

MHRA Citation Style for Chinese Sources

1. Introduction

This is a short guide on how to format various things in your essays or theses, such as Chinese characters, quotes, footnote references, and bibliography entries. It follows the rules of MHRA.

1.1 General Formatting

- 1) Margins: Top, bottom and right hand side margins should all be 2.54 cm. There should be a 4 cm (1.5-inch) margin at the left hand side of the page.
- 2) Spacing: The text of your essay should be double-spaced. The footnotes (or endnotes) should however be single-spaced. Your bibliography may also be single-spaced, though it is helpful to double-space between individual entries.
- 3) Indentation: Except for the very first paragraph of your essay, the first line of every paragraph should be indented. You do not need to add extra spacing between paragraphs: the indentation alone tells the reader that you have begun a new paragraph.
- 4) Pagination: Number each page of your essay.
- 5) Word-count: Provide a full word-count for your essay, either on your title-page or cover-sheet.

1.2 Quotations

- a) Ordinary Quotations: Use single (not double) quotation marks for ordinary quotations. Note that the final quotation mark is normally placed inside punctuation (comma, period, etc.). However, when the quotation forms a complete sentence, the quotation mark comes after the full stop. If the material you cite itself contains a quotation from source, you will indicate this quote-within-a quote by using double quotation marks. For example:

Evans argues convincingly that 'the industrial revolution was a protracted process, not a single catastrophic event'. According to Evans, 'Recent research suggests that the industrial revolution was a protracted process, not a single catastrophic event.' Chatterjee's claim that 'a group of propertied observers shouted "Hang all the convicted felons by the toes" as the procession passed by' suggests the intensity of middle-class support for public executions.

- b) Inset or Block Quotations: When you quote four or more lines of text (or quote lines of poetry), use an inset quotation. That is, type the quotation as a separate block of single-spaced text consistently indented from the left margin (the right-hand margin of an inset quotation is not indented). Do not use quotation marks in inset quotations except to indicate a quote within the inset material: use double quotation marks to indicate this quote-within-the quote. Avoid over-using inset quotations, especially in short essays. Be judicious about what you cite; short quotes that are pithy and to the point are more convincing than extended blocks of other writers' text. Your own voice, not those of the authors you cite, should dominate your essay.

- c) Ellipses: Always use ellipses, that is, three dots, to indicate that you have omitted material within your quotation. For example:

Evans argues that 'the industrial revolution was...not a single catastrophic event'.

1.3 Numbers

Numbers up to one hundred, when they occur in normal prose and are not statistical, should be written in words rather than numerals. When there are many figures, however, it is better to use words only for numbers up to nine. Avoid beginning a sentence with a numeral. Spell out 'per cent' rather than using the % sign in the text.

1.4 Dates

These should normally be given as 2 September 1939. Commas should not be used. Spell out centuries rather than using numerals, for example 'the eighteenth century' not 'the 18th century'. Use hyphenation to indicate adjectival usage of centuries, for example 'In the eighteenth century, barbers commonly performed surgery, but unfortunately for patients not all eighteenth-century barbers were adept with knife and needle.'

1.5 Sinology specific formatting

Always *italicize* the titles of books, films, plays, and periodicals (i.e. newspapers, magazines, journals, etc.). Chinese characters, however, are never italicized.

Put shorter works in 'citation marks'. That is, titles of articles, chapters, short stories, poems, and speeches. Do not italicize them.

Lu Xun's 'Diary of a Madman' was published in May 1918 in the journal *New Youth*.

It later appeared in the short story collection *Outcry* in 1923.

2 Chinese Words and Pinyin

Use a consistent transcription system, either *pinyin* or Wade-Giles. *Pinyin* is recommended and assumed in this document. For some well-known proper names, such as Chiang Kai-shek, Confucius, and Jackie Chan, the usual way of referring to them in English is preferable.

When quoting from a source, do so literally. Do not change Wade-Giles to *pinyin*.

Pay attention to correct *pinyin* orthography. Only capitalize proper names, and use spacing between words, not characters. So *Zhongguo* is correct, and *Zhong guo* and *Zhong Guo* are both wrong. For Chinese names, keep the family name and the given name together as single words. So Mao Zedong is correct, whereas Mao Ze Dong and other variations are wrong.

Foreign words written in *pinyin* (but not proper names!) are usually italicized in the main text.

