

BUDDHIST-CHRISTIAN STUDIES

MANUSCRIPT SUBMISSION GUIDELINES FOR PROSPECTIVE AUTHORS

With very few exceptions, manuscripts are copyedited and composed electronically from disk files supplied by authors. If your manuscript is accepted for publication, you will be asked to submit a disk file that *exactly matches* the hardcopy printout of your contribution. Guidelines for preparing the copy follow. It is hoped that they will aid you in preparing your materials for the best possible results with electronic type.

Software

Most standard word-processing software programs from either Windows or Macintosh systems are acceptable, but MS Word is likely to be easier to convert than WordPerfect. In most cases, it is best to include a second version of your file in RTF (Rich Text Format), which preserves italics and footnotes, or plain text (ASCII) as a worst-case backup.

Submit CDs, labeling each CD with the name of the word-processing program used (e.g., "MS Word 2004 for Mac") along with short versions of the author(s) and title(s). Erase all extraneous or backup files. Be sure to retain copies of the final files for your reference. *Do not revise and resubmit those files in response to copyediting changes.* The copyeditor or compositor will already have converted the miscellaneous files from various authors to a common standard.

Hardcopy printout

The hardcopy printout submitted with your disk should be double-spaced throughout, including tables, references, and notes. The printout should *exactly match the disk* submitted. Last-minute additions, corrections, and unprintable characters or symbols can be marked on the printout in colored ink. *Make no further changes to the disk files once they have been submitted.*

Special characters and fonts

Many of our authors use either Asian-language word-processing software or various add-on programs (such as Twinbridge) that allow Asian characters to be entered and edited in (Eurocentric) standard Mac or Windows word-processing programs. Many also rely on specially purchased or customized fonts, or WordPerfect "compose" codes,

to enter unusual characters or diacritics. *None of these can be easily converted.* They will all have to be rekeyed by the copyeditor and/or compositor from the hardcopy printout.

The most reliable alternative is to replace each such special character with a spelled-out substitute enclosed in angle brackets, such as <acute-s> or <subdot-t>. Be sure to submit a hardcopy list of all such codes used. Or, if you prefer, you may mark the diacritics (colored ink) directly on your hardcopy printout.

Nowadays we increasingly use electronic texts rather than hardcopy printouts. As an author, if you use a Unicode font for your work, problems that arise with regard to proper diacritics when the data is transferred from one person to another can be avoided. Therefore, it is highly recommended that you use a Unicode font so that foreign language terms can be displayed properly without any distortion.

Figures and Tables (Illustrations)

Submit *figure and plate captions* as a separate file—all captions in one file. *Tables* are often too complex to convert from electronic manuscripts and will be typeset from hardcopy; be sure that each table is on a separate page of the hard copy and is double-spaced.

In the text, indicate approximate placements of tables and figures (within angle brackets), each on a separate line as follows:

<Table 1> *or* <Fig. 1>

Disk and Hardcopy Preparation

Keep formatting to a minimum:

- Run all text flush left and ragged right; do not justify the right margin.
- Do not run headers or footers on text pages.
- Do not use hanging indents.
- Use upper/lower case letters in plain type throughout. You may use centering or enlarged type to show titles and subheads if you wish, but do not use underscoring, boldface, all caps, small caps, or other displays.
- Do not create extra space between paragraphs; one extra space (only) above subheads is OK.

Keep the following in mind when inputting:

- Use type to show *italics* (not underlining) and sub- and superscripts.
- Use type for letters with diacritics *only* when the symbols are standard in your software program; never access type from a special chart or from another software program. See **Special Characters and Fonts**.
- *Never* use all caps (acronyms excepted), either as displays or in text; avoid small caps (exceptions: B.C.; B.C.E.).
- Use the tab key to indent (not the spacebar).
- Do not use “soft” hyphens or hyphenation programs; avoid end-of-the-line word breaks.

- Use the numeral “1” for one (never the letter “l”), the numeral “0” for zero (never the letter “O”).
- Show a dash with two hyphens (no extra space either side).
- Use only one space after a period or semicolon.

