

Writing Papers in East Asian Studies

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INTRODUCTION

Academic papers have several characteristics that ensure the economy and honesty of your writing. This guide provides the minimum requirements for papers written in this course. Although some of these requirements seem arbitrary or petty, they actually guarantee that the reader will be able to easily follow your argument and, when necessary, check your sources. Mastering these simple guidelines will make your academic writing more effective (and, more immediately, improve your grade).

Most of the requirements discussed in this handout concern the identification of your sources (sometimes referred to as the “**scholarly apparatus**”). Put simply, the scholarly apparatus consists of the source notes and the bibliography. In addition, we will describe the required **physical formatting** necessary to fulfill your writing assignments in this class. Both aspects make it easier for the reader to concentrate on what you are trying to say and to evaluate the quality of your argument.

Before we get to the actual requirements, it is worth noting that you live in a wonderful time. It has never been easier to format a paper and create the scholarly apparatus thanks to the advent of sophisticated software (Yes, MS-Word counts as sophisticated software). All major word-processing software will handle formatting and source notes automatically (see the appendix to this handout for some general guidance on using a computer to format your paper). When you feel the urge to whine about providing footnotes, imagine typing the paper on a typewriter and having to retype an entire page because you forgot to include a footnote thus throwing all the subsequent note numbers off. If you decide to carry on with the whine, you’ll get no sympathy from me!

GENERAL PRINCIPLES FOR SOURCE CITATION

All analytical academic writing must indicate the sources upon which it is based. Although many find the topic daunting, it is really relatively simple to document your sources. There are basically three types of material for which you must provide notes.

1. **Language:** You **MUST** acknowledge the source anytime you use another author’s words. If you do not, it is blatant **plagiarism**.
2. **Ideas:** You **MUST** acknowledge the source anytime you use another author’s ideas. In other words, if you get an interpretation of some phenomenon from another author (even if you use your own words to express it), you must acknowledge its source. If you do not, it is a form of **plagiarism**.
3. **Information:** You **MUST** indicate the source for information that you use. If you located the information yourself from some primary source, provide a note to that source. If you got

the information from another author, then you must recognize that author's work by citing her or him. If you do not, it is a form of **plagiarism**.

There are only two cases in which you do not need to provide a source note. First, your own ideas and interpretations do not require a source note. Therefore, if you do not provide a note, you are claiming the ideas as your own. If you instead got it from another author, you are stealing (and thus breaking academic regulations and committing a serious ethical violation).

The second exception is much abused. You do not need to provide a source note for ideas or information that is "**common knowledge**." Common knowledge means that a generally educated person in the field knows some piece of information.

Here are some examples of "common knowledge":

The Declaration of Independence was proclaimed in 1776.

The Battle of Sekigahara occurred in 1600.

The Yellow River is one of the most important waterways in China.

The following three rules of thumb can help you decide whether or not some piece of information is common knowledge:

1. Does every source that you read say the same thing without citing a source? If so, it is probably common knowledge.
2. Did you know the information before you began doing the research for the paper? If so, it might be common knowledge (pending question 3 below).
3. Would someone who had not taken this type of course have known it? If so, it is probably common knowledge.

As you can see, the definition of common knowledge is flexible, but has definite limits. If you have any doubts about whether or not something is common knowledge, provide a citation.

