

## ***Buddhist Studies Review*** **Guidelines for contributors**

Please follow these guidelines when you first submit your article for consideration by the journal editors and when you prepare the final version of your article following acceptance for publication.

*Buddhist Studies Review* considers submissions from both established scholars and research students, from the UK or elsewhere. It publishes quality articles on any aspect of Buddhism, covering:

- the different cultural areas where Buddhism exists or has existed (in South, South East, Central and East Asia);
- historical and contemporary aspects (including developments in ‘Western’ Buddhism);
- theoretical, practical and methodological issues;
- textual, linguistic, archaeological and art-historical studies, and different disciplinary approaches to the subject (e.g. Archaeology, Art History, Anthropology, Asian Studies, Comparative Religion, Law, Oriental Studies, Philosophy, Philology, Psychology, Religious Studies, and Theology).

Each issue consists of roughly 128 pages and includes articles, review essays, and a number of book reviews. It is published simultaneously in print and online. The editor will not consider manuscripts that are under consideration by other publishers. It is assumed that once submitted to *Buddhist Studies Review* articles will not be sent to other publishers until a decision about inclusion has been reached. Material must not have been previously published.

### *Articles*

Articles are normally to be 4000–8000 words in length, should be accompanied by a bibliography and may be accompanied by notes (see below).

### *Review Articles*

Review essays are to be 1500–4000 words in length. They may review several books, and may also focus on multiple works of a single author, works in a series, or publications around particular topics

### *Book Reviews*

Always check with the Book Review Editor before submitting a review in case the book you are interested in reviewing has already been assigned. Book reviews are to be 400–1400 words in length, and as much as possible refrain from the use of notes and references.

### *Language of Publication*

The language of publication is English. The language of submission should be English.

### *Review Process*

All submissions are evaluated through a review process, and may include review both by editorial board members and external reviewers. The Editors will make every effort to have all submissions evaluated in a timely manner.

You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to separate PDF (Permission Guidelines for Authors) available on this website.

### *1. Online submissions*

We normally accept only online submissions. If you are unable to submit electronically, contact one of the Editors.

Online submission is a five-stage process and you may submit articles or book reviews, but in the case of book reviews please check in advance with the Book Review Editor to ensure that the book you want to review has not already been assigned.

Once you have begun the five-stage process, you will be prompted to supply various types of information (metadata) along with your actual article, including a 150 word abstract (book reviews do not require abstracts) and three to five keywords, a short biographical statement, contact details and appropriate Library of Congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership.

You will be asked to upload your article. Your submission should be in Microsoft Word. If using another word processor, convert the final file into Rich Text Format (RTF). Manuscripts should be formatted using single line spacing, printed and numbered consecutively throughout.

PDFs are not acceptable for submission of articles; you can upload a PDF through the system as a supplementary file following submission of the Word file if you wish to bring to the attention of the Editors any particular features that will be required at the layout stage or to clarify font usage, and it is advisable to upload a supplementary PDF file if your submission includes characters outside the usual Western character set. There is a separate step in the process for this, or to upload any other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d) audio/video material. If you intend these to become an official part of the journal, please indicate in a note to the Editors. Some material may be suitable only for the electronic version of the journal.

#### *1.1 Ensuring a Blind Peer Review*

All articles are peer-reviewed. To insure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

### *2. Style rules*

All articles and reviews accepted for publication must conform to the following style rules and be submitted according to the following instructions.

1. Submissions should be single spaced, using a 12 point font, with pages numbered consecutively throughout.
2. Quoted matter, if more than three lines, should normally be indented, without opening and closing quotation marks. Any quotes within these quotes should be in single quote marks. The quote should be in 11 point font, with a blank line before and after it.
3. Quotations of up to three lines should form part of the text, and should be indicated by single quotation marks. Double quotation marks should be used only for quotations within quotations.
4. All non-Roman alphabets should be transliterated following the styles provided below.
5. When Pāli or Sanskrit is added in brackets within a quote, it should include word endings as in the original source, but use stem endings for words used/discussed in the text.
6. All notes, both substantive and referential, should be provided as footnotes using the footnote/endnote tools in Word. A note number next to a comma should come after it and at the end of sentences it should come after the full stop, which should normally be after the closing quote mark. Bracketed references at the end of a sentence should come before the full stop. When one footnote says e.g. ‘see n.10’, the cited note number needs to be highlighted in some colour, as it may need to be changed in the editing and revision process.
7. All sources referred to in the text and notes should be listed at the end of the article, in alphabetical order according to the style outlined below, as a Bibliography.
8. Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Authors are responsible for obtaining and paying for all copyright and reproduction charges.
9. Any acknowledgements should be placed at the end of the article, before the end matter (abbreviations, bibliography).
10. Authors of articles and book reviews will be emailed a proof as a pdf file, and will normally be expected to return these within seven days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.
11. For further reference, *The Oxford Dictionary for Writers and Editors* (Clarendon Press, 1981) is recommended.

