

FAU Sinology Guideline for the Formal Design of Academic Papers

Your written work will be evaluated not only based on content but also its formal design. Please pay attention to spelling, grammar and punctuation and use a spell-checker (e.g. Word).

The formal rules for a paper in Sinology are explained below and illustrated by examples.

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1 Cover page

The following information must be provided on the cover page:

- Name of the university
- Institute
- Type and name of the course
- Lecturer
- Title of the work
- Semester in which the course took place
- Your own name and contact information (address, telephone, email)
- Deadline

Friedrich-Alexander-Universität Erlangen-Nürnberg
Institute for Near Eastern and East Asian Languages and Civilizations – Sinology
Name of the class
Lecturer: Prof. Dr. Martina Musterfrau

Paper:

**Kang Youwei and Liang Qichao
– the radical reformers**

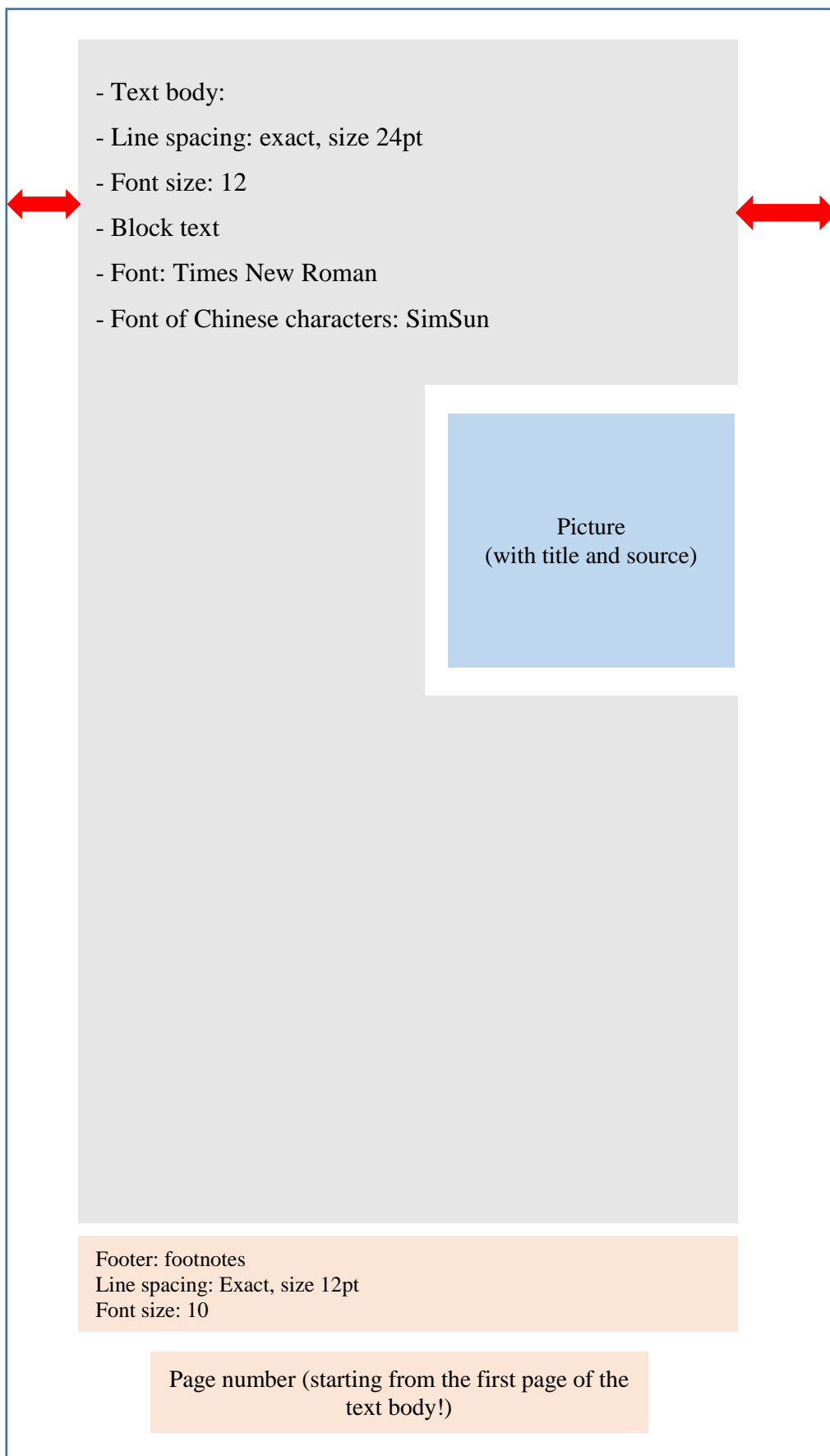
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Semester: 3
Matriculation number: 12345678
Sinology
Deadline: September 29, 2006

2 Formal page setup

Distance
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Distance
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3 Chinese Language

3.1 Transcription

Pinyin is now the most commonly used system, but the Wade/Giles transcription system is also still in use. At the Chair of Sinology at FAU, we uniformly use Pinyin. This excludes direct quotations that have to be copied one-to-one, also with regard to the transcription system. Established names in Latin script for Chinese people are also a special case: if such a name exists, please use it (e.g. Sun Yat-sen instead of Sun Yixian).

