

香港中文大學天主教研究中心

文稿格式

本中心出版的學術書籍對於參考書目及註釋的格式均有規定。敬望各位投稿者能根據本中心的要求作出配合，以便編輯加快處理文稿的流程。

檔案整理

- 1 檔案格式：所有文稿需由左至右橫寫，並用 Microsoft Word doc 格式儲存於鐳射光碟或通行的媒體內。
- 2 檔案字體：內文中文字體應選用通行的繁體細明體，英文則選用 Times New Roman。個別文稿若需採用其他字體，請於交稿時說明。
- 3 文稿印本：請於提交電子檔案時，同時印備一份文稿。如因篇幅巨大引致投遞問題而未能提供文稿印本者，請先聯絡負責編輯。

標點符號

文稿請用新式標點。引號用「」，書名、報刊名用《》，論文名及篇名用〈〉。書名與篇（章、卷）名連用時，用間隔號表示分界。例如：《文選·王延壽〈魯靈光殿賦〉》。文內提及英文材料及詞彙，該部分文字需使用英文標點，用

“ ” , . : ; 之類，書名用斜體。如：

例一：政治經濟學大所謂 *rational man, rational society*

例二：.....提到過有關理論 (Francis, 1978: 33–35)。

例三：《中國近代史》(The Rise of Modern China)

引文

獨立引文每行向右移入三格。

數字

文稿內數字以統一格式為原則。

如年份日期，無論採用中文寫法或阿拉伯寫法，均需全部統一。

例：一九九七年，一九九八年三月十四日或 1997 年，1998 年 3 月 14 日

連續性數字，可用半長畫隔開

例：176–78 或 176–178

註釋格式

A. English books 英文著作

Author, editor, or compiler, *Title in italics* (Place of publication: Publishing house, Volume number, Date of publication), page number(s).

Book of one author:

Richard A. Etlin, *The Architecture of Death : the Transformation of the Cemetery in Eighteenth-Century Paris* (Cambridge, Massachusetts: MIT Press. 1984), pp.24-56.

David Burr, *The spiritual Franciscans : From Protest to Persecution in the Century After Saint Francis* (University Park: Pennsylvania State University Press, 2001), p.5.

Raymond Kenrison, *Bishop Walsh of Maryknoll, a Biography* (New York: Putnam, 1962), pp.10-11.

Book of two authors:

Walter E. Houghton and G. Robert Stange, *Victorian Poetry and Poetics* (Cambridge: Harvard University Press, 1959), p.27.

B. Chinese books 中文著作

作者 · 《書名》 (出版地 : 出版者 · 出版年) · 頁數 。

單一作者的著作 :

倪化東 · 《天主教修會概況》 (香港: 香港真理學會 · 1950) · 頁 43 。

作者/編者為機構單位 :

天主教香港教區禮儀委員會 · 《天主教婚姻禮儀》 (香港 : 香港公教真理學會 · 1987(· 頁 1-2 。

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無出版日期：

于非闇，《中國畫顏色的研究》(九龍：南通圖書公司，無出版日期)，頁 72。

C. Article citations 引用文章

Chapter of the book 書籍中的章節

Author, "Title of the Article in Quotation Marks," in *Title of the book in Italics*, name of the editor (Place of publication: Publishing House · Date of publication), page number(s).

Edward T. Linenthal, "Sacred Ground: Martial Landscape in America Culture," in *Place of Commemoration: Search for Identity and Landscape Design*, edited by Joachim W. Bulmahn (Washington: Dumbarton Oaks, 2001), pp.301-310.

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高添強，〈香港墳場發展史略：1841-1950〉，梁美儀，張燦輝合編，〈凝視死亡：死與人間的多元反思〉（香港：中文大學出版社，2005），頁209-247。

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余英時，〈中國古代死後世界觀的演變〉，原載《明報月刊》，第十八卷第九期（一九八三年九月號）；余英時，〈中國傳統思想的現代詮釋〉（臺北：聯經出版事業公司，1987），頁123-143。

Journal 期刊

Author, "Title of the Article in Quotation Marks," in *Title of the Journal in Italics*, name of the editor if any (Place of publication: Publishing House, Date of publication, volume number if any), page number(s).