The *qipao* became popular in Shanghai during the late 1920s.

If you are using *pinyin* in order to identify sources or terms mentioned, put these

insertions in parentheses. Italicization of *pinyin* here is optional.

Lu Xun's 'Diary of a Madman' (*Kuangren riji*) was published in May 1918 in the journal New Youth (*Xin qingnian*). It later appeared in the short story collection Outcry (*Nahan*) in 1923.

If you wish to prioritize the Chinese version over the English translation, that is fine too. But please be consistent about it.

Lu Xun's *Kuangren riji* (Diary of a madman) was published in May 1918 in the Journal *Xin qingnian* (New Youth). It later appeared in the short story collection *Nahan* (Outcry) in 1923. If you prioritize *pinyin* for titles, use italics and citation marks as you would in English. It is sufficient to provide translations only the first time a term occurs.

3 Using Chinese Character

Chinese characters can be included in the main text of the essay or alphabetically in an appendix at the end.

Provide Chinese characters consistently or not at all. If you do provide Chinese characters, include them for all proper names - names, book titles, places, etc. Characters can be omitted for names of dynasties, provinces, and major cities, e.g. Beijing and Shanghai.

It is sufficient to provide Chinese characters only the first time a name is encountered.

Characters should follow the name/*pinyin* directly without inserting punctuation marks.

The *qipao* 旗袍 became popular in Shanghai during the late 1920s.

Lu Xun's 鲁迅 'Diary of a Madman' (*Kuangren riji* 狂人日记) was published in May 1918 in the journal *New Youth* (*Xin qingnian* 新青年). It later appeared in the short story collection *Outcry* (*Nahan* 呐喊) in 1923.

Or:

Lu Xun's 鲁迅 *Kuangren riji* 狂人日记 (Diary of a Madman) was published in May 1918 in the journal *Xin qingnian* 新青年 (New Youth). It later appeared in the short story collection *Nahan* 呐喊 (Outcry) in 1923.

Never use Chinese characters without also providing them in *pinyin* — except for long quotes. See note below on those included in appendices or footnotes.

Use either simplified or full form characters. Here sources using one form can be converted to the other for the sake of consistency.

4 Quotes

Always provide a reference to the source when you quote or cite something!

If you have a longer quote and wish to provide the Chinese original version in the essay, put the Chinese in an appendix or in a footnote. *Pinyin* is not necessary here.

Quotes can either be inline or set off as block quotes. Generally shorter citations should be quoted inline using citation marks ‘like this’.¹

Longer quotes should be set off as block quotes: use a separate paragraph and single line spacing. Do not put citation marks around such quotes, and do not italicize them. The paragraph should be indented.

In all, Lu Xun wrote only about thirty short stories, most of which were thinly veiled attacks on various aspects of Chinese society such as the hypocrisy of Confucianism and the suffering caused by ignorance.¹

5 Footnotes and Reference Lists

Footnotes

Provide a reference whenever you quote something, present information that is based on any kind of source, refer to someone else's ideas, or state something that is not common knowledge. When in doubt, make a footnote — rather too many than too few.

In the main text, footnote numbers follow any other punctuation.

Correct: ...caused by ignorance.¹

Wrong: ...caused by ignorance¹.

Footnotes should be single spaced. You can use a smaller font if you like. Here are the basic footnote types:

Type of reference	Reference format
Book	¹ Author's name, <i>Title of Book</i> (Place: Publisher, Year), page.
Journal article	¹ Author's name, ‘Title of Article’, <i>Name of Journal</i> , Volume number.Number (Year), page.
Edited book	¹ Editor's name, ed. <i>Title of Book</i> (Place: Publisher, Year), page.
Chapter in an edited book	¹ Author's name, ‘Title of Chapter’, in <i>Title of Book</i> , ed. Editor's name (Place: Publisher, Year), page.
Website	¹ Author(s), Year when published or last updated (in Bracket), <i>Title</i> (in italics), URL address, Date of access

For Chinese works, use *pinyin* for author, title, journal name, publisher, and any other relevant information. Use italics or citation marks as you would if it were a reference to an English work.

If you are using Chinese characters, **put pinyin first and the characters afterwards**. Characters are not needed for place of publication and publisher. You can optionally put a translation of the title in parentheses or brackets after the characters.