### 2.1. Diacritical Marks

For diacritic marks, wherever possible use a Unicode font such as Gentium (or Gentium Plus), which is available as a free download from:

[http://scripts.sil.org/cms/scripts/page.php?site\\_id=nrsi&id=gentium\\_download](http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&id=gentium_download)

For Chinese ideograms, a Unicode font is essential.

### 2.2. Gender and language

Where a gender-inclusive alternative is possible, it is to be preferred (e.g. ‘humanity’ rather than ‘man’ when referring to both genders). When personal pronouns are used both genders should generally be included. The use of plural forms is recommended.

### 2.3. Capitalization

Use capitals for the first letters of key doctrinal terms, e.g. Conditioned Arising/ Dependent Origination, *Bodhisattva*, *Nirvāṇa*, *Arahat*, *Dharma* (in the sense of the Buddha’s teaching and the second refuge). Use initial capitals for *Vinaya* and *Abhidhamma/Abhidharma* in the sense of certain texts, but use lower case for them in the sense, respectively, of monastic discipline and a certain style of thought. Use initial capitals for *Sutta/Sūtra* only when part of the name of a specific text. Otherwise, use capitalization sparingly.

#### 2.4. *Italicization*

Italicize:

- all non-English terms, for each occurrence, but not a final English pluralizing s, if this is added
- the titles of Buddhist texts, including text collections, such as the *Majjhima-nikāya*, *Tipiṭaka*
- the titles of books and journals
- column headings in tables.

Do not italicize:

- names of persons, holy beings, places, schools of Buddhism
- titles of articles/papers in journals or in edited books (put these in quote marks)
- quotes.

#### 2.5. *Bolding*

Avoid the use of bold if possible, other than in headings, as below.

#### 2.6. *Headings*

Title of paper: 16 point, bold, centred, lower case, with first letters of all words in capitals.

Author's name: 14 point, not bold, small capitals, centred

Author's details: 12 point, not bold, small capitals, centred

Main headings: 14 point, bold, centred, lower case, only a capital on the first word (unless a word normally has an initial capital letter).

Sub-headings: 14 point, normal text, centred, lower case, only a capital on the first word (unless a word normally has an initial capital letter).

Sub-sub-headings: 14 point, italics, centred, lower case, only a capital on the first word (unless a word normally has an initial capital letter). De-italicise words that would otherwise be in italics.

Add a blank line after a heading, but do not indent the start of the first paragraph.

#### 2.7. *Paragraphs*

Do not have a blank line between paragraphs, but inset the first line. In Word, one can ensure there is no extra space after a paragraph end by clicking 'Page layout' > Paragraph, and ticking 'Don't add space after paragraphs of the same style'.

#### 2.8. *Abstract and keywords*

The article should start with an abstract of around 150 words. The heading ABSTRACT should be 14 point, small caps, centred, not bold. The text should be in normal text, and inset.

The keywords should follow with the Keywords heading centred.

#### 2.9. *Abbreviations*

Do not abbreviate journal titles.

Use CE and BCE for dates, which should be unpunctuated and may be set in small capitals.

Note the following abbreviations:

- ed. (editor, edited by) 2nd ed. (second edition)
- trans. (translator, translated by) repr. (reprint)
- rev. (reviser, revised by) vol./vols. (volume)

## 2.10. Verbal style and spelling

1. *British spelling and punctuation* is preferred, but contributors may opt to use US or Canadian standards of spelling but must stipulate this at the time of their submission.
2. *-ize* spellings should be used (recognize, emphasize, organization, etc. BUT analyze [analyze where US spelling is stipulated], exercise, etc.).
3. *Square brackets* should be used to indicate text inserted into a quotation by the author (e.g. [sic.]), and should also be used to contain the citation of an original, transliterated term translated.
4. *Numerals* are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc.
5. *Possessives*: for possessives of proper names ending in a (pronounced) *s* add 's, e.g. Childs's Introduction, Jones's views. The exception is for ancient names, e.g. Jesus', Barthes', Descartes' etc.
6. *Ellipses*: all quotations are in the nature of an extract from a longer text, so ellipses (...) should not be used simply to indicate that in the original text there are preceding and following words. Use ellipses to indicate the omission of material from a quote. There is no need to place the ellipses in any brackets.
7. There should be no punctuation marks between the last word of a quote and the closing quote mark, unless the quote is a complete sentence ending in a full stop.
8. *Use*: focused, focusing etc (not focussed, focussing); first, secondly, or first, second (but not firstly); acknowledgment, judgment.
9. 'E.g.' and 'i.e.' are only permissible in the body of the text if they introduce a list or are within parentheses. Likewise, please avoid 'etc.' unless it is in a footnote. Please do not use op. cit. and idem, and avoid ibid. Avoid 'f.' and 'ff.'
10. *Hyphens*: for long text titles or compounds in Asian languages, divide up main elements by hyphens, except where a sandhi affect alters a letter, e.g. *Dhamma-cakka-ppavattana Sutta* but *Madhyamakāvātāra*.
11. *Dashes*: For runs of page numbers or dates, do not separate them by a hyphen but by an en dash: so 236–38, not 236-38. In Word, the en dash is produced by the Enter key after a space then hyphen (or Ctrl + minus key). Avoid the em dash: text—text. Use the en dash with a space before and after: text – text.
12. *Dates*: 1 March 2003.