Robert E. Alvis, "Hallowed Ground, Contagious Corpses, and the Moral Economy of the Graveyard in Early Nineteenth-Century Prussia," in *Journal of Religion* (Chicago, Ill.: University of Chicago Press Apr. 2004, Vol. 84 Issue 2), pp.234-255.

Richard Chalfen, "Celebrating Life After Death: the Appearance of Snapshots in Japanese Pet Gravesites" in *Visual Studies* (Abingdon, Oxford, UK: Carfax Pub., Taylor & Francis Ltd., Oct. 2003, Vol. 18 Issue 2.), pp.144-156.

作者，〈文章題目〉，《期刊名稱》卷期（出版日期）：頁數。

周景勳·〈天主教與佛教禮儀的比較〉·《神學年刊》(1977年)·頁
59。

若望保祿二世·〈天主教神恩復興運動二十五周年紀念〉·《神思》第15
期(1992年11月)·頁97。

Newspaper 報章

Author, "Title of the article" , *Name of the Newspaper*, Date, page number.

Ambrose Leung, "Church leaders make call for family values," *South China Morning Post*, 22 December 2007, p.3.

Ambrose Leung, "HK's Catholics are ready to celebrate," *South China Morning Post*, 21 February 2006, p.3.

〈文章題目〉·《報章名稱》·出版日期·版面名稱·頁數。

〈越南天主教徒要求政府歸還教堂土地〉·《新加坡聯合早報》·2008年1
月8日·馬來西亞新聞/亞細安新聞版·頁22。

報紙中有標明作者的文章·則採文章作者的格式·即作者·文章·後再接報紙
名以下的資料。

Electronic resources 電子資料

Author, "Title of the article" , *Name of the website*, Date of publication, <Link of the website> Date of retrieval.

Catholic Communications Network, "Young Catholics consider their faith in their future" , The Catholic Church in England and Wales, 26 Novmeber 2007, <http://www.catholicchurch.org.uk/cn/07/071126b.htm>> [2008-01-07].

作者，〈檢索資料內容〉（文件登載日期），〈網址〉 [檢索日期]。

林如豪，〈北美華人天主教網站：淺談天主教教義〉，無日期，
< http://www.chinesecatholic.org/read_01.htm > [2008-01-08]。

D. Archival citations 引用資料庫的資料

Author, *Title of the Work* in Name of the Archives. Call number and the actual page number(s).

作者，〈文章名稱〉 資料庫名稱，索引號，頁數。

Reference 參考資料:

- The Chicago Manual of Style Website:
http://www.chicagomanualofstyle.org/tools_citationguide.html
- 中文大學出版社文稿格式手冊
http://www.chineseupress.com/chinese/tc11/submissionguide_c.pdf

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Kenrison, Raymond. *Bishop Walsh of Maryknoll, a Biography*. New York: Putnam, 1962.

Book of two authors:

Cheung, Chan-fai and Julie Chiu. *Memory and Oblivion: Meditations On Mortality*. Hong Kong: Townpress Ltd. 2003.

Book of three or more than three authors:

Pelikan, Jaroslav, Ross, M. G and Wittenberg. *Religious and the University*, York University Series. Toronto: University of Toronto Press, 1964.

B. Chinese books 中文著作

作者。《書名》。出版地：出版者，出版年。

單一作者的著作：

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高添強 · 〈香港墳場發展史略 : 1841-1950〉 ; 梁美儀 · 張燦輝合編 ·
《凝視死亡 : 死與人間的多元反思》 · 香港 : 中文大學出版社 ·
2005 。

若作者與編者為同一人 :

余英時 · 〈中國古代死後世界觀的演變〉 · 原載《明報月刊》 · 第十八卷第九期 (一九八三年九月號) ; 余英時 · 《中國傳統思想的現代詮釋》 · 臺北 : 聯經出版事業公司 · 1987 。

Journal 期刊

Author. "Title of the Article in Quotation Marks," in *Title of the Journal in Italics*, name of the editor if any. Place of publication: Publishing House, Date of publication, volume number if any. page number(s) of the article.

