

## Heidelberg Transcultural Studies

### Writing Style Sheet for M.A. Students (Version 2021)

#### 1. TEXT FORMATTING

- Always include a cover page with your name, student number and your degree program, your instructor's name, name of course, and the date of submission and number of words in the paper. Title your paper with your instructor's question or with a unique title, depending on the nature of the exercise.
- The manuscript should be double-spaced throughout. Use a standard font such as Arial or Times New Roman, font size 12, throughout the main text.
- Please include page numbers in the lower right corner of every page except the first page.
- Use either American or British English spelling consistently throughout the paper.
- Titles in non-roman alphabet languages should be translated and transcribed using the common standard in the disciplines, for example Hepburn system for Japanese used by the journal *Monumenta Nipponica*. Chinese according to Heidelberg Chinese Studies Institute instructions. Also, see the website of the Heidelberg *Journal of Transcultural Studies*.

#### 2. REFERENCING

Your text must adhere to the standards and guidelines of the [Chicago Manual of Style, 17<sup>th</sup> edition](#). References may be cited in two different ways, either as A) Humanities style with notes and bibliography or B) Social Science style according to the author-date system.

Please use footnotes or endnotes, not both. You should always include a bibliography or a reference list. References in footnotes and endnotes are cited identically. Please note that all references are formatted differently in the bibliography. Also, references by the same author consecutively cited in the same text should be shortened after its first use.

You may use one of the standard reference managers such as Zotero, Endnote, or Mendeley.

#### EXAMPLES

##### I. NOTES AND BIBLIOGRAPHY

###### Book, single or multiple author(s) / editor(s)

- **Notes:** Barbara Mittler, *A Continuous Revolution: Making Sense of Cultural Revolution Culture* (Cambridge, Mass: Harvard University Asia Center, 2012), 99–100.
- **Bib:** Mittler, Barbara. *A Continuous Revolution: Making Sense of Cultural Revolution Culture*. Cambridge, Mass: Harvard University Asia Center, 2012.

##### II. AUTHOR-DATE REFERENCES

###### Book, single or multiple author(s) / editor(s)

- **Reference List:** Mittler, Barbara. 2012. *A Continuous Revolution: Making Sense of Cultural Revolution Culture*. Cambridge, Mass: Harvard University Asia Center.
- **In text:** (Mittler 2012, 99–100)

- **Notes:** Isabella Löhr and Roland Wenzelhuemer, eds. *The Nation State and Beyond. Governing Globalization Processes in the Nineteenth and Early Twentieth Centuries* (Transcultural Research - Heidelberg Studies on Asia and Europe in a Global Context. Berlin: Springer Verlag Berlin, 2013), 42.
- **Bib:** Löhr, Isabella, and Roland Wenzelhuemer, eds. *The Nation State and Beyond. Governing Globalization Processes in the Nineteenth and Early Twentieth Centuries*. Transcultural Research - Heidelberg Studies on Asia and Europe in a Global Context. Berlin: Springer Verlag Berlin, 2013.

- **Reference List:** Löhr, Isabella, and Roland Wenzelhuemer, eds. 2013. *The Nation State and Beyond. Governing Globalization Processes in the Nineteenth and Early Twentieth Centuries*. Transcultural Research - Heidelberg Studies on Asia and Europe in a Global Context. Berlin: Springer Verlag Berlin.
- **In text:** (Löhr and Wenzelhuemer 2013, 42)

### Chapter in an edited book

- **Notes:** Harald Fuess, "Adultery and Gender Equality in Modern Japan, 1868-1945," in *Law and Gender in the Japanese Imperium*, eds. Susan Burns and Barbara Brooks (Honolulu: University of Hawai'i Press, 2013), 109-135.
- **Bib:** Fuess, Harald. "Adultery and Gender Equality in Modern Japan, 1868-1945." In *Law and Gender in the Japanese Imperium*, edited by Susan Burns and Barbara Brooks, 109-135. Honolulu: University of Hawai'i Press, 2013.

### Chapter in an edited book

- **Reference List:** Fuess, Harald. 2013. "Adultery and Gender Equality in Modern Japan, 1868-1945." In *Law and Gender in the Japanese Imperium*, edited by Susan Burns and Barbara Brooks, 109-135. Honolulu: University of Hawai'i Press.
- **In text:** (Fuess 2013, 130)

### Translated book

- **Notes** Shingū Kazushige, *"Being Irrational": Lacan, the Objet a, and the Golden Mean*, trans. Michael Radich (Tokyo: Gakujū Shoin, 2004), 146.
- **Bib:** Kazushige, Shingū. *"Being Irrational": Lacan, the Objet a, and the Golden Mean*. Translated by Michael Radich. Tokyo: Gakujū Shoin, 2004.

