



**Jain
Journal**

The Jain Journal Style Guide for Authors

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The *Jain Journal* Style Guide

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The Jain Journal Style Guide

Submissions to the *Jain Journal* should follow this style guide. An MS Word template is available to facilitate manuscript preparation. The purpose of the style guide is to ensure consistency among published articles, clarity of expression, and correctness according to the norms of American English grammar. Deviations from the style guide should be discussed with the editorial team. When in doubt, follow *The Chicago Manual of Style*, 18th edition.

Style Guides and Dictionaries

- *The Chicago Manual of Style*, 18th edition (CMOS), is the default style unless otherwise indicated.
- *Merriam-Webster Dictionary* is the default English dictionary for non-technical terms and American spellings.
- British spellings are acceptable, following the *Concise Oxford English Dictionary*, but grammatical and punctuation norms will follow American English style, per CMOS.

Formatting

Use supplied MS Word template to facilitate preparation. To assist with manuscript preparation when scripts are used, please supply a PDF of the manuscript.

- **General formatting notes**
 - Paper size should be US letter (8½ x 11 inches).
 - Margins should be 1 inch (2.54 cm) on all sides.
 - Include continuous line numbering throughout the main body of the manuscript.
- **Titles and headings**
 - Main title: bold, 18-point Times New Roman
 - Subtitle: bold, 16-point Times New Roman
 - Heading 1: bold, 16-point Times New Roman
 - Heading 2: bold and italics, 14-point Times New Roman
 - Heading 3: bold, 14-point Times New Roman
 - Headings are not to be numbered.
 - All headings should be set in title case (see capitalization section).
- **Body paragraphs**
 - Times New Roman font, 12-point
 - Double-space paragraphs
 - No indent on first line after heading
 - 0.5" indent on new paragraphs

Manuscript Structure

- **Manuscript contents**
 - Title page (no numbering)
 - Abstract page (no numbering)
 - Main text (continuous numbering)
 - Figures and other supplementary materials sent as separate files
- **Title page contents**
 - Author's full name (first and last where applicable)
 - Affiliation

- Address
- Phone number
- Email address
- **Abstract page contents**
 - A concise summary (150–250 words) highlighting the research purpose, methodology, key findings, and conclusion
 - Keywords: These are four to six comma-separated keywords in alphabetic order for indexing purposes.
- **Manuscript main body**
 - Title
 - Author name
 - Headings and subheadings, up to three levels total
 - Acknowledgments
 - Bibliography
- **Additional material**
 - Figures should be high-resolution (minimum 300 dpi), sent as separate files.
 - Do not insert figures but rather indicate their placement in the text with the use of square brackets: [Figure 1]
 - Follow each figure with a descriptive caption that includes permissions if necessary. See CMOS 3.33 for details.
 - *Example:* Image of country house, reproduced by permission from Mark Girouard, *Life in the English Country House: A Social and Architectural History* (Yale University Press, 1978), 162.
 - Tables should be numbered consecutively and included within the manuscript text.
 - Supplementary materials (datasets, appendices) should be submitted as separate files.

Notes on Specific Manuscript Types

- **Articles** are the default manuscript type.
- **Conference summaries** may not require a bibliography, unlike articles, if complete information is given narratively. Authors should make use of headings and subheadings to organize their contents according to panels, topics, and etc. To assist readers, please introduce papers in the same manner throughout the summary, beginning with author's name, their affiliation in parentheses, and their paper or presentation title.
 - *Example:* Paul Dundas (University of Edinburgh) presented “Beyond Anekāntavāda” ...

Capitalization

Capitals should not be used for emphasis but rather to indicate proper nouns and titles. See CMOS 8.160 for principles of title case. For treatment of capital letters in Indic languages, see Transliteration and Indic Languages.

- **Do capitalize**
 - In titles and subtitles: the first and last words and major words (including adverbs, like *Up* in *Look Up*).
 - The first word in a transliterated title of a work.

- The second word of a hyphenated compound in English.
- Proper nouns (names, traditions)
- Jain schools and mendicant lineages (Digambara, Śvetāmbara)
- Gacchas (Tapā Gaccha)
- Titles when used as a title preceding a name:
 - *Example:* Professor Gough wrote an article on Śvetāmbara Jains.
 - *Example:* Ācārya Sushil Kumar was an influential monk.
- **Do not capitalize**
 - In titles and subtitles: articles (*the*, *a*, and *an*), prepositions shorter than five letters, coordinating conjunctions (*and*, *but*, *for*, etc.).
 - The second word of a hyphenated compound in transliteration
 - *Example:* Ācāraṅga-sūtra
 - Important words (capitalization should not be used for stress or emphasis)
 - Enumerations (*three jewels*, *the five supreme beings*)
 - Titles when following a name or used in place of a name:
 - *Example:* Gough, professor of religion, wrote an article on Śvetāmbara Jains.
 - *Example:* Sushil Kumar, a twentieth-century ācārya, was an influential monk.

