

# Style Manual for English Texts on Cultural Heritage (English ed.)

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## 文化財英訳スタイル・マニュアル(英語版)

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This manual documents the general guidelines regarding the development of English texts concerning cultural heritage as recommended by the multilingualization team of the Nara National Research Institute for Cultural Properties (NABUNKEN).

IV

資料

## 1 Normative References

### 1.1 Style Manuals

Follow the latest edition of the *Chicago Manual of Style* (CMOS), the *Monumenta Nipponica Style Sheet* (MNSS), and the *Japan Style Sheet*, in that order, for items not covered in this manual.

### 1.2 Dictionary

Use the online version of *Merriam-Webster.com Dictionary* (MWD) (<https://www.merriam-webster.com/>) for all spellings and non-technical definitions.

### 1.3 Glossaries

For general terms related to Japanese art, see *Japanese to English Translation at the Tokyo National Museum* (<https://webarchives.tnm.jp/research/details?id=2041>). For Nara period *ritsuryō* state agencies see “A Japanese-English Glossary of Terminology Related to the Central Government During the Nara Period” (<https://sitereports.nabunken.go.jp/en/article/15041>).

## 2 Romanization

### 2.1 Romanization of Japanese

#### 2.1.1 General Rules of Romanization

Refer to the chart below for romanization.

a (ア)	i (イ)	u (ウ)	e (エ)	o (オ)
ka (カ)	ki (キ)	ku (ク)	ke (ケ)	ko (コ)
sa (サ)	shi (シ)	su (ス)	se (セ)	so (ソ)
ta (タ)	chi (チ)	tsu (ツ)	te (テ)	to (ト)
tsha (ツァ)	ti (ティ)	tu (トゥ)	tse (ツェ)	tso (ツォ)
na (ナ)	ni (ニ)	nu (ヌ)	ne (ネ)	no (ノ)
ha (ハ)	hi (ヒ)	fu (フ)	he (ヘ)	ho (ホ)
fa (ファ)	fi (フィ)		fe (フェ)	fo (フォ)
ma (マ)	mi (ミ)	mu (ム)	me (メ)	mo (モ)
ya (ヤ)		yu (ユ)		yo (ヨ)
ra (ラ)	ri (リ)	ru (ル)	re (レ)	ro (ロ)
wa (ワ)				
ga (ガ)	gi (ギ)	gu (グ)	ge (ゲ)	go (ゴ)
za (ザ)	ji (ジ)	zu (ズ)	ze (ゼ)	zo (ゾ)
da (ダ)	ji (ヂ) di (ディ)	zu (ヅ) du (ドゥ) dyu (デュ)	de (デ)	do (ド)
ba (バ)	bi (ビ)	bu (ブ)	be (ベ)	bo (ボ)
pa (パ)	pi (ピ)	pu (プ)	pe (ペ)	po (ポ)
kya (キャ)		kyu (キュ)		kyo (キョ)
sha (シャ)		shu (シュ)	she (シェ)	sho (ショ)
cha (チャ)		chu (チュ)	che (チェ)	cho (チョ)
nya (ニャ)		nyu (ニユ)		nyo (ニョ)
hya (ヒャ)		hyu (ヒユ) fyu (フユ)		hyo (ヒョ)
mya (ミャ)		myu (ミユ)		myo (ミョ)
rya (リャ)		ryu (リュ)		ryo (リョ)
gya (ギャ)		gyu (ギユ)		gyo (ギョ)

ja (ジャ)		ju (ジュ)	je (ジエ)	jo (ジョ)
bya (ビャ)		byu (ビュ)		byo (ビョ)
pya (ピャ)		pyu (ピュ)		pyo (ピョ)

The chart is adapted from *Kenkyusha's New Japanese-English Dictionary* (5th ed.)

Use “n” *not* “m” before a “b,” “m,” or “p.”

