

Journal of Vietnamese Studies Style and Usage Guidelines

The *Journal of Vietnamese Studies* style is based primarily on *The Chicago Manual of Style* (15th ed., 2003) and *Merriam-Webster's Collegiate Dictionary* (11th edition, 2003). The *Merriam-Webster's Collegiate Dictionary* can be accessed online at: <http://www.m-w.com>. Where no rule is present in the “*Journal of Vietnamese Studies Style and Usage Guidelines*,” follow the latest edition of *The Chicago Manual of Style*. Exceptions to *Chicago* are generally, but not always, noted here. Unless a particular usage is critical to the argument of an article, contributors should follow these general guidelines.

1 PEOPLE

1.1 WORD ORDER OF NAMES

- a. Write author names in the word order and spelling that appears on the original document. With names in which the family name is ordered last, the last name only should be cited in later references. With names in which the family name is ordered first, the full name should be cited in later references.
 - Mary Nguyen can be referred to as “Nguyen” in subsequent references.
 - Hue-Tam Ho Tai can be referred to as “Ho Tai” in subsequent references.
 - Nguyễn Khắc Viện must be referred to as Nguyễn Khắc Viện in subsequent references.
- b. If two or more people cited in the article have the same last name, then the author should write out their full names.
 - Mary Nguyen wrote...
 - Cuong Nguyen said...
- c. When citing Vietnamese names, always cite the entire name.
 - Hồ Chí Minh (**NOT** Hồ); Ngô Đình Diệm (**NOT** Diệm)

1.2 VIETNAMESE TITLES

- a. Do not use the English translation of Vietnamese terms of address. Except in excerpts/ quotations, no such terms of address should be used.
 - Nguyễn Đình Đầu wrote... (**NOT** Grandfather Nguyễn Đình Đầu wrote...)
- b. In quoted and translated text, use the original Vietnamese term of address and italicize the term if it is important to the effect of the quotation.
 - “It had been a long time since she had seen *ông Giàu*” and “It had been a long time since she had seen Giàu” are both acceptable (**NOT** “It had been a long time since she had seen Grandfather Giàu.”)
- c. If referring to a Vietnamese person by his/her honorary title, the entire name must still be used.
 - President Ngô Đình Diệm (**NOT** President Diệm)
 - President Hồ Chí Minh (**NOT** President Minh)
 - General Võ Nguyên Giáp (**NOT** General Giáp)

1.3 PUNCTUATION GUIDELINES FOR TITLES

- a. When in doubt about hyphenation, consult the dictionary or leave out the hyphen. Capitalize a title that precedes a personal name; do not capitalize a title that stands alone.
 - Governor-General Sarraut; the governor-general
 - VWP General Secretary Trường Chinh; the general secretary of the party

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b. A civil or military title preceding a full name may be abbreviated. When it precedes a surname alone, it is spelled out.

- Lt. Col. Mary Le; Lieutenant Colonel Pierce; Professor Whitmore; Prof. George Dutton.

c. Social titles are always abbreviated, whether preceding the full name or surname only, and must be followed by a period.

- Ms. Smith, Mr. Robert Taylor

1.4 ETHNIC GROUPS

a. When possible, refer to groups by their English name.

- Chinese in Vietnam; overseas Chinese (**NOT** Hòa Kiều)
- overseas Vietnamese; Vietnamese diaspora; Vietnamese Americans; Vietnamese French; Vietnamese Australians, etc. (**NOT** Việt Kiều)

b. Use current names for ethnic minorities, unless described in historical context, in which case the current name must be noted in parentheses or in the text.

- Meo (H'mong)

c. Capitalize and do not hyphenate names of ethnic groups.

- African American, Asian American, Pacific Islander, and so forth

1.5 SPELLING VIETNAMESE NAMES

In general, capitalize the first letter of each name and do not hyphenate the names unless it is consistent with the person's own usage (e.g., Hue-Tam Ho Tai).

- Nguyễn Thị Minh Khai (**NOT** Nguyễn thị Minh Khai)
- Trần Văn Giàu (**NOT** Trần văn Giàu)
- Lê Thánh Tôn (**NOT** Lê Thánh-tôn; **NOT** Lê Thánh-Tôn)

If a Vietnamese name is spelled without diacritics in the cited documents and it is impossible to find out how that name is spelled correctly in Vietnamese (as in the case of a French archival document that does not spell Vietnamese names with diacritics), then the name should be cited as in original. Please do not guess at the diacritics.