If required, conversion tables for the various transcription systems can be found in dictionaries, e.g.: *ABC Chinese-English Dictionary* (1996). ed. by DeFrancis, John. Honolulu and Richmond: Curzon Press, or online, e.g.

www.unimuenster.de/Sinologie/bibliothek/recherche/umschrifttabelle.html

3.2 Chinese Characters

In addition to the Latin transliteration, please specify the Chinese characters when using a Chinese term or a Chinese name for the first time, if they are not terms incorporated into the English language or generally known geographical names.

When using Chinese characters, take care to write in **either traditional or simplified characters**. Please avoid mixing the two systems. Texts should be written consistently in the character system from which the majority of the text sources used are drawn.

The Pinyin romanization for Chinese terms is italicized, but not the characters!

This includes the concepts of the way (*dao* 道) and of the virtue (*de* 德).

This also applies to Chinese names of monographs and magazines.

The novel *Journey to the West* (*Xiyou ji* 西遊記)...

When mentioning individual chapters from anthologies or magazine articles, the Pinyin transcription is italicized.

In the article “Interpretation by Tan Sitong” (*Jiedu Tan Sitong* 解讀譚嗣同)

Chinese proper names in Pinyin are also not written in italics. At the first mention of the Chinese proper name, the years of birth and death are added in brackets. For all subsequent mentions, the Pinyin transcription is sufficient.

The author Wu Cheng'en 吳承恩 (~1500–1582)...

When dynasty names are mentioned for the first time in the text, the Pinyin romanization is not written in italics and the time period is indicated in brackets. For subsequent mentions, it is not necessary to specify the time period and give the characters.

During the Han-Dynasty 漢朝 (206 BC – 220 AD)...

For quotations from Chinese, both a translation and the original text must be provided. The original text can be stated either in the main text or in the footnote. Here too, it is important to provide a source statement about the origin of the quote, as with a direct quote (see below).

4 Bibliography

4.1 Western Language Literature

In the bibliography, all literature used is listed **in alphabetical order** according to the author's last name (if there are several authors, the first one is used for the listing). Authorship can also have the form of an institution (e.g. commission, government, research group).

Periodically published works, series and continuing works with changing authors and editors, collections of inscriptions and documents, encyclopedias, reference works and dictionaries are listed under a **factual ordering word** (usually the first word in the title) (see the example of *Geschichtliche Grundbegriffe* below). The same applies to pre-modern Chinese works that are used as primary sources.

The basis for the title entry in the bibliography is the book's title page (not the cover or endpaper) and the back of the book title page with the imprint (= publication information). When entering book or essay titles, please use the correct uppercase and lowercase words. In the titles of English-language works, all nouns (nouns, verbs, adjectives and adverbs, but not articles, prepositions and conjunctions) are capitalized, regardless of how the title is written on the book.

If information on place or year of publication is missing, please indicate n.a. (= without author), n.p. (= without place), n.d. (= without year); if further publication information is missing, the following is noted: n.a. (= not specified). Different forms of publications are bibliographed as follows:

Monographs:

- Surname, first name of author/editor (year of publication): *title* and *subtitle*, translator (if applicable), volume number(s) (if applicable). Place of publication: publisher (edition, if applicable).
- If there are two or three authors, an "and" is inserted.
- For books with more than three authors, only the first named author is listed and an "et al." is added.
- If there is only one editor, the name is followed by "(ed.)"; if there are several editors, the name is followed by "(eds.)".

- For books with more than three editors, only the first editor is listed and “et al.” is added.

Geschichtliche Grundbegriffe. Historisches Lexikon zur politisch-sozialen Sprache in Deutschland (1972-1997). eds. by Brunner, Otto; Conze, Werner und Koselleck, Reinhart. Vol. 3 und 5. Stuttgart: Klett-Cotta.

Hsü, Immanuel C.Y. (2000): *The Rise of Modern China*. Oxford: Oxford University Press (6. Ed.).

Huang, Fu-Ch'ing (1982): *Chinese students in Japan in the late Ch'ing period*. Transl. by Katherine P.K. Whitaker. Tokyo: The Centre for East Asian Cultural Studies (East Asian Cultural Studies Series; 22).

Levenson, Joseph R. (1968): *Confucian China and its Modern Fate: A Trilogy 2*. Berkeley, Los Angeles: University of California Press.

Articles from anthologies:

- Surname, first name of author (year of publication): “Title of the article”. In: Surname, first name of editor (ed.): *Title of the anthology*. Place of publication: Publisher (edition if applicable), page numbers.

Furth, Charlotte (1979): “Intellectual change: from the Reform movement to the May Fourth movement, 1895-1920”. In: Twitchett, Denis, Fairbank, John K. (ed.). *The Cambridge History of China* 12. Cambridge et al.: Cambridge University Press, pp. 322-405.

