Monumenta Nipponica Style Sheet

Eightieth Anniversary
(1938–2018)

SOPHIA UNIVERSITY, TOKYO
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1. GENERAL DIRECTIONS

1.1. Preparation of Manuscripts

Manuscripts for consideration should be submitted electronically in both Word and PDF formats. Manuscripts should be typed double-spaced with the right-hand margin unjustified; this applies also to indented quotations and notes. In particular, it will be helpful if the following are attended to from the outset: (1) Notes should be numbered consecutively and preferably located at the bottom of the page as footnotes. (2) A reference list should appear at the end of the article and should include all works cited in footnotes; works without at least one footnote citation should not be listed. See sections 4 and 5 below for specifications regarding footnotes and reference list entries. (3) Kanji/kana should be included for Japanese and other East Asian names and terms, following MN’s style guidelines explained below.

When submitting a translation, please supply a copy of the text on which it is based. If you wish to incorporate photographic or other illustrative material, please provide electronic copies of this material and a list of accompanying citations. Note that email messages, including attachments, should not exceed 7 MB; for the submission of files exceeding this limit, please contact our office.

Manuscripts under consideration for publication are sent out to be read anonymously. Authors are requested not to include their names on the title page or in running headers or footers and to refrain from identifying themselves in the text or footnotes. After a manuscript has been accepted for publication, any citations or acknowledgments thus omitted may be restored.

MN follows *The Chicago Manual of Style*, 17th edition (referred to below as CMS), for most questions of style and format. This style sheet covers primarily issues related to the presentation of Japan-related subject matter in English and stylistic policies particular to the journal.

1.2. Copyright

The copyright to articles and reviews published in *Monumenta Nipponica* belongs to the journal. MN readily grants permission for the reprinting of published articles in anthologies or other collections or for their reproduction for classroom use. Requests for permission for such uses should be sent by email to the MN office (mnoffice@sophia.ac.jp).

Manuscripts submitted should not have been published previously or circulated widely electronically, or be under consideration for publication elsewhere. We ask authors whose manuscripts or reviews have been accepted for publication not to distribute them in printed or electronic form without our permission.

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2. OVERVIEW OF STYLISTIC CONVENTIONS

This section covers many of the issues frequently encountered in presenting Japan-related subject matter in English. For further details concerning the treatment of names and terms, particularly with respect to capitalization, italicization, and hyphenation, see section 3 below.

2.1. Italics/Japanese Terms

Italicize Japanese terms (and other foreign-language terms) except for those that have entered the English language as indicated by their inclusion in standard English-language reference works. For this purpose, MN primarily follows the usage in *Merriam-Webster Unabridged* (see https://unabridged.merriam-webster.com) and also in certain cases adopts the usage in the *Oxford English Dictionary*.

However, note the following spellings adopted by MN regardless of their appearance in the above sources:

- kabuki, *not* Kabuki
- bunraku, *not* Bunraku
- romaji, *not* Romaji
- noh, *not* No, Nō, or Noh

2.2. Macrons and Plurals

Provide macrons for all but anglicized words (shogun, daimyo, etc.). Place-names follow the same principle (Ryukyu, Kantō, Osaka); consult *Merriam-Webster* and other standard English-language reference works. Quotations from a Western-language work that deviates from these principles should preserve its usage.

For Japanese names and terms, including anglicized terms, use the same form as both singular and plural.

- the two daimyo; the third, sixth, and seventh Tokugawa shogun

2.3. Romanization

Use the modified Hepburn style found in *Kenkyusha’s New Japanese-English Dictionary*. Use “n” rather than “m” before syllables beginning with “m,” “b,” and “p,” and an apostrophe after “n” when it is part of the preceding syllable and the following syllable begins with “yo,” “yu,” or a vowel. Unless there is a strong possibility of confusion regarding units of meaning or pronunciation, MN prefers not to use an apostrophe or hyphen to separate two vowels.

- Tenmu, Kanmu, kanpaku, Tenpyō, shinbun
- *Man’yōshū, in’ei* 隠影, *inin* 委任

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Passages incorporating traditional orthography (rekishiteki kanazukai) should be romanized according to their modern pronunciation. The accompanying Japanese text will make clear the particularities of the orthography.

Extended “a,” “e,” and “i” sounds in foreign Japanized words (gairaigo) are best indicated by a macron.

A unit beginning with a normally unvoiced consonant that is voiced (dakuon) in this context (sōshi: zōshi, hon: bon, kyō: gyō) should usually be joined to the preceding element. If, however, as is often the case with Buddhist texts, a title ending in hon 品 (chapter) or kyō 経 (sutra) comprises several units of meaning, it is best to leave that element standing alone, even if it is voiced. (See also 2.6. Translation and Transcription of Japanese Terms and Phrases.)

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2.3.2. Use of hyphens

Use hyphens sparingly. MN uses them primarily to set off elements affixed to proper nouns. (See also 3.1.3. Honorifics; 3.4. Prefectures, Provinces, Villages, Streets; 3.14. Cultural Schools and Movements.)
Inoue-hakase
Gotō-ke
Nagano-ken
Shirakaba-ha

Modifying terms such as ka or teki preferably should be combined directly with the preceding word. If the preceding word already incorporates a modifier of this sort, the second may be joined to it by a hyphen.

kindaiteki, kindaika
kindaika-teki hassō

Short but independent words may be joined directly to the preceding term if the two form a natural unit. Otherwise they are best left to stand alone.

prefectural histories (kenshi)
Saitama-ken shi, Saitama-ken shi shiryōshū
Jōchi Daigaku shi, Jōchi Daigaku shi shiryōshū

In a proper name where a term such as ken is combined with a modifier such as ritsu, it will usually work best to treat the resulting compound as a separate unit.

Tōkyō Toritsu Toshokan
Ibaraki Kenritsu Hakubutsukan

2.3.3. Romanization of Chinese and Korean names and terms

Chinese and Korean names and terms appearing in Japanese texts should be transcribed according to the rules of romanization for those languages. For the romanization of Chinese names and terms, use Pinyin unless quoting a Western-language work that uses Wade-Giles. For Korean names and terms, use the McCune-Reischauer system.

2.4. Names

In general, follow standard practice for Japanese names, giving family name first, when citing either a Japanese or an English-language work. But when citing a work by a non-Japanese national with a Japanese name or a Japanese national active chiefly overseas (or publishing primarily in English), follow the usage of the work in question. (See also 4.10. Works in Japanese by Non-Japanese Authors.)

For Fujiwara, Minamoto, etc. used as an uji name, include “no” (Fujiwara no Teika, Minamoto no Sanetomo), but leave it out in the case of a family name (Fujiwara Seika). Follow usage in Daijinmei jiten or Kokushi daijiten.

2.5. Characters (Kanji/Kana)

For Japanese, Chinese, and Korean names and terms, provide characters at the first mention of a person, place-name, literary work, era name (nengō) up to Meiji, or romanized term, with the following exceptions: do not give characters for anglicized names or terms or for prefectures, provinces, major cities, or well-known topographical names.

If a name or term first appears in a footnote and only later is mentioned in the text, provide characters at that point as well.

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MN follows the policy of recent major Japanese compendia of classical works and uses modern, abbreviated kanji forms, regardless of how they may appear in the original work cited (this also includes Chinese and Korean sources). For phrases or terms in kana, follow the original orthography, but do not use *hentaigana* except for the standard ゐ and ゑ.

### 2.6. Translation and Transcription of Japanese Terms and Phrases

Characters for names, terms, and longer phrases should follow immediately after the romanized version without any intervening punctuation or parentheses. If the Japanese original (romaji + kanji/kana) of a translated term or phrase is given in parentheses after the English translation, observe the following placement of quotation marks: when the parenthetical element is equivalent to only part of the translated phrase, include it within the quotation marks enclosing the phrase; when the entire original of the translated phrase is provided, put the parenthetical element outside the quotation marks enclosing the phrase. (See also 2.11. Transcription of Poetry.)

She describes it as “the living rhythm that occurs naturally (*onozukara aru* おのづから有)” between heaven and earth.

It is, declares Makuzu, “rooted in their private parts” (*injo o ne toshite* 陰所を根として).

When contrasting different readings of a term, use the following abbreviations:

|-------------|--------------|------------|--------------|

The term cited should follow immediately after the abbreviation without any intervening punctuation.

Hossō (Ch. Faxiang)

When incorporating kanji, put them after the first reading.

Hossō 法相 (Ch. Faxiang)

*xinyuefu* 新楽府 (Jp. *shingafu*), or “new ballads”

*Wenxuan* 文選 (Jp. *Monzen*, Selections of Literature)

*Tipodaduo pin* 提婆達多品 (Jp. *Daibadattabon*), the “Devadatta” chapter of the *Lotus Sutra*

If the term is given in parentheses, put kanji immediately after the first reading and separate the remaining elements by commas.