For example: A document refers to a “Nguyen Quoc Thanh.” That person may be “Nguyễn Quốc Thành” or “Nguyễn Quốc Thanh.” If the JVS contributor is unable to determine for certain which spelling is correct, then the name should be spelled as Nguyen Quoc Thanh.

1.6 GENDER-RELATED LANGUAGE

a. Never use s/he, him/her/ (s)he, his/her.

b. Use “he or she” or rewrite as plural.

c. Refer to Casey Miller and Kate Swift, *The Handbook of Nonsexist Writing*, 2nd ed. (Lincoln, NE: iUniverse, 2001).

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1.7 POSSESSIVES/ *Chicago* 5.25–5.27 and 7.17–7.30

In general, add an apostrophe and an *s* to form the possessive of singular nouns, and an apostrophe only for plural nouns.

Exception: For proper nouns and other singular words that end in a sibilant, it is *JVS* style to use an apostrophe only (Paul Mus' writing, **NOT** Paul Mus's writing). See *Chicago* 5.26 and 7.23.

2 GEOGRAPHY/ *Chicago* 8.46–8.60

2.1 POLITICAL DIVISIONS

a. southern Vietnam

- Use “Cochinchina” to refer to the French colony in southern Vietnam (1874–March 1946).
- Use “Autonomous Republic of Cochinchina” to refer to the autonomous “free state” within the Indochinese Federation (March 1946–March 1949).
- Use “Associated State of Vietnam” to refer to the semi-independent state established within the French Union (March 8, 1949–July 2, 1954).
- “South Vietnam” refers to the “Autonomous Republic of Cochinchina,” the “Associated State of Vietnam,” and the “Republic of Vietnam.” Under the Socialist Republic of Vietnam, this region should be referred to as “southern Vietnam.” This region may also be referred to as “Nam Kỳ” or “Nam Bộ.”

b. central Vietnam

- Use “Annam” to refer to French colonial protectorate (1884–1949).
- Under the Socialist Republic of Vietnam, this region should be referred to as “central Vietnam.” This region may also be referred to as “Trung Kỳ” or “Trung Bộ.”

c. northern Vietnam

- Use “Tonkin” to refer to French colonial protectorate (1884–1949).
- Use “North Vietnam” to refer to the Democratic Republic of Vietnam (DRV) under the leadership of the Vietnamese Workers' Party.
- Under the Socialist Republic of Vietnam, this region should be referred to as “northern Vietnam.” This region may also be referred to as “Bắc Kỳ” or “Bắc Bộ.”

d. “Associated State of Vietnam” refers to the semi-independent states Cochinchina, Annam, and Tonkin established within the French Union (March 8, 1949–Geneva Accords in 1954).

e. “Democratic Republic of Vietnam” refers to the government established by Hồ Chí Minh and replaced by the Socialist Republic of Vietnam (September 2, 1945–July 1, 1976). It also refers to the area of Vietnam above the seventeenth parallel, after the Geneva Accords. *JVS* prefers the use of “Democratic Republic of Vietnam” to “North Vietnam,” when appropriate.

f. “Republic of Vietnam” refers to the state below the seventeenth parallel established under the Geneva Accords in July 1954 (July 1954–April 30, 1975), the successor to the Associated State of Vietnam. *JVS* prefers the use of “Republic of Vietnam” to “South Vietnam,” when appropriate.

g. “Socialist Republic of Vietnam” refers to the unified Vietnamese state established July 2, 1976, under the governance of the Vietnamese Communist Party. It was the successor to the Democratic Republic of Vietnam.

h. “Hồ Chí Minh City” should be used to refer to the area formerly known as Sài Gòn and Chợ Lớn, which were consolidated and renamed Hồ Chí Minh City (HCMC) April 30, 1975. If referring to this area before April 30, 1975, use Sài Gòn and Chợ Lớn, respectively.

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i. “eastern Europe” refers to the eastern region of Europe; “Eastern Europe” refers to the communist countries that fell under the influence of the Soviet Union during the political divisions during the Cold War; “the Soviet Union” refers to the socialist states that included Russia (1922–1991).

j. If referring to a place that has since changed its name in a particular historical period, use the contemporary name and indicate its current name either in the text or in a parenthetical note.