Levenson, J.R. (1953): “‘History’ and ‘Value’”: The Tensions of Intellectual Choice in Modern China”. In: Wright, Arthur F. (ed.). *Studies in Chinese Thought*. Chicago: University of Chicago Press, pp. 146-194.

Wagner, Rudolf (2002): “The Philologist as Messiah: Kang Youwei’s 1902 Commentary on the Confucian Analects”. In: Most, Glenn W. (ed.). *Disciplining Classics – Altertumswissenschaft als Beruf*. Göttingen: Vandenhoeck & Ruprecht, pp. 143-168.

Articles from magazines and newspapers:

- Surname, first name of author (year of publication): “Title of the article”. In: *Name of the journal*, volume.issue (“:issue” added only if applicable), page numbers.

Franke, Wolfgang (1935): “Die staatspolitischen Reformversuche K’ang Yu-weis und seiner Schule: Ein Beitrag zur geistigen Auseinandersetzung Chinas mit dem Abendlande“. In: *Mitteilungen des Seminars für orientalische Sprachen zu Berlin* 38, pp. 1-84.

Hsiao, Kung-ch’uan (1959): “K’ang Yu-wei and Confucianism”. In: *Monumenta Serica* 18, pp. 96-212.

Wong, Young-tsu (1992): “Revisionism Reconsidered: Kang Youwei and the Reform Movement of 1898”. In: *Journal of Asian Studies* 51.3, pp. 513-544.

Articles and other texts from the Internet:

Since the Internet is subject to constant change, it is important to state the date of access to the text used. This makes it clear at what point of time the text was available.

- Surname, first name of author (year of publication): “Title of the page.” Full internet address (accessed on: date of access), page numbers (if available).

or:

- Surname, first name of author (year of publication): “Title of the article”. In: title of the journal/newspaper/anthology. URL: full Internet address (accessed on: date of access), if applicable, page numbers (if available).

N.a. (2023): “Memorial Hall for China’s Leading Bourgeois Reformer Inaugurated in Tianjin”. In: *People’s Daily (English Edition)*. URL: <http://english.peopledaily.com.cn/200304/19/eng20030419115435.shtml> (accessed on: 22.9.2006).

Wilhelm, Richard (1926): *Die Seele Chinas*. URL: <http://www.china1900.info/ereignisse/neueschina.htm> (accessed on: 22.9.2006).

Ebooks:

A trustworthy source for obtaining ebooks are, for example, the databases of the university library (accessible via the university network or VPN) or the CrossAsia service of the Berlin State Library (crossasia.org).

- Surname, first name of author (year of publication): *Title of the book*. Edition. [Ebook] Place of publication: Publisher. URL: full Internet address (accessed on: ...).

Zhong, Yurou (2019): *Chinese Grammatology. Script Revolution and Literary Modernity, 1916-1958*. [Ebook] New York: Columbia University Press. URL: https://www.degruyter.com/columbia/view/title/573527?tab_body=overview (accessed on: 2.10.2020).

Some sources **are not suitable for use and citation** unless they are part of the subject of the study. These include:

- Wikipedia
- Online dictionaries
- Pleco
- Baidu and Baike
- Youtube
- Twitter
- chinaknowledge.de

- Blog entries
- Websites of tour operators

Note: Articles retrieved from repositories such as Jstor.org are generally not considered Internet sources, as they are merely digitized copies of printed articles. In this case, you cite them as you would do for journal articles (see above).

4.2 Chinese Sources

For foreign language texts that are not written in a language with the Latin script, the following applies:

- Surname and first name of author or editor are given first in Latinized form, then in the corresponding national script.
- For **Chinese names in Chinese information**: The surname is not separated by a comma; for English or German information about a Chinese author of a Western-language book, the name is again separated by a comma (see the corresponding examples). In East Asia, the surname is usually given before the personal name, so East Asian personal names are also listed in this order in academic papers. The most important exception to this is the citation of East Asian authors who have published in Western languages and who give their names in Western order on these works. In this case, use the order given on the work.
- The title of the article, book, or journal is first given in Latin script and then in the appropriate national script.
- The place of publication and publisher are only given in Latin transcription; the information in the corresponding national script is not necessary. Only the first part of the names of companies, publishers, organizations, and schools is capitalized. Monosyllabic suffixes such as *she* 社, *yuan* 院 and *bu* 部 are added to the previous word without a hyphen (e.g. Kongzi xueyuan; Sichuan renmin chubanshe).

Dong Shiwei 董士偉 (1994): *Kang Youwei pingzhuan* 康有為評傳. Nanchang: Baihuazhou wenyi chubanshe.
 Wang Yeyang 王也揚 (1994): “Kang, Liang yu shixue zhi yong” 康、梁與史學致用. In: *Jindaishi yanjiu* 近代史研究 2 (1994), pp. 204-218.

Monographs:

- Surname and first name of author (year of publication): *Title and subtitle of the monograph if applicable*. Translator if applicable. Volume number (if there are several volumes). Place of publication(s): publisher (edition, if applicable).

- If there are two or three authors, an “and” is inserted before the last author listed.
- For books with more than three authors, only the first authorship is listed and an “et al.” is added.