“poems of admonition and instruction” (*fengyushi* 風諭詩, Jp. *fūyushi*)

*Sutra on Transforming Women’s Bodies* (*Foshuo zhuan nüshen jing* 仏説転女身経, Jp. *Bussetsu tennyoshin gyō*)

*Vimalakirti nirdeśa* (Ch. *Weimo jing* 維摩絏, Jp. *Yuimagyō*).

### 2.7. Dates

When spelling out pre-1873 (traditional calendar) dates, use ordinal numbers for the names of months and days; lowercase the numbers and the words “month” and “day.”

third month, second day; second day of the third month
first month 1809; first month of 1809

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Dates may also be given in more compact, numerical form. In that case, give in the order year, month, and day, separated by periods. Indicate an intercalary month by an “i” before the month.

1712.1.12
1712.i1.12

Nengō should be capitalized in both text and citations. If the month and day are also included, for simplicity use a numeral for the year rather than spell it out.

second day of the third month of Tenmei 2 (1782)

Rather than
second day of the third month of the second year of Tenmei (1782)

When combining nengō and the equivalent Western year, list the nengō year first.

Kenchō 6 (1254).5.5

Include kanji for pre-Meiji nengō when first mentioned.

Kenchō 建長 6 (1254).5.5

If the date appears in a translated passage, the equivalent year in the Western calendar should be given in square brackets rather than parentheses.

“Thus the two countries have exchanged missives (shin 信) since the eighth year of Ōei [1401].”

When spelling out post-1873 (Gregorian calendar) dates, list in the order day, month, and year; do not use commas.

24 August 1942

Give spans of dates in full.

Emperor Gouda 後宇多 (1267–1324; r. 1274–1287; retired emperor, 1301–1308 and 1318–1321)

2.8. Spelling, Punctuation, and Capitalization of Western Terms

MN generally follows the spellings in *Merriam-Webster*. Where more than one spelling is given for a word, MN usually adopts the first spelling listed.

acknowledgment, adviser, benefited, councillor, judgment, toward, traveled, worshiped

Note that CMS generally advises against hyphens in words with “anti,” “pre,” “non,” etc. Adjectives using “quasi-,” however, keep the hyphen (consult the hyphenation table in CMS for further information).

premodern, antiwar, nonviable (*but* non-ego), quasi-public

Use serial commas (i.e., insert a comma before the “and” in a series of three or more elements).

the third, sixth, and seventh Tokugawa shogun

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Terms capitalized include the names of continents. Attention should be paid to the differing usage of certain terms appearing as a noun or adjective.

Asia, Asian
Orient, Oriental (n.), oriental (adj.), orientalism, Occident (n.), occidental (adj.),
West, Westerner, Western, but westernization, western Japan

japonisme
japanology, sinology, Japanese studies

2.9. Parts of a Book

Terms designating the parts of a book are put in roman type, left lowercase, and not enclosed in quotation marks. Chapter numbers in text references are given in arabic numerals.

In chapter 2, the author writes . . .
The introduction discusses . . .
For details, see appendix B.
The volume’s subject index and bibliography are . . .

2.10. Numbers

Spell out numbers 1 to 100 except for dates, percentages, and instances where numbers are mentioned several times within a few lines of text. Use the word “percent” rather than the percent symbol (%). Also spell out round multiples of those numbers up to 10,000. Spell out people’s ages and centuries. (See also 4.6.1. Page numbers.)

six thousand
He was thirty-nine years old.
the eighteenth century
25 percent

2.11. Transcription of Poetry

Japanese text should be provided together with a romanized version for any poetry (waka, haiku, etc.) cited or translated. Capitalize only personal names and place-names.

五月雨をあつめてはやし最上川
samidare o / atsumete hayashi / Mogamigawa

In citing phrases from a Japanese text, including poetry, when precedence is given to the romanized original, the English translation that follows in parentheses should not be enclosed in quotation marks. When precedence is given to the English translation rather than the Japanese original, however, place the translated phrase inside quotation marks. (See also 3.18. Titles of Poems.)

hagi to tsuki 萩と月 (bush clover and moon)
“bush clover and moon” (hagi to tsuki 萩と月)
3. TREATMENT OF NAMES AND TERMS

MN generally follows the recommendations of CMS regarding capitalization, italicization, and hyphenation, but makes some adjustments to the particularities of Japanese names and terms. MN also capitalizes romanized or translated Japanese terms more frequently in text than in the citation of the titles of Japanese works in which those same terms occur. Note that as a general principle, when in a descriptive context a term is treated as a proper noun and capitalized, it should not also be italicized. Likewise, an italicized generic term should not be capitalized.

3.1. Personal Names

3.1.1. Kami, Buddhist deities, etc.

In text, capitalize all substantives and combine subunits into a single word. In citations, capitalize only the first, personal-name element, lowercasing any descriptive elements that follow. (See also 3.13. Religious Terms.)

Amaterasu Ōmikami, but (in citation) “Kodai shinwa ni okeru Amaterasu ōmikami”
Susanoo no Mikoto
Amenokoyane no Mikoto
Sumiyoshi Daimyōjin
Tōshō Daigongen, but (in title or citation) Tōshō daigongen engi
Aizen Myōō

3.1.2. “Go” emperors

Treat as one word without a break between “Go” and the subsequent element.

Godaigo, Gomizunoo
Goshirakawa, Goshirakawa-in

3.1.3. Honorifics

Make lowercase and attach to the preceding name by a hyphen; do the same in citations, where such honorifics are most likely to occur. (See also 3.7.2. Retired emperors; 3.7.3. Titles using “-in.”)

Kondō Bunjirō-kun
Tsuda Baikei-sensei shū
Yasunaga-kyōki
Shinchō-kōki
Kaguya-hime

3.2. Companies, Publishers, Associations, Schools, Museums

Capitalize each element of the names of companies, etc. and put in roman type; incorporate

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single-syllable elements such as “sha” or “kai” into the preceding word and treat multisyllable descriptive suffixes as a separate element. Do not use a hyphen.

Heibonsha
Chōsen Kyōikukai
Meiji Daigaku Bungakubu
Tōkyō Daigaku Shuppankai
Seikadō Bunko
Tōyō Keiryōshi Shiryōkan

For names incorporating a place-name in which the macron is usually dropped, omit the macron if the translated version is used, but keep it in the Japanese version.

University of Tokyo, but Tōkyō Daigaku

For publishers, use modified Hepburn romanization to transcribe the original Japanese name, even if a publisher uses a different romanization for its English name.

Shōgakukan (not Shogakukan or Shōgakkant)
Chūōkōronsha and Chūōkōron Shinsha (not Chuokoron-Shinsha)
Asahi Shinbunsha (not Asahi Shimbun Company)
Nihon Editā Sukūru (not Japan Editors School)
Mineruba Shobō (not Minerva Shobo)

Note the following name changes for the University of Tokyo:

Tōkyō Daigaku (to 1886 and again from 1947)
Teikoku Daigaku (Imperial University; 1886–1897)
Tōkyō Teikoku Daigaku (Tokyo Imperial University; from 1897, when Kyōto Teikoku Daigaku became the second imperial university, until 1947)

Retain capitalization of the names of companies, associations, schools, etc. in citations, whether these are cited as author/editor or publisher, or mentioned within a title.

Dainihon Bōseki Rengōkai enkaku shi
Tōkyō Daigaku hyakunen shi

3.3. Archives and Published Collections

Capitalize all elements and put in roman type the names of archives that are discrete, identifiable units within an encompassing institution. When providing bibliographic information, as a general principle use the Japanese rather than an English name for the larger institution, except for major national entities.

Yamazaki Bunko, Juntendō Daigaku
Gotō-ke Monjo, Aki Shiritsu Rekishi Minzoku Shiryōkan
Tōji Hyakugō Monjo, Kyōto Furitsu Sōgō Shiryōkan
Saitō Makoto Kankei Monjo, National Diet Library

When referring to a published collection of documents (rather than a physical archive), as in the Dai Nihon komonjo: iewake series, italicize the name of the collection and lowercase the descriptive element.

Tōdaiji monjo
Date-ke monjo
3.4. Prefectures, Provinces, Villages, Streets

Capitalize each element when part of the proper name is in English.

Ibaraki Prefecture
Tanba Province
Tama District
Bunkyō Ward
Ōmiya Avenue

Forms such as Mito City, Hoshino Town, and Nagahama Village are best avoided as awkward in English. It is preferable to refer to the city of Mito, town of Hoshino, and village of Nagahama.

In transcribing Japanese forms (used primarily in citations), for modern names join the term in question to the preceding proper name with a hyphen.

Ibaraki-ken
Tama-gun
Bunkyō-ku
Mito-shi
Hoshino-chō
Nagahama-mura
Shinjuku-dōri

For premodern place-names incorporating "no," do not hyphenate, but lowercase the element following "no"; in text treat the "no" and the following element as part of the name and do not italicize.