- “Tân An Province, which is present-day Long An Province” **OR** “Tân An Province (present-day Long An Province)”

2.2 CULTURAL DIVISIONS

Terms should generally be lowercased.

- the iron curtain; the third world
- the West, Western (when referring to cultural identity)

2.3 REGIONAL DIVISIONS

a. Capitalize formal regions.

- the West/the East (as cultural regions); the East Coast; Greater London
- Mekong Delta; Quảng Ngãi Province; Central Highlands; Hà Giang Province; Red River Delta; River River Plains; Mekong Delta Province

b. Lowercase words that refer to direction

- eastern; southern; eastward; to turn east

Capitalize North and South when referring to independent or semi-independent regions of Vietnam from 1946 to 1975. Lowercase forms of north/south/east/west when referring to cardinal direction (“to the north”) and to identify these regions of Vietnam before 1946 or after 1976 (see Geography, section 2.1). For the center use “central region.”

c. Lowercase generic terms used descriptively and used in apposition.

- the tropics; the inner city; the suburbs; the delta of the Red River

2.4 TOPOGRAPHICAL DIVISIONS/Chicago 8.57–8.58

The words “mountain,” “river,” “ocean,” “island,” and so forth are capitalized when used in a name.

- Hồng River **OR** Red River
- Hương River **OR** Perfume River
- Bạch Đằng River (**NOT** Bạch-đằng River)
- Trường Sơn Mountain (**NOT** Long Mountain)
- Hoàn Kiếm Lake

2.5 VIETNAMESE SPELLING

a. Use Vietnamese spelling for Vietnamese cities.

- Hà Nội; Hải Phòng

b. Use English descriptive words with Vietnamese place names, spelled with diacritical marks when possible.

- An Bình Village; District 1 (**NOT** Quận Một), Hai Bà Trưng District (**NOT** Quận Hai Bà Trưng)

3 TIME/EVENTS

3.1 DENOTING PERIODS OF TIME, GOVERNMENTS, ERAS

- a. Time designations are expressed as CE (“of the common era”) and BCE (“before the common era”). CE and BCE should be written in full capitals with no periods. Use CE and BCE only when indicating a period that is BCE or that that begins in BCE and ends in CE (e.g., 21 BCE–39CE).
- b. Names of governments should be capitalized (*Chicago* 9.50). When mentioning a dynasty for the first time, indicate its period of duration in parentheses or in the article text.
 - Lê Dynasty (980–1009); Lý Dynasty (1010–1225); Trần Dynasty (1225–4000); Minh Mạng’s Reign (1820–1841).

3.2 TIME/Chicago 9.33, 9.41–9.43

- a. Even, half, and quarter hours are spelled out in text. Using “o’clock” is optional; “in the morning,” “at night,” “in the evening,” “in the afternoon,” and so forth should be added only when it is not clear from the context of the text or for stylistic emphasis.
- b. Use numerals when exact time is emphasized, and indicate “a.m.” and “p.m.” when necessary for clarity.
 - The train left at 4:35 a.m. and arrived in Sài Gòn at 7:03 p.m.
- c. When necessary, indicate noon and midnight. Do not use the twenty-four-hour system.
 - He was born at midnight (**NOT** He was born at 2400.)
- d. Month-day-year form should be used, not day-month-year
 - August 24, 2005 (**NOT** 24 August 2005)
- e. Centuries should be spelled out. Use a hyphen when the century is used as an adjective.
 - the twenty-first century; the eighth and ninth centuries
 - the eighteen hundreds; mid-nineteenth century
 - nineteenth-century scholar; twentieth-century conflict
- f. Decades may be spelled out or written in numerals. The first decade of any century should be spelled out.
 - the nineties; the mid-fifties; the sixties; the mid 1960s; in the middle of 1968
 - the first decade of the eighteenth century (or the years 1800–1809)
 - the second decade of the nineteenth century **OR** the 1810s (exception to *Chicago*)
 - the 1960s and 1970s (**NOT** the ’60s and ’70s)
- g. Years should be written in full, in numeral form. Do not shorten the second item in ranges (exception to *Chicago*).
 - the war of 1914–1918; she lived there during the years 1504–1505; the winter of 2000–2001; he was born in 1980

3.3 FORMAL EVENTS

Formal events such as wars and revolutions should be capitalized.