Gao Xingjian 高行健 (2011): *Lun chuangzuo* 論創作. Taipei: Lianjing (3rd Ed.).
 Yan Wenbian 岩温扁 and Wu Jun 吴军 (1984): *Zhu la bo ti de gushi: Daizu jizhi zheli gushi* 朱腊波提的故事: 傣族机智哲理故事. Kunming: Yunnan renmin chubanshe.
 Mei'er Sidifenni 梅尔斯蒂芬妮 (2013): *Muguang zhi cheng* 暮光之城. Transl. by Qin Xuegang 覃学岗, Sun Yugen 孙郁根 and Li Yin 李寅. Beijing: Jieli chubanshe (28th Ed.).
 Xu Ke 徐珂 (1984): *Qingbai leichao* 清稗類鈔. Vol. 4. Beijing: Zhonghua shuju.
 Sang Xianzhi 桑咸之 (1996): *Zhengzhi yu wenhua* 政治与文化. Beijing: Zhongguo shehui kexue chubanshe.

Articles from anthologies:

- Surname and first name of author (year of publication): “Title of the article”. In: surname, first name of the editor (ed./eds.): *Title of the anthology*. Place of publication: Publisher in Pinyin only (edition if applicable), pp. page range.

Luo Fuhui 罗福惠 (1999): “Jiedu Tan Sitong” 解读谭嗣同. In: *Tian Fulong* 田伏隆 and *Zhu Hanmin* 朱汉民 (eds.): *Tan Sitong yu shu weixin* 谭嗣同与戊维新. Changsha: Yuelu shushe, pp. 234-246.
 Jin Peiyi 金培懿 (2005): “Jindai Riben Zhongguo xuezhe de ruxue fan sixiang han” 近代日本中國學者的儒學反思思想涵. In: Lin Qingzhang 林慶彰 (ed.): *Guoji Hanxue luncong* 國際漢學論叢. vol. 2. Taipei: Lexue shuju, pp. 117-173.
 Yao Dali 姚大力 (2003): “Bianhua zhong de guojia renting” 变化中的国家认同. In: Fudan daxue lishi xuexi, Fudan daxue zhongwai xiandai huajin cheng yanjiu zhongxin 复旦大学历史学系, 复旦大学中外现代化进程研究中心 (eds.): *Jindai Zhongguo de guojia xingxiang yu guojia renting* 近代中国的国家形象与国家认同. Shanghai: Shanghai guji chubanshe, pp.117-172.

Articles from magazines and newspapers:

- Surname and first name of author (year of publication): “Title of the article”. In: *Name of the journal* (vol.), number (year), page numbers. Names of newspapers and magazines are written in italics. The first word is capitalized, and the following in lowercase (e.g. *Beijing ribao*; *Renmin ribao*).

Qiu Shi 秋石 (2018): “Lun zhengque chuli zhengfu he shichang guanxi” 论正确处理政府和市场关系. In: *Qiushi* 求是 2 (2018), pp. 12-15.
 Song Jiayu 宋家瑜 (2017): “Ruan Anni vs. Lai Lijun: Shenxi duitan ceji” 阮安妮 vs. 赖麗君: 神戲對談側記. In: *Taiwan wenxueguan tongfan* 台灣文學館通訊, 57 (2017), pp. 62-63.
 Shi Wenliang 失文亮 (2017): “Qingmo huangzu neizheng yu Yuan Shikai fuchu” 清末皇族内争与袁世凯复出. In: *Lishi yanjiu* 歷史研究, 5 (2017), pp. 89-106.

Articles and other texts from the Internet:

- Surname and first name of author (year of publication): “Title of the article.” URL: full Internet address (accessed on: date of access), page numbers (if available).

or:

Surname and first name of author (year of publication): “Title of the article”. In: title of the journal/newspaper/anthology. URL: full Internet address (accessed on: date of access), page numbers (if available).

Liu Jingqi 刘敬圻 (2012): “20 Shiji Zhongguo gudian wenxue xueke tong zhi di wu juan: Xin xuetaang shuzi ban 20 世纪中国古典文学学科通志 第五卷: 新学堂数字版.” URL: <https://books.google.de/books?id=5zI8DAAAQBAJ&printsec=frontcover&hl=de#v=onepage&q&f=false> (accessed on: 30.04.2018).
 N.a. (30.04.2018): “Li Junyi: Guan zhong min an de wenti zai weifa, er bu shi daxue zizhi” 李俊偈: 管中閔案的問題在違法, 而不是大學自治. In: *Minbao* 民報. URL: <http://www.peoplenews.tw/news/82320dc6-6240-4784-8cdf-b550a891fee7> (accessed on: 30.04.2018).

Ebooks:

- Surname and first name of author (year of publication): *Title of the book*. Edition. [Ebook] Place of publication: Publisher. URL: full Internet address (accessed on: Date).

References for tables and paintings:

- Artist or production company (year): “Title of the work”. [Material of the work] In: Author(s) or editor(s) (ed./eds.) (year of publication): *Title*. Edition. Place of publication: Publisher.