漢文	<i>kanbun</i>	<i>not</i>	<i>kambun</i>
天平	<i>Tenpyō</i>	<i>not</i>	<i>Tempyō</i>
天武	<i>Tenmu</i>	<i>not</i>	<i>Temmu</i>

Use an apostrophe after an “n” when the following syllable starts with a “y” or a vowel.

万葉集	<i>Man'yōshū</i>	<i>not</i>	<i>Manyōshū</i>
純一郎	<i>Jun'ichirō</i>	<i>not</i>	<i>Junichirō</i>
善意	<i>zen'i</i>	<i>not</i>	<i>zeni</i>

To mark a geminate consonant, double the first character of the relevant consonant.

毬杖	<i>gicchō</i>
木簡	<i>mokkan</i>
骨董品	<i>kottōhin</i>
漆器	<i>shikki</i>
実測図	<i>jissokuzu</i>

Use macrons to indicate adjacent vowels forming a long sound that do not extend beyond morpheme boundaries. As a rule of thumb, a new Chinese character usually overlaps with the start of a new morpheme.

新嘗祭	<i>Nīnamesai</i>
委員会	<i>iinkai</i>
鳳凰	<i>hōō</i>
鳥居	<i>torii</i>
シーサー	<i>shīsā</i>

呉音	<i>goon</i>
灯籠	<i>tōrō</i>
象形銅器	<i>shōkei dōki</i>

### 2.1.2 Word Division

Divide romanized Japanese according to units of meaning and grammar. Further divide overly long chains of letters for ease of reading.

放射性炭素年代測定	<i>hōshasei tanso nendai sokutei</i>
年輪年代学	<i>nenrin nendaigaku</i>
キトラ古墳天文図星座写真資料	<i>Kitora kofun tenmonzu seiza shashin shiryō</i>

### 2.1.3 English Words of Japanese Origin

Many Japanese words, such as “bonsai,” “rickshaw,” “origami,” or “Bunraku” have entered the English language. Treat these as English translations, not romanizations, of the relevant Japanese words. Follow the spelling and capitalization seen in the *MWD* and do *not* italicize. When multiple variants are listed in the *MWD*, follow the entry with the definition of the word. Consider whether the readership would be familiar with the anglicized term, if not, consider romanizing and explaining the Japanese term or using an alternative translation.

*Frequently appearing English words of Japanese origin:*

aikido, adzuki bean, anime, banzai, bento box, bonsai, Bunraku, Bushido, daikon, daimyo, dashi, dojo, enoki mushroom, emoji, fugu, fusuma, futon, geisha, geta, genro, ginkgo, Go, haiku, harakiri, hibachi, hiragana, ikebana, Imari, inro, judo, jujitsu, Kabuki, kakemono, kaki, kami, kamikaze, kana, kanji, karaoke, karate, katakana, katana, kendo, kimono, koi, kombu, koto, makimono, manga, matcha, matsutake, medaka, miso, mochi, netsuke, ninja, Noh, nori, nunchaku, obi, origami, pachinko, ramen, Romaji, sake, salaryman, samurai, sashimi, satori, senryu, seppuku, shamisen, shiatsu, shiitake, Shinto, shogun, shoji, sudoku, sukiyaki, sumi-e, sumo, surimi, sushi, tanka, tatami, tempura, teriyaki, tofu, tokonoma, torii, tsunami, typhoon, udon, ukiyo-e, umami, urushi, wakame, wasabi, yakuza, zaibatsu, Zen, zori

### 2.1.4 Pluralization

Never pluralize romanized Japanese words. As a general rule, do *not* pluralize English words of Japanese origin.

	Many geisha and samurai read <i>kusazōshi</i> .
<i>not</i>	Many geishas and samurais read <i>kusazōshis</i> .

### 2.2 Romanization of Chinese

Use Hanyu Pinyin *without* diacritics.

