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In order to have your manuscript processed quickly and efficiently for publication by The Chinese University Press, it is important that all the points in the following guidelines be carefully observed. Corrections in later stages will cause serious delay and extra expense.

I. Manuscript Preparation

Prepare your final manuscript on computer, with one chapter in one or more electronic file(s) and send to the Press one copy each of the electronic files and their printouts. PLEASE KEEP FOR YOURSELF ONE COPY EACH OF ALL THE DISCS YOU SEND, to avoid any accidental damage to or lost of the discs.

For the printout:

1. Use one side of the paper only (preferably A4 size paper).
2. Use single line spacing with ample margins on both sides (e.g. 3.17 cm/1.25 inches) in the printout.
3. Give only a single space after the period between two sentences, just like other punctuation marks.
4. Number pages serially throughout the manuscript, and enter the appropriate page numbers in the table of contents.
5. Additional matters, such as charts, illustrations, etc., if prepared separately in electronic files, should be printed out on full-sized sheets, numbered with A, B, C, etc., after the page number they follow, e.g. 237, 238A, 238B, 239. The place where they are to be inserted in the main text should also be indicated in both the
printout and electronic files of the main text. The electronic files of the additional matters should also be sent.

6. The printout should be identical with the electronic files.

Attached a list of electronic files sent and under each filename indicate the corresponding disc number and the chapter (or the chapter and page numbers of the printout if the chapter is too long to be saved in one file) or the illustrative materials (e.g. tables, figures, etc.) it contains.

If the author is not a native speaker of the English language and the manuscript is in English, it is advised that the final manuscript should be read by a native English speaker before sending to the Press. If necessary, the Press can make such arrangement for the author, but the expense thus incurred will be borne by the author himself.

II. Sections and Subsections

If the chapters are subdivided into sections and subsections, their relative levels should be made absolutely clear, so that we may decide what distinguishing type to use for each. It is best to mark clearly and consistently on the printout all section headings and subsection headings, e.g. “A” for 1st level section, “B” for 2nd level, “C” for 3rd level, and so on. Please put all section headings and subsection headings in bold typeface but do NOT underline them or use all capitals for them.
III. Figure and Table Numbering

1. In numbering figures, tables, maps etc. in the text, use:
   Fig. 1    NOT    figure 1 or Figure 1
   (but Figure 1 at the beginning of a sentence)
   Table 1   NOT    table 1
   Map 1     NOT    map 1

2. When they are quoted in the text or enclosed in parentheses, use:
   (Fig. 1), (Table 1), (Map 1).

IV. Quotation and Quotation Marks

1. Use double quotation marks for a simple quotation.

2. Use single quotation marks for a quotation within a quotation.

3. A comma or period (full stop) should be placed outside the
   quotation marks if the quoted words are phrases:
   · “________”, “________”.

4. A comma or period (full stop) should be placed inside the
   quotation marks if the quoted words are sentences:
   · “________,” “________.”

5. A semi-colon or a colon should be placed outside quotation
   marks unless it is part of the quoted passage:
   · “________”; “________”.

6. An exclamation mark or a question mark should be placed inside
   the quotation marks or parentheses ONLY when it is part of the
   quoted or parenthetical matter; otherwise it should be placed
   outside:
• The woman cried, "Those men are beating that child!"
• Her husband replied calmly, "It is no concern of mine!"
• The ambassador asked, "Then why, sir, are these maneuvers occurring so close to our border?"
• Why did he say "your bargain is too dear"?
• When Crichton was introduced to the agent (had he met him before?), he turned to his host and winked.
• If that was the case, why did she delay answering the governor until the morning of his departure (18 March)?

7. Block quotations should be indented half an inch from the left margin. No quotation marks are necessary at the beginning and end of the quotation.

V. Romanization System

Use Hanyu Pinyin in romanizing Chinese characters. Exceptions are reserved for quotations and for names (proper nouns) which are better known in other forms of romanization (such as Wade-Giles, Cantonese, etc.), e.g. Sun Yat-sen, Hong Kong.

VI. Abbreviations

Abbreviations should follow some standard system and be consistent. You are requested to supply a complete list of abbreviations used in your manuscript.
VII. Italic

The italic typeface makes the italicized word conspicuous. It should, therefore, be used with restraint. It should best be reserved for the following:

1. Titles of books, periodicals, journals and plays.
2. If your word processing software in your computer cannot italicize words, underline the words to be in italics.
3. Please note that poem titles should be in normal type (roman), within double quotation marks, unless the poem is very long and of book dimensions.
4. Short foreign phrases and foreign words that have not been naturalized. The following are regarded as naturalized, and should therefore be in normal type:
   - cf., cit., ed., e.g., et al., et seq., ibid., idem, i.e., loc. cit.,
     op. cit., q.v., sc., s.v., vice versa, viz.,

   and the following should be in italics:
   - ad hoc, ante, c. (= circa), infra, passim, post, supra

5. Words meant to be emphatic. However, it is best to be sparing with this practice.

VIII. Spelling

1. English (British) spelling is preferred though American spelling is also acceptable. Please indicate which one is adopted. In either case, the spellings should be consistent throughout. Follow the Oxford English Dictionary for British spelling.
2. In quotations the spelling of the original should be kept.

IX. Dates

1. In the text, names of the months should be spelt out in full: e.g. use February NOT Feb.


4. B.C. should follow the year (e.g. 340 B.C., 264–235 B.C.), but A.D., if used, precede it (e.g. A.D. 15, A.D. 767–782).

5. Use 1980s NOT 1980’s.

6. Spell out references to particular centuries and decades:
   • eighteenth century
   • twentieth-century China
   • during the sixties and seventies.