Fan Kuan (um 1023): “Reise zwischen Strömen und Bergen”. [Light colours on silk] In: Speiser, Werner; Goepper, Roger & Fribourg, Jean (1965): *Chinesische Kunst*. Neuauflage. Fribourg: Atlantis Verlag Zürich.
 Chan Ye-cheng und Jet Tone (1995): “Fallen Angels: The Assassin (Leon Lai) at Work”. In: Brunette, Peter (2005): *Wong Kar-wai*. Urbana und Chicago: University of Illinois Press.

4.3 Classical Texts

Modern editions of classical Chinese works usually contain an imprint that lists the relevant bibliographical references. The imprint can be found at the beginning or end of the book, in the first or last volume of multi-volume works, and its appearance can differ depending on whether the edition was published in the People's Republic of China or in Taiwan.

Information that must be provided:

- Title, author(s) (if known), (modern) editor, place, publisher, year, traditional chapter (actually “bundle”, *juan* 卷), page numbers, edition (*ban* 版), if applicable, print (*yinshua* 印刷).
- Author names in Chinese works are usually marked by the verb “written” (*zhu* 著 or *zhuàn* 撰) following the name, and editors by “published” (*bian* 編). If it is a critical, annotated edition, other people may also be named, e.g. text comparator (*jiaokan* 校勘), commentator (*zhushi* 注釋 or similar) or both (*jiaozhu* 校注). For authors before 1900, dates of birth and death should also be given.
- Classical Chinese primary texts are listed in the bibliography by title in alphabetical order. The work title is given in italicized pinyin and then in characters.

Hanshu 漢書, Ban Gu 班固 (32–92). Beijing: Zhonghua shuju, 1975.
Han Changli wenji jiaozhu 韓昌黎文集校注, Han Yu 韓愈 (768–824), Ma Qichang 馬其昶 und Ma Maoyuan 馬茂元. Vol. 2. 6th print. Shanghai: Shanghai guji chubanshe, 2018.
Sanguo yanyi: Mao pingben 三國演義: 毛評本, Luo Guanzhong 羅貫中 (~1360) und Mao Zonggang 毛宗崗 (1632–1709). 19th print. Shanghai: Shanghai guji chubanshe, 2019.
Yili zhushu 儀禮注疏. In: *Shisan jing zhushu* 十三經注疏, ed. by Ruan Yuan 阮元 (1764–1849). Shanghai: Shanghai guji chubanshe, 1997.

Text editions:

Please pay attention to the different editions! Good editions of classic texts are published, for example, by the publishing houses Zhonghua shuju 中華書局 in Beijing and Shanghai guji 上海古籍 in Shanghai.

Specific notes on specific editions:

- Dynastic Histories: The Zhonghua shuju editions (green volumes – ask the library staff to show you these if you are unsure) are best suited as basic texts for academic work.
- Philosophical texts: The best editions are those published by Zhonghua shuju in the series *Xinbian zhuzi jicheng* 新編諸子集成.
- Classic novels and literature: The great Ming-Qing novels in the (early) colloquial language have been published as annotated, punctuated editions (ping[dian] ben 評[點]本) by Shanghai guji. In the case of anthologies (*ji* 集) of pre-modern authors, you should consult with your teacher as to which edition is the most suitable.
- Confucian Classics: A quotable edition is *Shisan jing zhushu* 十三經注疏 [*Thirteen classics with commentaries and subcommentaries*], ed. by Ruan Yu 阮元 (1764–1849).

Quoting (classical) translations:

Translations should generally be considered as independent works and should be cited as such. In this case, both the original author (if known) and the translators are named (supplemented by the suffix “Trans.”).

Ouyang Xiu [歐陽修, 1007–1072] and Richard L. Davis (Trans.) (2004): *Historical Records of the Five Dynasties*. New York: Columbia University Press.

5 Footnotes

5.1 Two Functions of Footnotes

On the one hand, footnotes contain text references, i.e. information about where the information comes from (author year: page number), and on the other hand, they can give additional information that is not part of the main text. Footnotes belong to the text, but not in the text. Footnotes can therefore provide necessary **explanations and additions** (e.g. definitions of terms, arguments that contradict your own statements, and theories that have not been taken into account) that should not be included in the main text. As a rule of thumb, you can ask: Is the information important for the argument in the text?

Yes => in the text

No => in the footnotes

Important: The footnote numbering must be consistent throughout the paper, i.e. it must **not** start with 1 on each page. There should never be two footnotes directly following one another in the text; in this case, several text references are given in one footnote.



Buddhism and Western ideas helped Kang Youwei to see the classics with different eyes in the early 1880s.³⁴

³ Hsiao 1959: 114.

⁴ Regarding Kang Youwei see also Dong 1994.

Attention: All direct and indirect quotations must be identified as such in your work. Everything else is **plagiarism**. In this case, your work will be **graded 5.0 (failed)**, and the examination office will be informed of the plagiarism. In case of repeated or serious plagiarism, the **examination board can exclude students from continuing their studies** (see examination regulations §16).

5.2 Quotations and Sources

Direct and indirect quotations must be marked as such. **Direct quotation:** word-for-word copying of a part of another author's text. **Indirect quotation // Paraphrase:** Paraphrase of another author's statement.