### 2.3 Romanization of Korean

Use the Revised Romanization of Korean system, as adopted by the South Korean government since 2000. For details, refer to the website of the National Institute of Korean Language ([https://www.korean.go.kr/front\\_eng/roman/roman\\_01.do](https://www.korean.go.kr/front_eng/roman/roman_01.do)).

### 2.4 Romanization of Sanskrit

Use the International Alphabet of Sanskrit Transliteration with diacritics. Do *not* pluralize transliterated Sanskrit terms but pluralize English words of Sanskrit origin that appear in the *MWD*, such as “deva,” “guru,” or “Buddha.”

五智如来		the Five Tathāgata Buddhas
	<i>not</i>	the Five Tathāgatas
二十四諸天		the Twenty-Four Devas
	<i>not</i>	the Twenty-Four Deva

## 3 Italicization and Capitalization of Non-English Terms and Names

### 3.1 General Rules

Italicize but do *not* capitalize Japanese or any other non-English terms.

*tachi, kosode, makie, tantō, gigaku, bugaku, sugoroku, gicchō, gogok, shoujuan*

Capitalize but do *not* italicize proper names.

Reiwa, Ainu, Shikoku, Sekino Tadashi, Izanaikan

### 3.2 Ceramics

Italicize only non-English parts of translated terms. Capitalize but do *not* italicize proper nouns inside the terms. Do *not* italicize English words of Japanese origin, such as “raku.” Follow the established capitalization of “Jōmon.”

縄文土器	Jōmon ware
弥生土器	Yayoi ware
須恵器	<i>sue</i> ware
土師器	<i>haji</i> ware
唐三彩	Tang <i>sancai</i>
有田焼	Arita ware
楽焼	raku ware

## 4 Abbreviations

### 4.1 General Rules

Use periods with abbreviations that end in a lowercase letter. Do *not* add space between the period and the next letter of the abbreviation.

*et al.*, *ibid.*, *p.*, *pp.*, *i.e.*, *e.g.*, *etc.*, *a.k.a.*, *a.m.*, *p.m.*, *Dr.*, *Ms.*

Do *not* use periods with abbreviations that include at least two capital letters.

PhD, US, UNESCO, NICH

### 4.2 Names

Use periods for initials, and add a space after every initial. However, do not add periods or spaces when the full name is abbreviated.

	C. R. Darwin
<i>but</i>	CRD

## 5 Names, Epithets, Art Names, and Titles

### 5.1 Names of People

#### 5.1.1 General Rules

Romanize names according to the rules of the given language. For Japanese, Chinese, and Korean names, the family name should precede the given name.

平田篤胤	Hirata Atsutane	<i>not</i>	Atsutane Hirata
棚田嘉十郎	Tanada Kajūrō	<i>not</i>	Tanada Kajuro

For people known by several different names, use the one that is most widely used in English literature.

孫文	Sun Yat-sen	<i>not</i>	Sun Wen
小泉八雲	Lafcadio Hearn	<i>not</i>	Koizumi Yakumō

#### 5.1.2 Names of Historical and Semi-Legendary Figures

Do not hyphenate “no” in historical names, epithets, and titles.

蘇我倉山田石川麻呂	Soga no Kurayamada no Ishikawamaro
平将門	Taira no Masakado
中大兄皇子	Prince Naka no Ōe

Treat epithets and titles as personal names when they are used as such.

紫式部	Murasaki Shikibu
清少納言	Sei Shōnagon

As a general rule, identify historical and semi-legendary figures by the name they are known by in their region of origin. The Japanese name may be used when the figure only achieved renown in Japan and their name in their region of origin is unclear.

鑑真	Jianzhen
曇微	Damjing
道鏡	Dōkyō

5.1.3 Kabuki Actors

For Kabuki actors, use uppercased roman numerals to indicate their generation in a lineage.