Tanba no kuni
Tama no kōri

3.5. Topographical Names

As a general principle it is preferable not to duplicate in English a topographical term already incorporated in the Japanese name. Sometimes, however, this is the better choice so as to avoid an unnatural-sounding Japanese name. In such cases the problem can be alleviated by using the Japanese term alone from its second appearance. Alternatively, the Japanese term may be used on its own and an explanation of what it is incorporated into the passage where it is first mentioned. For mountains, abbreviate Mount and use a period.

Tama River
Afone Bay
Lake Biwa
Mt. Fuji, not Mt Fuji or Mount Fuji
Mt. Ōyama; Ōyama, the popular mountain pilgrimage site
But the Musashi plain

The generic term is used here descriptively.

In romanizing Japanese place-names in citations or as the original of a translated version, as a general practice attach "kawa," "yama," "san," "ko," and elements prefixed by "ga" directly to the preceding name. For names incorporating "no," separate the elements with

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spaces; “no” and the element following it are treated as part of the proper name and not italicized.

Arakawa
Asamayama
Fujisan
Takaosan
Towadako
Adachigahara
Akone no ura

3.6. Religious Institutions and Palaces

For on'yomi names do not hyphenate single-syllable terms such as “ji,” “in,” and “gū.” In the case of kun'yomi temple names, “tera” may also be attached to the preceding word, but it often will sound more natural simply to substitute the English term. For shrine names including two-element terms (jingū, jinja, taisha, etc.), either substitute the English term or treat the institutional element as part of the proper name by capitalizing it and putting it in roman type. In citations, lowercase the institutional element.

Kōfukuji, Kōfukuji Temple
Byōdōin, Byōdōin Temple
Kiyomizudera, Kiyomizu Temple
Tōshōgū Shrine
Kasuga Shrine, Kasuga Taisha, Kasuga Taisha Shrine, but (in citation) “Kasuga taisha no kenchiku”
Yasukuni Jinja, Yasukuni Shrine, but (in citation) “Yasukuni jinja ni okeru senbotsu-sha no gōshi kijun no keisei”
Ise Jingū, Ise Shrines; Naikū, Naikū Shrine, the Inner Shrine; but (in citation) Ise jingū no seiritsu

Follow the same principles for the names of palaces and similar structures.

Seiryōden Palace
Suzakumon Gate, Suzaku Gate

3.7. Titles

As a general principle, titles given in English are capitalized only when they precede and are part of the name; used following the personal name, in apposition, or alone, they should be lowercased.

Governor-General Hasegawa Yoshimichi
Hasegawa Yoshimichi, governor-general of Korea
Premier Yoshida Shigeru
the postwar premier Yoshida Shigeru

In practice this means that, with rare exceptions, only titles that sound natural in English (emperor, premier, governor-general, etc.) will be capitalized. Romanized Japanese titles or less familiar-sounding translations of Japanese titles generally will work better in apposition.
and thus usually will not be capitalized. In citations of Japanese works, titles should be lowercase except for any elements referring to geographic names.

- the shogun Ashikaga Yoshimitsu; Yoshimitsu, the third Ashikaga shogun
- Tokugawa Nariaki, daimyo of the Mito domain
- the regent (sesshō) Fujiwara no Yoshifusa
- Fujiwara no Norikyo, lieutenant of the left division of the inner palace guards
- the finance magistrate (kanjō bugyō) Ogiwara Shigehide
- Kyoto governor (Kyōto shoshidai)
- Osaka governor (Ōsaka jōdai)

Also lowercase the title when it is used descriptively in combination with a place-name.

- the Fushimi middle counselor (chūnagon)
- the Nakanoin minister of the right
- the Ise vestal

3.7.1. Emperors, etc.

For emperors and princes, who do not have a family name, the Japanese title may on occasion be used as part of the personal name, as when citing as an author.

- Emperor Shōwa, the Shōwa emperor, Shōwa Tennō
  “Tennō” is capitalized when used as part of the name in text or when citing as an author, but when it appears in the title of a Japanese work, it should be left lowercase: “Shōwa tennō no jidai.”
- Crown Prince Naruhito, the crown prince
- Emperors Meiji and Taishō

3.7.2. Retired emperors

When the English translation of the title is used as part of the name, capitalize both words.

- Retired Emperor Gotoba

If the Japanese form is used (as in a citation), leave it lowercased and attach it to the preceding name with a hyphen.

- Gotoba-in
  Suzaku-in zuinō

3.7.3. Titles using “-in”

For posthumous names or court titles incorporating “-in” (sometimes used in English as equivalent to a personal name), as with other honorifics attach with a hyphen to the preceding name. (By contrast, “-in” meaning temple should be joined directly to the temple name; see 3.6 Religious Institutions and Palaces).

- Taitoku-in (Tokugawa Hidetada)
- Kenreimon-in (Taira no Tokuko)
  But
- Byōdōin, Daisen’in (the temples)

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3.7.4. Titles used as honorifics

Premodern historical and literary texts often use multiple honorific titles, epithets, and names to refer to the same figure. In general, MN advises against overly literal use of titles in addition to a proper name and recommends using the name by which a historical figure is commonly known today rather than the various personal names or titles that may occur in historical sources. To avoid confusion, purely honorific titles incorporating an office that is no longer functional should not be translated literally.

Nijō Yoshimoto, Lord Nijō, or Lord Yoshimoto rather than Gofukōon-in-dono Yoshimoto

Arai Hakuseki rather than Arai Kinmi, Arai Chikugo no kami, or Chikugo no kami

Avoid translating the honorific title “Chikugo no kami” as “governor of Chikugo Province.”

3.7.5. Titles and epithets used as personal name

In some instances, historical figures are known primarily by their title or an epithet (this is often the case with women in particular). In referring to such figures in the main text, capitalize and place in roman type the entire title or epithet, but in citations capitalize only the first element.

Hyōe no Tsubone
Kasuga no Tsubone
Sei Shōnagon
Murasaki Shikibu, but (in citation) Murasaki shikibu nikki
Chūnagon
Nijō no Kisaki

3.7.6. Ranks

Ranks should be used sparingly in text. Keep lowercased in both text and citations; spell out number.

junior fourth rank, lower grade; jushii ge

3.7.7. Religious titles

In most cases institutional religious titles will be used in apposition or descriptively. These should be lowercased and the Japanese equivalent, if included, put in italics. If the title sounds natural in English and precedes the name, it should be capitalized and put in roman type.

Arakida Hisaoyu, associate chief priest (gonnegi) of the Ise Inner Shrine
Kōben Hoshinnō, abbot primate (zasu) of the Tendai sect; Abbot Primate Prince Kōben

The institutional title is “abbot primate”; “hoshinnō” (“prince”), a title granted imperial princes who have taken religious orders, is here treated as part of the name and thus is also capitalized and put in roman type.

Distinguish formal or institutionally descriptive titles (gonnegi, sendatsu, oshi, etc.) from terms that indicate followers or practitioners of a particular sect or school, which are capitalized and put in roman type (see 3.12. Religious Groups and Followers).

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3.8. Governmental Divisions

As a general principle, the English versions of the official names of governmental divisions should be capitalized. MN prefers to do the same with romanized Japanese versions and thus also to put them in roman type. Retain lowercase in citations.

Deliberative Council (Hyōjōsho)
the Government-General (Sōtokufu)
Western Studies Institute (Bansho Shirabesho)
“Edo bakufu hyōjōsho ni okeru keiji jiken no shinri”
Chōsen sōtokufu kaigai keizai jōhō

3.8.1. Handling of bakufu, han, court, domain

As these are not the official names of a government body, MN treats them as generic terms and lowercases them.

Tokugawa bakufu, Tokugawa shogunate
Chōshū han, Chōshū domain
the Kyoto court
Heian court life
Northern court, Southern court

Note that MN advises against the use of the English term “clan” to translate either han or uji (lineage).

3.8.2. Title of official doubling as name of office

The names of premodern government offices are often synonymous with the title of the official (or officials) heading that office. When referring to the office, such terms should be capitalized and put in roman type; when used descriptively of an individual occupying the office, they should be lowercased and italicized.

Finance Magistracy (Kanjō Bugyō)
An office staffed by several magistrates and with a subordinate bureaucracy.
“Ogiwara Shigehide served as finance magistrate (kanjō bugyō) during the last years of the reign of the fifth shogun.”
Northern Town Magistracy (Kita Machi Bugyōsho)

3.9. Periods

In addition to period names derived from proper nouns (e.g., Heian, Edo, etc.), which are capitalized in both text and citations, MN capitalizes in text (but not in citations from Japanese sources) the following established descriptive period names:

Jōmon
Kofun, Tomb
Sengoku, Warring States
Nanboku-chō, but the period of Northern and Southern courts

The descriptive terms ritsuryō and bakumatsu are italicized and not capitalized.
Terms such as “period,” “era,” or “dynasty” used in combination with period names are lowercased.

Sengoku period
Genroku era
Kamakura period
Zhou dynasty

Nengō are treated as proper names and capitalized in both text and citations.