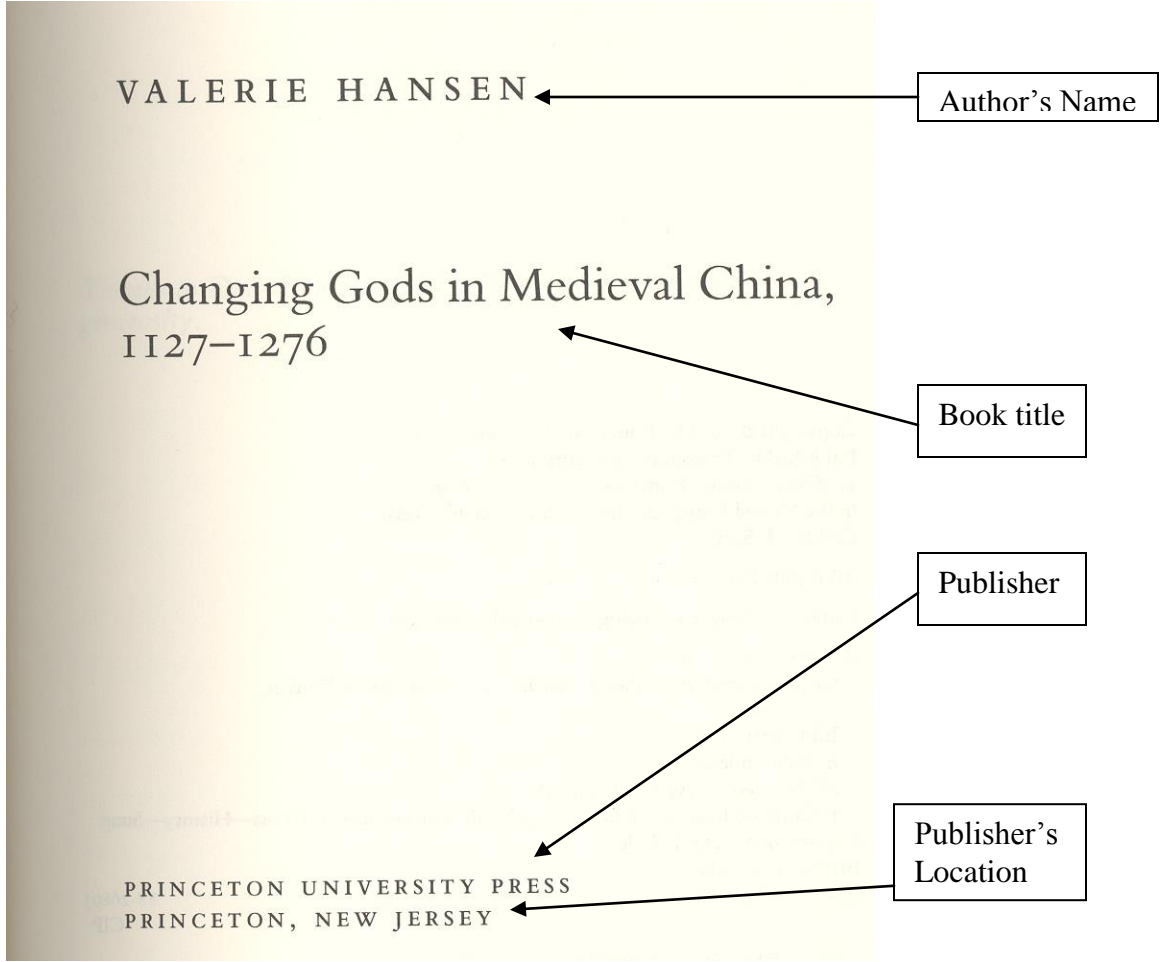
FOOTNOTES

Although there are several methods for citing sources in common usage. East Asian Studies courses generally require that you use what is generally referred to as "**the Chicago Style**" of **documentation**. It is also known as the "**Bibliography Style**." In this style, you indicate where you located information in footnotes, which appear at the bottom of each page (also known as the "foot" of the page, hence "footnotes"). The general procedure is to place an Arabic note number (1, 2, 3 etc.) in the text after the material for which you need to indicate the source. At the bottom of that page you place the same number followed by the citation information. Footnotes must allow the reader to *precisely and easily* locate the original source you used. The footnote therefore should contain specific information including the author, title of the work, its publication information, and the page on which the material appears. The precise format used varies somewhat depending on the nature of the work. Below you will find instructions for the most common types of work that you are likely to encounter. Instructions for more obscure types of materials can be found in the style manuals suggested at the end of this guide.