初代 市川團十郎	Ichikawa Danjūrō I
五代目 市川團十郎	Ichikawa Danjūrō V
七代目 片岡仁左衛門	Kataoka Nizaemon VII

5.1.4 Ukiyo-e Designers

As a general rule, omit the name of the school to which the designer belongs to. From the second generation onward, use uppercased roman numerals to indicate the designer's generation.

喜多川歌麿	Utamaro
二代目 喜多川歌麿	Utamaro II
葛飾北斎	Hokusai
二代目 葛飾北斎	Hokusai II
五代目 歌川国政	Kunimasa V

5.2 Titles

5.2.1 General Rules

Capitalize a title when it is used as part of a person's name. Do *not* capitalize titles that appear on their own or when a title appears in front of a name as an appositive.

岸田総理	Prime Minister Kishida
西太后	Empress Dowager Cixi
博物館の館長	the executive director of the museum
清の皇帝	the Qing emperor
小泉純一郎・菅直人元首相	former prime ministers Koizumi Junichirō and Naoto Kan

5.2.2 Japanese Imperial Titles

Use the following translations for the various imperial titles:

王、皇子、親王	Prince
皇女、内親王、女王	Princess
皇后	Empress



## 天皇

## Emperor / Empress Regnant

Use hyphens in emperors' names that include the prefix “go” (as in “later”) and capitalize both elements. For abdicated emperors, use the term “retired.” When referring to several past *tennō* that includes empress regnants as well, refer to them collectively as “sovereigns.”

## 後桜町天

## Empress Regnant Go-Sakuramachi

## 後白河院

## Retired Emperor Go-Shirakawa

## 光格上皇

## Retired Emperor Kōkaku

## 6 Schools and Lineages

Use established terms whenever possible. When relevant, include information about what the school or lineage specializes in.

## 狩野派

## the Kanō school of painting

## 木挽町狩野家

## the Kobikichō branch of the Kanō school

## 楽家

## the Raku family of potters

Omit the term “generation” when describing generational heads of schools and lineages whenever possible.

## 楽家第七代

## the seventh head of the Raku family

## 木挽町狩野家第四代

## the fourth head of the Kobikichō branch of the Kanō school

## 7 Names of Deities, Semi-Deified Beings, Legendary Creatures, etc.

Identify deities, semi-deified beings, legendary creatures and the like by the names used in the regions where they originate from to put them into a global context. Add descriptors at first mention, e.g., “the buddha Amitābha,” “the bodhisattva Avalokiteśvara.” When established English translations exist, use those instead.

## 大日如来

## Vairocana

*not*

## Dainichi Nyorai

## 地藏菩薩

## Kṣitigarbha

*not*

## Jizō

## 鳳凰

## fenghuang

*not*

## hōō

朱雀                      Vermilion Bird                      *not*                      Suzaku

You can include the Japanese name in parenthesis on first mention if needed.

朱雀                      Vermilion Bird (Jp. Suzaku)  
鳳凰                      *fenghuang* (Jp. *hōō*)

If you need to use the Japanese name, include the non-Japanese name in parenthesis on first mention.

朱雀                      Suzaku (Vermilion Bird)  
鳳凰                      *hōō* (Ch. *fenghuang*)  
地藏菩薩                      Jizō (Sk. Kṣitigarbha)

Use the follwing abbreviations for these four languages:

Chinese:              Ch.  
Japanese:              Jp.  
Korean:                Kr.  
Sanskrit:              Sk.

**8 Religions, Religious Groups, Schools of Thought, and Their Followers**

Capitalize the names of religions, religious groups, schools of thought, and the terms referring to their followers and practitioners. Note that the terms for lay people adhering to specific doctrines and ordained members of the clergy often differ.

<i>Religion:</i>	<i>Follower/practitioner:</i>
Shinto	Shinto practitioner
Buddhism	Buddhist
Tendai Buddhism	Tendai Buddhist
Shugendō	Shugendō practitioner
Christianity	Christian
Islam	Muslim
Confucianism	Confucian

Neo-Confucianism

Neo-Confucian

Taoism

Taoist

## 9 Names of Places

### 9.1 Japanese Place Names

#### 9.1.1 General Rules

For geographical names that appear in the *MWD*, follow the given spelling.

