

KNM, NABUNKEN	Capitalize “retired.” Use “Empress Regnant” over “Reigning Empress.”
Kyuhaku	Do not use hyphens in emperors’ names that include the prefix “go,” but write the elements separately.

4.6.2.b ***Rules of the Imperial Household Agency***

Use the following capitalization style and terminology for imperial family members when translating texts in collaboration with the Imperial Household Agency, including capitalizing pronouns regardless of where they appear in the text.

天皇陛下	His Majesty the Emperor (Naruhito) <i>on second appearance:</i> His Majesty
皇后陛下	Her Majesty the Empress (Masako) <i>on second appearance:</i> Her Majesty
天皇皇后両陛下	Their Majesties the Emperor and Empress
皇室	the Imperial Family
皇太子	(His Imperial Highness) the Crown Prince
上皇明仁	His Majesty Emperor Emeritus Akihito
上皇后美智子	Her Majesty Empress Emerita Michiko

5 **Literary Works**

Use established English translations for titles of literary works, chapter titles within works, and names of characters when published translations exist. Use the Tyler translation for *The Tale of Genji*.

TNM	Use the Seidensticker translation for <i>The Tale of Genji</i> .
KNM	Use the Washburn translation for <i>The Tale of Genji</i> .

6 **Dates and Times**

6.1 **Dates**

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 do not separate the month and the day or the month and the year. Do not include days of the week or era names, unless they are contextually important or further 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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Do *not* use Gregorian calendar months to describe lunar calendar months, i.e., for dates prior to 1873.

正応五年八月三日	third day of the eighth month of 1292 (Shōō 5) (<i>Era name is optional.</i>) <i>not</i> August 3, 1292
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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

Kyuhaku

For museum dates, write in the day-month-year style (1 January 2021) to avoid extra commas. For approximate dates, use “about” instead of “ca.”

TNM

For regular exhibitions, use “BC” and “AD.”

6.2 Times

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

8時	8:00 a.m.
17 : 00	5:00 p.m.

Kyuhaku

Use 24-hour notation with a colon.

6.3 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

NNM

Do not abbreviate decades and centuries in year spans.

6.4 Time Periods

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

奈良時代	eighth century	<i>not</i>	Nara period
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If using Japanese time periods in running text, always include the year span in parentheses on the first instance. See the Appendix for established year spans for institutions where available.

KNM	Because of the confusing nature of century dates, i.e., thinking seventeenth century means the 1700s, consider interspersing numeric century dates with spelled out ordinal century dates when feasible.
NNM	For the wall text of an exhibition and object labels, offer the dates anew each time.
Kyuhaku	When period names are unavoidable, use centuries to define rather than years to avoid debated time spans, e.g., for the Edo period use “17th–19th century” rather than “1603–1867/8.”

7 Numbers and Units of Measurement

7.1 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 2025 marks the 150th anniversary of . . .

not

2025 is the 150th 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.