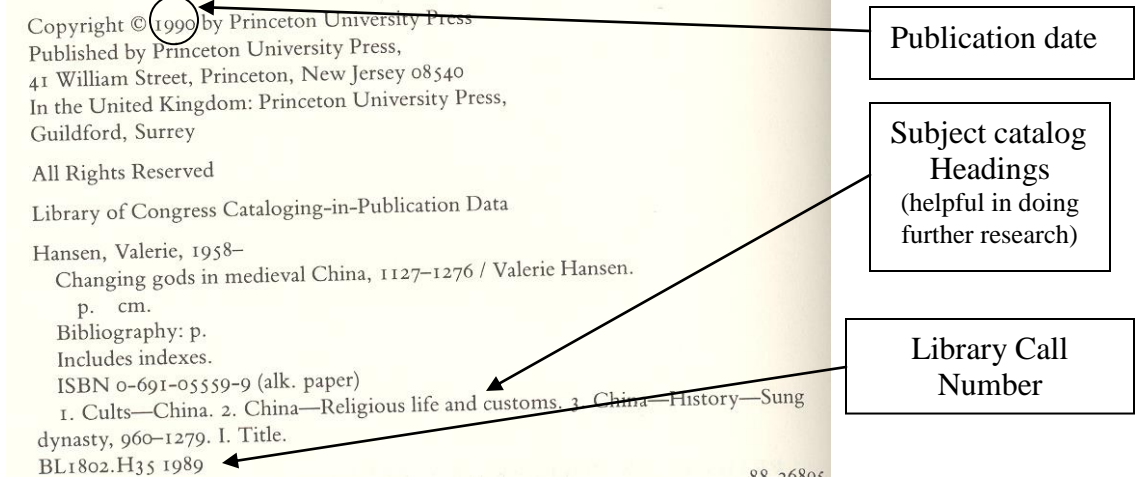
Books:

When you use material (words, ideas, or information) from a book, your footnote must include the author(s), the title of the book (in italics or underlined), where it was published, the name of the publisher, when it was published, and the number of the page(s) on which the material appears. Most of this information can be found on the back of the book's title page.

Below is an example of the **TITLE PAGE** of a book that you might want to cite. Notice the information that it contains:



The reverse of the title page is formatted as below. Most of the information is not needed for your notes and bibliography (though some of it can be helpful as you do research). The most important piece of information on the reverse is the date of publication.



If you wanted to cite material from page 68 of this book in note number 35, your footnote should be in the following format:

³⁵ Valerie Hansen, *Changing Gods in Medieval China, 1127-1276* (Princeton: Princeton University Press, 1990), 68.

There are a couple of things you should pay attention to here:

1. The name of the author appears in conventional order (given name first, then family name).
2. The only period appears at the end of the note. The note, in essence, is a complete sentence with the information separated by commas.
3. The publication information is set off in parentheses. The place of publication should be the first place listed on the information page. It is followed by a colon (:) after which comes the publisher and date separated by a comma.
4. The note contains a specific page reference. Earlier styles generally called for the page number to be preceded by p. for a single page and pp. for multiple pages. These abbreviations have become optional.

E-books are cited exactly like books in paper form with the addition of an access date and a URL, or the reader format:

³⁵ Valerie Hansen, *Changing Gods in Medieval China, 1127-1276* (Princeton: Princeton University Press, 1990), 68, accessed January 22, 2017, https://books.google.com/books?id=oREABAAAQBAJ&dq=valerie+hansen+changing+gods&source=gbs_navlinks_s

³⁵ Valerie Hansen, *Changing Gods in Medieval China, 1127-1276* (Princeton: Princeton University Press, 1990), 68, Adobe PDF eBook.

Books with multiple authors:

Citing a book with multiple authors is a simple extension of the single author method:

³⁶ Richard Hodges and David Whitehouse, *Mohammed, Charlemagne, and the Origins of Europe* (Ithaca, NY: Cornell University Press, 1983), 25.

Chapters or articles from an edited book:

Many books are produced by collecting articles or chapters written by different authors. Such volumes have an editor whose job is to put the contributed articles into a uniform format and prepare the book for the publisher. When citing material out of these books, you must include the specific author, the title of the article, and the editor in addition to the other information expected. The authors of the articles are indicated in the table of contents. They also usually appear at the beginning of the article itself (though not always).

³⁵ Terry Kleeman, “The Expansion of the Wen-ch’ang Cult,” in *Religion and Society in T’ang and Sung China*, ed. Patricia Ebrey and Peter Gregory (Honolulu: University of Hawaii Press, 1993), 55-56.