Direct quotation:

- **Direct quotations** must be precise, so take care not to make any changes to the content, meaning or form of the source text when quoting.
- The orthography, punctuation, and typeface (i.e. emphasis by e.g. italics) of the quotation must be adopted without changes (i.e. the spelling and punctuation must not be changed - even if there are errors in the original; these cases are marked with [sic.] after the error!);
- Quotations in foreign languages should generally be included in the relevant language; if knowledge of a language cannot be assumed, the quoted text passage should be translated into English.
- Direct quotations are indicated by double quotation marks (“...”) and a subsequent footnote indicating its origin;

“All Chinese traditionalists, whatever their opinions on westernization, had to agree, that Confucius was the sage of Chinese culture, and Confucianism its very essence.”¹

¹Levenson 1968: Vol. 1, 81.

- Direct quotations that are longer than two lines are set apart from the text as follows: the text is indented, the font size is reduced to 10pt., the line spacing is set to single line, quotation marks are omitted, a footnote is placed after the quotation with information on the origin of the quotation;

[...]

Scholars blindly follow what they have heard, and when they see that the Qin possessed the empire for only a day, they do not investigate the end and the beginning of the matter. Instead, they hold it up as an object of ridicule and dare not speak [seriously] of it. This is no different from trying to eat with your ears. How pitiful!⁴⁶

[...]

⁴⁶Sima and Watson 1993: 87, quoted acc. Hardy 1999: 185.

Indirect quotations:

- An **indirect quotation** must also be followed by a footnote which provides information on its origin;

Buddhism and Western ideas helped Kang Youwei to see the classics with different eyes in the early 1880s.³

³Hsiao 1959: 114.

- Quotations within quotations are indicated by single quotation marks ('...')

“Bismarck rightly said in 1862: ‘In thirty years Japan will be at its peak, but China will be weak.’”²

²Franke 1935: 50.

If several footnotes in succession refer to the same passage, or if different passages from the same source are cited, then either an **Ibid.** or an **Ibid: page number** is placed after the first mention of the source.

Scholars who examine the persistence of regimes like China’s argue that political institutions are “essential for understanding authoritarian politics”.² Beatriz Magaloni suggests that political institutions “shape bargaining between the dictator and his ruling coalition” and serve as “the instruments through which dictators spy, co-opt, or repress opponents”.³

²Magaloni 2008: 718.

³Ibid.

Omissions and additions in quotations must be marked, but are only permitted if the original meaning of the quotation is not distorted. The person quoting may need to add additional information to the quotation if the quotation requires an explanation or if its syntax needs to be adapted to the text.

Omissions:

- Omissions of individual words or longer parts of sentences within a quotation are marked by three dots in square brackets: [...]

If a direct relationship of trust between the monarch and the people was to be created, this was not possible without a thoroughgoing reform of the link between the two, namely the civil service. [...] The basis for the training of civil servants, i.e. for all education, had to be reformed.⁴

⁴Franke 1935: 44f.

“All Chinese traditionalists [...] had to agree, that Confucius was the sage of Chinese culture, and Confucianism its very essence.”¹

¹Levenson 1968: Vol. 1, 81.

Additions:

- Explanations are inserted in square brackets: []

“Buddhism and Western ideas helped K’ang in the early 1880’s to transcend traditional Confucianism and to see the [Confucian] classics in a new light.”⁵

⁵Hsiao 1959: 114.

- Adaptations – either whole words or letters – are inserted without the addition of your own initials in square brackets: [].

“Bismarck [who became Prussian Prime Minister in 1862] was right when he said [...]: ‘In thirty years Japan will be at its peak, but China will be weak.’”²

²Franke 1935: 50.

Highlights:

- Your own emphasis in a quotation, usually done by italicizing the typeface, is indicated by referring to it in brackets and placing your initials: [Emphasis X.Y.].

“All Chinese traditionalists [...] had to agree, that *Confucius* [Emphasis K.M.] was the sage of Chinese culture, and Confucianism its very essence.”¹

¹Levenson 1968: Vol. 1, 81.

Important: When writing a term paper in German, it is important to ensure that German quotation marks are used when compiling the bibliography and when quoting directly („“), and English quotation marks (“”) are used when writing texts in English.

5.3 Secondary Citations

If the text refers to a source that the author of the paper does not have in the original but only has access to through secondary literature, this is a secondary quotation.

In general, secondary quotations should be avoided. You should always look up the original quote to check whether it was adopted correctly.



“Wealth is like a spring: it is its very nature to flow and circulate.”⁶

⁶ Kang Youwei, quoted by Hsiao 1959: 160.

- In a footnote, the actual author (originator) of the quotation is named first, followed by the literature from which the quotation was taken.
- Structure of the text reference: Author Year: Page of the original reference, quoted acc. the present author Year: Page.

“Scholars blindly follow what they have heard, and when they see that the Qin possessed the empire for only a day, they do not investigate the end and the beginning of the matter. Instead, they hold it up as an object of ridicule and dare not speak [seriously] of it. This is no different from trying to eat with your ears. How pitiful!”⁶

⁴⁶ Sima 1993: 87, quoted acc. Hardy 1999: 185.