### Translated book

- **Reference List:** Kazushige, Shingū. 2004. *Being Irrational": Lacan, the Objet a, and the Golden Mean*. Translated by Michael Radich. Tokyo: Gakujū Shoin.
- **In text:** (Kazushige 2004, 146)

### E-book

- **Notes:** Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.
- **Bib:** Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.
- **Notes:** Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.
- **Bib:** Kurland, Philip B., and Ralph Lerner, eds. *The*

### E-book

- **Reference List:** Melville, Herman. 1851. *Moby-Dick; or, The Whale*. New York: Harper & Brothers. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.
- **In text:** (Melville 1851, 627)
- **Reference List:** Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.
- **In text:** (Kurland and Lerner 1987, chap. 10, doc. 19)

*Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.

### Journal article

- **Notes:** Monica Juneja and Franziska Koch, "Multi-Centred Modernisms. Reconfiguring Asian Art of the 20th and the 21st centuries," *Transcultural Studies* 1, no. 1 (December 2010): 38–41.
- **Bib:** Juneja, Monica, and Franziska Koch. "Series on Multi-Centred Modernisms. Introduction." *Transcultural Studies* 1, no. 1 (December 2010): 38–41.

The DOI in the following example indicates that the article was consulted online; it is preferred to a URL.

- **Notes:** Martin Dusinberre and Daniel P. Aldrich, "Hatoko Comes Home: Civil Society and Nuclear Power in Japan," *The Journal of Asian Studies* 70, no. 3 (2011): 683–705, doi:10.1017/S0021911811000866.
- **Bib:** Dusinberre, Martin, and Daniel P. Aldrich. "Hatoko Comes Home: Civil Society and Nuclear Power in Japan." *The Journal of Asian Studies* 70, no. 3 (2011): 683–705. doi:10.1017/S0021911811000866.

### Newspaper article

- **Notes:** Christiane Brosius, "Umkämpftes Erbe Nepals: Das Tal des Protests," *Frankfurter Allgemeine Zeitung*, April 23, 2018, <https://www.faz.net/aktuell/feuilleton/debatten/umkaempftes-erbe-nepals-das-tal-des-protests-15554915.html>.
- **Bib:** Brosius, Christiane. "Umkämpftes Erbe Nepals: Das Tal des Protests." *Frankfurter Allgemeine Zeitung*, April 23, 2018. <https://www.faz.net/aktuell/feuilleton/debatten/umkaempftes-erbe-nepals-das-tal-des-protests-15554915.html>.

### Book review

- **Notes:** Nikolas Jaspert, review of *Christianity and Religious Plurality*, ed. by Charlotte Methuen, Andrew Spicer and John Wolffe. *Speculum* 93 (2015): 876–878.
- **Bib:** Jaspert, Nikolas. Review of *Christianity and Religious Plurality*, ed. by Charlotte Methuen, Andrew Spicer and John Wolffe. *Speculum* 93

### Journal article

- **Reference List:** Juneja, Monica, and Franziska Koch. 2010. "Series on Multi-Centred Modernisms. Introduction." *Transcultural Studies* 1, no. 1 (December): 38–41.
- **In text:** (Juneja and Koch 2010, 39)

The DOI in the following example indicates that the article was consulted online; it is preferred to a URL.

- **Reference List:** Dusinberre, Martin, and Daniel P. Aldrich. 2011. "Hatoko Comes Home: Civil Society and Nuclear Power in Japan." *The Journal of Asian Studies* 70, no. 3: 683–705. doi:10.1017/S0021911811000866.
- **In text:** (Dusinberre and Aldrich 2011, 690)

### Newspaper article

- **Reference List:** Brosius, Christiane. 2018. "Umkämpftes Erbe Nepals: Das Tal des Protests." *Frankfurter Allgemeine Zeitung*, April 23, 2018. <https://www.faz.net/aktuell/feuilleton/debatten/umkaempftes-erbe-nepals-das-tal-des-protests-15554915.html>.
- **In text:** (Brosius 2018)

### Book review

- **Reference List:** Jaspert, Nikolas. 2018. Review of *Christianity and Religious Plurality*, ed. by Charlotte Methuen, Andrew Spicer and John Wolffe. *Speculum* 93: 876–878.
- **In text:** (Jaspert 2018)

(2015): 876-878.