Some points worth noting:

1. The names of the editors follow the title of the work, but precede the publication information.
2. The fact that the article appears in this book is signaled by the word “in” that follows the article/chapter title.

Translated books:

If the original author is known, the name of the translator should follow the title of the work. When you do not know the name of the original author, it is acceptable to begin with the translator’s name.

⁶² Kristopher Schipper, *The Taoist Body*, trans. Karen C. Duval (Berkeley: University of California Press, 1993), 33.

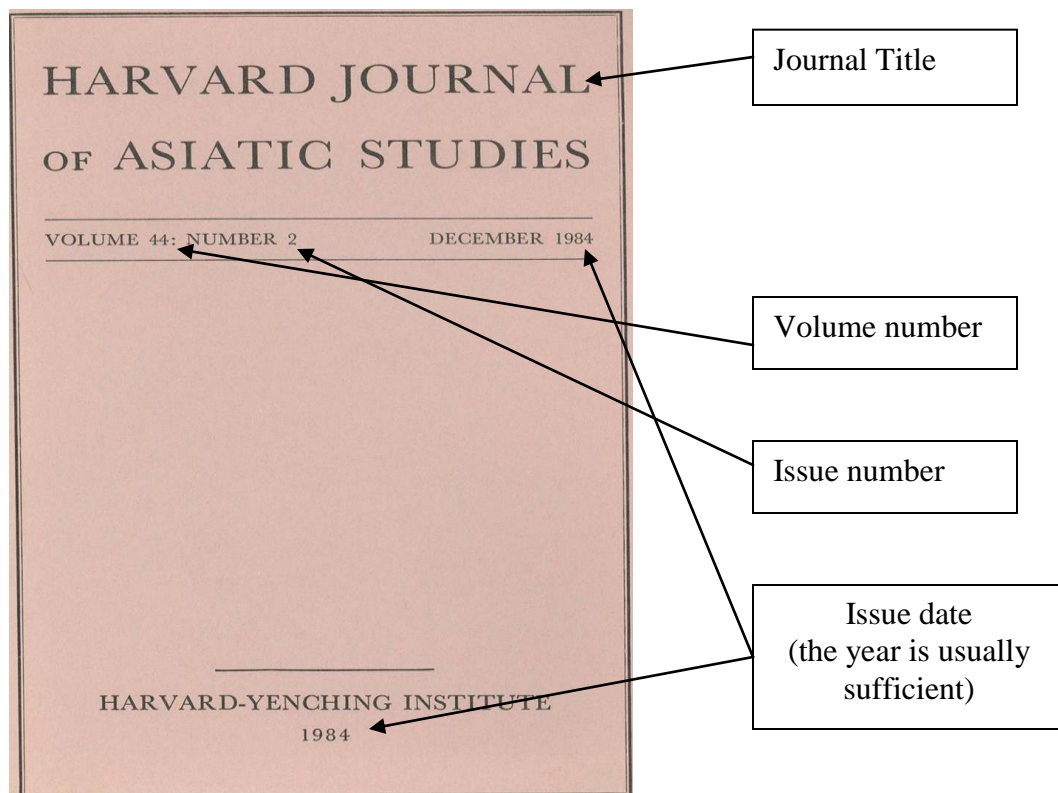
⁶⁴ Burton Watson, tr., *The Vimalakirti Sutra* (New York: Columbia University Press, 1997), 60.

Journal articles:

Important research often appears first (and often only) in scholarly journals. Whenever you do research, you should consult the “journal literature” relevant to your topic. When citing such work, you must indicate the author(s) of the article, the title of the article, the name of the journal, when the article was published, and the page number.

Since journals are published periodically, they have a numbering system that identifies precisely when each issue appeared. Generally speaking, journals have a volume number that indicates the year in which they were published. The volume number is not the same as the year; instead it indicates how many years the journal has been published. Thus, volume one of the *Harvard Journal of Asiatic Studies* was published in 1940. If more than one issue is published each year, they are distinguished by issue numbers. Your footnote should include the volume number, issue number, and year.

Take the example below:



Inside the journal issue, you will find the table of contents that indicates the starting page for each article.