Footnote examples	Comments
1. Charles A. Laughlin, <i>The Literature of Leisure and Chinese Modernity</i> (Honolulu: University of Hawai'i Press, 2008), p.127.	A book, citing page 127. Names are not inverted in footnotes.
2. Zhu Xi 朱曦 and Chen Xingwu 陈兴芜, <i>Zhongguo xiandai langman zhuyi xiaoshuo moshi</i> 中国现代浪漫主义小说模式 [Structures of modern Chinese romantic fiction] (Chongqing: Chongqing chubanshe, 2002), p.127.	A Chinese book with two authors. Format <i>pinyin</i> as usual and provide Chinese characters after the <i>pinyin</i> . Translation in brackets or parentheses.
3. Han Shaogong, <i>A Dictionary of Maqiao</i> , trans. Julia Lovell (New York: Columbia University Press, 2003), p.127.	A translated book.
4. Leo Ou-fan Lee, 'Incomplete Modernity: Rethinking the May Fourth Intellectual Project', in <i>The Appropriation of Cultural Capital: China's May Fourth Project</i> , ed. by Milena Dolezelova-Velingerova and Oldrich Kral (Cambridge, MA: Harvard University Press, 2001), p.127.	Article in an edited book.
5. Wen-hsin Yeh, 'Shanghai Modernity: Commerce and Culture in a Republican City', <i>China Quarterly</i> , 153 (1997), 127.	An article in volume 153 of a journal. If there were both a volume and issue number for the journal, it would be ' <i>China Quarterly</i> , 153.3 (1997)'
6. Yang Yi 杨义, 'Lun haipai xiaoshuo' 论海派小说 [On Shanghai school fiction], <i>Zhongguo xiandai wenxue yanjiu congkan</i> 中国现代文学研究丛刊 2 (1991), 127.	Chinese article. Here the year is also the volume number. If the source is a newspaper, write the full date here.
7. Zhu and Chen, <i>Langman zhuyi xiaoshuo</i> , 127.	Subsequent footnotes to items used earlier (here to no. 2) can use an abbreviated format.
8. Lee, 'Incomplete Modernity', 127–28.	Abbreviated version of footnote no. 4. Also shows page ranges.
9. <i>Ibid.</i>	If you are referencing the same source several times in a row, use <i>Ibid.</i>
10. <i>Ibid.</i> , 128.	A different page from Leo Ou-fan Lee's article.
Traditional Chinese Works	Comments
<i>Qunshu zhiyao</i> 群書治要 [The Governing Principles of Ancient China] (Taipei: Taiwan shangwu yinshuguan, 1981) 4.198.	First occurrence of this book in a footnote. '4.198' refers to <i>juan</i> 4, p. 198.
<i>Qunshu zhiyao</i> 4.198.	Subsequent footnote reference of the same book.

Sima Qian 司馬遷(145–ca. 86 BCE), <i>Shiji</i> 史記 [Records of the Grand Historian] (Beijing: Zhonghua shuju, 1982) 3.274.	First occurrence of this book in a footnote. ‘3.274’ refers to <i>juan</i> 3, p. 274.
<i>Shiji</i> 5.357.	Subsequent footnote reference of the <i>Shiji</i> .
<i>Hongming ji</i> 弘明集 11, T.52.72b, 13–18.	Reference for a text from the <i>Dazang jing</i> . <i>Hongming ji</i> . 11 refers to <i>juan</i> , T. 52 is the volume of the <i>Dazang jing</i> , 72b refers to page 72 lower register, 13–18 refers to lines 13–18.

In the MHRA style, page numbers for footnotes are just preceded by a space. You can optionally use ‘p.’ instead for single pages and ‘pp.’ for page ranges. E.g. ‘p. 127’ and ‘pp. 127–128’. Note the space between the full stop and the page number(s).

Capitalize the main words in English titles, but not titles in *pinyin* or translations. Use a colon (:) between main titles and subtitles.

If there are three or more authors or editors, you can just list the first one and collapse the others into ‘*et al.*’

Subsequent references to previously cited sources can optionally use an abbreviated format. These just use the author's last name and an abbreviated title. Details of publication are omitted. See footnote examples 7 and 8 above.

If you are using the same source several times in a row, you should use *Ibid.* See footnote example 9 and 10.