It is important to look at the original quote in order to see it in its original context.

5.4 Formal Design of Footnotes

For quotations, you must always provide the corresponding reference, even in the case of **indirect**, i.e. non-literal quotations.

For direct quotations:

- After the quotation, a footnote is placed with the short reference for the text from which the quotation was taken: Author with surname (year of publication of the text quoted): if applicable, volume number, page number(s);
- If different texts with the same authorship from the same year are used, they can be distinguished from each other by placing the letters “a”, “b”, “c”, etc., after the year of publication.

¹ Levenson 1963a: 72.

- If a quotation extends over two pages, the page number for the first page can be preceded by an “f.” (= and the following);

¹ Levenson 1968: Vol. 1, 81f.

- If a quotation extends over several pages, this should be marked as follows: Page on which the quotation begins – Page on which the quotation ends;

¹ Levenson 1968: vol. 1, 81-87.

For indirect quotations:

- If an entire section (paragraph) of your own work is based on the statements of another author, it is not necessary to provide a reference for each individual statement. This can be done by providing a **collective reference** in a footnote when the work in question is first referred to: "The following statements are essentially based on: Author's surname (year of publication): Page number;

¹ The following statements are based essentially on Levenson 1968: vol. 1, 81f.

5.5 Formal Design of Footnotes of Classical Texts

Traditional texts are divided into *juan*, which differ from the modern volumes (*ce* 册). It is common to indicate the *juan* number followed by the page number in footnotes.

- The information should read: "*Title* *juan* number. Page number". "*Hanshu* 58.2619" therefore means *juan* 58, page 2619 of *Hanshu*.

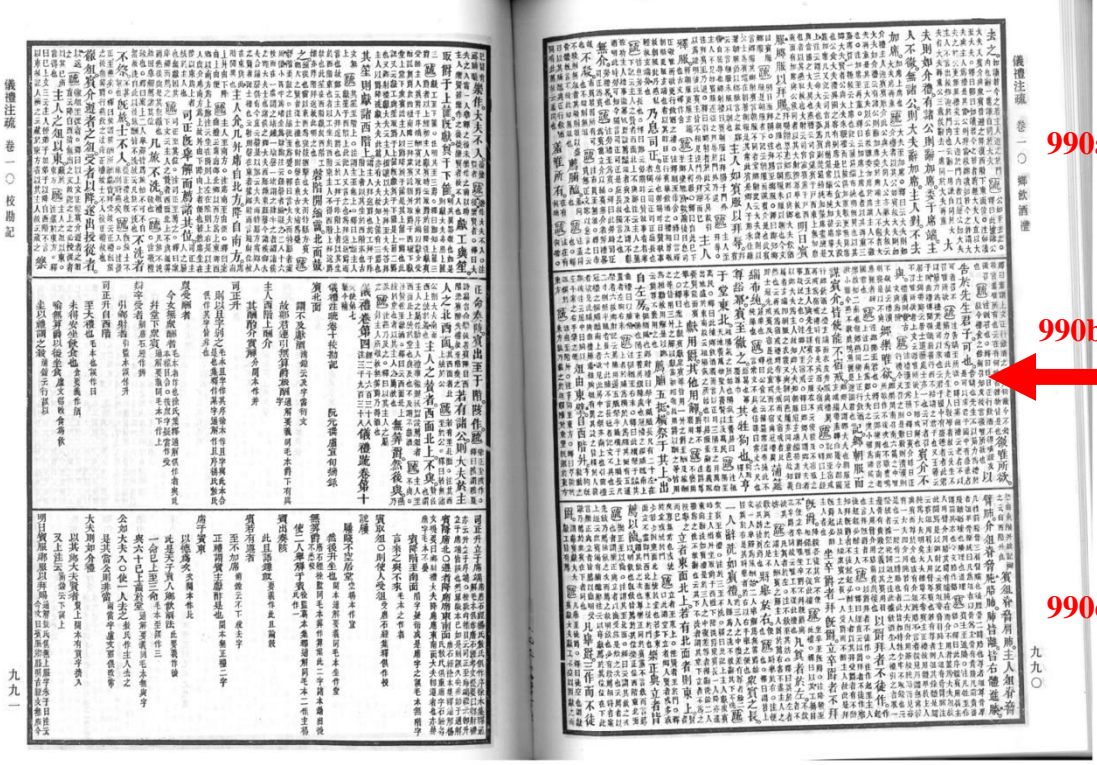
Hanshu 58.2619.

Han Changli wenji 2.122–127.

Sanguo yanyi 33.421f.

Block print editions:

- Some pre-modern texts are only available in (wooden) block print editions. Often, not one, but two or even three traditional double pages/printing plates appear on one modern page. In this case, the individual printing plates are to be separated from one another with the abbreviation "a, b (, c)" after the page number. For example, the information "*Yili zhushu* 10.990b" means the middle printing plate (b) on page 990 (see also the following graphic).