CONTENTS

Riding Astride and the Saddle in Ancient China CHAUNCEY S. GOODRICH	279	
*Ayn Jälüt: Mamlük Success or Mongol Failure? JOHN MASSON SMITH, JR.	307	
Attitudes Toward the Ruler and State in Chinese Popular Religious Literature: Sixteenth and Seventeenth Century <i>Pao-chüan</i> DANIEL L. OVERMYER	347	
Buson and Shiki: Part One MARK MORRIS	381	
Confucianism and the Aristocratic/Bureaucratic Balance in Korea JAMES B. PALAIS	427	
Katō Hiroyuki and Confucian Natural Rights, 1861–1870 BOB TADASHI WAKABAYASHI	469	
What Is “ <i>Pien-wen</i> ” 變文? PAI HUA-WEN VICTOR H. MAIR, <i>Translator</i>	493	

Three callout boxes with arrows point to the table of contents: "Article Title" points to the article titles, "Starting page number" points to the page numbers, and "Author name" points to the author names.

⁶⁹. James Palais, "Confucianism and the Aristocratic/Bureaucratic Balance in Korea," *Harvard Journal of Asiatic Studies* 44.2 (1984): 83.

One quirk of journal citation is that it is conventional to separate the page number from the date with a colon, instead of a comma.

Note that some journals have unusual numbering systems. These are generally fairly obvious. The citation method should be modified to accommodate each journal's system. In all cases, however, the year of publication should appear.

Encyclopedia articles:

There are two types of encyclopedia entries, those that give the author's name and those that do not. Since encyclopedias are arranged alphabetically, it is not normally necessary to include the page number. These should be noted in the following manners:

⁷⁸. Conrad Totman, "Tokugawa Ieyasu," *Encyclopaedia Britannica* 1979 ed.

⁸⁵. "Mammoth," *The New Columbia Encyclopedia*, 1975 ed.

Online Sources:

Internet sources are no different than materials published in paper form in that when you use them, you must provide clear, unambiguous reference notes. The format is a little different given the nature of these sources. You should provide a note that includes the author's name, title of the document, date of document (if available), title of the website, the full URL or retrieval information, date of access, and page number or text division (as appropriate).

The following is an ordinary webpage:

⁹². Jonathan Parshall, "Kido Butai! Stories and Battles of the IJN's Carrier Fleet," Imperial Japanese Navy Page, last modified November 8, 2015, accessed January 22, 2017, www.combinedfleet.com/ijna/ijnaf.htm.

The next example comes from an on-line database of previously published journal articles:

⁹⁸. Denis C. Twitchett, "The Monasteries and China's Economy in Medieval Times," *Bulletin of the School of Oriental and African Studies*, 19.3 (1957), p. 526, accessed January 22, 2017, <http://www.jstor.org/stable/609825>.

Materials on CD-ROM:

The citation of materials on CD-ROM is not much different from other citations, with the exception of no page numbers. The format should be:

⁵. John Smith, "Japan in the World," *Newsweek* 1 Dec 1997 CD-ROM (Ann Arbor, MI: ProQuest Resource One, 1999).

Course lectures:

It is acceptable to cite material from the lectures of another course you have taken, either at SUNY or another institution of higher learning. When you do so, you should follow the citation style for unpublished speeches. You must provide the speaker's name, the title of the lecture and/or course, the location (city and state is adequate), and the date of the lecture.

¹³. Susanna Fessler, "*The Tale of Genji*," (course lecture given in Sources of East Asian Civilizations II at UAlbany, Albany, NY, February 13, 2004).

Be precise when citing course lectures. Do not put material from lectures within quotation marks unless you are absolutely sure that the lecture said the words in the quotation *verbatim*. Do not rely simply on your transcriptions as evidence of the lecturer's phrasing. Paraphrase is a reasonable approach, or, when possible, confirm the wording with the lecturer directly.

Format for subsequent notes:

In formatting your footnotes, the first time you cite *each* work, you *must* include a full reference as indicated in the above examples. After that first citation of the work, you can abbreviate the information in subsequent notes. The abbreviation should not result in any ambiguity. Thus, if you use two books by John Smith, you should include enough of the titles to distinguish the two. The abbreviation should consist, at the minimum, of the author's family name, an abbreviated title, and the page number. See the examples below, which abbreviate the titles given above:

⁶⁷. Hansen, *Changing Gods*, p. 45.

