

Introduction

The Style Manual is intended to provide guidance on producing English texts, prepared both internally and externally, for use in the following NICH-affiliated institutions:

- Tokyo National Museum (TNM)
- Kyoto National Museum (KNM)
- Nara National Museum (NNM)
- Kyushu National Museum (Kyuuhaku)
- Nara National Research Institute for Cultural Properties (NABUNKEN)

The current volume documents the general stylistic and linguistic conventions followed at the institutions and is intended to act as a reference document to ensure each institution is consistent within its English texts. When institutional differences exist, they are outlined after the relevant clauses.

Institutional styles evolve over time and can vary by case; the conventions listed here are guidelines, not rules, and are subject to change. Always consult the staff in charge of overseeing English texts at the relevant institution to ensure your texts fulfill the quality requirements of the institute.