Hong Kong University Press

Style Guide


If a manuscript includes Chinese, traditional Chinese character will be used unless indicated otherwise.

If a usage different from these standards is preferred, please notify your acquisitions editor.

Chapter Titles and Headings

1. Ensure that chapter titles and headings are consistent in length and style. If only one chapter has a subtitle, consider removing it or rewriting the chapter title.

2. All headings should be styled the same. There should never be only one heading in any chapter.

Punctuation

- Quotation marks

1. For a manuscript prepared in American English:
   - Use double quotation marks for quoted matter and direct speech.
   - Use single quotation marks for quotes within quotes.
   - Commas and periods precede closing quotation marks, whether double or single.
   - Colons and semicolons follow closing quotation marks.
   - Question marks and exclamation marks follow closing quotation marks unless they belong within the quoted material.

2. For a manuscript prepared in British English:
   - Use single quotation marks for quoted matter and direct speech.
   - Use double quotation marks for quotes within quotes.
   - Only those punctuation points that appear in the quoted material should be enclosed within the quotation marks, but note that periods are placed inside any quotation that begins with a capital letter and forms a complete sentence.

3. Block quotations and epigraphs do not require quotation marks. An em dash (—) should be placed before the quoted author’s name of an epigraph.
4. Quotation marks indicating special terminology or ironic usage should be used sparingly.

➢ Serial commas

We use the serial comma in a series of three or more (e.g., Beijing, Guangzhou, and Chengdu).

➢ Ellipses

1. When ellipses are used to indicate omissions within quoted matter, insert three non-breaking spaced points ( . . . ). Terminal punctuation, if any, should precede the points. Do not enclose ellipses in brackets or parentheses.

2. Note that ellipses are normally not used before the first word of a quotation, even if the beginning of the original sentence has been omitted. Neither are they used after the last word of a quotation, even if the end of the original sentence has been omitted, unless the sentence in the quotation is deliberately incomplete.

➢ Hyphens and dashes

Distinguish the use of hyphen, en dash, and em dash:

• hyphen “-” (for joining separate words into single words)

• en dash “–” (for connecting numbers, e.g., 103–99)

• em dash “—” (for parenthetical comments; no space on either side)

(BUT note that in British usage, an en dash, with space before and after, is preferred to the em dash as punctuation in parenthetical comments; see CMOS 6.83.)

➢ Slashes

A slash requires no space when signifying alternatives (e.g., “and/or”) but does require a space on each side when it is used to separate lines of poetry in running text. Where one or more of the elements separated by slashes is an open compound (that is, a word made up of two or more components separated by a space, e.g., First World War; life jacket), a space on each side of the slash can make the text more legible (e.g., World War II / Second World War).

Spelling, Hyphenation, and Word Division

Consult the dictionary. See also CMOS 7.81–7.89. The hyphenation guide in CMOS 7.89 offers useful guidelines on spelling compounds.

Italics

1. Use italics for:

• book titles (But: the Bible)

• newspapers, journals, and periodicals
• plays, movies, and TV programs
• ships, aircraft, spacecraft, and satellites
• works of art
• biological naming of plant and animal species
• letters that stand for variables in mathematical text, such as $a, b, c, x, y, z$
• words or phrases in a foreign language that are likely to be unfamiliar to readers

2. Italicize words or phrases in a foreign language that are likely to be unfamiliar to readers.

3. Use italics for emphasis. Do not use underlining or the bold type.

4. All punctuation marks should be presented in the same font (roman or italics) as the surrounding text, except for punctuation that belongs to a title (usually in italics). For more information, see CMOS 6.2.

5. Do not use italics or underlining for URLs and email addresses. This might require changing Word’s default style for URLs and email addresses.

**Abbreviations and Acronyms**

1. Acronyms are set with no period or space between letters (e.g., NATO, UN) and should be spelled out at the first mention.

2. When using periods with abbreviations, please follow these guidelines:
   • Use periods with abbreviations that end in a lowercase letter (e.g., p. [page], vol., viz., cf., i.e., a.m., p.m., Mrs., Dr., et al., etc.).
   • Use periods for initials standing for given names (e.g., A. W. Smith). The name initials should be spaced. Do not use periods for a full name replaced by initials (e.g., JFK).
   • Do not use periods with abbreviations that appear in full capitals, whether two letters or more and even if lowercase letters appear within the abbreviation (e.g., CEO, MD, PhD, UK).

3. Note that metric units are considered symbols—not abbreviations—and therefore end with no periods.

**Capitalization**

1. References to chapters, tables, maps, images, and figures in running text are capitalized (e.g., see also Chapter 2, as shown in Table 4.1).