6 Reference Lists

The bibliography or reference list at the end should contain *all* referenced works. Every entry from the footnotes must be included. Do not include works that you have not referenced (even if you have read them).

Entries should be in alphabetical order.

Generally refer to the work listed as a whole, not the pages you have used. Note that articles in edited books get their own entries. Articles should provide the full range of pages of the article.

You may divide your reference list into subcategories (e.g. books and websites), especially if you are using specialist material (e.g. archival sources; photographs; diaries etc.).

Reference lists are usually single spaced. You can use hanging indentation if you like.

Invert the name for first author or editor in the reference list, but not subsequent ones. If the author or editor is Chinese and already has the family name first, you should not invert the name, nor insert a comma.

Here are the basic types for reference lists:

Type of reference	Reference format
Book	Last name, First name, <i>Title of Book</i> (Place: Publisher, Year)
Journal article	Last name, First name, 'Title of Article', <i>Name of Journal</i> Volume. Number (Year), pp. First page–last page
Edited book	Last name, First name, ed. <i>Title of Book</i> (Place: Publisher, Year)
Chapter in an edited book	Last name, First name, 'Title of Chapter', in <i>Title of Book</i> , ed. by Editor's name (Place: Publisher, Year), pp. first page–last page
Website	Author(s), Year when published or last updated (in Bracket), <i>Title</i> (in italics), URL address, Date of access

Here are the entries from the footnote examples earlier:

Reference list examples	Comments
Han Shaogong, <i>A Dictionary of Maqiao</i> , translated by Julia Lovell (New York: Columbia University Press, 2003)	A translated book. Since the book already puts the author's family name first, it has not been inverted.
Laughlin, Charles A., <i>The Literature of Leisure and Chinese Modernity</i> (Honolulu: University of Hawai'i Press, 2008)	A book.
Lee, Leo Ou-fan, 'Incomplete Modernity: Rethinking the May Fourth Intellectual Project', in <i>The Appropriation of Cultural Capital: China's May Fourth Project</i> , ed. by Milena Dolezelova-Velingerova and Oldrich Krai, 31–65 (Cambridge, MA: Harvard University Press, 2001)	Article in an edited book. Provide the full page range for articles.
Yang Yi 杨义, 'Lun haipai xiaoshuo' 论海派小说 [On Shanghai school fiction]. <i>Zhongguo xiandai wenxue yanjiu congkan</i> 中国现代文学研究丛刊, 2 (1991), 127–129	Chinese article. The year is the volume number here. You can provide translations in square brackets or parentheses.
Yeh, Wen-hsin, 'Shanghai Modernity: Commerce and Culture in a Republican City', <i>China Quarterly</i> , 153 (1997), 375–394	An article. Provide the year in parentheses if it is not the journal number.

Zhu Xi 朱熹 and Chen Xingwu 陈兴芜, <i>Zhongguo xiandai langman zhuyi xiaoshuo moshi</i> 中国现代浪漫主义小说模式 [Structures of modern Chinese romantic fiction] (Chongqing: Chongqing chubanshe, 2002)	A Chinese book with two authors.
Traditional Chinese Works	Comments
<i>Qunshu zhiyao</i> 群書治要 (The Governing Principles of Ancient China), Comp. by Wei Zheng 魏徵 (580–643) <i>et al.</i> 5 vols (Taipei: Taiwan shangwu yinshuguan, 1981)	Standard reference for a traditional Chinese book. Note that Wei Zheng is preceded by ‘comp. by’ (meaning ‘compiled by’), because Wei Zheng is not an author in the modern sense. Rather, his book consists of excerpts taken from a number of other books.
<i>Shiji</i> 史記 (Records of the Grand Historian), by Sima Qian 司馬遷 (145–ca. 86 BCE), 10 vols (Beijing: Zhonghua shuju, 1982)	Because Sima Qian is not just a compiler but a truly original creator of the <i>Shi ji</i> it is perhaps appropriate to use ‘by Sima Qian’ rather than ‘compiled by Sima Qian’. See next entry.
<i>Jin shu</i> 晉書 (History of the Jin), comp. by Fang Xuanling 房玄齡 (578–648) <i>et al.</i> , 10 vols (Beijing: Zhonghua shuju, 1987)	Book compiled rather than authored by a collective of writers (Fang Xuanling <i>et al.</i>).
<i>Jinlouzi jiaojian</i> 金樓子校箋 (Master Gold Tower, with commentary), by Xiao Yi 蕭繹 (508–555), commentary by Xu Yimin 許逸民, 2 vols (Beijing: Zhonghua shuju, 2011)	Reference for a traditional Chinese text with commentary or annotations by a modern scholar.
Xu Deping 許德平, <i>Jinlouzi jiao zhu</i> 金樓子校注 (Taipei: Jiaxin shuini gongsi wenhua jijinhui, 1969)	This form of reference for a traditional text can be used if you are using the book mainly as a piece of modern scholarship on the <i>Jinlouzi</i> . The book is listed under the name of the modern commentator, while its traditional author/compiler (i.e. Xiao Yi) is not mentioned.
<i>Quan Han Sanguo Jin Nanbei chao shi</i> 全漢三國晉南北朝詩 (Complete Collection of Poems from the Han dynasty to the Period of Division in North and South), ed. by Ding Fubao 丁福保, 2 vols (Beijing: Zhonghua shuju, 1959)	

