Good practices for transcribing terms and citing Chinese sources

Terms in text		
shufa 書法 (calligraphy) [pinyin in italics] + [characters] + [translation in brackets]	OR	calligraphy (*shufa* 書法) [translation]+ [pinyin in italics + characters in brackets]

Names in text	
Personal names	Wang Dazhong 王大中 (1955-2016) [pinyin transcription: last name and name; capitalized] + [characters] + [dates in brackets] - a good practice is to include the characters and dates in the first occurrence in a chapter or essay.
Emperors, Reigns	Qianlong emperor 乾隆 (r. 1735-1795) Careful! Song dynasty: Huizong is the emperor's (temple) name, so "Emperor Huizong" Qianlong reign 乾隆 (1735-1795)
Cities	Beijing 北京 [pinyin transcription: capitalized] + [characters]
Buildings	Dayan ta 大雁塔 (Big Wild Goose Pagoda) [pinyin transcription: capitalize first letter only, separate according to words] + [characters] + [translation in brackets]
Book titles, Artworks	*Zhongguo meishushi* 中國美術史 (History of Chinese art) OR *History of Chinese art* (*Zhongguo meishushi* 中國美術史) [pinyin in italics] + [characters] + [translation in brackets] [translation]+ [pinyin in italics + characters in brackets]

Citing Chinese language sources (Chicago “Author, date” style)	
Book	Wang, Dazhong 王大中. 1999. *Zhongguo meishushi* 中國美術史 (History of Chinese art). Beijing: Beijing meishu chubanshe. [pinyin transcription: last name and name; capitalized and separated with a comma] + [characters]. [date]. [pinyin transcription: italicized] + [characters] + [translation in brackets, optional!]. [pinyin transcription of city]: [pinyin transcription of publisher]
Article	Wang, Dazhong 王大中. 1999. “Zhongguo meishushi" 中國美術史 (History of Chinese art), in *Chinese Art Review* 32: 45-73. [pinyin transcription: last name and name; capitalized and separated with a comma] + [characters]. [date]. [pinyin transcription + characters with quotation marks] + [translation in brackets]. [journal name, italicized + number]: page numbers.