2. Do not capitalize references such as *line*, *note*, *page*, *paragraph*, and *verse*. When referring to the parts of a book, such as *preface*, *foreword*, and *conclusion*, use lower case.
3. When a colon is used within a sentence in running text, the first word following the colon should be in lower case unless it is a proper noun. Note, however, that capitalization should be used when a colon introduces a direct question, two or more sentences, and direct speech.

Proper nouns

1. Capitalization will not be used for terms that originate from proper nouns now considered common nouns (e.g., roman numerals, manila envelope).

2. Capitalize a common noun when it is part of a proper noun; do not capitalize when it is used alone in place of the full name (e.g., Victoria Park, the park).

3. Note that government and administration are always in lower case (e.g., the Hong Kong government; the Obama administration).

   EXCEPTION: Central People’s Government

Titles

1. Civil, military, religious, and professional titles are capitalized when they precede personal names and are used as part of the name (e.g., Professor Wang, the professor).

2. Use lower case for senior company officials, high-ranking officials, and dignitaries, unless the titles precede personal names (e.g., the president of the United States, President Trump).

3. Do not capitalize former, ex-, or -elect when used with titles (e.g., President-elect Brown).

Place names

1. Capitalize the names of places but not their short forms (e.g., Pacific Ocean, the ocean).

2. Some short forms are capitalized because they are clearly associated with specific places (e.g., the Mainland [China], the West Bank).

3. Note that the word mainland is in lower case when used as an adjective (e.g., mainland China, mainland companies, mainland officials).

4. Capitalize north, south, east, west, and derivative words when they designate definite places, or when they form part of a proper name (e.g., the South Pole). Do not capitalize these words when they indicate direction or general location (e.g., in the south of France).

5. Capitalize northern, southern, eastern, and western when these words pertain to the cultural and social activities of people (e.g., Western civilization).

6. Do not capitalize sun, moon, and earth unless they are used in connection with the names of other planets.
Time

1. Do not capitalize seasons, decades (e.g., the seventies, or the preferred form, the 1970s; never use 1970’s), or centuries.

2. Capitalize the names of cultural periods (e.g., the Enlightenment). However, contemporary references are not usually capitalized (e.g., the age of digital recursion).

3. Other time periods, including geological and political ones, are not capitalized except for proper nouns (e.g., the Qing dynasty).

Headings

1. Capitalize the first letter of all major words. Conjunctions, articles, and prepositions are not capitalized unless they begin or end the heading.

2. Capitalize the first word following a colon in headings.

3. Capitalize all the elements of a hyphenated word except articles, prepositions, and conjunctions (e.g., Self-Confidence, Up-to-Date). If the first element is a prefix or combining form that could not stand alone as a word (e.g., anti-, pre-), do not capitalize the second element unless it is a proper noun or proper adjective.

Numbers and Units

1. General rules

In literature, history, and the arts:

- Spell out numbers from one to one hundred. Use figures from 101 onwards.

- Express percentages in numerals; the word “percent” is generally used in running text (or “per cent” in British English), but use the % symbol in tables.

- Use commas in four-digit numbers, e.g., 3,800. But do not use commas in page numbers and years.

In the sciences and social sciences:

- Spell out only single-digit numbers. Use numerals for all others.

- Express percentages in numerals with the % symbol in running text and tables; no space is required between number and symbol.

- Use commas in four-digit numbers, e.g., 3,800. But do not use commas in addresses, page numbers, and years.

- Unit symbols are acceptable.

2. When a number begins a sentence, spell out the number. Better yet, rewrite the sentence.

3. For quick comprehension, use numerals in the millions or higher (e.g., 23 million).
4. Express related numbers in the same way (e.g., the three students read 9 newspapers, 12 books, and 6 magazines in five days).

5. Use a period as the decimal marker. For decimal numbers less than one, add a zero before the decimal point (e.g., 0.62, not .62). EXCEPTION: For probability values, where the quantity never equals 1.00, no zero is used (e.g., \( p < .06 \)).

6. Ordinal numbers are usually spelled out in nontechnical text unless the use of numerals aids clarity.

7. Simple fractions are spelled out (e.g., “he has completed two-thirds of the manuscript”). When a fraction is spelled out, connect the numerator and the denominator with a hyphen (e.g., two-thirds).

8. When time and measurements are used in possessive expressions, add the apostrophe (e.g., five years’ imprisonment, a dollar’s worth, a six months’ leave, but a six-month leave).

9. When a number is included in a compound adjective, use a hyphen (e.g., twentieth-century literature).

10. Numbers in a sequence:
   - Inclusive numbers in source citations will be set in CMOS style (e.g., 108–9, 566–85). But do not condense year ranges (e.g., 2011–2013). Life and death ranges should always be full. Numbers will not be shortened in display matter (e.g., chapter titles and headings).
   - When listing page numbers (or section numbers) in a continuous sequence, connect them with an en dash, not a hyphen (e.g., pp. 71–72, 1496–1504).
   - In running text, link two numbers by using to; do not use the en dash or hyphen (e.g., “there are 300 to 400 people present,” not “there are 300–400 people present”).
   - The en dash or hyphen must not be used when the sequence is introduced by the word from or between (e.g., “from 25 to 40,” not “from 25–40”; “between 20 and 60,” not “between 20–60”).
   - If a symbol (such as % and $) is used in a range of numbers, the symbol should be repeated with each number. If the full word is used, it is given only with the last number (e.g., $10–$15, ten to fifteen dollars).