<i>Quan Shanggu Sandai Qin Han Sanguo Liuchao wen</i> 全上古三代秦漢三國六朝文 (Complete Collection of Prose Writings from High Antiquity to the Six Dynasties), compiled by Yan Kejun 嚴可均 (1762–1843), 4 vols (Beijing: Zhonghua shuju, 1987, reprint of the 1815 ed.)	
<i>Shisan jing zhushu</i> 十三經注疏 (The Thirteen Canonical Texts with Commentaries and Sub-commentaries), collated by Ruan Yuan 阮元 (1764–1849), 2 vols (Beijing: Zhonghua shuju, 1987)	
<i>Siku quanshu</i> 四庫全書 (Complete Library of the Four Branches of Literature), 1500 vols (Shanghai: Shanghai guji chubanshe, 1987)	
T.: <i>Taishô shinshû daizôkyô</i> 大正新修大藏經 (New Edition of the Buddhist Tripitaka from the Taishô Era), ed. by Takakusu Junjirô 高楠順次郎 and Watanabe Kaigyoku 渡邊海旭, Tôkyô: Taishô issaikyô kankôkai, 1924–29	Bibliographic entry of the <i>Dazang jing</i> .
<i>Hongming ji</i> 弘明集, comp. by Shi Sengyou 釋僧祐 (445–518), ed. T., vol. 52.	Bibliography entry for a book contained in the <i>Dazang jing</i> .
<i>Zhuzi jicheng</i> 諸子集成 (Collection of Masters Writings), 8 vols (Beijing: Zhonghua shuju, 1986)	
<i>Mengzi</i> 孟子 (The Works of Mencius), Chinese Text Project ed., https://ctext.org/mengzi , accessed 21 January 2019	Entry for the book <i>Mengzi</i> when you have used the Chinese Text Project online edition.

If you have multiple works by the same author, the name can be abbreviated to “__.” subsequent entries by that author.

References to websites and online sources are tricky because they often contain only partial information. If you cannot find the author’s name, authorship can be attributed to the organization or website as a whole, e.g. *Renmin ribao*, Microsoft Corporation, World Bank. So provide as much information as possible. Give the URL and date visited. If no personal author is visible, you can treat the organisation responsible for the web page as the author.

For example:

Zhonghua xianfeng wang 中华先锋网 (Vanguard of the Chinese Nation Website) (2013)
Zhongguo gelei canjiren zongshu da baqian wubai wan 中国各类残疾人总数达 8500 万, 20
May 2013, <http://www.zhxf.cn/info/1788/155357.htm>, accessed 25 July 2018

China Underground (2017) *The shocking images of the “AIDS Village in Henan”*, 4 July
2017, <https://china-underground.com/2017/07/04/shocking-images-aids-village-henan/>,
accessed 19 September 2018

7 Further Sources of Information

Wilkinson, Endymion, *Chinese History: A New Manual*, 4th ed. (Cambridge, MA: Harvard University Press, 2015).

This is an excellent and very comprehensive handbook for pre-1911 Chinese history, philology and culture. Consult if in doubt about a sinological convention.

DeFrancis, John, *ABC Chinese-English Dictionary* (Richmond: Curzon Press, 1996).

Includes appendix on *pinyin* orthography. This dictionary is also useful for determining word breaks in *pinyin*.