

Oxford Handbook of Buddhist Ethics Style Guide

Revised January 2015

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
- No elision of numbers: pages 232-238, not 232-38; 1980-1984, not 1980-84.
- “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.”¹

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 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....>.

EXAMPLES OF BIBLIOGRAPHY ENTRIES

Books

Single author: Prebish, Charles. 1999. *Luminous Passage: The Practice and Study of Buddhism in America*. Berkeley: University of California Press. [example of in-text citation: (Prebish 1999, 34-35)]

Multiple author: Hammond, Phillip, and David Machacek. 1999. *Soka Gakkai in America: Accommodation and Conversion*. New York: Oxford University Press, 1999. [example of in-text citation: (Hammond and Machacek 1999, 52)]

Single editor/translator/compiler: Keown, Damien (ed.). 2000. *Contemporary Buddhist Ethics*. Surrey, UK: Curzon Press. [example of in-text citation: (Keown 2000, 34-35)]

Multiple editors/translators/compilers: Keown, Damien and Charles Prebish (eds.). 2006. *The Encyclopedia of Buddhism*. London: Routledge Curzon Press.

Chapter in a book

Single author article in single editor book: Keown, Damien. 1998. "Are There Human Rights in Buddhism?" In *Buddhism and Human Rights*, edited by Charles Prebish, 15-41. Surrey, UK: Curzon Press.

Single author article in multiple editor book: Keown, Damien. 1998. "Are There Human Rights in Buddhism?" In *Buddhism and Human Rights*, edited by Damien Keown, Charles Prebish, and Wayne Husted, 15-41. Surrey, UK: Curzon Press.

Multiple authors article in single editor book: Anālayo, Bhikkhu, and Alice Collette. 1999. "Bhikkhave and Bhikkhu as Gender-inclusive Terminology in Early Buddhist Texts." In *Buddhism and Human Rights*, edited by Charles Prebish, 42-57. New York: Oxford University Press.

Print journal article

Single author: Kelly, John. "The Buddha's Teachings to Lay People." *Buddhist Studies Review* 28.1 (2011): 3-77.

Multiple authors: Beall, Cynthia M. and Melvyn C. Goldstein. "Tibetan Fraternal Polyandry: A Test of Sociobiological Theory." *American Anthropologist* 83, no. 1 (1981): 34-65.

Online journal article

Single author: Hutton, Kenneth. "Compassion in Schopenhauer and Śāntideva." *Journal of Buddhist Ethics* 21 (2014): 799-826. Accessed January 11, 2015.

Multiple authors: Anālayo, Bhikkhu, and Alice Collette. “*Bhikkhave* and *Bhikkhu* as Gender-inclusive Terminology in Early Buddhist Texts,” *Journal of Buddhist Ethics* 21 (2014): 760-797. Accessed January 11, 2015.

STYLE SHEET

Spelling/Hyphenation/Capitalization

A

a priori (no italics)
acknowledgment
adviser
aesthetic
afterward
all right
alms food
Americanize
analogue
anātman [doctrine of no-self]
anattā [doctrine of no-self]
ancien régime, the (no italics)
anglicize
anti-Semitic
arabic numerals
Asian American (family)
AUM

B

B.A.
bachelor's degree
behavior
benefited
best-known (when
attributive)
Bhagavad Gita (italics)
bhikṣu (lower-case 'b' unless
part of a name)
Bible, the
biblical
big bang theory
bioethics
Bronze Age
Buddha, the
Buddhahood

Buddhist
Buddhist ethics
Buddhist Studies

C

ca. – change to “circa” or
“around” where possible
call for papers
canceled
catalog
chapter one
Christian
Christlike
civilization
classical
coauthor
coeditor
color
consensus
coorigination
copyeditor
criticize

D

Dark Ages, the
de facto (no italics)
descendant
Dharma (italics)
doctor's degree
download

E

e.g. – change to “for
example” where possible
the East, Eastern
ecosystem

ego-self

Eightfold Path, the
embarrass
endeavor
Enlightenment, the
etc. – change to “and so forth”
where possible

F

fall (the season)
ff.
fin de siècle (no italics)
First Noble Truth
Five Precepts, the
fluorescent
foresee
Four Noble Truths, the
Fulfillment

G

Gelugpa order
generalize
glamorous
glamour
Golden Rule, the
green revolution

H

harass
hell-being
Hinduism
homepage
homeric
HTML

I

i.e. – change to “that is”
where possible
ibid. (no italics)
idiosyncrasy
inasmuch
indispensable
Indo-European
inoculate
Internet
Iron Age

J

JBE (italics)
JGB (italics)
Jew
Journal of Buddhist Ethics
(italics)
Journal of Global Buddhism
(italics)
Judgment

K

karma

L

labeled
laissez-faire (no italics)
lay people
layman
liaison
lifespan
lightning
Listserv
litre

M

M.A.
Madhyamaka
macroeconomics
Mahāyāna

matter-of-fact (when
attributive)
metre
midcentury
Middle Ages, the
middle-class voters; the
middle class
mid-June
millennium
Muslim
mustache

N

neo-Darwinian
Neolithic
Neoorthodox
nirvāṇa
nonattachment
nondualistic
nonessential
nonexistence
nonhuman
nonintentional
nonperson
nonsentient
nonviolent
non-Western

O

ongoing
online

P

paṭicca-samuppāda
percent
Ph.D.
postdoctoral
pp.
pratītya-samutpāda
preconference

preempt
president (of the United
States); President Bush
privilege
pro-life
protolanguage
prototypical
pseudoheroic

R

rabbi, the; Rabbi Salzman
reaffirm
redit
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