3.10. Events

The English versions of the names of major historical and cultural events are capitalized in text. All elements of the romanized Japanese version should be capitalized and put in roman type in text; in citations of Japanese works, lowercase the descriptive element.

Kenmu Restoration, Kenmu Chūkō
Meiji Restoration, Meiji Ishin

When referring to the Meiji Restoration, capitalize Restoration; when referring to the Allied Occupation from 1945 to 1952, capitalize Occupation.

“At the time of the Restoration . . .”
“During the Occupation . . .”

3.11. Wars and Social Movements

The English versions of the names of wars and major uprisings or other social movements are capitalized in text. The term “battle” is lowercased in the name of a battle incorporating the place-name where it occurred. The romanized Japanese versions should follow the same principles. Attach terms such as “Ran” to the preceding proper name by “no” (no hyphen).

Ōnin War, Ōnin no Ran
Heiji War, Heiji Uprising, Heiji no Ran
battle of Sekigahara
Satsuma Rebellion (Seinan Sensō)
Freedom and People’s Rights Movement (Jiyū Minken Undō)
World War II (not World War Two, or WW2); the Pacific War, Taihei'yō Sensō;
Second World War, Daini Sekai Taisen

In citations of Japanese works, lowercase descriptive elements.

Dokyumento Taihei'yō sensō e no michi
“Taihei'yō” is capitalized as a proper name.
Me de miru seinan sensō shimatsu ki
“Seinan” is considered a descriptive term rather than a proper name.

3.12. Religious Groups and Followers

In English text, capitalize and put in roman type the names of religious sects and schools of thought and the terms that indicate a follower or practitioner of the same. When citing Japanese works in which these terms appear, capitalize the names of specific religious organizations, but not the broader religious groupings or schools of thought to which they belong.
Religious Terms

Capitalize the term “buddha” when it refers to Śākyamuni or is used in combination with the name of a specific buddha; leave lowercase when it is used generically. The same is true for bodhisattva. In citations butsu and bosatsu are lowercased.

Vairocana Buddha
gods and buddhas
buddhahood

Capitalize Dharma and Law when they refer to the Buddhist Law. Lowercase most other Buddhist terms, including both anglicized terms such as “nirvana” and “mandala” and translated terms such as “the ten good acts.” Capitalize “Way” and “Heaven” when they refer to the Confucian and Daoist concepts, but (following Merriam-Webster) lowercase the term “yin and yang” and put in roman type.

Capitalize and put in roman type the names of specific ceremonies and rituals; if the name of the ceremony is best transcribed as two separate elements, capitalize each.

Daijōsai
Ninnōe, Butsumyōe, Butsumyō Sange
Boys’ Day
New Year, New Year’s Day

Cultural Schools and Movements

MN prefers to capitalize the names of distinct schools and movements. The term “school” remains lowercased. In citations of Japanese works, the names of cultural movements should be lowercased, except for elements derived from proper names (including the names of journals). When “ha” directly follows the name of the school, it should be attached by a hyphen, unless the combination of sounds results in it being changed to “pa” (e.g., Rinpa).

Kyoto school, Kyoto gakuha
Kano school, Kano-ha, Kano-style painting
Shirakaba school, Shirakaba-ha, “Jendā no shiten kara mita Shirakaba-ha no bun-gaku”

“Shirakaba” is the name of a journal from which the literary movement took its name.

Japan Romantic school (Nihon Roman-ha), Nihon Roman-ha, “Nihon roman-ha to sensō”
Naturalist (Shizenshugi) school, Shizenshugi school, but (in citation) *Nihon shizen-shugi no bungaku*
Burai-ha; Folk Crafts movement (Mingei undō)

3.15. Edicts and Laws

Formal or standardly accepted titles of edicts, treaties, etc. are capitalized and put in roman type and are not enclosed in quotation marks. Follow these principles for both English translations and the romanized Japanese version, but lowercase such terms in citations of Japanese works.

Imperial Rescript on Education (Kyōiku Chokugo)
Kyōiku Chokugo (Imperial Rescript on Education)
*But*
(in citation) *Meiji tennō to kyōiku chokugo*

3.16. Newspapers and Journals

Capitalize the first element and italicize. In the case of university journals (*kiyō* 紀要), capitalize all the elements of the name of the organization or school putting it out, but not other words. For the publisher, use the modified Hepburn romanization of the Japanese name. (See also 3.2. Companies, Publishers, Associations, Schools, Museums.)

*Meiji Daigaku Bungakubu kiyō*
*Asahi shinbun* (the newspaper), *Asahi Shinbunsha* (the publisher)
*Chūō kōron* (the journal), *Chūōkōron Shinsha* (the publisher)

3.17. Titles of Prose Works, Plays, Manga, Anime

The titles of published “prose” works in Japanese that are recognizable as individual entities, including short stories, essays, manga, and works mixing poetry and prose, preferably should be italicized, regardless of length and/or later inclusion in a larger work or series. The titles of plays, movies, and anime are also italicized. Subsections of such works, including chapters and sections, are put in roman type and enclosed in quotation marks. For works in Japanese, the general rule is to capitalize only the first word and proper names. (See also 4.3. Title Format: Italics and Capitalization.)

*Asaki yume mishi*
“Akone no ura kuden,” a subsection of *Ise monogatari zuinō*

Articles or features appearing in journals and newspapers are put in roman type and placed inside quotation marks.

Japanese characters should follow immediately after the first mention of the romanized title. If an English translation of the title is added in parentheses following the Japanese title, it should be put in roman type, without quotation marks, and with headline-style capitalization.

“Akone no ura kuden” 阿古根浦口伝 (Oral Transmission on Akone Bay), a subsection of *Ise monogatari zuinō* 伊勢物語髄脳 (Essence of the Tales of Ise)

The Japanese title should be given on first mention of the work; if the English translation is
used thereafter, the format should follow normal English-language conventions.

In the section following “Oral Transmission on Akone Bay,” the author of Essence of the Tales of Ise takes up . . .

If the English title needs to be given priority (as, for instance, in references to a translation), put the italicized Japanese title in parentheses.

3.18. Titles of Poems

Titles of poems are put in roman type and placed inside quotation marks. For the title in Japanese, capitalize the first word and any proper nouns. Japanese characters should follow the first mention of the romanized title. Do not use quotation marks for the English translation of the title given in parentheses after the Japanese title, but do so if the translation is used thereafter as the main title.

If the poem has a formal title, all the main elements of the English version should be capitalized. If, however, a poem is referred to by its first line rather than a title, or by a preface (“Composed at . . .”), which will often be the case with Japanese waka and haiku, in the English version capitalize only the first word and any proper nouns.

“Shōkōchōka” 称皇朝歌 (Song in Praise of the Imperial Dynasty)
“Shiru shiranu” 知る知らぬ (Knowing and not knowing)
First line of a poem from “Ise monogatari.”
“Araumi ya” 荒海や (The rough sea)
First line of a haiku by Bashō.
“Mieshino no Omuro ga take ni” み吉野の小室が岳に (On Mt. Omuro in beautiful Yoshino)
First line of a poem from “Kojiki.”

Characters should not be placed inside the quotation marks used to set off the romanized title. If a poem is referred to initially by the English translation of the title, follow this with an italicized transcription of the original Japanese title in parentheses. Capitalize the initial word and any proper names. (See also 2.11. Transcription of Poetry.)

“Song in Praise of the Imperial Dynasty” (Shōkōchōka 称皇朝歌)
“Knowing and not knowing” (Shiru shiranu 知る知らぬ)
“On Mt. Omuro in beautiful Yoshino” (Mieshino no Omuro ga take ni み吉野の小室が岳に)

Poems from major imperial and private collections are generally cited by poem number. Do not use a comma between the collection name and poem number.

Goshūi waka shū 後拾遺和歌集 1042
Man’yōshū 万葉集 853–63
Kokin waka shū 古今和歌集 828

When citing a collection repeatedly, an acronym or shortened title may be used.

Man’yōshū 854; MYS 854
Kokin waka shū 827; Kokinshū 827; KKS 827

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3.19. Titles of Paintings, Statues, Other Works of Art

Capitalize and italicize the main elements of the English title; for romanized Japanese titles, italicize, but capitalize only the first element and any proper names.

*One Hundred Views; Fuji hakkei
Kudara kannon*

3.20. Electronic Databases

Capitalize and put in roman type the name of a database. Follow the practice of the database in question with regard to the treatment of non-Japanese words such as “system” or “database.”

Teikoku Gikai Kaigiroku Kensaku Shisutemu
Yomidas Rekishikan
Kikuzo II Visual
4. FOOTNOTES AND REFERENCE LIST: OVERVIEW

4.1. Basic Structure and Principles

MN follows a “notes and bibliography” citation system based on CMS and, except for in book reviews, uses footnotes rather than in-text citations.