Numbers and Numerals

- Generally, spell out numbers used in text when they are round numbers, ordinals, ages, and the like.
- Use numerals for parts of a document (chapter 2).
- Percentages should be expressed with numerals (50 percent).
- Date ranges should be numeric, using an en-dash for continuous numbering (up to and including), such as 1979–2026. Do not precede a date range using an en-dash with “from,” however; the use of “from” requires “to.”

Italics

- Italicize foreign terms throughout the manuscript. (However, see below for foreign terms used as loanwords.)
- Indic terms may be italicized or not, depending on whether they are being used as an English loanword or as a Pāḷi, Sanskrit, etc. word.
 - Indic terms used English loanwords found in *Merriam-Webster* should not be italicized.
 - *Example:* Modern lay practitioners sometimes participate in secular yoga practices at yoga studios and in other contexts.
 - Indic terms that are loanwords but are being used as Indic terms in the text should be italicized.
 - *Example:* Discussions of *yoga* in Jain sources suggest differences from mental control as described in Patañjali’s text.
 - There may be situations when it will be important to distinguish between the same word in different contexts. Consistency and intelligibility to the reader is crucial, and sometimes a note about choices of styling is appropriate.
 - *Example:* In this article, the term *yoga* set in italics refers to Jain practices as described in their source texts, while the unitalicized term “yoga” refers

to modern practices, often associated with Patañjali's *Yogasūtra*.

- Do not italicize English plural -s when added to Sanskrit or Pali terms (*aṅgas*, not *aṅgas*).
- Italicize Indic terms that gloss English terms being used, but do not place quotation marks around them. There should be no quotation marks around italicized Indic terms.
 - *Example*: Non-violence (*ahiṃsā*) is important.
- Italicize primary text titles when treated as titles. Use quotation marks to set off translations when titles are glossed and put gloss in lowercase. Do not italicize abbreviations for titles. See Transliteration and Indic Languages for more details on titles in Indic languages.
 - *Example*: The title of an important Jain text, *Isibhāsiyāiṃ* (IBh), is sometimes translated as “the sayings of sages.”
 - *Example*: The *Isibhāsiyāiṃ* (“the sayings of sages”) is an important Jain text.
 - *Example*: *The Sayings of Sages* (*Isibhāsiyāiṃ*) is an important Jain text.
- Italicize English words used as words. However, in some instances, quotation marks may be preferable for this, especially if there are many italicized foreign terms being used as words, an Indic term is being glossed, or a phrase is being set off. See Punctuation, quotation marks.
 - *Example*: At issue is what *religion* means in these contexts.

Punctuation

- **Parentheses and brackets**
 - Use square brackets [] for material implied but not present in translated text.
 - Use parentheses () for interpolations in translated text.
- **Commas**
 - Use a serial (“Oxford”) comma.
 - Commas should not separate compound predicates.
 - *Example*: The monk fasted for several days and performed other meritorious acts.
 - Commas should separate independent clauses.
 - *Example*: The monk fasted for several days, and he performed other meritorious acts.
 - Commas appear before the closing quotation mark, not outside quotes.
- **Dashes and hyphens**
 - Page ranges are separated by en-dashes, not hyphens (65–76). See CMOS 9.63 for styling of inclusive numbers:
 - Use *all digits* for the second number when the first is less than 100 (3–10, 79–83, 98–99).
 - Use *all digits* for the second number when the first is 100 or a multiple of 100 (100–107, 500–551, 1100–1117).
 - Use *the changed part only* for the second number when the first is 101 through 109, 201 through 209, etc. (208–11, 1105–7)
 - Use *two digits* for the second number when the first is 111 through 199, 211 through 299, etc., unless more are needed for all changed parts (125–78, 11647–780).

- No spaces should be around an em-dash; use an em-dash rather than en-dash for appositions and set-off clauses.
 - *Example:* Setting off clauses with a dash—like this instance—is acceptable.
- For treatment of hyphens and English compounds, see CMOS 7.96. The general rule is that one should add hyphens when it helps comprehension. Typically, adjective forms are hyphenated and adverbial forms are not.
- **Ellipses**
 - To indicate missing material, use the ellipsis character (...) in your word processor (U+2026), surrounded by spaces.
 - If other punctuation precedes the elided material, preserve it when doing so will help comprehension (see CMOS 12.63).
 - In long quotations, if entire paragraphs are omitted, insert a period and then an ellipsis at the end of the paragraph preceding the omitted material. If the start of a new paragraph is omitted, insert an ellipsis before the first word of where material resumes.
 - Do not use an ellipsis at the start of a quotation even if the quotation omits earlier material. Do not use an ellipsis at the end of a quotation even if later material is omitted, unless the sentence being quoted is left incomplete intentionally.
- **Quotation marks**

Use double quotation marks to set off dialogue or quoted material, and titles. In some instances, quotation marks, not italics, set off words that are treated as words. The use of scare quotes or quotes for emphasis should be avoided. It is preferable to introduce terms with italics not quotation marks, although when glossing textual material or quoting a text, use quotation marks.

