

Aquisitive examples of Chinese Document Styles and Layouts

Lin Gao
Ph.D. Chief Technical Officer
Informationalization Research Center China Electronics Standardization Institute
Gaolin@cesi.ac.cn

Introduction

Some features of document style that seems to be Chinese specific, are summarized with examples.

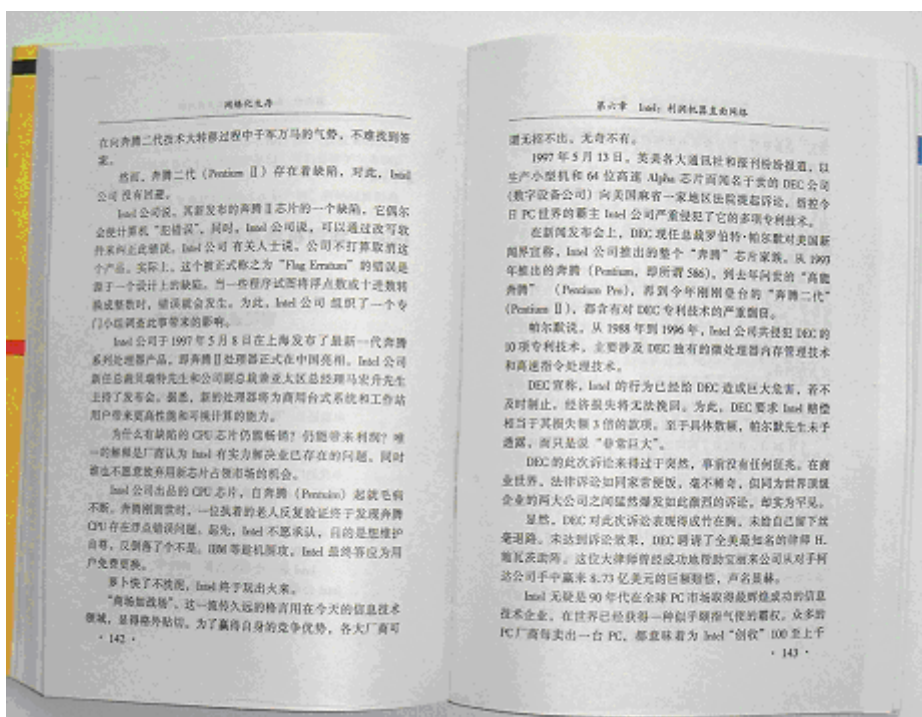
1. Page size

The following pages are generally used:

Letter	(21.59*27.94)cm
Legal	(21.59*35.56)cm
Executive	(18.41*26.67)cm
A3	(29.7*42)cm
A4	(21*29.7)cm
A5	(14.8*21)
B4(JIS)	(25.7*36.4)
B5(JIS)	(18.2*25.7)
Envelop #10	(10.48*24.13)cm
Envelop DL	(11*22)cm
Envelop C5	(16.2*22.9)cm
Envelop B5	(17.6*25)cm
Envelop Monarch	(9.84*19.05)cm
Big Postcard	(14.79*19.99)cm
Executive(JIS)	(21.59*32.99)cm
16 Kai	(18.4*26)cm
32 Kai	(13*18.4)cm
Big 32 Kai	14*20.3()cm

2. Page Margin

Page Margins are different from each other.



3. Text composition

3.1 Indentation

In normal Chinese text, the first line of the paragraph is indent. The indentation is of 2 Chinese-Characters' width.