Alvis, Robert E. "Hallowed Ground, Contagious Corpses, and the Moral Economy of the Graveyard in Early Nineteenth-Century Prussia," in *Journal of Religion*. Chicago, Ill.: University of Chicago Press, Apr. 2004, Vol. 84 Issue 2. pp.234-255.

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〈越南天主教徒要求政府歸還教堂土地〉·《新加坡聯合早報》·2008年1月8日·馬來西亞新聞/亞細安新聞版·頁22。

報紙中有標明作者的文章，則採文章作者的格式，即作者、文章，後再接報紙名以下的資料

Electronic resources 電子資料

Author. "Title of the article, *Name of the website*, date of publication, <link of the website> date of retrieval.

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作者。〈檢索資料內容〉（文件登載日期）。〈網址〉[檢索日期]。

林如豪。〈北美華人天主教網站：淺談天主教教義〉（無日期）。
< http://www.chinesecatholic.org/read_01.htm > [2008-01-08]。

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Reference 參考資料:

- The Chicago Manual of Style Website:
http://www.chicagomanualofstyle.org/tools_citationguide.html
 - 中文大學出版社文稿格式手冊
 - http://www.chineseupress.com/chineseupress/download/CUPress_ManuscriptGuidelines_Chi.pdf
-

Centre for Catholic Studies, CRS, CUHK

Editorial Guidelines

To facilitate the edition of the publication of our Centre, it is recommended that contributors observe the following guidelines.

General Guidelines

A. Spelling

- a. Use **British** spelling. Namely -ise, -isation instead of -ize, -ization (e.g. organise, organisation, localise, specialise, civilisation, democratisation, etc.).
- b. The spelling of the original should be kept, both in references and in the text or in the notes.

B. Margins, space and numbering of pages

One Point Five inch (2.5 cm) should be used for all margins and double space should be used throughout the text. The pages should be numbered consecutively.

C. Title, Headings and Subheadings

- a. The title of the paper and the headings/subheadings should be in boldface with words' initial capitalised.
e.g. This is the Title of the Paper
- b. Use subheadings in boldface, lower case, flush with the left margin and not numbered. Further subheadings will appear in italics:
Subheading, *Subheading*
- c. No word, title, or sentence should be underlined

D. Tables and Figures

- a. Tables, figures, maps and text boxes should be put only at the end of the paper.
- b. Titles of tables, in boldface, should be placed at the top of the table, flush with the left margin.

- c. Sources and notes should be placed below the table, flush with the left margin.
- d. Refer to tables, figures and maps in the text as follows:
Figure 1; Table 2; Map 3 (*not figure 1, table 2, map 3 .*)
- e. When they appear in parentheses, use: (Fig. 1) (Table 2) (Map 3)

E. Italics

- a. Italics are reserved for
 - titles of books, journals and newspapers;
 - names of ships;
 - subdivisions of subheadings,
 - foreign words and phrases.
 - *ibid.*, *et al.*
- b. When the original title of a magazine or book is italicised, its foreign translation should be in plain script. e.g. *Renmin ribao* (People's daily)

F. Chinese characters and their romanisation

- a. Use traditional Chinese characters (Big 5 encoding) on first mention of those characters in the text.
- b. All Chinese characters should be followed by their romanisation (according to the Pinyin system) in italics, without parentheses
- c. Exceptions to the Pinyin romanisation system are reserved for:
 - quotations and names which are better known in other forms of romanisation (e.g. Chiang Kai-shek and not Jiang Jieshi; Kuomintang and not Guomindang, but Beijing, Guangzhou, etc.);
 - names of Taiwanese, Hong Kong or Singapore people and places as they are commonly used in Taiwan, Hong Kong or other areas.
- d. A translation, in parentheses and normal script, may follow the romanisation of the Chinese characters. e.g. 康熙 *Kangxi*; 天主实义 *Tian zhu shi yi* (The True Meaning of the Lord of Heaven)

G. Capitalisation

- a. All titles of English books, magazines and articles, all names of companies, institutions and ships should be capitalised.

e.g. "The Economic Legacy of Deng Xiaoping"; *Chinese Cross Currents*, *South China Morning Post*; Ministry of Information Industry; China National Aviation Corporation, *Sea Star II*.

