

EMC STYLE GUIDELINES (10/2006)

In general, we try to follow the *Chicago Manual of Style*. Submissions of manuscripts (2 paper copies; no diskette) need not be in the journal style. If your article is accepted, you will be asked to prepare a final copy with diskette that follows the guidelines. Questions? Please contact the EMC Journal, Dept. of AALL, UF, at fax: (352) 392-1443 or email the editor, Cynthia Chennault, at <cchenna@aall.ufl.edu>.

FORMAT

1. Skip only one space (not two) after a period that ends a sentence. Also, just one space after a colon. A hard thing to unlearn but it will help us justify the text for camera-ready copy.
2. Main text in Times New Roman 12. Footnotes in TNR 10 or endnotes in TNR 12 (we will change endnotes to footnotes in the final copy).
3. For notes, please use “automatic footnote numbering,” instead of inputting them manually.
4. An acknowledgment at the start of the article precedes note 1 and does not have a note number. Place an asterisk (*) after the first sentence of the article, and also in front of the first word of the acknowledgment. Type the acknowledgment in note style before the first note.
5. Romanization of Chinese in either *pinyin* or Wade-Giles (in *pinyin*, the “u” of the “yu” combination does not have an umlaut). Romanization of Japanese, use Hepburn.
6. For Chinese, please use either Twinbridge unicode font TSC UFangsong S TT, or the Simsum font from Microsoft Global IME. For Japanese, select either Twinbridge unicode TSC JpnMincho S TT, or the MS Mincho font from Microsoft Global IME.

CITATIONS Give full publication details in the first citation—including the transliterations “chubanshe,” “shuju,” etc. for Chinese presses. Do not append a “List of Literature.” Italicize book titles and romanization. Omit the abbreviations “p.” and “pp.” unless the reference to page numbers would be unclear without them. For transliterated titles of poems, essays, and other materials that are not books, place the title in quotes without italics (ex. “Si meiren” for 思美人 from the *Chuci* 楚辭).

Chinese books with *juan*. If the publication information has previously been given, no comma after the title.

Examples: ⁴ *Jin shu* 5.12. ⁵ *ZZTJ* 101.20.

First citation of material with *juan*. Supply Chinese characters (+ place of publication: press, year), with comma before the *juan* and page number. Translation of the title is welcome but optional.

Example: ⁶ Liu Pansui 劉盼遂, ed., *Lunheng jijie* 論衡集解 [Collected Explanations of Doctrines Weighed] (Taipei: Shijie shuju, 1958), 20.411.

Traditional Chinese pagination. Use hyphen and “a,” “b,” to indicate front and reverse of the page.

Example: ⁷ *Wen xuan* 22.3a-5b. (= *juan* 22, front of page 3 to reverse of page 5)

Western book titles, and Chinese books without *juan*. Use a comma after the title or publication information.

First citation: ⁸ This anecdote, with Liu Jun’s commentary, is translated by Richard B. Mather, *Shih-shuo Hsin-yu: A New Account of Tales of the World*, 2d edition (Ann Arbor: Center for Chinese Studies, University of Michigan, 2002), “Letters and Scholarship,” 128-9, no. 56.

Previously cited: ⁹ Zhou, *Wenxin diaolong jinyi*, 295.

All journals. Journal Title + Volume number (year): page or range of pages. If the article is in Chinese or Japanese, give characters for the first citation of the article, as well as characters for first reference to the journal. Standard acronyms, without explanation, are fine for Western language journals.

Example: ¹⁰ For a general overview of corvée in the garrisons, see my article “Status, Labor and Law: Special Service Households under the Northern Dynasties,” *HJAS* 51.1 (1991): 98 ff.

Citing a range of page numbers. For the second number, enter only the digits that differ.

Example: 18-9. 307-8. 421-35. 598-600. 1625-7.

Dates. Omit periods in BC, BCE, AD, CE.

DISKETTE For the final copy, we will request a diskette and information about the word-processing programs used. Save the main text and the endnotes in separate files (rich text format). Or, if your notes are in footnote style, make an extra copy of the notes in a separate file. Email attachments are acceptable in place of a diskette.