

Journal of Buddhist Ethics Style Guide

Revised April 2008

Copyediting done according to the Modern Language Association (MLA) style.

Spelling

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

Typeface

- Use Times Roman Extended (which can be downloaded at <http://www.bcca.org/services/fonts/>)
- Do not use **bold** except for headings.
- Use *italics* for emphasis rather than **bold** or underscoring

Paragraphs

- Extra line space between 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; roman font; one line before and after
- 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” 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.”

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)—any apparent mistakes must be queried for the author the check the source
- Source given at end of a quote is in roman, and follows closing punctuation

Ellipsis

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

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”)

- “Chapter one,” “chapter two,” etc., not “chap. 1” or “chapter one” or “chapter 1”
- Change fractions to decimals where possible
- No elision of numbers: pages 232-238, not 232-38; 1980-1984, not 1980-84

Notes

- Notes should be used only for substantive information. Bibliographic citation should be in-line, in MLA style (see below for examples)
- Note indicators are superscripted
- 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
- Notes should come at the end of the article, before the bibliography. If the author has used footnotes, transfer them to the end of the article or return the article to the author directing that footnotes be converted to endnotes in accordance with the JBE template. Notes should be in Times Extended Roman point 12 like the rest of the article.

Page references

- Citations of sources are separated from text by a space, with author’s last name and page number within parentheses. If the author’s name is obvious from the text, only the page number is included. If more than one work by an author is included in the list of references, a keyword is also inserted. Example: (Cozort 43) or (Cozort *Highest* 43). There are no commas.

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

- 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

Units

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

Foreign Language Issues

All technical terms in Buddhist languages, except proper names, are italicized (see style sheet).

EXAMPLE HEADERS

Review headers should appear as:

Buddhism and Human Rights. Edited by Damien V. Keown, Charles S. Prebish, and Wayne R. Husted. Richmond, Surrey: Curzon Press, 1998, xxi + 239 pages, ISBN: 0-7007-0954-1, US \$40.00.

Reviewed by

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Article headers should appear as:

Random Title of Article Here

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EXAMPLES OF BIBLIOGRAPHY ENTRIES

Book:

Prebish, Charles. *Luminous Passage: The Practice and Study of Buddhism in America*. Berkeley: University of California Press, 1999.

Hammond, Phillip and David Machacek. *Soka Gakkai in America: Accommodation and Conversion*. New York: Oxford University Press, 1999.

Keown, Damien (ed.). *Contemporary Buddhist Ethics*. Surrey, UK: Curzon Press, 2000.

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

Chapter in a book:

Keown, Damien. "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, 1998.

Journal article:

Prebish, Charles. "Two Buddhisms Reconsidered," *Buddhist Studies Review* 10, no. 2 (1993), 187-206.

Keown, Damien and Buddha Shakyamuni. "Ethics and Salsa," *Journal of Buddhist Ethics* 12 (2004), 132-301.

URL:

ElectroBuddha, Cyber. "Buddhism on the Internet," *Buddhist Journal of Cyberspace* 1 (2002). Online. Available HTTP: <<http://www.bjc.com/%7Eelectrobuddha.html>><http://www.bjc.com/~electrobuddha.html> (accessed 4 November 2002).

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
reedit
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

For additional queries and style questions, please take a look at the current issue (as well as previous issues) of the journal.