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CEAL Bulletin Style Sheet

Committee on East Asian Libraries

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CEAL Bulletin Style Sheet

Please submit typed or printed text in double-spaced lines on 8-1/2" by 11" sheets. Notes can appear on the page cited or at the end of the article. East Asian words should be romanized in Wade-Giles or pinyin, modified Hepburn, or McCune-Reischauer first, followed by the vernacular characters. If there is an English translation, it should follow the vernacular in parentheses; if taken from a source other than the author, the translation should be placed in quotes inside the parentheses. The Chicago Manual of Style is the first work to consult for other questions of style.

All abbreviations used in the text should be identified by being spelled out at the first mention, followed by the abbreviation in parentheses. Headings for book reviews should be set down in this order: Title : subtitle. Written (compiled, etc.) by Author. Place: Publisher, year. Pages. Price. Other features of the book, e.g., ISBN, Order No., etc.

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Libraries and institutions: new collection or preservation programs, new sources of acquisition or problems with current sources, compilation of reference or resource aids, new training programs, experiences in or suggestions for using automated ways and means, public service problems and proposed solutions.

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Publications: reference, bibliographical, and library-related works should be described so that their scope, usefulness, and accomplishment is made clear.

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