九州	Kyushu
北海道	Hokkaido
新潟	Niigata
本州	Honshu
東京	Tokyo
大阪	Osaka
京都	Kyoto

#### 9.1.2 Topographical Names

Replace suffixes indicating topographical features with their English equivalents whenever possible. However, in accordance with the policies of the Geospatial Information Authority of Japan, if a Japanese person would have difficulty recognizing a place name without the topographical feature's suffix in Japanese, add the English term to the end of the full name after the romanized Japanese. Also retain the original Japanese place name and add an English term if the original name does not indicate the type of topographical feature described. Follow the flow-chart provided by GSI when in doubt.<sup>[1]</sup>

*Replace:*

多摩川	Tama River
富士山	Mount Fuji
東京湾	Tokyo Bay
那珂川	Naka River

[1] See *Chimei tō no eigo hyōki rūru no gaiyō* for the chart and *Chimei tō no eigo hyōki kitei* for a detailed explanation, both available at the GSI website (<https://www.gsi.go.jp/top.html>).

*Add:*

荒川	Arakawa River
霞ヶ浦	Lake Kasumigaura
中川	Nakagawa River
八重干瀬	Yabiji Coral Reef

**9.1.3 Administrative Divisions**

Replace words indicating administrative divisions with their English equivalents, unless it would lead to confusion. As a general rule, omit “village,” “town,” and “city.” Capitalize official terms, but do not capitalize unofficial terms, such as “domain.”

奈良市	Nara	
奈良県	Nara Prefecture	
出雲国	Izumo Province	
加賀藩	Kaga domain	
国分寺市	Kokubunji City	or city of Kokubunji

**9.1.4 Stations**

Use the official/established English translation/romanization to avoid confusion. When the local bus stop is written differently from how it is written on the website of the bus line, use the one from the website as tourists will most likely use the Internet to find their way around Japan.

佐紀町・大極殿	Saki-cho/Daigokuden
大和西大寺駅	Yamato-Saidaiji Station

**9.1.5 Roads and Highways**

For names of roads and highways refer to available online maps but add macrons to the romanized part of the names.

**9.1.6 Names of Parks, Schools, Museums, etc.**

Whenever available, always use the official English translation.

平城宮跡歴史公園	Nara Palace Site Historical Park
平城宮跡資料館	Nara Palace Site Museum

## 奈良先端科学技術大学大学院 Nara Institute of Science and Technology

**9.1.7 Names of Shinto and Buddhist Religious Institutions**

As a general rule, replace the suffixes indicating the type of institution with the appropriate translation. When retaining the suffixes, do *not* hyphenate them, and add the relevant English translation. Always retain “*ji*,” “*gū*,” “*in*,” and “*dera*.” For Buddhist institutions, only add the relevant English noun on maps. In running text, add an explanatory phrase, such as “the temple of,” on first mention. If a religious institution indicates a specific preference when lending a work of art or sponsoring an exhibition, follow that.

*On maps:**In running text:*

八幡宮	Hachimangū Shrine	Hachimangū Shrine
熱田神社	Atsuta Shrine	Atsuta Shrine
出雲大社	Izumo Grand Shrine	Izumo Grand Shrine
東大寺	Tōdaiji Temple	Tōdaiji
清水寺	Kiyomizudera Temple	Kiyomizudera

**9.2 Non-Japanese Geographical Names**

Use the standard modern English term and spelling for city and region names.

北京	Beijing	<i>not</i>	Peking
ブルターニュ	Brittany	<i>not</i>	Bretagne

Refer to regions with multiple possible readings in standard English using all possible readings separated by slashes, unless specifically told not to do so.