- First Indochina War (1946–1954); Second Indochina War (1964–1975); Third Indochina War (1978–1981); World War I **OR** First World War; Russian Revolution; French Revolution

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3.4 CULTURAL PERIODS/*Chicago* 8.77–8.79

- a. Most cultural periods with numerical and descriptive names are lowercased, except for proper names.
 - the twenty-first century; the nineteen hundreds; the sixties; the Fifth Republic; the colonial period; modern history; the Victorian era; the civil rights movement;
- b. Some names of periods are capitalized by tradition or to avoid ambiguity.
 - The Grand Siècle; the Dark Ages; the Enlightenment; the Cold War (exception to *Chicago*); the Age of Reason; the Cultural Revolution

4 GENERAL STYLE

4.1 CAPITALIZATION/*Chicago* 7.50, 8.164–8.174

a. Use headline-style capitalization in titles of works in text, notes, and references. That is, only lowercase prepositions, conjunctions (e.g., “and,” “but,” “for,” “or,” “nor”), articles of any length (e.g., “the,” “a,” “among”), and the words “to” and “as.” When a quote is used in or as a title, sentence-style capitalization is more appropriate for that portion. If the quotation is the subtitle or title, the preceding title or following subtitle should be in headline-style capitalization.

- “*Better than the big ‘O’*”: *Postcolonial Sexuality and Asian Pacific Islander “Otherness”*

b. Non-English titles should retain original capitalization, and English translations should follow headline-style capitalization. In hyphenated words, capitalize only the first element unless subsequent element is a proper noun.

- *First-time Love; Pre-Jurassic Age*

c. In Vietnamese-language titles of articles and books, all words should be lowercased except the first letter of the first syllable of the title and subtitle and the first letter in each syllable of proper nouns. However, the first letter of all syllables for the titles of journals and newspapers, for names of organizations, and for names of publishers should be capitalized.

- Mạc Đương, “Nguồn gốc lịch sử và di cư của người Mán ở Việt Nam” [The Historical Origins and Migration of the Mán in Vietnam], *Nghiên Cứu Lịch Sử* [Historical Research] (NCLS).
- Nhà Xuất Bản Phụ Nữ [Women’s Publishing House], *Phong trào ba đảm nhiệm trong phong trào chống Mỹ cứu nước* [The Three Responsibilities Movement in the Struggle against the US Aggression] (Hà Nội: Phụ Nữ, 1965).
- “Khi viết về lịch sử Đảng Cộng Sản Việt Nam, thì mình phải” [When You Write about the Vietnamese Communist Party, You Must ...]

d. In French titles of books, articles, and organization names, uppercase only the first substantive and the first word of proper nouns. Do not use an accent on initial capital letters. For names of journals, use headline style capitalization.

- Ecole française d’Extrême-Orient; Ecole normale supérieure; Institut indochinois de l’étude de l’homme (organization names)
- *Le destin de l’Union française; Viêt-Nam: sociologie d’une guerre* (book titles)
- *Les Temps Modernes; Témoignage Chrétien* (journal names)

4.2 ABBREVIATIONS/*Chicago* 16.39–40

a. Lengthy titles, names of manuscript collections, personal names, or other entities should be followed with an abbreviation in parentheses in the first instance, and the abbreviation should be used in all subsequent instances. Keep abbreviations in full capitals, with no punctuation except when necessary for clarity in cases

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of possible ambiguity. If the abbreviation is for the title of a book or newspaper, the abbreviation should be in italic-face type.

- Club of Former Resistance Fighters [Câu Lạc Bộ Những Người Kháng Chiến Cũ] (CFRF)
- *Nghiên Cứu Lịch Sử* [Historical Research] (NCLS)
- Vietnam National Archives I, Hà Nội (VNA-I)

b. The author should prepare a separate list of abbreviations only when ten or more abbreviations are used in the article text.

4.3 TRANSLATION AND FOREIGN WORDS/Exception to *Chicago*

In most cases, *JVS* accepts the interchangeable use of non-English and English words. A bracketed translation should immediately follow uncommon non-English words at their first mention. Exceptions to this tenet are noted throughout these guidelines.

a. Use square brackets to enclose the English translation of a word or quotation.

- *com* [rice]

b. Use square brackets to enclose the original non-English word, which should be set in italics.