11. Time and dates:
   - Use only figures with a.m. or p.m. The abbreviations a.m. and p.m. are in lower case with no word space and can be used with or without periods so long as the preferred format is used consistently. Separate hour and minute with a colon (e.g., 6 a.m., 9:20 p.m.).
   - Use either “Month Day, Year” (e.g., August 18, 2017) or “Day Month Year” (e.g., 18 August 2017). One style should be used consistently throughout.
   - Write out centuries (e.g., the nineteenth century, not 19th century).
• Decide whether the AD/BC notation or the CE/BCE notation should be used. Note that
the abbreviation AD is placed before the year (e.g., AD 313). The other three
abbreviations are placed after the year (e.g., 313 CE, 221 BCE, 221 BC). Do not use
small caps and periods for these abbreviations.

Romanization for Chinese

1. The Hanyu pinyin system is preferred. If tone marks are used, the author is responsible
for their accuracy. Exceptions are quotations and names which are better known in
other systems of romanization. When the subject matter is Chinese history before the
1950s, the Wade-Giles system can be retained (perhaps with the equivalent pinyin
and/or Chinese characters added at first mention as long as they are consistent and
clear in the context).

2. Use the “Basic Rules of Chinese Phonetic Alphabet Orthography” (2012) as a general
guide for presenting pinyin (e.g., daxue chubanshe, not da xue chu ban she; wenhua,
not wen hua).

3. In pinyin, a person’s given name is spelled as one word (e.g., Deng Xiaoping).

4. If personal preferences for names are known, they should be retained.

5. Italicize pinyin in running text except for proper nouns and words that are familiar to
most readers and listed in the dictionary. Do not enclose pinyin with quotation marks in
running text.

6. If necessary, pinyin can be followed by its English translation. The English glosses are
enclosed in parentheses in running text, but in brackets in source citations (notes,
bibliographies, references, works cited). The translation is capitalized in sentence style
regardless of the bibliographic style followed.

Source Citations

1. The Chicago Manual of Style (17th edition) is our preferred authority on matters of
citation and documentation.

2. Chicago recommends two systems: (a) notes and bibliography, and (b) author-date
references. The notes-and-bibliography system is preferred by many authors in
literature, history, and the arts. The author-date system is preferred for publications in
the sciences and social sciences but may be adapted for works in other disciplines, with
the addition of notes.

3. For a general overview of the two systems and examples, see Chapters 14 and 15 of
CMOS.

4. The Chicago-Style Citation Quick Guide is available online:
http://www.chicagomanualofstyle.org/tools_citationguide.html

5. Note, however, that we accept any alternative system (e.g., APA, MLA; for legal text:
Hong Kong Law Journal [HKLJ] or Oxford University Standard for the Citation of Legal
Authorities [OSCOLA], 4th edition) so long as it is clear and consistently used.
6. In the notes-and-bibliography style, successive entries by the same author(s), translator(s), editor(s), or compiler(s) are listed alphabetically (not chronologically) in the bibliography. An initial article (the, a, or an) is ignored in the alphabetizing. All works by the same author(s) appear together.

7. In the author-date reference system, successive entries by the same author(s) in the reference list are arranged chronologically by year of publication in ascending order, not alphabetized by title.

8. Do not use the 3-em dash for repeated names in a bibliography or a reference list. Simply repeat the author name(s).

Notes

1. Word’s built-in note-making feature must be used.

2. In most cases, footnotes will be used in the printed book.

3. A note number should be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation (whether it is run in to the text or set as a block quotation). The note number follows any punctuation mark except for the dash, which it precedes.

4. Do not attach notes to chapter opening material (chapter number, chapter title, or author name). Consider using an unnumbered footnote on the first page of the chapter.

5. Please note that we no longer use ibid. Repeat the shortened citation in each note. See CMOS 14.30 for more information on the basic structure of the short form.

Signposting

1. Avoid using cross-references such as “see above,” “see below,” or “on the next page.” These references can easily change in a digital format. If an internal cross-reference is necessary, point at the chapter or heading instead.

2. If use of “infra/supra” is preferred (in legal text), include a direct reference to the note, e.g., “See supra, note 38.”

3. Do not refer to a chapter as an “article,” “essay,” or “paper.” Use “Chapter XX” instead.

[CH/18/09]