渤海	Balhae/Bohai
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**10 Literary Works**

Use established English translations for titles of literary works, chapter titles within works, and names of characters when published translations exist.

## 11 Dates, Times, Periods

### 11.1 Dates

#### 11.1.1 Gregorian Calendar

Follow the American standard month-day-year style specified in *CMOS* for writing dates. Separate the day of the week, the date, and the year with a comma, but not the month and the day or the month and the year. Do *not* include days of the week or regnal years, unless they are contextually important or further the understanding of the subject at hand.

1990年1月1日	January 1, 1990
2021年4月	April 2021
令和3年1月1日(金)	January 1, 2021

*If including the day:*

2021年4月22日(木)	Thursday, April 22, 2021
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Use “BCE” and “CE” abbreviated without periods to indicate dates before and after year one according to the Gregorian calendar.

前10000年頃	ca. 10, 000 BCE
662年	662 CE

#### 11.1.2 Lunar Calendar

Do *not* use Gregorian calendar months to describe lunar calendar months, i.e., for dates prior to 1873. Use the regnal years when mentioning lunar calendars months. Convert the date to the Gregorian calendar and put it in parenthesis. (Refer to the *Japanese Calendar Database* published by the National Astronomical Observatory of Japan: [https://eco.mtk.nao.ac.jp/cgi-bin/koyomi/caldb\\_en.cgi](https://eco.mtk.nao.ac.jp/cgi-bin/koyomi/caldb_en.cgi))

延暦13年10月22日	tenth month, twenty-second day of Enryaku 13 (November 18, 794)
<i>not</i>	October 22, 794

## 11.2 Times

Use a.m./p.m. notation for museum times.

8時                      8:00 a.m.

17:00                  5:00 p.m.

## 11.3 Date Spans and Time Spans

Use an en dash (–) to indicate date and time spans. Do *not* repeat month, year, a.m./p.m., and BCE/CE designation when the specified dates and times fall under the same category. Do *not* repeat words referring to time spans, such as “millennium,” “century,” or “decade,” unless one is BCE while the other is CE.

令和3年(2021年)1月2日(土)～1月31日(日)

January 2–31, 2021

2020年6月16日(火)～2020年7月23日(木)

June 16–July 23, 2020

2019年12月19日(木)～2020年1月15日(水)

December 19, 2019–January 15, 2020

前5世紀頃～後3世紀頃

ca. 5th century BCE–3rd century CE

7世紀頃～10世紀頃

ca. 7th–10th century CE

前6千年紀～前2千年紀

6th–2nd millennium BCE

9:30～17:00

9:30 a.m.–5:00 p.m.

13時半～14時

1:30–2:00 p.m.

Do *not* repeat numbers indicating centuries and decades when a span of years falls within the same century or decade.

1823～80

1823–80

1861～63

1861–3

## 11.4 Japanese Time Periods

Whenever context allows, replace names of Japanese time periods with the appropriate centuries to facilitate understanding.

奈良時代      eighth century      not      Nara period

If using Japanese time periods in running text, always include the year span in parentheses on the first instance. See the following chart for established time periods.