中华人民共和国国家标准

GB/T 9704—1999

国家行政机关公文格式

代替 GB/T 9704—1988

Layout key for official document of administration

1 范围

本标准规定了国家行政机关公文通用的纸张要求、印制要求、公文中各要素排列顺序和标识规则。本标准适用于国家各级行政机关制发的公文，其他机关公文可参照执行。使用少数民族文字印制的公文，其格式可参照本标准按有关规定执行。

2 引用标准

下列标准所包含的条文，通过在本标准中引用而构成本标准的条文。本标准出版时，所示版本均为有效。所有标准都会被修订，使用本标准的各方应探讨使用下列标准最新版本的可能性。

GB/T 148—1997 印刷、书写和绘图纸幅面尺寸

3 定义

本标准采用下列定义。

3.1 字 word

标识公文中横向距离的长度单位。一个字指一个汉字所占空间。

3.2 行 line

标识公文由顶部距离的度量单位。本标准以 3 号字高度加 3 号字高度 7/8 倍的距离为一基准行，公

3.2 Paragraph space

A paragraph space is identical to a line space or larger than a line space.

3.3 Line space

Due to the nature of Chinese character, the line space of Chinese text is generally larger than that of English text.

3.4 Rule between columns

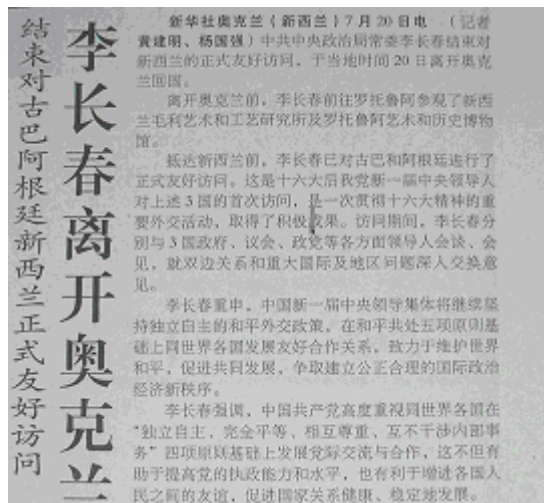
In a page with multiple columns, the adjacent columns are sometimes separated by white space.



3.5 Vertical text

Vertical texts are often used, both for title and for normal text. In the vertical text, the sequence of lines is from right to left.





3.6 Index

Generally, the page number are right-aligned. The space between text and page number is filled with dot.

GB/T 9704-1999

目 次

前言	■
1 范围	1
2 引用标准	1
3 定义	1
4 公文用纸主要技术指标	1
5 公文用纸幅面及版面尺寸	1
6 公文中中文的颜色	1
7 排版规格与印刷装订要求	2
8 公文中各要素标识规则	2
9 页码	4
10 公文中表格	4

3.7 Punctuation mark

Chinese has most punctuations corresponding to that of English, e.g., "''", "''", ":", "!", "?", "-", "(", ")", "<>", "(", ")", and ":". But in Chinese we use our own Characters.

English: " ' : ; . , ! ? - () < > ✓

Chinese: “ ” ‘ ’ : ; 。 , ! ? — () 《 》 ✓

(1) double quotation marks and single quotation marks

Chinese text uses double quotation marks and single quotation marks in pair. Left quotation mark begin a quotation, right quotation mark end a quotation. Single quotation marks are used within a quotation.

他说：“Intel 已推出 ‘奔腾’ 芯片。”

(2) parenthesis

There is no space just before and open parenthesis and no space just after an open parenthesis.

(3) French quotes

French quotes are used to enclose the name of a paper, a book or a document.

《英语高级听力》由北京外国语大学编写。

3.8 Mark

Besides underline, Chinese also uses many other types of mark to highlight the text.

大家早上好。
大家早上好。
大家早上好。

3.9 phonetic symbol

Chinese use English Characters for phonetic symbols. Sometimes, the phonetic symbols need to be printed above the Chinese Character to illustrate its pronunciation.

dajiazaozhenghao
大家早上好。

4 Table

Dimension splitter of a table may be very complicated. See example.

Name	Item	Year	2002				2003	
		Month	1	2	3	4	1	2
Bob	income							
	outcome							
Bill	income							

5 Minority Languages

Many minorities in China, such as Mongolia, zhang, Wei and Yi. They have their own documents. Following is a newspaper of Zhang.



Summary

This paper illustrated some unique features in Chinese documentation style with live examples. The purpose is to enrich the DocSII Asia style language library, and furthermore, to promote the use and interchange of Asian documents.