7. For A.D. date periods, use e.g. 1977–89 NOT 1977–1989, but 1899–1903.

8. B.C. date periods should be given in full even in tabular and tight matters, e.g. 450–452 B.C.
X. Numbers

1. In pure descriptive matter, numbers should be spelt out in words: e.g. “These rules were observed in the eighteenth century.”
2. Spell numbers under 10 in words, and use figures for numbers 10 or above, e.g. “There was a crowd of 3,500 in the stadium.”
   • Note: 9 to 10 NOT nine to 10.
3. For statistical matter, use figures.
4. Inclusive numbers (continued numbers) in the text should be given in full, as follows:
   3–10; 71–72; 100–104; 600–613; 1,002–1,003; 1,536–1,538.

XI. Bibliography, List of Sources, etc.

Any reasonable system of references, such as those of APA, can be followed as long as it is clear and followed consistently throughout, otherwise the following is recommended:

1. *Printed Books*

Each entry should give the following items in that order:
(i) authorship: the surname followed by initials (or name) of the author(s) or editor(s),
(ii) the full title of the book (in italics, with the key words in the title capitalized),
(iii) facts of publication: the place of publication, the publisher, and date of publication.
A period should be placed after each of the three main items. A colon should be placed between the place of publication and the publisher. Any other supplementary information may be added (see examples below). Use “et al.” if there are more than three authors.

Examples:


2. *Articles in Books*

Follow the pattern: Author. “Article Title”. In: *Title of Book*, edited by Editor. Place: Publisher, Year of publication, pp. xx-xx.


3. *Articles in Journals and Periodicals*


For those periodicals which do not have volume numbers, use the year as volume number, e.g.:


4. Unpublished theses/Manuscripts

Author. “Title”. Ph.D. dissertation, University Name, Year.

Author. “Title”. Paper presented at Conference Name held in Place, Date.

5. Reprints, etc.


XII. References and Notes

The following system is recommended for citing references in notes if no other standard system is followed:

1. The reference is a printed book


2. *The reference is an article in a book*
3. *The reference is an article in a journal or a periodical*

4. *Unpublished thesis/manuscript*
   Author, “Title” *(Ph.D. dissertation, University Name, Year).*
   Author, “Title” *(paper presented at Conference Name held in Place, Date).*

5. *Reprints, etc.*
   Author, *Title* (1905; reprint, Place: Publisher, 1965).
   Author, *Title* (2nd ed.; Place: Publisher, 1985).

*Please note:*
- Publication information *(Place: Publisher, Year)* need to be included when the reference is first cited. It should be dropped in further references to the same source.
- When a reference has been cited before, repeating the title is preferred to using “op. cit.” etc., especially in a text with a lot of notes.
- If a title is lengthy, you may use its “short title” form for further reference to the same source.
XIII. Illustrations

Please supply us the original copies of the line drawings, photos, painting, maps or other illustrations to be included in your manuscript. Photos may be in prints or slides. An electronic version of each illustration in TIFF, JPEG, or EPS format is welcomed in addition to the original copy. Please state the electronic format used.

XIV. Electronic Manuscript

Please inform us the word processor you use and its version and send us the manuscript in electronic files with one file for each chapter on floppy discs or compact discs. This will save us from typesetting the manuscript and accuracy will be considerably improved.

When preparing your electronic manuscript please bear the following in mind:

1. DO NOT use double-line spacing.
2. DO NOT insert two empty spaces after a full-stop at the end of a sentence. Insert ONE single empty space only.
3. It is not necessary to justify the right margin of your text.
4. DO NOT centre your text:
5. DO NOT use soft hyphens, i.e. do not break words between lines. The only hyphens that occur in your typescript should be in hyphenated compound words. (Turn off the hyphenation feature of your word processor.)
6. DO NOT insert running heads.
7. DO NOT use footnotes. Notes should be grouped together and printed out as end notes and saved in one or more separate files. Please DO NOT use the footnote function of your word-processing software.
8. Use two hyphens for a dash, with no space before, between, or after the hyphens.
9. Keep formatting to a minimum, as most formatting features done by you will be removed by us before our formatting into pages.

Please send us the relevant discs (3-1/2” 1.44MB floppy discs or compact discs) together with their hard copies. At present we can handle electronic manuscripts created under the following specifications:
A. Operating system: Microsoft Window (version 95 or later) or Apple Macintosh (version 5).
B. Text file type: Microsoft Word (version 97 or later for Window or version 5 or later for Macintosh), text (ASCII without a hard carriage return at the end of each line) or RTF.

Please number your discs and mark on them the details of items A and B as indicated above.
### XV. Symbols for Correcting Proofs

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**Punctuation Marks**

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Confucius on Wisdom

A man of wisdom (chih-che 知者/知) is never in two minds in his judgement about right and wrong. A man who lacks wisdom, however, can easily mistake the specious for the genuine. This can happen with borderline cases where the application of a rule or a definition becomes uncertain, particularly in the sphere of morals. Take a concrete example, when a ruler gives his concubine the same privileges as his consort or his younger son the same privileges as the heir, doubt is sown in the minds of the people. To all outward appearance, the concubine is indistinguishable from the consort or the younger son from the heir. It takes a man of wisdom not to be perplexed by such phenomena. Another attributes of the wise man is that he has knowledge of men. In words, he is a good judge of character. In the Chinese view, the most important factor contributing to the difficulty of predicting the future lies in the unpredictable nature of man. Thus, the study of human character, through which the only hope of gaining some degree of control over future events lies, was considered a matter of vital importance to the ruler, as the present and future stability of his state often depended on his choice of ministers. This kind of study of human character which was to become from the Eastern Han (25/220) onwards one of the major preoccupations of Chinese thinkers, was already of great importance in Confucius day. Thus, when Fan Ch'ih asked about wisdom, the Master said, "Know your fellow men."
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