## 3. Transliteration

- Always use appropriate diacritic marks on Pāli and Sanskrit words.
- For Chinese, use either the modern Pinyin system or the older Wade-Giles one, but state which, in a note, on first use. If Chinese ideograms are used, also provide a transliteration in brackets. Size Chinese ideograms at 10pt to avoid them looking over-large in relation to the surrounding 12pt text.
- For Tibetan, use the Wylie transliteration method, and the Hepburn one for Japanese.
- Transliterations of other languages should follow an accepted standard, which should be indicated in a note at the first occurrence.

## 4. Referencing

For modern books and articles, use this author-date system: after a quote, give author, date and page number(s) in brackets, e.g. (Williams & Jones 1989, 62; Smith et al. 2002a, 3–14),

with full bibliographic data given in the bibliography. Note here that there is no comma after the author, and there is a comma, not a colon after the date. References to passages in Buddhist texts should usually be given by a system of abbreviations (see below). References within the text that become too long, and hence break the flow of reading, should be put in a footnote, though still using one of the above systems.

If, in one paragraph, you give several quotes from the same source, there should be page references for each of them, but once you have given the source, there is no need to repeat this for subsequent references in the paragraph: just give the page number in brackets (e.g. (p. 63)). If you have already mentioned the author of a quote in a sentence which quotes him/her, there is no need to repeat it in the reference: just give the date and page number.

#### 4.1. Scripture references

For translated passages from Buddhist texts, if the translation is not your own, give the reference for the translation used. Also give the reference for the original: Pāli texts to the Pali Text Society edition; Chinese texts to the *Taishō* edition of the Chinese Canon; for other texts, also give details of the edition used. Give *Taishō* detailed references according to the volume number (in roman numerals) and text number (in arabic numerals), then page, column and line number, without any full stops, e.g. T II 507b14.

For reference to Pāli texts, please use the abbreviation system of the Pali Text Society's *New Dictionary of Pāli*, the most important ones of which are given below. List all abbreviations used at the end of the article. Reference should normally be to the Pāli Text Society edition, and to volume and page number of this unless otherwise stated. With some notable exceptions listed below, commentaries are usually signified by adding -a to the abbreviations below. Use roman numbers for volume numbers, without full stops, e.g. A II 63 not A.II.63. It is not necessary to add a line number reference.

*Āṅguttara-nikāya*: A

*Āṅguttara-nikāya* commentary (*Manoratha-pūraṇī*): Mp

*Apadāna*: Ap

*Atthasālinī*: As

*Buddhavaṃsa*: Bv – reference by poem and verse.

*Cariyāpiṭaka*: Cp – reference by *vagga*, poem and verse.

*Culla-niddesa*: Nidd II

*Dhammasaṅgaṇī*: Dhs – reference by page number of Pāli text, or item number.

*Dhammapada*: Dhp – reference by verse number.

*Dhātukathā-pakarāṇa* with its commentary: Dhātuk

*Dīgha-nikāya*: D

*Dīgha-nikāya* commentary (*Sumaṅgala-vilāsinī*): Sv

*Itivuttaka*: It

*Jātaka* with its commentary: Ja – reference to volume and page number of Pāli text, or to story number.

*Kathāvatthu*: Kv – reference by page number of Pāli text, or *vagga* and discussion number.

*Khuddakapāṭha*: Khp. – reference by poem and verse number.

*Khuddakapāṭha* commentary (*Paramattha-jotikā* I): Pj I

*Mahā-niddesa*: Nidd I

*Mahāvamsa* (and *Cūlavamsa*): Mhv – reference by chapter and verse.