The reference list, located at the end of the article, includes all works—and only those works—cited in the footnotes. It contains the full relevant bibliographic data, including characters for the titles and authors of works in Japanese.

The footnotes do not duplicate this data, even in the case of the first citation to a particular work. They simply provide enough information, in an abbreviated form, to locate the work in the reference list. Where the author is known (“author” includes editors, compilers, and translators), for Meiji and later works this information usually consists of the author’s family name and a shortened main title. For pre-Meiji authors or when citing more than one modern author with the same family name, use the full name. For works having no identifiable author, or for compilations commonly known by their title, only the (shortened) title is given.

A few types of sources are handled differently from the above-described system. For details, see 5.6. Newspaper Articles; 5.7. Published Documents; 5.8. Unpublished Archival Sources; 5.9. DNS, DNK Hennen, DNK Bakumatsu.

The reference list is organized alphabetically according to author’s family name and/or the title used in the notes. The first-listed author’s name should be inverted for Western names, but not for Japanese or other East Asian names, which should be transcribed without a comma (see 2.4. Names). MN’s policy is to provide the information necessary to readily locate a cited text, rather than to give all available bibliographic data about the work. The place of publication is omitted in the case of books published by university presses (where it is usually obvious). Since the majority of Japanese books are published in Tokyo, the place of publication is given for commercial presses only when they are located outside of Tokyo. To avoid duplication, it is also omitted if the publisher is a local governmental body, such as a prefecture or city. If the place of publication is given, it should precede the publisher’s name and be followed by a colon. For Japanese publishers, capitalize all elements of the name (see 3.2. Companies, Publishers, Associations, Schools, Museums).

To check the reading of an author’s name or other publication data, MN frequently turns to CiNii, the online union catalogue of works in the collections of Japanese (and some overseas) universities provided by the National Institute of Informatics (Kokuritsu Jōhōgaku Kenkyūjo), and the National Diet Library online catalogue. For pre-Meiji materials, MN often consults the databases provided by the National Institute of Japanese Literature (Kokubungaku Kenkyū Shiryōkan).

CiNii: http://ci.nii.ac.jp

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4.2. Frequently Cited Journals and Compendia

Bibliographic information for certain well-known journals and compendia is provided at the back of each issue of the journal under “Information for Readers and Contributors”; for works cited from these series, data such as date of publication and publisher is therefore not included in the reference lists of individual articles. Acronyms are used for these series and for the titles of some standard English-language journals in the field. (See also 5.9. DNS, DNK Hennen, DNK Bakumatsu; 5.10. Citations to Taishō shinshū daizōkyō.)

DNK Hennen


DNK Iewake


DNK Bakumatsu

*Dai Nihon komonjo: Bakumatsu gaikoku kankei monjo* 大日本古文書: 幕末外国関係文書. Tōkyō Daigaku Shiryō Hensanjo 東京大学史料編纂所. Tōkyō Daigaku Shuppankai, 1910–.

DNS

*Dai Nihon shiryō* 大日本史料. Ed. Tōkyō Daigaku Shiryō Hensanjo 東京大学史料編纂所. Tōkyō Daigaku Shuppankai, 1901–.

HJAS

*Harvard Journal of Asiatic Studies*

JAS

*Journal of Asian Studies*

JPRS

*Japanese Journal of Religious Studies*

JJS

*Journal of Japanese Studies*

MN

*Monumenta Nipponica*

KST


KT


NKB


NKBZ


NST


SNKT


SNKZ


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4.3. Title Format: Italics and Capitalization

As a general principle, titles of larger, independent works (e.g., books and journals) are italicized; titles of smaller units contained within other works (e.g., chapters, articles) or unpublished works are put in roman type and enclosed in quotation marks. MN also italicizes the titles of multivolume series (sōsho 叢書, zenshū 全集, kōza 講座, etc.) as well as the titles of individual works and volumes contained in them (see also 3.17. Titles of Prose Works, Plays, Manga, Anime). In both footnotes and the reference list, English-language titles are capitalized headline style. For works in Japanese, the general rule is to capitalize only the first word and proper nouns. However, some elements that are treated in English as part of a proper noun and would therefore be capitalized in the body of an article are left lowercased in footnote citations and in the reference list (e.g., Murasaki shikibu nikki). (See individual items in section 3 above.) For capitalization in languages other than English and Japanese, follow the conventions for those languages as described in CMS.

4.4. Titles and Foreign Terms within Titles

MN follows the original in demarcating titles within titles or foreign terms within titles. Where demarcation is needed, instead of reverse italics, treat as indicated below.

4.4.1. Titles within titles

MN uses quotation marks (not italics or reverse italics) to demarcate titles within titles of either Western-language or Japanese-language texts. For books, use double quotation marks and for articles, single quotation marks. For Japanese works, kagi kakko or brackets (「」, 「」) in the character version follow the original.

(book)

Reading “The Tale of Genji” : Sources from the First Millennium
“Shinkokinshū”: New Collection of Poems Ancient and Modern
Lust, Commerce, and Corruption: “An Account of What I Have Seen and Heard,” by an Edo Samurai
Norinaga to “Sandaikō”: Kinsei Nihon no shinwateki sekai zō 宣長 と『三大考』: 近世日本の神話的世界像
Gukanshō no kenkyū: Sono seiritsu to shisō 愚管抄 の研究: その成立と思想

“Gukanshō” is not set off in the original.

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4.4.2. Foreign terms within English-language titles

With Japanese or other foreign terms found within the title of an English-language work, follow the original with respect to whether or not to demarcate. If demarcating, use double quotation marks in the case of a book title and single quotation marks in the case of an article title.

(book)

*Embodying Difference: The Making of Burakumin in Modern Japan*

“Burakumin” is not set off in the original.

4.5. Punctuation

As a general principle, following CMS, in footnotes the elements are separated by commas, while in the reference list the main elements are set off by periods. The main exception to this latter convention is when the work cited is part of an edited volume or series or is a translation. In these cases, the name of the editor, series, or translator and any other necessary information are given after the relevant title, separated from it by commas (see also 4.11. Editors, Compilers, Translators; 4.12. Citations to Works Included in Compendia).


4.5.1. Location of characters

In the reference list, characters should be given for the first citation of an author’s name and of the title of a work; they should not be provided for the names of publishers. Characters should follow immediately after the romanized name or title, before periods or commas. They should not be placed inside the quotation marks used to set off the romanized title of an article or chapter.

(footnote)


(reference list)

Takeuchi Makoto 竹内誠. “Kansei kaikaku” 宽成改革. In vol. 12 of *Iwanami kōza*
Subsequent references to the same author should usually omit the characters, but if an author or editor who is first mentioned in a subordinate element of an entry later reappears as the main identifying element, repeat the kanji at that point as well. If a second entry referring to the same compendium appears immediately after the first, do not repeat the characters for it (see 4.7. Multiple Works by the Same Author). If, however, the same compendium is cited in entries separated from each other, give the characters in each instance.

4.5.2. Em-dash, nakaguro, brackets

In the reference list, use colons to separate the main title and subtitle of the romanized and original character versions of Japanese works as well as Western-language works. The titles of Japanese works frequently contain various types of dashes. Because the em-dash (—) can be confusing in a horizontal print format (it looks like the character 一 [ichi]), MN avoids its use, replacing it with a colon. Capitalize the first word of the subtitle.


In the character version of a title, retain the nakaguro (・) used in Japanese to separate two items, but replace it with a comma in the romanized version.


Titles of Japanese works frequently use various types of brackets to emphasize or set off a word. For the romanized transcription, convert these to single quotation marks in the case of an article or chapter and double quotation marks in the case of a book. In the character version, use the standard single kagi kakko (‘ ’) in place of variant bracket forms used for emphasis. (See also 4.4.1. Titles within titles.)


4.5.3. Multiple references in one note

In footnotes, separate multiple references by a semicolon. Do the same for multiple references to different volumes of the same work or when other elements, such as document or item number, are included (see 4.6.3. Citations incorporating dates or document numbers in addition to page numbers).

Nijō Yoshimoto, Tsukubashū 1415 (vol. 2, p. 129); 561 (vol. 1, p. 180); 631 (vol. 1, p. 202).

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4.6. Page and Volume Numbers

4.6.1. Page numbers

Footnote citations should give only the specific page or pages pertinent to the issue under discussion. If the citation is to an entire article, there is no need to give inclusive pagination in the note, as that information is provided in the reference list entry. The reference list should give the first and last page numbers for both journal articles and chapters cited from collective or edited volumes. Inclusive pagination is not given for the compendia whose bibliographic information is listed in the back of each issue of the journal (see 4.2 Frequently Cited Journals and Compendia).

(footnote)

Nishiguchi, “‘Tennyo jōbutsu kyō’ ni tsuite,” p. 256.

(reference list)


Both in footnotes and in the reference list, give full digits for numbers under 100.


For numbers 100 to 109, give full digits; for numbers 110 and above, drop the duplicated hundreds digit. Follow the same principles for 200s, 300s, etc.

pp. 100–104, 185–95, 201–20.

