

# *Council on East Asian Studies Monograph Styles*

## **Suggested Styles for editing and proofreading EAS Monographs**

(Editor should amend and modify as seems fit. *Chicago Manual of Style [CMOS]* is the reference.)

### **Spelling, punctuation, character/word styles:**

- British spelling — British spellings by British-Canadian-Indian-etc. authors may be preserved if editor(s) prefer; editor(s) should make this decision on a volume by volume basis.
- all quotation marks (double and single) are edited to American style (even for British authors)
- quotation marks within (indented) block quotes (i.e., extracts) are double (“ ”)
- all other punctuation is American style, namely, end of sentence and end of phrase punctuation marks are within quotation marks, with the exception of colon and semi-colon
- foreign terms that are normally italicized when in ordinary roman type will be set within double quotation marks when appearing in an italicized title or subhead. When they appear within small caps passages (such as subhead), they may be set within double quotation marks or without distinguishing typography; the choice would depend on the nature of the material, and the editor should mark or advise which is preferred.
- decades like “1920’s and -’30s” are edited to “1920s and 1930s”
- possessive ’s after italicized (proper or foreign) noun is roman (e.g., *rangsi’s*)
- date and time suffixes — B.C., A.D., P.M., A.M. — will be set as small caps (American style), unless in italics, which requires full caps (*B.C., A.D., P.M., A.M.*)
- punctuation and reference marks after styled text (italics, bold, etc.)
  - new CMOS usage says: “All punctuation marks should appear in the same font — roman or italic — as the main or surrounding text, except for punctuation that belongs to a title or an exclamation in a different font.”
  - reference numbers or reference marks (for notes) remain roman
- for abbreviated citations, no spaces before or after colon: “1966:328”: however, space between date and volume number: “1966, I:328”
- p. # or pp. #-## — space after the “p.” (typographer may set as non-breaking space)
- US\$350, e.g. — no space between \$ and amount; same for £ and other currencies (unless editor knows native usage is different). If abbreviation rather than symbol is used for foreign currency, a non-breaking space will be set between abbreviation and number [see CMOS].
- initials, followed by periods, for proper names (people or places):
  - for people — no space following period (e.g., C.A. Rambouts) [some editions of CMOS have space after period; let typographer know your preference]
  - for places — no space following period (e.g., Ithaca, N.Y.)

- abbreviations with two or more elements (like honors and degrees) followed by periods: without spaces (e.g., Ph.D., LL.D., M.A.)
- Note to Editor/Author: The ellipsis (three periods) will be typeset as a single character. A letter space buffers the word or punctuation mark immediately preceding or following an ellipsis, unless the ellipsis ends a sentence, in which case the final punctuation follows the ellipsis without an intervening letter space. Please clarify punctuation where ellipsis falls between sentences, namely:
  1. does the ellipsis end the preceding sentence, that is, is the ellipsis followed by a period?
  2. does the preceding sentence end without an ellipsis, that is, the period ends the preceding sentence and the the ellipsis follows indicating material omitted from the subsequent sentence(s)?

#### **Italicization:**

- Roman: *ca.*, *cf.*, *et al.*, *ibid.*, *idem*, *passim*
- Italics: *sic*, *s.a.*—changed to *n.d.*, *s.n.*—changed to *n.p.*
- Words that would be otherwise italicized but that occur within an italics passage or heading are enclosed in double quotation marks

#### **Acronyms and abbreviations**

- Most acronyms will be small caps, not all caps, whether in text, notes, or reference citations.
- Acronyms and abbreviations with capitalized letters that will not be set in small caps but in full caps are:
  - Names that include initials: JFK, M.K. Fischer — no spaces between initials, with or without periods
  - Names of schools, companies, and so on: MIT, UC Berkeley, RJR Nabisco, the BBC
  - Place names: VT; USA; UK; EU; Washington, DC
  - Note that place name abbreviations in the EAS volume omit the period, unless editor prefers otherwise
  - Acronyms that occur in display type (such as headings)
  - Math
- The editor(s) should mark exceptions to the above or provide instructions to the typographer where passages or volumes demand different treatment.

