *fángzi*. If there is a need to distinguish between signs and forms, transcribe signs in italics and forms between forward slashes: /haus/, /faŋ2z0/. The author is free in their use of these symbols.
- Meanings are transcribed between single quotation marks: 'house'.
- Orthographic representations are transcribed between angle brackets. An example: "The word that is spelt <metre> in British English is commonly spelt <meter> in the United States.". An exception is made for character scripts, so write: "The forms *yí ge* 'one' and *yi ge* 'a', though distinct in meaning, are both written in the character script as 一个.".
- Glossed examples consist of at least three lines: (1) a transcription of the example in roman text; (2) English glosses; and (3) a free translation in English. Make sure every example is numbered. Please see the example below.

(1) Méi shǒujī   yòng   le.
     not.EX   mobile.phone   use   PF
     'I can't use my phone anymore.'

- Make sure you provide **one** translation per example rendered in natural English. Do not go out of your way to mimic the original word order to the point that the translation becomes undecipherable. There is no need to provide alternations either. For instance, do not translate the above example as *'(I) can't use (my/a) phone anymore.'. The information that a form like *wǒ* 'I' is absent in the Mandarin sentence is already conveyed in the glosses.
- Use a full stop to indicate that separate English words belong to the same gloss, e.g. 'mobile.phone' for the gloss of *shǒujī* 'mobile phone'.
- If necessary, use a hyphen (-) to indicate a morpheme boundary.
- Write abbreviations – like 'PF' for *le*, which stands for perfective aspect – in full caps in the file you submit to the editor. They will convert these to small caps in the final publication. The author is free to choose the abbreviations used in the glosses, but do provide a list of these conventions alongside the main text.

5. Referencing

5.1 Citation

For referencing, *Shilin* applies CMOS's author-date in-text citation system. This means you are required to provide the name of the author, date, and page number. Citation can be done by explicitly writing the name of the author or paraphrasing the argument of the author. Three examples are:

1) The Belt and Road initiative is often perceived to be a comprehensive, centrally organized plan to spur trade between China and its neighbouring countries (Campany 2020, 2).
2) As Campany (2020, 2) points out, the Belt and Road initiative is often perceived to be a comprehensive, centrally organized plan to spur trade between China and its neighbouring countries.
3) As Campany points out, The Belt and Road initiative is often perceived to be a comprehensive, centrally organized plan to spur trade between China and its neighbouring countries (2020, 2).

5.1.1 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).

5.2 Bibliography

Please make sure to list the works cited in your article. The list ought to be sorted alphabetically by surname of the author. The list of references is not a bibliography or recommendation for further reading and should only contain works that are cited in the article. Below are some basic examples from CMOS for listing the works cited in your article.

- **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 Hawaii Press.
- **web pages**: *The Economist.* September 22, 2010. "Changing Tack in the Senate." http://www.economist.com/blogs/democracyinamerica/2010/09/harry_reid_and_senate _democrats. Accessed September 23, 2010.
  Note that weblinks and email addresses are not underlined.

5.2.1 Sources in languages other than the article itself

Authors that publish in Shilin often make use of sources in various languages. For citing sources in a language other than the written language of the article itself, please note the following.

- In principle, titles that are different from the language the paper is written in, should be translated. An exception is made for articles written in Dutch. In that case, English sources should not be translated. For example,

    Souyri Pierre-François, 2021. *Nouvelle Histoire du Japon* [New History of Japan]. Paris: Perrin.

- Additionally, in the case of non-Latin script sources, a romanization should be provided as well.

5.2.2 Non-Latin script sources

In your reference to sources with non-Latin script titles, provide the romanization, the original script, and the translation, respectively, with romanization in italics and the translation between brackets. For example,

    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 大象出版社.

5.2.3 Sources in Classical Chinese

In the reference section, the title should be mentioned first, followed by their compiler(s)/author(s), date of compilation or presentation, 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.

5.2.4 Translated works

There are two ways of referencing translated works:

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.

5.2.5 Films

When referring to films, the title, director, and release date should be mentioned. In case there are different versions of the film, please specify the distributor, place of production, and which version (director's cut/edited version) you are using. For example,

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

5.2.6 Archival material

In the case of archival material, specifications for referencing may be absent. When referring to primary sources for which no title, author, and/or publication date is mentioned, please provide the archival number for in-text referencing, and indicate which archive the number belongs to in the list of references.

If consistent archival references are not an option either, please contact the editors in order to discuss a suitable solution.

5.3 Quotations

When directly quoting, please use double quotation marks ("…"). For embedded quotations, use single quotation marks ('…'). For quotations that are more than three lines, place quotations in an indented, free-standing block of text and omit quotation marks.

5.3.1 Translated quotations

When quoting from another language, please provide both the original quote *and* a translation within brackets; this can also be done the other way around. For example:

A line from Goethe, "Wer nie sein Brot mit Tränen aß" (Who never ate his bread with tears), comes to mind.

A line from Goethe, "Who never ate his bread with tears" (Wer nie sein Brot mit Tränen aß), comes to mind.

Similarly to titles, English quotations do not have to be translated for articles written in Dutch, .

In case of a non-Latin script quotation, choose the second option: translation, followed by the characters in parentheses. For example,

When publishing for *Shilin*, I learned what Lu Xun 鲁迅 found out almost a century ago, "Time is like water in a sponge, as long as you are willing to squeeze, there will always be more" (时间就像海绵里的水，只要愿挤，总还是有的).

6. Photos and images

We encourage the use of photos, images, charts, and other visual supports to your article. We are happy to print them alongside your article, contributing to your article's overall clarity and attractiveness. Please send all photos/images/charts to us as a separate JPG or PNG file, and indicate in your article where these images should be inserted. Please note the following:

- Number your media files and use these numbers as the file names.
- We *cannot* extract images or charts from Word files because the resolution will not be high enough for printing. Instead, images should be submitted separately, preferably in high-resolution (150dpi or higher), or at least readable and without blurry spots.
- Please make sure that you have permission to use the photos/images/charts in your article and reference the source accordingly.

7. Additional information

7.1 Short biography

Include a few lines on your current academic or professional activities, preferably written in third person. Are you still studying in Leiden? What are you working on? What are your future research plans? How do you aim to pursue your studies or (academic) career? Please also indicate an email 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.

7.2 Proof

Before publishing, a final version of the article will be sent to the author for approval.

7.3 Any other questions

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