4.6.2. Volume numbers

In footnotes, “vol.” is lowercased; so, too, in the reference list unless it is the first item following a full stop. Use arabic numerals for volume numbers in both footnotes and the reference list. In the reference list, the words “vol.” and “no.” are omitted for periodicals. “Vol.” is also omitted for frequently cited compendia identified by an acronym. In both cases, the volume number should follow immediately after the title or the acronym (without a comma). For a work included in a frequently cited compendium, if it is one of two or more texts contained in the same volume, indicate that by “in”; omit “in” if the work occupies the entire volume.

Sei Shōnagon 清少納言. Makura no sōshi 枕草紙. SNKZ 18.

The volume also includes “Murasaki shūkibu nikki.”

If only one volume of a multivolume work is cited in the course of an article, the reference list may give bibliographic information for just that volume.

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(footnote)


(reference list)


If more than one volume is cited, the reference list should provide information for the entire work, including the total number of volumes and, if pertinent, the range of publication dates.

(footnote)


(reference list)


4.6.3. Citations incorporating dates or document numbers in addition to page numbers

If a footnote citation includes a date (such as for a diary entry) or document number, put that information after the title. For a date, include a comma; document numbers should follow immediately after the title, without an intervening comma. The volume and page numbers should be given in parentheses, after the other information. (See also 4.12. Citations to Works Included in Compendia; 5.7. Published Documents; 5.10. Citations to Taishō shinshū daizōkyō.)

Sugawara no Michizane, Kanke bunsō 元慶 8 (884).4.10 (p. 605); 660,
Nijō Yoshimoto, Tsukubashū 1415 (vol. 2, p. 129); 561 (vol. 1, p. 180); 631 (vol. 1,
Öe no Masafusa, Ganmonshū 2:4 (pp. 667–69).

4.6.4. Pagination for traditionally bound works (wasōbon)

Manuscripts and traditional block-printed works consisting of folded sheets bound together with pagination on the central fold should be cited as folios. Use “a” for the front (left) side, “b” for the back (right) side; avoid the use of recto/verso. Refer to both kan and maki as “vol.”

fol. 49a, fol. 51b, fols. 50–53
vol. 1, fol. 49a

For unpaginated manuscripts, where possible supply the pertinent page number in square brackets.

fol. [56b]

(footnote)

Muro Kyūsō, Akō gijin roku, vol. 1, fol. 2a.

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**4.7. Multiple Works by the Same Author**

If multiple works by the same author are cited, present them in the reference list in alphabetical order. Include kanji for the author and a series cited more than once only at first appearance (see 4.5.1. Location of characters).


If multiple editions of the same work are cited, add a simple identifying element, such as the editor or series, in the footnotes. In the reference list, include kanji for the title of the work only at its first appearance.

(footnote)


**4.8. Single Works with Multiple Authors**

For Western-language works with multiple authors, in the reference list only the name of the first author is inverted, with the family name preceding the personal name—which is set off by commas. For works in East Asian languages by East Asian authors, follow standard practice for names in those languages, with the family name preceding the personal name and no intervening commas (see also 4.10. Works in Japanese by Non-Japanese Authors).

(footnote)


(footnote)


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4.9. Authors with Same Family Name

If different works by authors with the same family name are cited, present them in the reference list in alphabetical order. In the footnotes, include the personal name for modern as well as pre-Meiji authors.

(footnote)


(referencelist)


4.10. Works in Japanese by Non-Japanese Authors

For articles and books in Japanese by authors with non-kanji-based names, give the original Western spelling, followed by romanization of the katakana rendering used in the piece in question, separating the two by a slash. For articles and books in Japanese by Chinese and Korean authors, give the romanization in Chinese or Korean used by the author, followed by a romanized transcription of the Japanese reading of the kanji. Separate the two by a slash and in the reference list put the kanji after the second romanization.

(footnote)

Heo/Kyo, “Inoue Enryō to Chōsen junkō,” p. 150.
Smith/Sumisu, “Ichiran zu no seijigaku.”

(referencelist)

Smith, Henry/Sumisu, Henří スミス、ヘンリー. “Ichiran zu no seijigaku” 一覧図の

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When citing a work by a non-Japanese national with a Japanese name or a Japanese national active chiefly overseas (or publishing primarily in English), follow the usage of the work in question. (See 2.4. Names.)


4.11. Editors, Compilers, Translators

The format for identifying an editor, compiler, or translator varies according to the nature of the publication.

4.11.1. Citation by name of editor, etc.

If a work is cited under the name of someone other than the author, in the reference list that information is given in abbreviated form after the name, separated from it by a comma and with “ed.” (or “eds.”), “comp.,” or “trans.” lowercased. It is not necessary to include this information in the footnotes.

(footnote)

Hisamatsu, Chūsei karonshū, p. 178.
Shirane and Suzuki, Inventing the Classics, pp. 32–38.
Hayashi, Tsūkō ichiran, vol. 5, pp. 555–64.
McCullough, Tale of the Heike, p. 45.

(reference list)


4.11.2. Citation by name of author; name of editor included

If the name of an editor or translator is included along with that of the author, the identification of that individual follows the name of the work, separated from it by a period. Note that when it precedes a name, the abbreviation “ed.” stands for “edited by” and therefore is not used in the plural even when there are multiple editors. Information about volume numbers follows the editor’s name.
4.11.3. Citation by name of author; name of editor included together with additional data

If the work is part of a compendium or a volume consisting of more than one work and the editor is responsible for editing the entire volume or compendium, the editor’s name should follow the title of the compendium or overall volume, separated from it by a comma. (See also 4.12. Citations to Works Included in Compendia.)


But


The two volumes of Nijô Yoshimoto’s “Tsukubashû” are part of a series that does not have volume numbers and the individual volumes of which have different editors. Fukui is the editor only of “Tsukubashû.” The reference list entry thus follows the 4.11.2 format rather than the 4.11.3 one.

4.12. Citations to Works Included in Compendia

Multivolume series (sōsho 叢書, zenshu 全集, kôza 講座, etc.) are a frequently encountered feature of Japanese scholarship; these often have multiple editors and separate titles for volumes or for series within series. In principle it is preferable to give only the information necessary to locate the particular work cited rather than to include all such bibliographic data.

As a rule of thumb, include the editor or compiler’s name if the compendium is specialized and the person named as editor or compiler likely was directly involved in putting it together. The editor or compiler’s name may be omitted in the case of an editorial committee organized for the purpose of producing the compendium (XX Inkai, YY Hensankai), or if the name overlaps with that of the publisher (in which case the latter will suffice). The editor’s name may also be omitted if the compendium is large and well known and can be readily located without it. If included, the editor’s name should be enclosed in commas and follow the compendium’s title (see 4.5. Punctuation; 4.11. Editors, Compilers, Translators).

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If the piece cited does not occupy the entire volume, in the reference list indicate that by “in.” For citation of a single volume from a multivolume work, see also 4.6.2. Volume numbers.

(footnote)

Senjun, Katahashi, p. 146.

(reference list)


The compendium is specialized, and the editor’s name is included.

The citation is to a text contained in a volume that is one of several constituting a sub-unit of a multivolume series that does not have overall numbering. The total number of volumes is thus not indicated, and the name of the subunit, “Kinsei shiryōhen,” is treated as a subtitle to that of the overall series. The name of the compiler is the same as that of the publisher and thus is omitted.

In the case of a series within a larger series, each of which has separate numbering, or a multivolume work included in a compendium, only the volume number most pertinent to the text at hand should be given in the footnotes. Sometimes a series does not have consecutive numbering; even if it does, if the work can be located readily without the series name and/or volume number, that information may be omitted from the reference list. Where it is necessary or desirable to include such information, resulting in the need to indicate the concurrent existence of two different sets of volume numbers, in the reference list the compendium volume numbers should follow directly after its name, without intervening punctuation or the word “volume.”

(footnote)

Ogyū Sorai, Seidan, pp. 122–24.
Fujiiwara no Munetada, Chūyūki, Hōen 保延 (1136).7.20 (p. 204).
Nihon engyō taikei, vol. 3, p. 45; vol. 6, pp. 120–34.
Smith/Sumisu, “Hiroshige to Kiyochika,” p. 177.
Fujioyokata nikki, Tenpō 15 (1844).1.10 (pp. 413–14).

(reference list)

The work occupies five volumes numbered 1 to 5 in the NKB compendium. The footnote cites those volume numbers together with the “volume” (maki) and story numbers common across different editions. The reference list entry indicates the equivalent compendium volume numbers.

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Only the volume number within the overall series, vol. 12, is given; the information that it is also vol. 4 of the subunit “Kinsei” is omitted, as are the names of the editors of the well-known series.