### Interview

- **Notes:** Hans-Martin Krämer, "Das Land ist eigentlich kinderfreundlich," interview by Janek Rauhe, Mannheimer Morgen, January 14, 2014, print.  
[https://www.morgenweb.de/mannheimer-morgen\\_artikel,-welt-und-wissen-das-land-ist-eigentlich-kinderfreundlich-\\_arid,552937.html](https://www.morgenweb.de/mannheimer-morgen_artikel,-welt-und-wissen-das-land-ist-eigentlich-kinderfreundlich-_arid,552937.html).
- **Bib:** Krämer, Hans-Martin. "Das Land ist eigentlich kinderfreundlich." Interview by Janek Rauhe. Mannheimer Morgen, January 14, 2014. Print.  
[https://www.morgenweb.de/mannheimer-morgen\\_artikel,-welt-und-wissen-das-land-ist-eigentlich-kinderfreundlich-\\_arid,552937.html](https://www.morgenweb.de/mannheimer-morgen_artikel,-welt-und-wissen-das-land-ist-eigentlich-kinderfreundlich-_arid,552937.html).

### Thesis/dissertation

- **Notes:** Joachim Kurtz, "The Discovery of Chinese Logic" (PhD diss., University of Erlangen, 2011), 99–100.
- **Bib:** Kurtz, Joachim. "The Discovery of Chinese Logic." PhD diss., University of Erlangen, 2011.

### Website

- **Notes:** "Heidelberg Centre for Transcultural Studies - Uni Heidelberg: Graduate Programme for Transcultural Studies," Heidelberg Centre for Transcultural Studies, accessed October 22, 2020, <https://www.asia-europe.uni-heidelberg.de/en/studies/graduate-programme-for-transcultural-studies.html>.
- **Bib:** Heidelberg Centre for Transcultural Studies. "Heidelberg Centre for Transcultural Studies - Uni Heidelberg: Graduate Programme for Transcultural Studies." Accessed October 22, 2020. <https://www.asia-europe.uni-heidelberg.de/en/studies/graduate-programme-for-transcultural-studies.html>.

### Social media content

- **Notes:** Uni Heidelberg (@UniHeidelberg), "Die Welt der Asienwissenschaften entdecken: Ferienprogramm am CATS-Schülerlabor startet Ende Juli." Twitter, June 25, 2018, <https://twitter.com/uniheidelberg/status/1011219370633322496>.

### Interview

- **Reference List:** Krämer, Hans-Martin. 2014. "Das Land ist eigentlich kinderfreundlich." Interview by Janek Rauhe. Mannheimer Morgen, January 14, 2014. Print.  
[https://www.morgenweb.de/mannheimer-morgen\\_artikel,-welt-und-wissen-das-land-ist-eigentlich-kinderfreundlich-\\_arid,552937.html](https://www.morgenweb.de/mannheimer-morgen_artikel,-welt-und-wissen-das-land-ist-eigentlich-kinderfreundlich-_arid,552937.html).
- **In text:** (Krämer 2014)

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- **Reference List:** Kurtz, Joachim. 2011. "The Discovery of Chinese Logic." PhD diss., University of Erlangen.
- **In text:** (Kurtz 2011, 99–100)

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- **Reference List:** Heidelberg Centre for Transcultural Studies, n.d. "Heidelberg Centre for Transcultural Studies - Uni Heidelberg: Graduate Programme for Transcultural Studies." Accessed October 22, 2020. <https://www.asia-europe.uni-heidelberg.de/en/studies/graduate-programme-for-transcultural-studies.html>.
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- **Bib:** Uni Heidelberg (@UniHeidelberg). "Die Welt der Asienwissenschaften entdecken: Ferienprogramm am CATS-Schülerlabor startet Ende Juli." Twitter, June 25, 2018.  
<https://twitter.com/uniheidelberg/status/1011219370633322496>.

#### Personal communication

- **Notes:** Takuma Melber, Email to author, October 1, 2020.

- **In text:** (Uni Heidelberg 2018)

#### Personal communication

- **In text:** (Takuma Melber, Email to author, October 1, 2020)