⁶⁸. Kleeman, "Expansion," p. 58.

⁶⁹. Hodges and Whitehouse, *Mohammed*, pp. 34-35.

BIBLIOGRAPHY

Every research paper must have a bibliography. This is simply a list of the book, articles, and other sources that you used in your research. The list appears at the end of the paper and collects all the publication information in one place. It allows the reader to easily evaluate the quality of your sources and identify potential gaps in the work. **The bibliography and the footnotes are two separate things. Your paper MUST HAVE BOTH.**

A bibliographic entry differs from a footnote entry in several ways. One way to think of the difference is to consider the footnote a reference to a specific page and the bibliographic entry a reference to the book or article as a whole. The punctuation also distinguishes the two. Footnotes are punctuated as though they were single sentences (using commas and parentheses to separate

information and ending with a period). Bibliographic entries on the other hand are punctuated as though they were complete paragraphs (with periods separating information).

Here are the rules for formatting a bibliography:

1. Bibliographies are arranged alphabetically by authors' **family** names. They are **NOT** numbered in any way.
2. The entry begins with the author's family name, followed by a comma and then given name.
3. Both the article title (if appropriate) and the book or journal title must be included.
4. Dates should come at the end of the entry and are separated from the publisher by a comma.
5. Page numbers for the entire article should be included for articles (even within edited books). Page numbers for entire books should not be included.
6. The entry as a whole should be formatted using a "**hanging indent**." This better emphasizes the author's name and separates the entry from those preceding and following it. A hanging indent means that the first line of the entry extends farther to the left than the rest of the lines (in other words, the additional lines are indented).

Examples of the various types of works follow:

Books:

Hansen, Valerie. *Changing Gods in Medieval China, 1127-1276*. Princeton: Princeton University Press, 1990.

Hodges, Richard and David Whitehouse. *Mohammend, Charlemagne, and the Origins of Europe*. Ithaca, NY: Cornell University Press, 1983.

Schipper, Kristopher. *The Taoist Body*. Trans. Karen C. Duval. Berkeley: University of California Press, 1993.

Watson, Burton, tr. *The Vimalakirti Sutra*. New York: Columbia University Press, 1997.

These entries are in the **hanging indent style**. Notice in the second (with two authors) that the authors' names are formatted in different ways. The first author is given with the family name first. The second follows the usual Western convention. Note that translator information follows the title.

Article in an edited volume:

Kleeman, Terry. "The Expansion of the Wen-ch'ang Cult" in *Religion and Society in T'ang and Sung China*, ed. Patricia Ebrey and Peter Gregory, 45-73. Honolulu: University of Hawaii Press, 1993.

Journal article:

Palais, James. "Confucianism and the Aristocratic/Bureaucratic Balance in Korea," *Harvard Journal of Asiatic Studies* 44.2 (1984): 427-468.

Encyclopedia article:

Totman, Conrad. "Tokugawa Ieyasu." *Encyclopaedia Britannica*. 1979 edition.

Sources from the World Wide Web (the Internet):

Parshall, Jonathan. "Kido Butai! Stories and Battles of the IJN's Carrier Fleet." Imperial Japanese Navy Page. Last modified November 8, 2015. Accessed January 22, 2017. www.combinedfleet.com/ijna/ijnaf.htm.

The next example comes from an on-line database of previously published journal articles:

Denis C. Twitchett, "The Monasteries and China's Economy in Medieval Times," *Bulletin of the School of Oriental and African Studies*, 19.3 (1957), p. 526. Accessed January 22, 2017. <http://www.jstor.org/stable/609825>.

SPECIAL CONSIDERATIONS WHEN USING EAST ASIAN LANGUAGE SOURCES

Most undergraduate courses in East Asian Studies do not expect that you will consult sources in East Asian languages, but you may have occasion to and therefore need to cite them. While the general principles for formatting footnotes and bibliographies above apply to materials in the various East Asian languages, there are some special rules to ensure that the apparatus is both informative and uncluttered.