The works included in the “Edo sōsho” series are combined with other works and distributed across different volumes of the series. Thus, in both the footnote and the reference list, only the volumes of the work in question (“Edo jitsujō Seisai zakki”) are referred to, not those of the series as a whole. Seisai is the author’s “gō” (studio name) and thus is capitalized in the title. The name of the committee responsible for the compilation coincides with that of the publisher and thus is omitted.


The work occupies a single volume within an ongoing episodic series. The name of the series and the work’s volume number within it are omitted.


Only one volume of a multivolume courtier diary is cited in the course of the article; the footnote does not include the volume number and gives instead the date of the entry. The reference list provides the relevant number of the diary (vol. 7) and indicates that this corresponds to vol. 15 of the “Zōho shiryō taisei” series.


The series encompasses different levels of subsections. In the title, the nine-volume “Kodai, chūsei” subsection is put in parentheses to set it off within the larger “Shiryōhen” subsection.


One volume of many in an unnumbered series.

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5. FOOTNOTES AND REFERENCE LIST:
EXAMPLES AND VARIATIONS

5.1. Autonomous Published Work (Individual Volume or Included in
Compendium) with Known Author, Editor, Compiler, Translator

“Autonomous” refers here to texts written originally as independent pieces rather than as
chapters or subsections of a larger work or as periodical articles. MN italicizes the titles of
all such works, regardless of length (see 3.17. Titles of Prose Works, Plays, Manga, Anime;
4.3. Title Format: Italics and Capitalization), but treatment of the author’s name varies
according to the criteria for citations indicated in 4.1. Basic Structure and Principles. The
reference list format will also vary depending on whether the work constitutes an individual
volume or is combined with other works or included in a compendium (see 4.12. Citations
to Works Included in Compendia).

5.1.1. Modern work, individual volume

(footnote)

Suga, *Shinkei*, p. 120.

(reference list)

Hesselink, Reinier H. *The Dream of Christian Nagasaki: World Trade and the Clash

5.1.2. Modern work, included in compendium

(footnote)


(reference list)


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5.2. Autonomous Published Work by Unknown Author or Better Known by Title

This category includes both works for which there is no known author or compiler and works (such as the imperial poetry collections or modern collectively authored works) that are more commonly known by their title than by the compiler. In the latter case, it is possible to list the work by the name of the compiler, but often it will be simpler to list it instead by the title. As with the other autonomous works discussed earlier, the titles of works in this category are italicized. For citations of individual documents instead of works, see 5.7.

Published Documents.

5.2.1. Author unknown

(footnote)

*Sesshū gappō ga tsuji*, pp. 682–84.

(referencelist)


5.2.2. Premodern work commonly known by title rather than compiler's name

(footnote)

*Ofuregaki*, p. 135.
*Hokuzanshō*, p. 200.
*Tokugawa jikki*, vol. 7, p. 219; vol. 8, p. 282.
*Nihon ryōiki* 1:16 (pp. 151–52).

(referencelist)


*Tokugawa jikki* 徳川実紀. 10 vols. KST 38–47.


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5.2.3. Modern collectively authored work

The “editor” is often an editorial committee established for the purpose of publishing the work in question, or is the representative of such a committee. The committee’s name frequently coincides with the work’s title or the publisher’s name, and even when the name is that of a representative individual, it can usually be omitted.

(footnote)

“Tōdaiji Hokke dōshū shūgi kiroku” 東大寺法華同衆衆議記録, Shōwa 正和 1 (1312).

Characters are given for the document name, since it will not appear in the reference list. (See also 5.7. Published Documents.)

(reference list)


“Mito-shi shi” consists of three “volumes” (“jō,” “chū,” “ge”), but “chū” in fact has five volumes and “ge” has three. In the reference list, the total number of volumes is thus given as nine, and in the footnote, the third volume of “chū” is cited as “vol. 2:3,” etc.


5.3. Chapter in Edited Volume

The title of the chapter is put in roman type and enclosed in quotation marks, and the title of the volume is italicized. In the reference list, the name(s) of the editor(s) of the volume come after the title, separated from it by a comma, and inclusive page numbers for the chapter are provided.
5.4. Explanatory Material Included in Edited Volume or Compendium

Put explanatory material such as a kaisetsu or background essay in roman type and place inside quotation marks.

(footnote)


(reference list)

Kojima Noriyuki 小島憲之. “Kaisetsu” 解説 (Kaifūsō, Bunka shūrei shū, Honchō monzui 懐風藻・文華秀麗集・本朝文粹). In NKBT 69.

5.5. Article Published in Journal or Magazine

The name of the article is put in roman type and enclosed in quotation marks; the name of the periodical is italicized (see 4.3. Title Format: Italics and Capitalization). If the number of the issue is given in addition to that of the volume, there is no need to include the month in the date. If a journal is cited more than once, characters need to be given only for the first
instance (see 4.7. Multiple Works by the Same Author). If two issues have been combined, indicate this with a slash. If the journal or magazine is published both in print and electronically with identical contents, when citing follow the principles for print versions even if the article has been accessed electronically. For journals and magazines published only electronically, see 5.16. Electronic Sources.

5.5.1. Journal article

(footnote)

Tonomura, “Forging the Past,” p. 72.

(reference list)


5.5.2. Article published in installments

If an article is published over a number of installments, bibliographic data for the installments cited may be combined in one reference list entry.

(footnote)


(reference list)


If only a few installments are cited from an extensive series, it is also possible to list them separately in the reference list. In that case, characters should be given only for the first entry.

(footnote)

5.5.3. Magazine article

In contrast to scholarly and professional journals, which are commonly cited by volume number, issue, and date, magazines are usually cited only by date. The article’s inclusive range of pages may be omitted, since other materials often intervene.

(footnote)

Satō, “Mori kantoku intabyū.”

5.6. Newspaper Articles

For newspaper articles, the full name of the author (if identified) and the full article title, including characters in the case of Japanese publications, are given in the footnotes, and there is no corresponding entry in the reference list. Put titles in roman type and enclose in quotation marks; capitalize only the first word and any term that used on its own would be considered a proper name. Italicize the name of the newspaper. Include only the article’s date, not the page on which it appeared. In accordance with footnote format, separate the items with commas. Where relevant, include the name of the edition at the end. For an article originally published solely in a print edition, follow the print citation format even if it has been accessed through a digital database such as Yomidas Rekishikan. When citing an article published electronically, include the URL. Following CMS, MN recommends giving URLs in shortened form and omitting the date the item was accessed. (See also 5.16. Electronic Sources.)

5.6.1. Unsigned newspaper article (print)

(footnote)

“The sale of bonds in exchange for ‘kinsatsu’ to English capitalists,” Japan Weekly Mail, 1884.7.19.

5.6.2. Signed newspaper article (print)

(footnote)

Reiji Yoshida, “Wide-ranging imperial reform likely too sensitive to tackle for now,” Japan Times, 2016.10.16.
5.6.3. Newspaper article published electronically

(footnote)


5.7. Published Documents

When citing a specific published document, the relevant information (e.g., title, number, date) should be given in the footnotes; only the name of the volume in which it is published and the necessary bibliographic information about that volume should appear in the reference list. If the title of the document is given, it should be put in roman type and enclosed in quotation marks. The document number follows directly after the name of the collection in which the document is included without intervening punctuation. Volume and page numbers follow, enclosed in parentheses. (See also 4.6.3. Citations incorporating dates or document numbers in addition to page numbers.) If the same volume is cited repeatedly, an acronym may be used in place of the full title (see 4.2. Frequently Cited Journals and Compendia). Citations to certain composite collections are handled differently (see 5.9. DNS, DNK Hennen, DNK Bakumatsu).

(footnote)


*Document name and characters are given in the footnote, not the reference list. The reference list entry will include the name of the collection in which it appears. The footnote also includes the number of the document in the collection.*


*Or, in an abbreviated form by collection name and document number and date, without the document name:*


*Tōdaiji monjo* 311, *Jōan* 承安 5 (1175).5.23 (vol. 12, pp. 18–19).

(referene list)


*The document collection ("Rikyū Hachimangū monjo") is published as one section of a one-volume compendium.*

*Tōdaiji monjo* 東大寺文書. 22 vols. DNK Iewake, part 18.

5.8. Unpublished Archival Sources

The format for the citation of unpublished materials varies according to their nature and length. In both the footnotes and the reference list, the name of the archive holding the
material should be put in roman type and capitalized headline style (“archive” includes both collections housed within an institution that may encompass several such collections and dedicated institutions; see 3.3. Archives and Published Collections). In the reference list, give the location of the institution housing the archive and, for Japanese sources, characters for the names of private archives and public ones below the prefectural level. Citations to sources in a digital archive should follow the same general format as for print sources, with the relevant URL included in the reference list (see also 5.16. Electronic Sources).

5.8.1. Longer sources

Cite a longer source, such as a diary or treatise, by author and/or title in the footnotes and give the full bibliographic information about it, including its archival location, in the reference list. Titles should be put in roman type and enclosed in quotation marks.

(footnote)

Hasegawa, “Sōjō.”