旧石器時代	(Japanese) Paleolithic (ca. 35,500–14,000 BCE)
縄文時代	Jōmon period (ca. 14,000–800 BCE)
続縄文時代	Epi-Jōmon period (ca. 5th century BCE–7th century CE)
(沖縄) 貝塚時代	Shellmound period (ca. 14,000 BCE–10th century CE)
弥生時代	Yayoi period (ca. 8th century BCE–3rd century CE)
古代	Classical Japan (ca. 6th–12th century)
古墳時代	Kofun period (ca. 3rd–6th century)
オホーツク文化期	Okhotsk period (ca. 5th–9th century)
飛鳥時代	Asuka period (592–710)
擦文時代	Satsumon period (ca. 7th–13th century)
奈良時代	Nara period (710–794)
平安時代	Heian period (794–1185)
トビニタイ文化期	Tobinitai period (ca. 10th–13th century)
グスク時代	Gusuku period (ca. 10th–15th century)
アイヌ文化期	Ainu period (ca. 13th–19th century)
中世	Feudal Japan (ca. 12th–16th century)
鎌倉時代	Kamakura period (1185–1333)
南北朝時代	Nanbokuchō period (1333–1392)
室町時代	Muromachi period (1392–1573)
戦国時代	Warring States period (ca. 15th–16th century)
琉球王朝	Ryūkyū Kingdom (ca. 15th–19th century)
安土桃山時代	Azuchi-Momoyama period (1573–1603)
近世	Early modern Japan (ca. 16th–19th century)
江戸時代	Edo period (1603–1868)
近代	Modern Japan (ca. 19th century–1945)
明治期	Meiji era (1868–1912)
大正期	Taishō era (1912–1926)
昭和期	Shōwa era (1926–1989)
平成期	Heisei era (1989–2019)
令和期	Reiwa era (2019–)



## 12 Historical Events

Treat major historical events as proper names, capitalize but do *not* italicize.

Meiji Restoration, Genpei War, Siege of Odawara, Battle of Sekigahara

## 13 Numbers and Units of Measurement

### 13.1 General Rules

Spell out whole numbers from zero through one hundred. Spell out whole numbers followed by “hundred,” “thousand,” and “hundred thousand.” Use numerals for whole numbers followed by “million,” “billion,” and so forth. Do not spell out dates. For ease of reading, it is acceptable to use numerals for any number when multiple numbers appear in a single text (refer to the CMOS for details).

78歳	seventy-eight years old
221か所	221 places
2億	200 million

Always spell out numbers that appear at the beginning of a sentence or recast the sentence to avoid starting with a number.

	The year 2022 marks the 70th anniversary of...
<i>not</i>	2022 is the 70th anniversary of...

Use commas in numerals with four or more digits, including ordinal numbers, but excluding years. However, use commas in years of five digits or more.

1200周年	1,200th anniversary
1989年	1989
前22000年頃	22,000 BCE
前3200年頃	3200 BCE

### 13.2 Ordinals

Spell out ordinals, excluding centuries in tombstone details and centuries in parentheses. Do not use superscripts.

樂家第四代    the fourth head of the Raku family  
7日目        the seventh day  
15世紀        the fifteenth century

Use the plural form when denoting more than one century with ordinals combined with the term “and,” and when denoting a span of centuries with the term “through.” However, use the singular form for ranges expressed with “to,” alternatives expressed with “or,” and in compound modifiers.

12世紀および18世紀        in the twelfth and eighteenth centuries  
8～10世紀                    in the eighth through tenth centuries  
                                      *but*        from the eighth to tenth century  
16世紀または17世紀        in the sixteenth or seventeenth century  
17世紀と18世紀のファッション    seventeenth- and eighteenth-century fashions

### 13.3 Units of Measurement and Currency

Do *not* include the original measurement or currency unless the inclusion is contextually justified.

一尺                one *shaku* (about 29.7 cm)

Do *not* use periods for metric abbreviations but do use periods for imperial abbreviations.

12 in.  
1 ft.  
10 mm  
1 m

Do *not* add a space between numbers and symbols of units of measurements (such as percentage, degree, prime, double prime), but do add a space between numbers and abbreviations of units of measurements.

50%  
34° 41' 30" N 135° 47' 17" E  
90°  
23 kg

108 cm

## 14 Symbols and Punctuation

### 14.1 CJK-specific Characters in English Text

Do *not* use CJK-specific symbols, punctuation, or alphanumerics in English text. Either replace or omit as appropriate. When lenticular brackets (【】) are used for emphasis in the Japanese text, omit them in the English version and consider changing the font style for the emphasized words. In time spans, replace the wave dash (〜) with an en dash (–). Use letters to represent Roman numerals and do *not* use pre-combined Roman numerals, i.e., use “I,” “II,” “III,” or “i,” “ii,” “iii,” and do *not* use “Ⅰ,” “Ⅱ,” “Ⅲ.”