- b. Titles in Pinyin of Chinese books, magazines and articles, and names of companies and institutions should not be capitalised except for the first word and name of places. e.g. *Renmin ribao* (People's Daily); State Assets Management Bureau (*Guojia zijin guanli ju*), etc.

H. Abbreviations and acronyms

- a. As a general rule, abbreviations are reserved for notes.
- b. Do ensure that all acronyms are spelt out when they first appear in the text. Acronyms can be used later on in the text after the full text is provided.
- c. When indicating page numbers in footnotes, "p. " and "pp. " are used.
- d. Omit the full stop after Dr, Mr, Mrs, St, and in abbreviations consisting entirely of capitals, e.g. OECD; PRC; CITIC, etc.

I. Numbers

- a. Never start a sentence with a figure; write the number in words instead.
- b. Use figures for numerals from 11 upwards, and for all numbers that include a decimal point.
- c. Round numbers can be expressed in words. e.g. Approximately two hundred people survived.
- d. Ordinal numbers should be spelt out. e.g. He succeeded at the fifty-first attempt.
- e. Figures should be used for percentages, ratios, dates, degrees, dimensions, times of day, series of figures, weights and measures and such obvious cases as page references.
- f. In running text as in tables, use "%", instead of "per cent". No space should be left between the number and "%".
- g. Commas should be used to indicate thousands, e.g. 10,000.

- e. For most commonly used currencies, use the abbreviation and a space before the amount. e.g. US\$ 2 billion; NT\$ 300 million; HK\$ 500,000; £ 350, etc.
- f. For the Chinese currency, use "*yuan , fen* " (in italics, no plural) after the amount. e.g. The average worker earns 600 *yuan* a month.

J. Dashes

- a. "Em-dashes" (—) are meant to provide a complement of information or to insert a kind of comment, and are similar to a parenthetical phrase (like this). There is no space before and after—, and (--) cannot replace (—).
- b. A regular hyphen (-) is used between years, page numbers, etc. E.g. 1949-1979, pp. 52-57.

K. Dates

- a. We prefer the form "1st March, 2003". When month and year alone are mentioned, we use "July 1995".
- b. Names of months may be abbreviated, when necessary, in tables as follows: Jan., Feb., Mar., Apr. (May, June, July), Aug., Sept., Oct., Nov., Dec.
- c. When referring to decades, use 1990s, not 1990's and not nineties.
- d. Spell out references to centuries: e.g. eighteenth century, twentieth-century China.
- e. Use 1990-93, not 1990-1993. A financial year may be referred to as 1991/92.

Biographical dates should have all their digits: 康熙 Kangxi (1662-1723). In reference with the Common or Christian Era, some historical dates must be specified: Han dynasty (206 BC-220 AD).

L. Quotations and inverted commas

- a. Use double quotation marks for a short quotation.

e.g. "At that time, the world's population was estimated as 2.3 billion."

Use single inverted commas only for quotations within quotations. Thus: "When I say 'immediately', I mean some time before April," said the spokesman.

- b. Punctuation marks in extracts and quotes are put before the closing inverted commas, unless no punctuation marks are needed in the extracts or quotes.

註釋格式

C. English books 英文著作

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Robert E. Alvis, "Hallowed Ground, Contagious Corpses, and the Moral Economy of the Graveyard in Early Nineteenth-Century Prussia," in *Journal of Religion* (Chicago, Ill.: University of Chicago Press Apr. 2004, Vol. 84 Issue 2), pp.234-255.

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