990a

990b

Yili zhushu 10.990b
(= juan 10, p. 990,
middle)

990c

儀禮注疏 卷一 校勘記

九九一

九九〇

6 Appendix

Appendices are always useful when you want to cite materials (source extracts, graphics, maps, tables, etc.) without being able or wanting to integrate them into the main text. They are not part of the main text and are not counted towards the evaluated main text.

However, it is important to note that such materials should only be included if they help to illustrate the topic. You should also consider whether such materials could speak for themselves or require further explanation.

Provide graphics, maps, tables, etc. – like all materials used – with a source reference.

List of tables/illustrations:

Directly after the table of contents comes (if applicable) both the list of tables and the list of illustrations. If tables or illustrations are used in the main body of the text, they are provided with a text reference – like quotations – and listed in the respective index with the page on which they can be found in the work.

List of illustrations:

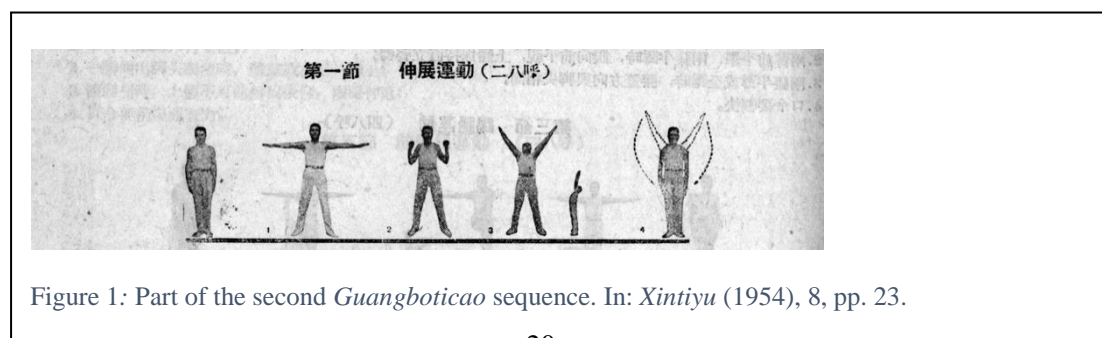
List of illustrations	
Figure 1: Part of the second <i>Guangboticao</i> sequence.....	4
Figure 2: Athletes in the USSR	7
Figure 3: Video recording of the exhibition games.....	8

List of tables:

List of tables	
Table 1: Song Huizong’s art collection.	2
Table 2: The art collection of the National Palace Museum in Taipei	4
Table 3: The art collection of the National Museum of China in Beijing	6

Illustration and table lists can also be created automatically using MS Word.

Figures and tables in the appendix or main part:



Song Huizong's Art Collection

	<i>No. of Scrolls</i>	<i>No. of Painters</i>
Daoist and Buddhist subjects 道釋	1179	49
Human figures 人物	505	33
Architectural subjects 高室	71	4
Foreign nations 番族	133	5
Dragons and fish 龍魚	117	8
Mountains and rivers 山水	1108	41
Animals and beasts 畜獸	324	27
Flowers and birds 花鳥	2786	46
Ink bamboo 墨竹	148	12
Vegetables and fruit 蔬菜	25	6

Table 1: Song Huizong's art collection (Wilkinson, 2012: p. 416)

Examples of a description of a table/image (name, year: p./pp.):

Table 1: Song Huizong's art collection (Wilkinson, 2012: p.416)

Figure 1: Reise zwischen Strömen und Bergen (Speiser, Goepper & Fribourg, 1965: p.81)

The numbering of the tables and figures should be uniform and consistent, i.e.: Figure 1, Figure 2, ...; Table 1, Table 2, ...

If in doubt, ask the lecturers.

7 Attempts at deception

With regard to attempts at deception/plagiarism, the provisions of the General Study and Examination Regulations for the Bachelor's and Master's degree programs at FAU apply:

“In case of plagiarism or an attempt to commit fraud or to influence the result of an examination through the use of unauthorized aids, the examination in question shall be graded “nicht ausreichend” (unsatisfactory, 5.0). Unauthorized aids for completing examination or course achievements pursuant to sentence 1 include in particular the use of chatbots or other artificial intelligence that is capable of replacing the student's own performance, unless this is expressly permitted by the examiner.” (Section 16 para. ABMStPO/Phil)

Artificial intelligence tools (ChatGPT, DeepL, Google Translate, etc.) are not permitted as an examination aid unless it has been explicitly approved. Using it will result in the examination being considered failed due to cheating.

8 Template for the affidavit

Statutory declaration

I hereby certify that I have written this work independently and without unauthorized aids.

I have not used any sources or resources other than those indicated and have identified all passages taken verbatim or in spirit from other texts as such. This applies to printed texts as well as texts from the Internet.

I have named all the places and persons who supported me in the preparation and writing of this paper.

The work has not been submitted to any other body for review in its current or modified form and has not been used for any other purposes - not even partially. I agree to a plagiarism check.

I am aware that any violation of this declaration will result in the submitted work being graded “unsatisfactory”.

Place, Date

.....

Handwritten signature

.....