

# *The China Quarterly*

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### Tables and Figures

Tables should be numbered with Arabic figures. Each table should have a heading and show sources at the end. The presentation of statistics must conform to Western norms (e.g. thousands, millions, billions, not ten thousand, hundred million, etc.).

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## Standard Reference Style

References should be placed in the footnotes in the author/date format, and in full in the **References** section at the end of the article.

### In footnotes

Sources are cited in footnotes by the author's surname, the publication date of the work cited, and a page number if necessary (page numbers should be given for all quotations). Full details are given in the reference list (under the heading References). Place the footnote indicator at the appropriate point in the text, usually at the end of the sentence after punctuation.

#### One author

Duckett 2010.

Duckett 2010, 54.

#### Up to three authors

O'Brien and Li 2006.

Liu, He and Wu 2008, 23–24.

#### Four authors or more

He et al. 2010

#### Several references

Separate the references with semicolons. If citing more than one work by an author, do not repeat the name:

Rozelle 1991, 1996; Duckett 2010.

Rozelle 1991, 1996, 84; Duckett 2010, 54–55.

Lu 2000a, 2000b, 82; Duckett 2010, 9.

#### Within a sentence in a footnote

In a sentence the date and page will be placed after the author's name between brackets:

As Duckett (2010, 67) points out, "quoted text."

#### Authors with same surname

Wang, Hufeng 2009; Wang, Shaoguang 1995.

Williams, Peter 2012; Williams, Bob 2008.

Williams, Peter, and Wang 2003.

#### No author

Cite first few words of title plus the year.

#### Organization as author

The organization can be listed under its abbreviation so that the footnote citation is shorter. If this is the case, alphabetize the reference under the abbreviation rather than the full name:

*In footnote:* WHO 2012.

*In the reference list:* WHO (Word Health Organization). 2012. *Title ...*

#### Author with two works in the same year

Put a, b, c after the year

(Chen 2011a, 2011b)

#### Personal communication/interview

*First citation:* Interview with DPP Legislator Liu Chien-kuo, Taipei, 25 March 2010.

*Subsequent citations:* Interview, Liu Chien-kuo.

*Anonymous interviewee:* Interview with central-level official, Beijing, January 2007.  
Subsequent citations: Interview with central-level official.

#### Unknown date

Williams n.d.

Williams forthcoming.

#### Several editions

List the date of the edition used first, followed by original date in square brackets:

Author 1983 [1890].

#### Two or more consecutive references to the same work

Use *Ibid.* followed by page(s) if they differ:

*Ibid.*

*Ibid.*, 14–16.

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References cited in tables or figure legends should be included in the reference list.

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*Layout:* Use full author names. Do not use dashes (— —) to replace author names.

*Order:* Alphabetically by last name of author. If no author or editor, order by title.

A single-author entry precedes a multi-author entry that begins with the same name.

If the reference list contains two or more items by the same author but in different years, the oldest publication should appear first.

If the reference list contains two or more items by the same author in the same year, add a, b, etc. and list them alphabetically by title of the work:

Williams, Peter. 2011a. *Book Title*.

Williams, Peter. 2011b. *Title of Book*.

#### Book

##### *One author*

Dickson, Bruce. 2008. *Red Capitalists in China: The Party, Private Entrepreneurs, and Prospects for Political Change*. New York: Cambridge University Press.

Chen, Peiai. 2008. *Zhongwai guanggao shi (A History of Advertising in China and Beyond)*. Beijing: Zhongguo yujia chubanshe.

NB: Do not capitalize *pinyin* words, except for proper nouns.

##### *Two authors*

O'Brien, Kevin, and Lianjiang Li. 2006. *Rightful Resistance in the Chinese Countryside*. New York: Cambridge University Press.

### Three and more authors

Wong, Christine P.W., Christopher Heady and Wing Thye Woo. 1995. *Fiscal Management and Economic Reform in the People's Republic of China*. Hong Kong: Oxford University Press.

### Organization as author

World Bank. 2012. *Inclusive Green Growth: The Pathway to Sustainable Development*. Washington, DC: World Bank Publications.

### No author

Begin the bibliography entry with the title, and ignore “the”, “a” or “an” for the purposes of alphabetical order.