1. Bibliographic information should be in a standard Romanization system. For Chinese, this is usually the Pinyin system. Scholars working in Japanese generally use the modified Hepburn system, and Koreanists writing in Western languages mostly use the McCune-Reischauer system.
2. Although not strictly necessary, it is useful to add foreign language characters to the scholarly apparatus with the following restrictions:
 - a. East Asian characters are provided **ONLY** for author names, book titles, article titles, and journal titles. Do not include characters for publication information such as city of publication or publisher.
 - b. Romanization precedes East Asian language characters. East Asian characters appear between the Romanization and the punctuation.
 - c. East Asian characters are always in Roman font. They are never italicized or bolded.

3. East Asian names in notes appear in traditional order (surname first, followed by given name). They only time Western order is used is if the author is writing in a Western language.
4. The capitalization of Romanized text differs from English language capitalization. Unlike English, which capitalizes all significant words in a title, in East Asian languages only the first word and “proper nouns” (personal names, place names, dynasty names) are capitalized.

Here are a couple of examples:

Liu Xu 劉煦. *Jiu Tang shu* 舊唐書. Beijing: Zhonghua shuju, 1975.

Seo Tatsuhiko 妹尾達彦. *Chōan no toshi keikaku* 長安の都市計画. Tokyo: Kodansha, 2001.

Liu Xiaozheng 刘晓箏. “Tanxi Tangdai zhongyang guanxue de jiaoyu guanli” 探析唐代中央官学的教育管理. *Kaifeng daxue xuebao* 开封大学学报 26.3 (2012): 36-38.

PAPER FORMATTING

Paper Title

Every paper should have a title that both indicates the topic of the paper and suggests your particular approach to it.

Fonts and Font Sizes

When preparing the final version of your paper, select a font that is easy to read. Acceptable choices include Times New Roman and Courier New. Similarly, the paper must use an appropriate font size. 12 point is the requirement for most classes. Manipulating the length of the paper by changing the either the font or the font size is counterproductive since such efforts are obvious to the eye.

Spacing and Margins

Papers should be double spaced (not single-spaced like this handout). Your paper must also have one inch (1”) margins on all four sides of the page (left, right, top, and bottom). The only acceptable variation to these requirements is when you use a very long direct quotation (longer than four lines of text). Such quotations should be formatted as “**block quotations.**” This means they are single-spaced and indented one-half inch (1/2”) from both the left and right margins. Note the format of the following example (which is accompanied by an appropriately formatted footnote that should appear at the bottom of the page):

By the summer of 1944, it had thus become manifest that the tiny band of youths who raised the Red flag on the lonely mountain of Chingkangshan far back in 1928 had launched a demonstration which evolved into a crusade which finally rose to the stature of a national movement of such scope that no arbiters of China’s destiny could much longer deny its claims to speak for vast multitudes of people.²⁹

²⁹ Edgar Snow, *Red Star over China* (Rev. New York: Grove Press, 1968), 418.

Page Numbering:

All papers should be given page numbers to make it easier to refer to material included. If you include a separate title page (with no text other than the title and your name on it), do not put a page number on it. Page numbering begins with the first page of actual text. You may (if you wish) suppress the page number 1 on the first page. The second page of text, however, would still be page number 2.

Stapling:

Although they may make the paper look nice, plastic covers and other binding methods add nothing to the substance of the paper and often cause difficulties. **Do not use any binding method other than a staple.** The paper **MUST** be stapled. Your paper should be prepared early enough so that you can print it out and get it stapled before the assignment deadline. Do not submit an unstapled stack of pages. The grade will suffer for it. Do yourself a favor and invest early in your college career in an inexpensive stapler.

RESOURCES FOR FURTHER REFERENCE

There is no way that this brief introduction to formatting a paper will cover all situations. When situations arise that are not covered here (e.g., citing U.S. government documents), you should consult a style manual for guidance. We **strongly recommend** that you purchase such a manual so that you will always have it ready at hand. There are essentially two types of manuals.

(1) Manuals devoted exclusively to the production of papers (or any other manuscript).

These assume that you already have mastered the mechanics of English grammar and usage. The most widely used of this type is the following:

Turabian, Kate L. et al. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 8th ed. Chicago: University of Chicago Press, 2013.

