Copyediting done according to the *Chicago Manual of Style*, 16th edition. More guidance on Oxford house style can be found at http://global.oup.com/uk/academic/authors/AuthorGuidelinesMain/HouseStyle/.

**Spelling**
- American (i.e., not British) English.

**Paragraphs**
- New paragraphs are indented (except for the first paragraph of a new section, which is aligned left).

**Headings**
- Headings are **boldfaced**.
- Main headings have capital letters for significant words; non-italic (roman) font; one line before.
- Subheadings have initial capital only; *italic* font; one line before and after.

**Grammar**
- “That” to be used only in restrictive relative clauses; “which” to be used in descriptive relative clauses.
- “Since” to be used only with reference to a passed period of time, not as a synonym of “because”; “while” to be changed to “although” when not used specifically in terms of a time relationship of some sort.

**Punctuation**
- Use serial commas (i.e., place a comma before “and” or “or” in a list; e.g., “red, white, and blue”).
- Periods and commas go inside quotation marks; semicolons and colons go outside quotation marks.
- Commas after “e.g.” and “i.e.”
- Use em-dashes (—) with no space on either side (“He never—absolutely never—napped”). Most word-processors will convert double-hyphens to em-dashes automatically. En-dashes are appropriate for page ranges (pp. 23–36, 1939–45, Monday–Saturday).
- Use apostrophe + s for possessives of words ending in –s, e.g., “Edwards’s view.”

**Quotes**
- Use only double quotation marks (except for quotes within a quote, which use single marks).
- Quotations of forty words and more are to be displayed (indented, with one line before and one line after), with no quotation marks; source given at end of a quotation is in roman, and follows closing punctuation. Example:
The whole pure assembly should abide in mindfulness that everyone in the study hall is each other’s parent, sibling, relative, teacher, and friend. With mutual affection take care of each other sympathetically, and if you harbor some idea that it is very difficult to encounter each other like this, nevertheless display an expression of harmony and accommodation. (Leighton and Okumura 2001, 109-110)

- Text within quotations must remain as published; it should not be standardized (this includes capitalization and standardization of transliterations).

Ellipsis
- Spaced ellipsis (three full points, spaced from each other and from the words on either side); four spaced dots when including a full stop. Where the preceding sentence ends immediately before the ellipsis, retain the punctuation.

Spacing
- Space between initials in a name (e.g., J. P. Smith).

Numbers
- Numbers one to ninety-nine are written out; numbers 100 and over are in numerals (but “36 percent”)
- Approximations in place of numbers are written out (e.g., “around eight hundred”)
- Change fractions to decimals where possible
- “Chapter one,” “chapter two,” etc., not “chap. 1” or “chapter one” or “chapter 1.”

Notes
- Notes should be at the foot of the page (footnotes) and be used only for substantive information.
- Bibliographic citation should be in-line, in Chicago author-date form. Citations of sources are separated from text by a space, with author’s last name, year of publication, and page number within parentheses. Example: . . . philosophy (Cozort 2003, 43). If the author’s name is obvious from the text, cite only the year and page number.
- Note indicators are superscripted arabic numbers without parentheses.
- If the note comes at the end of a quote, the note indicator comes after the closing quote marks: “. . . the largest community in the world today.”

Dates
- 1500s, not 1500’s.
- “1960s,” not “sixties.”
- “Seventh century,” not “Seventh Century” or “7th Century.”
• 650 B.C., A.D. 1998, 621 B.C.E.
• March 5, not March 5th.
• Ranges: 1950-1959 (with a hyphen, not a dash).

Titles
• Book titles are italicized; article titles are enclosed in quotation marks.
• Conference titles such as “Buddhism and Human Rights” are in quotation marks, not italics.
• Titles like “assistant book editor” are not capitalized (unless used in a heading).
• Transliterations in the title and headings should be the same as in the body of the article.

Lists
• For a numbered list within a sentence, use numbers enclosed in parentheses and end each item with a semi-colon. For example, “The Four Sublime Abodes are: (1) love; (2) compassion; (3) empathetic joy; and (4) equanimity.”
• Numbered lists and notes in text: 1....2...., etc. (number followed by period; no parentheses or superscripts).

Figures and Charts
• For figures mentioned in text: figure 1; figure 2 etc.
• For figure caption: fig. 1; fig. 2 etc.
• Charts are in tables and do not use tabs.

Units
• Units of measurement should be unambiguous; if using dollars, it must be clear to which country’s dollars the article is referring.

Typeface
• Do not use **bold** anywhere in the document except for headings.
• Use *italics* for emphasis rather than **bold** or **underscoring**.
• Use *italics* for titles of titles of books, journals, works of art, films, and other self-contained works; enclose titles of articles in quotation marks.

Foreign Language Issues
• All technical terms in Buddhist languages, except proper names, are italicized except for those that have become English words. A list of common terms may be found below. Please note carefully which ones are and are not italicized.
• Use a font that contains characters with the necessary diacritical marks. We recommend Gentium Plus, which can be downloaded free from [http://scripts.sil.org/cms/scripts/page....](http://scripts.sil.org/cms/scripts/page....).
EXAMPLES OF BIBLIOGRAPHY ENTRIES

Books


Chapter in a book


Print journal article


Online journal article

### STYLE SHEET

#### Spelling/Hyphenation/Capitalization

<table>
<thead>
<tr>
<th>A</th>
<th>Buddhist ethics</th>
<th>Buddhist Studies</th>
</tr>
</thead>
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<td>Buddhist</td>
<td>ego-self</td>
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<td>Buddhist ethics</td>
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<td>Buddhist</td>
<td>embarrass</td>
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<td>Enlightenment, the</td>
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<td>“around” where possible</td>
<td>etc. – change to “and so forth”</td>
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<td>call for papers</td>
<td>where possible</td>
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<td>catalog</td>
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<td>chapter one</td>
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matter-of-fact (when attributive)
metre
midcentury
Middle Ages, the
middle-class voters; the
middle class
mid-June
millennium
Muslim
mustache
preempt
president (of the United States); President Bush
privilege
pro-life
protolanguage
prototypical
pseudoheroic

R
rabbis, the; Rabbi Salzman
reaffirm
reedite
reestablish
reexamine
Renaissance, the
resistance
reunify
Rig-Veda (italics)
roman numerals
romantic period

S
sangha (or Sangha if in a list – Buddha, Dharma, Sangha)
savior
self-consciousness
self-reliant
Shingon
Shintoism
skeptic
Sixteenth Gyalwa Karmapa
sixth-century poet
socioeconomic
Southeast Asia
space age
spring (the season)
status quo
Stone Age
sturm und drang (no italics)
supersede
supraliminal

T
Tantra
Tantric
Taoism
theater
Theravāda
Three Jewels, the
Three Treasures, the
three-quarters (of a mile)
totaled
toward (not towards)
transsocietal
tropic of Cancer

U
underused
unselfconscious
unshakable
upload
up-to-date

V
Vajrayāna
Vedic
Vinaya
Vinayapiṭaka
viz. – change to “namely”
where possible

W
web page
website
well-known (when attributive)
the West, Western
World Wide Web
worldwide