- rice [*com*]

c. For non-English titles of works, either the original title or its English translation may be used in the article text. Endnotes and references must include both the original title and the English translation of the title in the first instance.

- The full ten-point ideological statement of the group can be found in “Tự Lực Văn Đoàn.”¹

1. “Tự Lực Văn Đoàn” [Self-strength Literary Group], *Phong Hóa* [Mores], March 2, 1934, p. 2.

d. When an English translation of a non-English title is provided in brackets, it is italicized if the translation has been published. If the translation is unpublished, the English title is not italicized. (Both are capitalized in headline style.)

- *Kim Vân Kiều* [*The Tale of Kieu*]
- *Quân Đội Nhân Dân* [People’s Army Daily]

e. Isolated non-English words should be italicized. However, non-English proper nouns (except for titles of publications) should be set in roman type.

- Are you going to wear the *áo dài* to the party?
- After *Đổi Mới* their financial prospects became brighter.
- Liberation [Giải Phóng]; National Liberation Front [Mặt Trận Dân Tộc Giải Phóng]; Party Organizational Committee [Ban Tổ Chức Trung Ương Đảng Cộng Sản]

f. Non-English words found in *Merriam-Webster’s Dictionary* do not need to be italicized.

- vis-à-vis; nom de plume; chef d’oeuvre

4.4 ITALIC-FACE TYPE/*Chicago* 7.49, 8.178–8.182, 8.184

a. Non-English words found in *Merriam-Webster’s Dictionary* do not need to be italicized; other foreign words should generally be italicized in the first instance.

b. Use italics for all book titles. Use quotation marks for journal articles.

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c. All English titles and subtitles should be italicized when mentioned in text, notes, or bibliography. The initial “the” in periodical titles is often lowercased in text and not italicized, and in notes it is generally omitted. Non-English titles retain the original article if it is an official part of the title.

- He likes reading the *New York Times* in the morning.
- She used to read *Le Monde* and *Die Zeit*.
- The *Wall Street Journal* arrived late today.

d. Terms within titles that are usually italicized, such as a foreign word or a genus name, should be set in normal-face type.

- “*Jiandeng xinhua*” and *the Evolution of the chuanqi Genre in East Asia, Particularly in Vietnam*

e. When referring to groups that are typically associated with publications, the group name should not be italicized.

- the La Lutte agitators; the La Lutteurs; the Giải Phóng faction

f. Italics for emphasis should be used sparingly.

g. Translation of foreign words: see “Translation” (section 4.3)

4.5 QUOTATION MARKS

In general, use double quotation marks, not single quotation marks (as are commonly found in British English publications).

a. Quotation marks are omitted around block quotations and epigraphs (see section 8e).

b. Quotations within quotations are set apart with single quotation marks.

- “What did she mean by ‘he hated her?’”

c. Words used as words should be set off with quotation marks (exception to *Chicago*), not set in italic-face type.

- The author defined “Việt Kiều” as ...

d. Periods and commas are placed inside double quotation marks.

- “cat,” “dog,” and “fish.”

e. Colons and semi-colons are placed outside double quotation marks.

- “bacon”: bad food; “spinach”: good food

f. Question marks and exclamation points can be placed inside or outside double quotation marks, depending on the context.

- He said to her, “Do you want to go?”!
- Did he say, “I want to go!”?

4.6 SQUARE BRACKETS/Chicago 11.68–11.71

a. See “Translation” (section 4.3 in these guidelines).

b. “[sic]” should follow words misspelled or wrongly used in the original or where relevant to call attention to the content matter.

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c. Use square brackets in quoted material to inject the author's editorial voice, as when providing a missing word or letter, indicating the subject of the passage, or clarifying a translation.

- He want[s] to go to the store.
- [italics mine]
- [Andrew] had asked her

4.7 ELLIPSES /*Chicago* 11.57–61)

a. Use ellipses in quoted material to indicate the omission of a word or words. Please use spaced periods (**NOT** the special symbol in MS Word).

b. Use three dots when the omission occurs within a sentence, and four when one or more sentences are omitted (the first dot is a period, and should follow the preceding word directly, with no intervening space).