### Chapter in an edited volume

Wang, Shaoguang. 1995. “The rise of the regions: fiscal reform and the decline of central state capacity in China.” In Andrew G. Walder (ed.), *The Waning of the Communist State: Economic Origins of Political Decline in China and Hungary*. Berkeley: University of California Press, 87–113.

Perry, Elizabeth J. 2011. “From mass campaigns to managed campaigns: ‘constructing a new socialist countryside’.” In Sebastian Heilmann and Elizabeth J. Perry (eds.), *Mao’s Invisible Hand: The Political Foundations of Adaptive Governance in China*. Cambridge, MA: Harvard University Press, 30–61.

Tang, Jun. 2004. “Jiasu zuidi shenghuo baozhang zhidu de guifanhua yunzuo” (Speed up the standardization of the minimum livelihood guarantee system). In Ru Xin, Lu Xueyi and Li Peilin (eds.), *Shehui lanpishu: 2004 nian: Zhongguo shehui xingshi fenxi yu yuce* (Social Blue Book: 2004 Analysis and Predictions of China’s Social Situation). Beijing: Shehui kexue wenxian chubanshe, 11–28.

### Not in English/Chinese

Bianco, Lucien. 2010. *La révolution fourvoyée: Parcours dans la Chine du XXe siècle*. Paris: Editions de l’Aube. (Capitalize sentence-style, but according to the conventions of the relevant language.)

### Online

If you used an electronic version, cite the online version, include the URL or DOI.

### Place of publication

Where two cities are given, include the first one only. If the city could be confused with another, add the abbreviation of the state, province, or country:

Cambridge, MA: Harvard University Press

Cambridge: Cambridge University Press

### Publisher

Omit initial “the”, and “Inc.”, “Ltd”, “Co.”, “Publishing Co.”, etc.

When the publisher’s name includes the state name, the abbreviation is not needed:

Berkeley: University of California Press

### Journal

If you used an online-only version, include a DOI or URL.

### One author

Wang, Hufeng. 2009. “A dilemma of Chinese healthcare reform: how to re-define government roles.” *China Economic Review* 20(4), 598–604.

Zhang, Yi. 2008. “Dangdai Zhongguo zhongchan jieceng de zhengzhi taidu” (Political attitudes of the middle stratum in contemporary China). *Zhongguo shehui kexue* 2, 117–131.

#### *More than one author*

Please follow 'book' style for listing authors.

#### **Conference Proceedings**

Individual contributions to conference proceedings are treated like chapters in multi-author books. If published in a journal, treat as an article.

#### **Paper**

Yang, Guobin. 2002. "How does the internet change the dynamics of protest: a case from China." Paper presented at the conference on "Authority in Contention," University of Notre Dame, Indiana, 14–15 August 2002.

#### **Thesis**

Choi, Mihwa. 2008. "Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.

#### **Unpublished work**

Use Forthcoming instead of the date.

#### **Internet**

Use only in footnotes, unless cited multiple times, in which case put in References.

Non-authored internet sources without an easily identifiable name or with a long URL may be left in the footnotes.

#### *Authored source*

Tang, Jun. 2008. "Jianli zonghe de zuidi shenghuo baozhang zhidu" (Establish a comprehensive minimum livelihood guarantee system), Xinhuanet, 18 March, <http://thjp.vip.sina.com/M.htm>. Accessed 18 March 2008.

#### *Non-authored source*

China.org.cn. 2009. "China's new generation of migrant workers," 26 October, [http://www.china.org.cn/china/2009-10/26/content\\_18769335.htm](http://www.china.org.cn/china/2009-10/26/content_18769335.htm). Accessed 28 October 2009.

#### **Newspaper or magazine**

##### *Authored source*

Li, Jing. 2005. "World biosafety standard adopted," *China Daily*, 20 May.

##### *Non-authored source*

"Title" (trans.), *Newspaper*, date.

Newspapers and magazines are cited in the footnote, and no entry is needed in References, unless cited multiple times, in which case use *China Daily*, 12 June 2010 in footnotes for non-authored sources.

#### **Other reference types**

##### *Archival references*

Depending on the format, these can be left in the footnotes or included in the bibliography.

##### *Songs and recordings*

Album titles in italics; song titles in lower case, quotation marks.