 - Distinguish between when a word is being used or being mentioned (used as a word). Per CMOS 18, 7.66, “When a word or phrase is not used functionally but is referred to as the word or phrase itself, it is either italicized or enclosed in quotation marks.”
 - *Example:* The term *critical mass* is more often used metaphorically than literally.”
 - Quotation marks may be preferable in instances when terms in Indic languages are already distinguished by italics. Articles should be internally consistent.
 - *Examples:* *Cessation* refers to the complete ceasing of the breath. “Cessation” refers to the complete ceasing of the breath.
 - When glossing foreign terms in parentheses, maintain the use-mention distinction above. If the gloss explains the term used as a term, include quotes. If the gloss explains the meaning of the term as used in the sentence, omit quotes.
 - *Example:* While the Sanskrit *nīrvāṇa* (“extinguishing”) is often a Buddhist term, its use is not restricted to Buddhist contexts.
 - *Example:* The practice of *ahiṃsā* (nonviolence) is central to Jain religion.
 - Use scare quotes for ironic uses sparingly.
 - Use single quotation marks to set off quoted material within double quotation marks.

References and Citations

- Use CMOS notes-and-bibliography format.
 - Use superscript notes both in text and in notes.
 - Do not use more than one note reference in the same place (for instance^{1,2})
 - Shortened citations are acceptable, though this requires including all references in the bibliography (see CMOS 18, 13.32–37 for details on short form). The author's name alone may be used for the short form if the title is included in the previous note.
Example: ¹ Banks, "Orthodoxy and Dissent," 252.
² Banks, 252–54.
 - If there are repeated references to the same work successively, rather than using author-only short form notes, it is possible to place author-only notes in parentheses within the text rather than in notes. This can be done by referring to the author's name and page number in parentheses, using *ibid.* (not italicized) with page number, or, if the source is contextually clear, simply using page numbers in parentheses.
- Preserve publication place for editions and critical editions of primary texts.

Spelling

- The *Jain Journal* follows American English spellings (-ize endings). However, spelling within quoted material should not be changed.
- Prefixes like *pre-* in *premodern* and *non-* in *nondual* do not require hyphens.

Transliteration and Indic languages

Authors are responsible for checking the accuracy of their transliteration and Indic scripts. To assist with manuscript preparation when scripts are used, please supply a PDF of the manuscript.

- **Roman transliteration with diacritics or Devanāgarī or other Indic scripts are both acceptable.**
 - Within an article, one should be chosen consistently.
 - A combination is acceptable if they are put to different purposes, e.g., if transliteration is used within the body of the text and the printed script represents a primary text being translated.
 - There should be no combination within sentences unless the rationale is made clear to the reader.
- **Roman transliteration guides**
 - Sanskrit and Prakrit: Use IAST.
 - Arabic, Persian, and Urdu: Use the Library of Congress romanization.
 - Other Indic languages: Follow ISO-15919.

- **Transliteration principles**

Treatment of compounds in transliteration varies. Authors should be consistent. The *Jain Journal* encourages authors to omit hyphens in the treatment of text titles. However, all three of the following Sanskrit transliteration styles are acceptable for the title of a text:

- Compounds without hyphens: *Tattvārthasūtra*
- Compound with hyphen to set off genre: *Tattvārtha-sūtra* or *Tattvārtha-sūtra*
- Separate genre from title with a space: *Tattvārtha Sūtra*
But NOT: *Tattvārtha-Sūtra*

- **Treatment of Indic words in text**

- The decision whether to preserve or omit case endings when mentioning Indic terms is the author's. However, case endings should be preserved or omitted consistently. For example, quotations from textual material might preserve cases while mentions of terms as terms in the body of an article might present them in their stem form.
- Plurals of Indic words can, per CMOS 11.3, be formed according to the original language. Alternatively, an English plural *s* may be added to the end. However, it should not be italicized but set in roman. Authors should be consistent in their choice throughout the manuscript.
 - *Example:* The *tīrthaṅkaras* assist others in achieving liberation.
 - *Example:* The *tīrthaṅkarāḥ* assist others in achieving liberation.