Examples of CJK-specific characters:

、。∴…・／) -123①②③ | ||||「」【】『』~※■○◆

## 14.2 Quotation Marks

Place punctuation inside quotation marks, excluding cases where the punctuation is part of a verbatim quote.

The term *shintō* is often translated as “the way of the gods.”

Many Japanese words, such as “bonsai,” “rickshaw,” “origami,” or “Bunraku” have entered the English language.

### 14.3 Parentheses

Always precede opening parentheses with a space. Do *not* follow opening parentheses with a space. Do *not* precede closing parentheses with a space. Always follow closing parentheses with a space, excluding cases where the next character is punctuation.

More information is available on our website (in Japanese).

The mythological bird *fenghuang* (Jp. *hōō*) is often, misleadingly, called “Chinese phoenix.”

## 15 Lists

### 15.1 Ordered Lists

Use numerals or alphabetic characters for ordered lists.

1. 2. 3.      1) 2) 3)      a) b) c)      I II III      i ii iii

### 15.2 Unordered Lists

Use bullet points or hyphens for unordered lists. Stars, hearts, or other unorthodox shapes should be limited to publications aimed at children. In either case, consistent use of the same symbol is preferred. However, if a list is nested within another list, a change in symbol may be a useful visual cue to the reader.

*Both of these are right:*

#### Low-Pressure Mount

- Acrylic panel
- Backboard
  - pH-neutral honeycomb board

#### Low-Pressure Mount

- Acrylic panel
- Backboard
  - pH-neutral honeycomb board

### 15.3 Series Comma

Use the series comma (Oxford comma) when listing three or more items. The Oxford comma is falling out of favor in certain circles, but museum texts often include lengthy lists of motifs or techniques, and the Oxford comma removes any ambiguity that might be created by not using it.

Porcelain, gold, glass, jade, etc., were placed in the tombs of elite rulers.

### 15.4 Use of “etc.”

When using “etc.” in a list in running text, precede and follow it with a comma. If it comes at the end of a sentence, a second period is not needed.

Common floral motifs include peonies, chrysanthemums, camellias, etc.

Write the title of all relevant books, articles, presentations, etc., in the space provided.

Japanese texts use the term *tō/nado* much more often than the term “etc.” is used in English. As noted in the CMOS, the term “etc.” is not typically used in formal writing in English. When possible, recast the sentence as a list of examples to avoid using the term “etc.” The terms “such as,” “including,” and “like” can often be used to achieve a similarly open-ended meaning.

*Original:*

Porcelain, gold, glass, jade, etc., were placed in the tombs of elite rulers.

*Recast:*

Valuable objects such as porcelain, gold, glass, and jade were placed in the tombs of elite rulers.

## 16 Exhibition and Object Titles

### 16.1 Capitalization

Follow the CMOS headline-style capitalization for titles of exhibitions, artworks, books, etc., but use sentence-style capitalization for descriptive object names.

Box-shaped clay artifact

*Great Perfection of Wisdom Sutra*

Italicize any word that would be italicized in running text. If the whole title is italicized, use roman type for words that would be italicized in running text.

Deities Depicted in the *Records of Ancient Matters*  
or *Deities Depicted in the Records of Ancient Matters*

## 16.2 Punctuation of Titles

Use a colon to separate multipart titles written on the same line. An em dash (—) may be used in place of a colon when aesthetically preferable, but should be avoided as a general rule. When modifiers are displayed on the same line as the title, an em dash is permitted to avoid using two colons in one line. Also consider changing the spacing or font, or adding a new line, for a more readable arrangement. Do *not* use colons or em dashes if you add a new line.