*Majjhima-nikāya*: M

*Majjhima-nikāya* commentary (*Papañca-sūdanī*): Ps

*Milindapañha*: Mil  
*Nettipakaraṇa*: Nett  
*Paṭisambhidāmagga*: Paṭis  
*Paṭṭhāna*: PTS edition: *Tika-paṭṭhāna* (Tikap) in three volumes, with its commentary and *Duka-paṭṭhāna* (Dukap), in one volume; the PTS translation, Conditional Relations vol. I and II is of part of the first (though it is from the Burmese edition).  
*Peṭakopadesa*: Peṭ  
*Petavatthu*: Pv – reference by poem and verse number.  
*Puggalapaññatti*: Pp – reference by page number of Pāli text, or chapter and section number.  
*Samyutta-nikāya*: S  
*Samyutta-nikāya* commentary (*Sārattha-ppakāsinī*): Spk  
*Suttanipāta*: Sn – references by verse number, or page number for prose sections.  
*Suttanipāta* commentary (*Paramattha-jotikā* II): Pj II  
*Theragāthā*: Th – reference by verse number.  
*Therīgāthā*: Thī – reference by verse number.  
*Udāna*: Ud  
*Vibhaṅga*: Vibh  
*Vimānavatthu*: Vv – reference by poem and verse number.  
*Vinaya-piṭaka*: Vin – note that:  
– Vin I and II (*Mahāvagga* and *Cūlavagga*) are translated as *The Book of the Discipline* vols IV and V.  
– Vin III, IV (*Suttavibhaṅga*) are translated as *The Book of the Discipline* vols I, II and III.  
Also note that the translation, when it gives the Pāli page number in the midst of the translation, gives it at the end of that page: e.g. [1] means p.1 ends here. In all other translations, it indicates where a page of the original starts.  
*Vinaya-piṭaka* commentary (*Samanta-pāsādikā*): Sp  
*Visuddhimagga*: Vism  
*Yamaka-pakarana*: Yam

#### 4.2. Bibliography

The bibliography should list sources alphabetically by author. When there are two sources by the same author from the same year, indicate this by adding a, b etc. after the date, e.g. 1990a and 1990b. Articles from periodicals or titles of book chapters are printed within single quotation marks. Book and journal titles are in italics. Capitalize significant words in book, journal and paper/chapter titles. Use an ampersand (&) in lists of two or three authors, but omit ‘and’ or the ampersand for lists of four or more names.

##### *Books*

For books, give: author, forenames or initials (as they appear in the article), date, title (italicized), place of publication, and publisher:

Harvey, Peter. 2000. *An Introduction to Buddhist Ethics: Foundations, Values and Issues*. Cambridge: Cambridge University Press.

##### *Journal articles*

For journal articles, give: author, forenames or initials (as they appear in the article), date, title of article (in quote marks), journal title (italicized), number, and page numbers:

Schopen, Gregory. 1999. 'The Bones of a Buddha and the Business of a Monk: Conservative Monastic Values in an Early Mahāyāna Polemical Tract'. *Journal of Indian Philosophy* 27: 279–324.

There is no need to give the publisher or place of publication for journals, and journal titles should be given in full. If the journal article you refer to has a DOI number on its opening page, include that in your citation as follows:

Osto, Douglas. 2006. 'Soteriology, Asceticism and the Female Body in Two Indian Buddhist Narratives'. *Buddhist Studies Review* 23 no. 2: 203–20. doi: 10.1558/bsrv.2006.23.2

#### *Chapters in edited books/encyclopaedia entries*

For chapters in edited books (or encyclopaedia entries), give: author (of the chapter), forenames or initials (as they appear in the article), date of the book, title of chapter (in quote marks), In, book title (italicized), ed. or eds, name(s) of editor(s), page numbers of the chapter, place of publication and publisher:

Cousins, L. S. 1997. 'Buddhism'. In *A New Handbook of Living Religions*, ed. J. R. Hinnells, 369–444. Oxford: Blackwell.

#### *Websites*

For websites, give the name of the site, its date accessed, sub-page and route there indicated by arrows (>) and its address if it has a separate one. Add any other information that helps locate the passage, e.g. title of a heading it is under. There is no need to include 'http://' if the url starts 'www'. Give an author if one is listed:

Access to Insight, [www.accesstoinight.org/index.html](http://www.accesstoinight.org/index.html) (26 March 2002), >The Path to Freedom Dhamma>Generosity: [www.accesstoinight.org/ptf/dana.html](http://www.accesstoinight.org/ptf/dana.html)

#### *4.3. Copyright*

For details regarding copyright, please refer to the *Buddhist Studies Review* page at [www.equinoxpub.com/BSR](http://www.equinoxpub.com/BSR).