

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.