- “We hold these truths to be self-evident, that all men . . . are endowed by their Creator with certain unalienable rights.”
- “So that in the nature of man, we find three principle causes of quarrel. First, competition; secondly, diffidence; thirdly, glory. . . . Hereby it is manifest that during the time men live without a common power . . . they are in that condition which is called war; and such a war as is of every man against every man.”

c. If the first word after an ellipsis is not capitalized in the original, it should appear as a capital in square brackets.

- “[O]ther artists were finding their way through more conventional outlets.”

d. Ellipsis points are generally not necessary before or at the end of a quotation.

e. If the needs of a particular article require the use of the more rigorous method (*Chicago* 11.62–11.65), please let the editor know that this is the method you are using.

5 NUMBERS /*Chicago* 8.190, 9.1–9.32, 9.58–9.71

5.1 GENERAL GUIDELINES

a. All cardinal numbers from one through one hundred should be spelled out. All numbers greater than one hundred should be written in numerals, except when the number is at the beginning of a sentence and when it is round (i.e., ends with one or more zeroes: hundreds, thousands, hundred thousands, millions).

- seven; ten; twenty-five; seventy-three; two hundred; 104
- one thousand; three thousand; one million; 10,345,078

b. Ordinal numbers generally follow the same rule applied to cardinal numbers. In constructing tables (see section 7) and referring to different editions of works in endnotes and references, the numeral form should be used.

- 2nd ed.; 12th ed.; forty-fifth; tenth; 196th; thousandth

c. Write “percent” not “per cent.” Percentages are always given as numerals.

- 3 percent; 75 percent; 100 percent

d. Use a comma in numerals with four or more digits, except when referring to page numbers.

- 1,456; 2,005,000; “he argued in ... (Martin, 1085)”

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- e. Fractions are usually spelled out and hyphenated.
 - four-fifths; three and one-quarter kilometer
- d. Inclusive numbers are always written in full (exception to *Chicago*), in numeral form, with a comma if the number has four or more digits, except for page numbers.
 - 3–10; 71–77; 98–119; 100–105; 1,122–2,000; 1,200,500–1,200,800; pp. 2333–2340.
- e. Numbered items such as parts of books or notes should be written in numeral form.
 - refer to note 7; in chapter 8; in chapters 4 and 5; written in book 1

Exception: When a JVS contributor refers to a table, a figure, or an illustration that is embedded within the article text, then that part of the article should be capitalized. For example, “The findings shown in Table 3 prove...”

5.2 AGE

Use numeral form for an age over ten; use written form for ages ten and under.

- a. When used as a noun, “year” is singular and hyphens are used.
 - one-year-old; ten-year-old; 24-year-old
- b. When referring to a general age range, spell out the years.
 - in her sixties; in their early twenties; in his late forties

5.3 MEASUREMENTS

Measurements should always be spelled out in text, but abbreviations should be used in tables (see section 7).

- three miles; forty kilometers; fourteen hundred years

5.4 CURRENCY/Chicago 9.24–9.29

If the name of currency is written out, the currency amount should follow the general rule applied to cardinal numbers. If the symbol for the currency is used, the currency amount should be written as a numeral.

- a. Vietnamese currency should be indicated with “đồng” or “VNĐ,” or if referring to archaic money, “xu.” If using “VNĐ,” indicate the amount with numeral(s).
 - twenty-five đồng; one hundred xu; one thousand đồng; 1VNĐ; 24VNĐ; 1,000VNĐ; 1,300,000VNĐ
- b. US currency should be indicated by “dollar,” “cents,” “\$,” or “¢.” The ¢-form is generally discouraged in body text but required in tables.
 - 25¢; forty-three cents for a candy bar; \$112; ten dollars; 245 dollars; \$1,200
- c. Other currencies using a dollar symbol should be clearly identified.
 - Can\$300; Mex\$98
- d. The pound symbol (£) refers to the British pound. Other currencies using the pound symbol should be clearly identified.
 - £10; ten pounds; fifty pence; 25P; Egypt£80; two hundred Egyptian pounds
- e. Other currencies may be indicated by their written form or symbol.
 - one euro; €40; sixty euros; 90 (euro) cents; one thousand yen; 235¥; one million French francs

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- f. Where the value of currency in any particular year is in question, the date may be inserted in parentheses.
- NZ\$(1980)23.45

6 TABLES AND CHARTS/*Chicago* 13

- a. Use commonly understood abbreviations and symbols when possible (e.g., \$, VNĐ, km, ft, lb., etc.).
- b. Indicate percent and percentage with %.
- c. Numbers should be written in numeral form only, with commas in numbers of four or more digits.
- d. Unless “fair use” applies (see *Chicago* 4.75, 4.80–4.83 and <http://www.ucpress.edu/journals/authors>), the author is required to obtain formal permission to reprint any published table under copyright (as well as any other work under copyright), and the source should be noted below the table.
- e. Footnotes to tables should be ordered a, b, c, d, etc.