STYLE GUIDE FOR BUDDHIST-CHRISTIAN STUDIES

Foreign Language Issues

All technical terms in Buddhist languages, etc., except proper names, are italicized.

Chinese (i.e., Standard, or Mandarin, Chinese)

- (1) Use pinyin, follow *The Chicago Manual of Style*, 15th edition, 10.100–10.103, pp. 425–428.
- (2) Diacritics: in the pinyin system, observe the rare diaeresis over the “u”:
 - lüan, lüe, nü, nüe [pinyin]
- (3) For the proper romanization of Chinese syllables, follow the “Pinyin to Wade-Giles”/“Wade-Giles to Pinyin” conversion table in *The Chicago Manual of Style*, 15th edition, Table 10.2, pp. 426–427.

Typeface

- Do not use bold except for the first heading.
- Use italics for emphasis rather than bold or underscoring. But do not over use italics for emphasis.

Headings

- The first heading is in roman small caps typeface.
- Subheadings are in italic caps and lower case letters.

Titles

- Book titles are italicized; article titles are enclosed in quotation marks.
- Conference titles such as “Interreligious Dialogue and Co-existence” are in quotation marks, not italics.
- Transliterations in the title and headings should be the same as in the body of the article.

Paragraphs

- No extra line space between paragraphs.
- New paragraphs are indented (except for the first paragraph of a new section, which is aligned left).

Quotes

- Use only double quotation marks (except for quotes within a quote, which use single marks).
- Quotes of 40 words and more are to be displayed (indented, with one line before and one line after); quotes of less than 40 words to be run on.
- Text within quotations must not be standardized (this includes capitalization and standardization of transliterations).

Spacing

- Space between initials in a name (e.g., K. N. Jayatilleke).

Ellipsis

- Spaced ellipsis, without brackets; four spaced dots when including a full stop.

Endnotes

- The journal uses only endnotes. Endnotes should come at the end of the article and should present substantive information. Bibliographic citation in endnotes should be in-line with *Chicago Manual of Style*, 15th ed., rev. (Chicago: University of Chicago Press, 2003) (see below for examples).
- Endnote indicators in the body of the text should be in superscript.
- If the endnote comes at the end of a quote, the note indicator comes after the closing quote marks: “. . . an important religious community in Asia today.”¹
- Page citations in endnotes should not contain letters “p” or “pp.”

EXAMPLES OF ENDNOTE REFERENCES

Book:

David J. Kalupahana, *A History of Buddhist Philosophy: Continuities and Discontinuities* (Honolulu: University of Hawaii Press, 1992), 68.

Chapter in a book:

Mahinda Deegalle, “Buddhist Prayer?: A Reflection,” in Rita M. Gross and Terry C. Muck, ed., *Christians Talk about Buddhist Meditation and Buddhists Talk about Christian Prayer* (New York and London: Continuum, 2003), 118–131.

Journal article:

David W. Chappell, “Religious Identity and Openness in a Pluralistic World,” *Buddhist-Christian Studies* 25 (2005): 10.

Spelling

- American English.

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” 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 unspaced em-dashes (—).
- Use apostrophe + s for possessives of words ending in –s, e.g., “Edwards’s view.”

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”).
- “chapter 1” “chapter 2,” “chapters 8–11,” etc., not “chap. 1” or “chapter one.”
- Change fractions to decimals where possible.
- No elision of numbers: pages 232–238, not 232–38; 1980–1984, not 1980–84.

Dates

- For authors, give complete dates: Anagārika Dharmapāla (1864–1933).
- 1500s, not 1500’s.
- “1970s,” not “seventies.”
- “Seventh century,” not “Seventh Century” or “7th Century.”
- 400 B.C.E., 1500 C.E. not 400 B.C., A.D. 1500.
- March 5, not March 5th.
- Ranges: 1915–1926 (use an en-dash, not a hyphen).

Lists

- Numbered lists and notes in text: (1) . . . (2) . . . , etc. (no superscripts); each item in a list is followed by a semi-colon.

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.