#### **Heading (i.e., subhead) styles**

- Editor(s)/Author(s) should mark subhead level of each heading for the typographer (typography does not need to be specified).

- **Important:** Headings or subheadings will *never* be all caps, therefore it is important for the editor(s) to indicate the proper *title-case capitalization* for every heading, subhead, and title.

**Other text styles:**

- Major section breaks within a chapter may be indicated with space above a flush left paragraph. Please indicate for the typographer where such breaks are desired.

**Extracts/quotations:**

- First paragraphs (and all paragraphs) will be set with indented first line unless they are clearly a continuation of the preceding text.  
Editor/Author needs to indicate when the latter is the case.
- Subsequent paragraphs will be set with indented first line.
- Source of an extract will be on a separate line, right aligned, within parentheses, without final period.

**Notes:**

- The list of endnotes at end of chapter (multiple author volume) or at the end of book (single- or joint-author volume) is labeled “Notes” (not “endnotes”).
- No new page for “Notes” when at end of chapter
- Acknowledgement note at beginning of chapter will be set as unnumbered footnote on opening page of chapter unless editor prefers it as an unnumbered first note in the list of endnotes. Editor(s) should indicate which is preferred.
- Reference marks (usually numbers, sometimes letters or symbols) are in the roman text font; that is, they are not italics or bold, even when following an italics or bold character.
- Display type (titles, headings, subheads) should not contain a footnote or endnote reference number or mark. Please move the mark to an appropriate place in the text, rewrite, or recast the note.

**Bibliography (or References):**

- For a multi-author/separate-chapter volume, “Bibliography” or “References” sections may occur at the end of each chapter or consolidated at end of book, as the editor prefers.
- For single- or joint-author volumes, “Bibliography” or “References” will begin on new page at end of book (usually after endnotes).
- Editor should indicate which title — “Bibliography” or “References” — is the appropriate one.

**Illustrations (i.e., figures [drawings and photos] and maps) and tables:**

- Short titles usually listed in front matter, following Contents.
- Full captions accompany illustrations

- Captions numbered by chapter and series, e.g., Map 2.1, Map 2.2, etc.; Table 2.1, Table 2.2, etc.; Figure 2.1, Figure 2.2, etc. Photos are designated merely 2.1, 2.2, etc. Possible exceptions: when there are few maps or only one map per chapter and/or where figures and maps are best unnumbered.
- Maps and tables are numbered in separate series. Figures include text figures (that is, drawings, graphs, etc.) and photos and are numbered in the same series. (For example, if Chapter three contains two maps, two tables, a line drawing, two photos, and a second line drawing, the series would be:
  - Map 3.1, Map 3.2
  - Table 3.1, Table 3.2
  - Figure 3.1 [a line drawing], 3.2 [a photo], 3.3 [a photo], Figure 3.4 [a line drawing]
- Placement of captions, legends, and notes:
  - Tables — caption above (“Table 3.1”), legend (if any) below, notes (if any) below
  - Maps — caption above (“Map 3.1”), notes (if any) below; legends have a special meaning within a map
  - Text figures (e.g., drawings) — caption usually above (“Figure 3.1”) above; caption may be preferred below for certain volumes, as when mixed with mostly photos; legend (if any) below, notes (if any) below
  - Photos (and art work) — caption usually below; when numbered, no tag (“3.2,” not “Figure 3.2”); may be without numbering throughout when appropriate to volume, as when all or most illustrations are photos; legend (if any) below; notes (if any) below
  - Figures in scientific volume may have caption and legend combined below (see following Note).
- Note to Editor(s)/ Author(s) about captions: The caption is a title or headline, not a sentence ending with a period. The rest of the material could be explanatory (legend), source notes, or footnotes. If the caption supplied is multiple sentences, the editor should edit or extract a suitable title for the figure and treat the rest as legend or notes. That said, this might not be the best approach to a volume in the natural sciences. If all or most of the text figures are supplied with legends only, then it might be best to eliminate captions altogether (“Figure 3.1 [en space] Blah, blah, blah legend text in sentences.”) Be consistent for the entire volume.

**Miscellaneous:**

- Index does not index front matter or bibliography.