

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.

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

KNM	Spell out whole numbers followed by “million,” “billion,” and so forth.
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7.2 Ordinals

Spell out ordinals, excluding centuries in tombstone details, or 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
	<i>but</i>
	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

TNM	For museum labels, use numerals when denoting ordinals for centuries.
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7.3 Units of Measurement and Currency

Follow the units of measurement and currency used in the Japanese text but add a reference in parentheses with an approximation of a more familiar unit or currency when reasonable.

1.5億円	150 million yen (approx. 1.4 million USD)
一尺	one <i>shaku</i> (approx. 29.7 cm or 11.7 in.)

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

12 in. 1 ft. 10 mm 100 cm 1 m

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

Kyuhaku With the exception of currency, convert all Japanese measurements into metric system units, and bracket imperial system measurements.

8 Symbols and Punctuation

8.1 Japanese Characters in English Text

Do *not* use Japanese double-byte characters for symbols, punctuation, or numerals 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 the Roman numerals from the Japanese character set, i.e., use “I,” “II,” “III,” or “i,” “ii,” “iii,” and do *not* use “Ⅰ,” “Ⅱ,” “Ⅲ.”

Examples of Japanese double-byte characters:

、 。 ： … … … ・ ‘ ／ “ ” - — ^ 1 2 3 ①②③ I II III 「 」 【 】 『 』 ～ ※ ■ ○ ◆

8.2 Quotation Marks

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

The term *maki-e* literally means “sprinkled pictures.”

The Chinese word for “bat” (*fu*) is a homophone for the word meaning “good fortune.”

Meaning “foreign colors,” *falangcai* uses enamels derived from European cloisonné techniques.

8.3 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.

The museum held the same exhibition two years ago (see the website for more details).

Buddhists believe the bodhisattva Miroku (Skt. Maitreya) will be reborn in the distant future and save the world by preaching Buddhist teachings.

9 Lists

9.1 Ordered Lists

Use numerals or alphabet characters for ordered lists.

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

9.2 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

9.3 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,