7 LISTS/*Chicago* 6.124–6.127

- a. Short, simple lists should be run in with the text and separated by commas. If it is important to the author’s argument to emphasize the group of items in a list, the items should be separated with numbers or lowercased, italicized letters enclosed in parentheses.

- Remember to bring (a) a broom, (b) a brush, (c) a sponge, and (d) scissors.
- You can accomplish this in three steps: (1) wash, (2) rinse, and (3) repeat.

- b. The items are separated by commas. If items require internal commas, items should be separated by semicolons.

- He bought the following items at the store: (1) rice, long-grained and fragrant; (2) beef, lean and aged; (3) eggs, brown and speckled; and (4) tofu, fresh and firm.

- c. Vertical lists should be introduced by a complete sentence followed by a colon. They may be organized by numbers or bullets.

- He went to the store to buy the following:

- | | | |
|-------------|-----------|------------|
| 1. broom | OR | • broom |
| 2. brush | | • brush |
| 3. sponge | | • sponge |
| 4. scissors | | • scissors |

8 SPACING AND INDENTATION

- a. Do not put a section heading (e.g., “Introduction,” “Overview,” “History,” etc.) before the opening text of the article.
- b. Do not put an extra space (two “hard returns” on the keyboard) between paragraphs.
- c. Use one space after colons and periods in sentences.
- d. Use one space after the last initial, but do not insert a space between initials (exception to *Chicago*).

- R.B. Smith; H.L. Mencken; N. Nguyen; David G. Marr

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e. For long excerpts of text, preface the excerpt with an introductory phrase followed by a colon. If the text following the excerpt is a new paragraph, it should be prefaced by an indent. Otherwise, there should not be an indent; text after a block quote that continues the paragraph should be flush left.

- Example of new paragraph following excerpt:

Increasingly isolated at home and abroad, the Vietnamese were clearly desperate for Soviet help:

In short, we would ask that our Soviet comrades attach more attention to the Vietnamese. Until now, Vietnam has been alone in her struggle. The mention of Vietnam in comrade Jdanov's report allows us to hope that our Soviet comrades have understood the importance of the anti imperialist struggle in our country, which is also a springboard for Southeast Asia.

Moscow did not see it this way. Phạm Ngọc Thạch returned to Asia empty handed, making his way to northern Vietnam in the spring of 1948.

- Example of excerpt embedded in a single paragraph:

As the Soviet memo recorded his explanation:

Now the Vietnamese government does not think it useful to directly address the USSR without having preliminary talks regarding aid. It is for this reason that we have asked in a non-official way to see what possibilities the USSR had to give help to Vietnam in whatever form. Then he added that if it is impossible to learn the opinion of the Soviet government, then perhaps they could do so through the intermediary of the Communist Party of the Soviet Union.

The Soviet Minister informed the DRV's representative in Bangkok, Nguyễn Đức Quỳnh, of Lê Hy's arrival in Moscow and the latter's request for directives on points to be raised with the Soviets in these "talks."

9 VARIOUS OTHER STYLE RULES AND WORD TREATMENTS

Note that translations in brackets only need be noted in the first instance.

- 125th (**NOT** 125th)
- August Revolution (**NOT** August General Uprising)
- biannual; semiannual; biennial
- Bibliothèque nationale (**NOT** National Library, France)
- *Bulletin de l'Ecole française d'Extrême-Orient* [Bulletin of the French School of the Far East] (BEFEO)
- Cao Đài (**NOT** Caodai); followers of Cao Đài (**NOT** Cao Đài-ists)
- Cao Vọng Thanh Niên Đảng [Aspiration of Youth Party]
- cannot (**NOT** can not)
- Centre des archives d'outre-mer, Aix-en-Provence (CAOM) (**NOT** Center of Overseas Archives)
- Central Prison **OR** Khám Lớn
- Cold War (exception to *Chicago*)
- Côn Đảo **OR** Côn Sơn **OR** Poulou Condore (only when referring to period 1860–1940)
- Chiang Kaishek
- Communist: Capitalize when part of an official name (French Communist Party). Lowercase when used generically or when not part of an official name (a communist plot; the Vietnamese communists). Either "Communist Party of Vietnam" or "Vietnamese Communist Party" are acceptable to refer to the government in power in Vietnam from 1976 on.