Far more detailed (and therefore not necessary for undergraduate students) is:

The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press, 2010.

(2) Grammar and Usage Manuals

If you do not already own one, I would recommend purchasing a style manual focused on English grammar and word usage. Even professional writers consult such works to help them write more effectively. Since acceptable grammar and word usage are essential to communicating your ideas, your grade necessarily depends on grammar. Do not arrogantly assume that you need no help in grammar. Although they are not as fashionable as they once were, there are many options when choosing a manual. Below are just a few suggestions.

Hacker, Diane and Nancy Sommers. *A Pocket Style Manual*. 6th edition. New York: Bedford / St. Martins, 2011.

Lester, Mark and Larry Beason. *The McGraw-Hill Handbook of English Grammar and Usage*. 2nd Edition. New York: McGraw-Hill Education, 2012.

The following two works are considered classics. They offer no material on research or formatting. Instead they emphasize style and proper word usage. Both are a bit idiosyncratic and are therefore fun if you look at them in the right way, but they also offer much sensible advice. I would recommend that you purchase the first.

Strunk, William Jr. and E.B. White. *The Elements of Style*. 4th ed. New York: Macmillan, 1999.

The second work, being the older and more detailed of the two, is more challenging to use. Its lengthy essays on various topics related to style provide guidance even when the author's specific advice is outdated. Note that despite sharing the same last name, this is a different author

from that of *The Little, Brown Handbook*. There have been a number of recent reprints of the work. Only one is given here:

Fowler, H.W. *A Dictionary of Modern English Usage*. 1926 Rpt. Hertfordshire: Wordsworth, 1994.

APPENDIX I: COMMENTS ON COMPUTER SOFTWARE USAGE

Thankfully, the advent of personal computing has virtually eliminated the manual formatting of academic papers. All popular word processing software programs will, for example, automatically place footnotes in their correct order at the bottom of the page. Similarly, placing page numbers is automatic. When doing bibliographies, you can also have the computer create the “hanging indent” described above. Other, miscellaneous formatting is also simple.

Programs such as MS-Word have extensive help files available on line to teach you how to accomplish these formatting tasks. The ease with which this information is available means that you should not submit work that is incorrectly formatted. That is simply a sign of laziness. Make sure you understand any course-specific formatting requirements, and then let the software manage the work for you.

APPENDIX II: A SAMPLE PAGE

The following page has a sample of writing that incorporates many of the elements described above. This is what your pages should look like.

This page provides an example of the kind of formatting that is required of all papers written for this class. Proper formatting, however, is not sufficient to guarantee a good paper. Style is also important. Naturally, style depends on the individual. As E.B. White once noted:

Every writer, by the way he uses the language, reveals something of his spirit, his habits, his capacities, his bias. This is inevitable as well as enjoyable. All writing is communication; creative writing is communication through revelation – it is the Self escaping into the open. No writer long remains incognito.¹

Although a research paper for a history class may not seem very creative, it nonetheless reveals your diligence, care, and mental discipline. If you do not devote attention to your style, at the very least you will fail to excite the reader. More seriously, you risk both conveying a sense of laziness and failing to communicate your ideas accurately.

Remember that logical analysis based on evidence is the most important characteristic of a good research paper. Having completed your analysis and formulated your thesis, you must then communicate it clearly. It is usually counterproductive to fill your paper with excessively complex grammar and vocabulary in order to sound intelligent. Such tactics often backfire since the reader is interested in the argument, not the size of your vocabulary. It is best to keep the writing as simple and concise as possible given the particular topic about which you are writing. Remember the classic dictum: “Omit needless words.”²

Finally, research papers take time. Just because your friends are miserable and pull all-nighters does not mean that you have to do likewise. Start early and finish with enough time to review your work. All writing will benefit from an honest and thorough revision.³ If you do this you will be happier with the end product.

¹ William Strunk, Jr. and E.B. White, *The Elements of Style*, 3rd ed. (New York: MacMillan, 1979), 66-67.

² Strunk and White, *Elements*, 23.

³ H. Ramsey Fowler, *The Little, Brown Handbook*, 2nd ed. (Boston: Little, Brown and Company, 1983), 41.