(reference list)

Treatise included in a named archival collection held at a library; document number within the collection follows its name without intervening punctuation. The widely used English name of the library is given, but the Japanese form (Kokuritsu Toshokan) could be used instead. In that case, as it is a national institution characters would not need to be added.

In file K289 モリ. Kōchi Kenritsu Toshokan, Kōchi-shi.
Multivolume diary included in a larger file of documents rather than a named archival collection. Characters are omitted for the institution housing the materials because it is a prefectural library.


5.8.2. Shorter sources

Shorter sources—documents such as letters, orders, contracts, etc.—should be cited in a manner comparable to published versions of such materials (see 5.7. Published Documents). Provide information about the source in the footnotes, including name, characters, and/or document number where pertinent, together with the name of the archival collection. In the reference list, give only information about the archive. If the source has a title, put it in roman type and enclose in quotation marks; do not use quotation marks if the identification is descriptive, as with a letter.

(footnote)

“Oboe” 警, Gotō-ke Monjo 4941-1.
Brief document identified by generic title included in a named archival collection
encompassed within an institution holding various such collections; document number is given in the footnote following the archive name.


Letter in a dedicated archival collection; the document's catalogue number, which fol-

ows the archive name, refers to the archive as a whole, not a subunit of it. If the

ames of the sender and recipient have not been previously mentioned in the text,

characters for them should be included, as they will not appear in the reference list.

“Shikijitsu ni okeru kyōiku chokugo hōdoku nado ni kansuru ken” 式日ニ於ケル

Brief document without catalogue number, identified by heading and date, together

with the archive name.

Letter from Hermann Hoffmann to jesuit Superior general, 1913.4.1, ARSI Jap

1002-XV, 15.

Letter with individual catalogue number in archival collection identified by acronym.

Report from Itō Kihachirō 伊東喜八郎, governor of Nagasaki Prefecture, to Minister

of Education Kobashi Ichita 小橋一太, Shōwa 4 (1929).11.2, included in the file

“Ōshima Kōtō Jogakkō.”

The report is one of many documents included in a larger named file that serves as the

locator.


(reference list)

Gotō-ke Monjo 後藤家文書, Aki Shiritsu Rekishi Minzoku Shiryōkan 安芸市立歴史
民俗資料館, Kōchi-ken.

Reference list includes only the name of the collection, the encompassing archive, and its location.

Yōmei Bunko 陽明文庫, Kyoto.

Only the archive name and its location are given.

Jōchi Daigaku Shishiryōshitsu 上智大学史資料室, Jōchi Daigaku 上智大学, Tokyo.

ARSI Archivum Romanum Societatis Iesu, Rome. Photographic copies housed at

Jōchi Daigaku Shishiryōshitsu 上智大学史資料室, Jōchi Daigaku 上智大学, Tokyo.

The acronym for the archival collection, together with its full name, is given at the beginning of the reference list. Information that copies were accessed at a different archive is also included.

“Ōshima Kōtō Jogakkō nado shikinen sengū yōhaishiki fukyokō tenmatsu” 大島高等女学校等式年遷宮遙拝式不挙行顛末

The file is accessible electronically, but as it can be readily located by file name, the long URL specific to it is not included. The English name of the national institution is used. It is not necessary to note the date the site was accessed. (See also 5.16. Electronic Sources.)

“Shichū torishimari kakitome” 市中取締書留, Vol. 219. In Kyūbaku hikitsugisho

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5.9. DNS, DNK Hennen, DNK Bakumatsu

The compendia Dai Nihon shiryō, Dai Nihon komonjo: Hennen monjo, and Dai Nihon komonjo: Bakumatsu gaiokoku kankei monjo combine documents and excerpts from various sources in a composite, chronologically organized format. As all three compendia are included in MN's list of frequently cited series (see 4.2. Frequently Cited Journals and Compendia), all relevant information is given in the footnotes, and the compendia names as well as any individual sources cited from them are omitted from the reference list. For DNS, give the series and volume number immediately after the acronym; for the other two series, give the volume number. The date or section name follows, and the relevant page numbers come at the end in parentheses.

(footnote)

“8” is the series number; “27” is the volume within that series.

DNS 12:26, “genna ninenmatsu zassai” 元和二年末雑載 (pp. 55–63).
The section cited brings together miscellaneous material at the end of the compilation for Genna 2 (1616).

“25” is the volume number.

DNK Bakumatsu 52, Man’en 万延 1 (1860).8.7 (pp. 430–35).

5.10. Citations to Taishō shinshū daizōkyō

The majority of the texts included in the compendium of Buddhist sources Taishō shinshū daizōkyō 大正新修大蔵經 (abbreviated as “T”) are sutras written in Chinese, but many of them are known in the Japanese studies world by the Japanese reading of the title. In the footnotes, they may be cited by either the Chinese or the Japanese reading; in the reference list, give the alternative reading in parentheses after the characters. The footnotes should give the pertinent page numbers (including the column, indicated by “a,” “b,” etc.). The reference list entry for the cited text should give the T number assigned to the text as well as the volume number and inclusive pages for the text within the compendium. Follow the same general principles for the image collection Taishō shinshū daizōkyō zuzō 大正新修大蔵經図像 (abbreviated as “T zuzō”). As pagination is the same in the printed and electronic versions, the citation is the same for both. (See 4.2. Frequently Cited Journals and Compendia.)

(footnote)

Liudu ji jing, pp. 36c–37a.
Myōhō renge kyō, p. 55a.
Besson zakki.

(reference list)

152 is the number assigned to the text in the compendium; 3 is the compendium volume; 1–52 are the inclusive page numbers of T 152 within vol. 3.
Myōhō renge kyō 妙法蓮華経 (Ch. Miaofa lianfa jing). T 262 9:1a–62c.

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3007 is the number assigned to “Besson zakki” as indicated in the index volume; 3 is the volume number within the twelve-volume compendium “T zuzō”; 38–46 are the inclusive page numbers of “Besson zakki.”

5.11. Dissertations

The titles of dissertations, both in English and Japanese, are put in roman type and placed inside quotation marks. Capitalization is the same as for published works.

(footnote)


(reference list)


5.12. Unpublished Conference Presentations

The titles of unpublished presentations are put in roman type and enclosed in quotation marks. Capitalization is the same as for published works. The occasion, place, and date should be indicated.

(footnote)

Fukuda, “Keishō suru minzoku gakusha.”
Pradel, “Immigrant Kinship Groups.”

(reference list)


5.13. Translated Works

Depending on the nature of the work, priority may be given to either the name of the translator or that of the original author.

5.13.1. Work without identifiable author

Give priority to the translator.

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5.13.2. Literary work with known author

The work should generally be listed under the original author’s name, with the translator’s name following the title.

(footnote)


(referenc list)


5.13.3. Nonfiction

Give priority to the original author.

(footnote)


(referenc list)


5.14. Book Reviews

Book reviews that do not have formal titles should be cited using a shortened title of the book under review; in the reference list, give the full title of the book, followed by its author.

(footnote)

Köhn, review of *Manga*, p. 235.

(referenc list)


5.15. Reprinted Material

For reprinted material, give the data for the author’s name and pagination as it appears in the reprinted version. Inclusive pagination for the original version is not needed, but use the title format appropriate to the original form of publication.

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5.16. Electronic Sources

If a source that was originally printed or written on paper is accessed via a reproduction in a digital database, it may be cited in the same manner that the paper original would be; it is not necessary to include a URL. A URL or DOI should be provided for a source that is only available digitally or when the digital version differs in format from the print version. It is not necessary to include the date the site was accessed.

5.16.1. Journal and magazine articles

For citations to articles available only electronically, include the DOI or URL in the reference list. When available, cite the DOI, which is more stable, rather than the URL. Newspaper articles published electronically are handled somewhat differently (see 5.6.3. Newspaper article published electronically).

(footnote)

Meeks, “Imagining Rāhula,” p. 149.
Kingston, “Nationalism in the Abe Era,” p. 3.
Karube, “Kōshitsu no dentō.”

(reference list)


The journal uses a tripart numbering system: volume, issue, number. As each article is paginated separately, inclusive pagination is omitted.


The medium is a digital subunit of “Asahi shinbun” with the characteristics of an electronic magazine; citation format follows that for a magazine article rather than a newspaper article, with a shortened footnote citation and full bibliographic data in the reference list. No characters are given for the periodical title as it appears on the website solely in romanized form.
5.16.2. Other material accessed online

In citing materials from a digital archive or database, for footnotes use a shortened name/title format in the same manner as for paper sources. Put titles in roman type and enclose in quotation marks. In the reference list entry, capitalize and put in roman type the name of the database or digital archive and add its URL. (See also 5.8. Unpublished Archival Sources.)

(footnote)

Azegami, “‘Modernization,’” pp. 2–3.

(reference list)


The footnote gives an abbreviated title and the date of the Diet committee hearing necessary to locate the pertinent information. The URL is for the overall site.