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- **Đổi Mới** [Renovation] **OR** Renovation [Đổi Mới]
- **Đại Việt** [Great Vietnam Party]
- East Asia **OR** eastern Asia (**NOT** Far East; **NOT** the Orient)
- Eastern Capital Free School [Đông Kinh Nghĩa Thục] (**NOT** Tonkin Free School)
- “e.g.,” should be used in parenthetical text, and “for example” should be used in regular text
- email, Internet, online, website (exception to *Chicago*)
- “etc.” is appropriate in lists and tables and within parentheses, and “and so forth” and “and the like” should be used in text.
- fieldnotes, fieldwork, fieldworker
- francophone/anglophone
- General Secretary Trường Chinh [capitalize when used with name]; the general secretary [lowercase when used as a generic term]
- followers of Hòa Hảo **OR** Hòa Hảo Buddhists (**NOT** Hòa Hảo-ists)
- Hồ Chí Minh Trail (**NOT** Hồ Chí Minh trail)
- Hội kín Nguyễn An Ninh [Nguyễn An Ninh Secret Society]
- “i.e.,” should be used in parenthetical text, and “that is” should be used in regular text
- Mao Zedong (**NOT** Mao Tse-Tung)
- metropole (**NOT** Metropole)
- nationwide; nation-state
- *Nghiên Cứu Lịch Sử* [Historical Research] (NCLS)
- Nhân Văn-Giai Phẩm (NVGP) (**NOT** Nhân Văn Giai Phẩm)
- precolonial, postcolonial, ahistorical, anticolonial. But use a hyphen if it comes between a repeated letter (semi-independent;)
- Résidence supérieur de Tonkin (**NOT** Governor of Tonkin)
- Indochina (**NOT** Indo China)
- Indochinese Communist Party (ICP)
- Indochinese Governor-General Saraut [capitalize when used with name]; the governor-secretary [lowercase when used as a generic term]
- Old Quarter, 36 Streets (**NOT** Phố Cổ)
- Sài Gòn (before April 30, 1975; Hồ Chí Minh City after April 30, 1975)
- Save the King movement (**NOT** Aid the King movement; **NOT** Save-the-King movement)
- Society of Like Hearts [Tâm Tâm Xã] **OR** Tâm Tâm Xã [Society of Like Hearts]
- Southeast Asia (**NOT** South East Asia)
- Sun Yat Sen (**NOT** Sun Yat-sen)
- Tân Việt Thanh Niên Đoàn [New Vietnamese Youth League]

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- Tết Offensive (**NOT** Tet offensive)
- Thanh Niên Đảng [Youth Party]
- Trịnh and Nguyễn lords (**NOT** Trịnh and Nguyễn kings)
- *Truyện Kiều* [Tale of Kiều] **OR** *Tale of Kiều* [*Truyện Kiều*]
- University of Cambridge (**NOT** Cambridge University, although Cambridge University Press is correct)
- Vietnam National Archives I, Hà Nội (VNA-I) **OR** Trung Tâm Lưu Trữ Quốc Gia I, Hà Nội (TTLTQG)
- Viện Hán-Nôm [Institute of Hán-Nôm literature]
- Vietnam (**NOT** Việt Nam)
- Việt Nam Độc Lập Đồng Minh Hội [Alliance for the Independence of Vietnam]
- Việt Nam Quốc Dân Đảng [Vietnamese Nationalist Party] (VNQDDĐ)
- Văn Miếu Temple [Temple of Literature] (**NOT** Temple of Literature)
- Vietnamese Studies
- Workers' Party [*Đảng Lao Động*] (**NOT** Labor Party; **NOT** Laborers' Party) (used to refer to governing party in North Vietnam from 1951 until July 1, 1976)
- Tự Lực Văn Đoàn [Self-strength Literary Group] (**NOT** [Self-reliant Literary Group])
- “United States” when used as a noun; “US” when used as an adjective (no periods)
- *Xưa và Nay* [Past and Present]