

Heidelberg Transcultural Studies Writing Style Sheet for M.A. Students (Version 2014)

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 1,5-spaced or 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 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, 16th 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)

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

- **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.

- **In text:** (Löhr and Wenzelhuemer 2013, 42)
- **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.

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*, ed. by Susan Burns and Barbara Brooks (Honolulu: University of Hawai‘i Press, 2013), 112.
- **Bib:** Fuess, Harald. “Adultery and Gender Equality in Modern Japan, 1868-1945,” in *Law and Gender in the Japanese Imperium*, ed. by Susan Burns and Barbara Brooks. Honolulu: University of Hawai‘i Press, 2013. 109–135.

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)

Journal article

- **Notes:** Monica Juneja and Franziska Koch, “Multi-Centred Modernisms. Reconfiguring Asian Art of the 20th and the 21st centuries,” *Transcultural Studies*, no. 1 (December 14, 2010): 38–41.
- **Bib:** Juneja, Monica, and Franziska Koch. “Series on Multi-Centred Modernisms. Introduction.” *Transcultural Studies*, no. 1 (December 14, 2010): 38–41.

Journal article

- **Reference List:** Juneja, Monica, and Franziska Koch. 2010. “Series on Multi-Centred Modernisms. Introduction.” *Transcultural Studies* 1 (December 14): 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.

- **Notes:** Martin Dusinberre and Daniel P. Aldrich, “Hatoko Comes Home: Civil Society and Nuclear Power in Japan,” *The Journal of Asian Studies* 70, no. 03 (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. 03 (2011): 683–705. doi:10.1017/S0021911811000866.

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- **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 (03): 683–705. doi:10.1017/S0021911811000866.
- **In text:** (Dusinberre and Aldrich 2011, 690)

Website

- **Notes and Bib:** “Cluster Asia and Europe – Uni Heidelberg: Graduate Programme for Transcultural Studies.” Accessed July 28, 2013. <http://www.asia-europe.uni-heidelberg.de/en/education/graduate-programme-for-transcultural-studies.html>.

Newspaper article

- **Notes:** Christiane Brosius, “Wem Gehört Die Nacht? Vergewaltigungen in Indien,” *Frankfurter Allgemeine Zeitung*, January 1, 2013. <http://www.faz.net/aktuell/feuilleton/vergewaltigung-in-indien-wem-gehört-die-nacht-in-neu-delhi-12010350.html>.
- **Bib:** Brosius, Christiane. “Wem Gehört Die Nacht? Vergewaltigungen in Indien.” *Frankfurter Allgemeine Zeitung*, January 1, 2013. <http://www.faz.net/aktuell/feuilleton/vergewaltigung-in-indien-wem-gehört-die-nacht-in-neu-delhi-12010350.html>.

Website

- **Reference List:** “Cluster Asia and Europe – Uni Heidelberg: Graduate Programme for Transcultural Studies.” 2013. Accessed July 28. <http://www.asia-europe.uni-heidelberg.de/en/education/graduate-programme-for-transcultural-studies.html>.
- **In text:** (Cluster Asia and Europe 2013)

Newspaper article

- **Reference List:** Brosius, Christiane. 2013. “Wem Gehört Die Nacht? Vergewaltigungen in Indien.” *Frankfurter Allgemeine Zeitung*, January 1. <http://www.faz.net/aktuell/feuilleton/vergewaltigung-in-indien-wem-gehört-die-nacht-in-neu-delhi-12010350.html>.
- **In text:** (Brosius 2013)