The *Jain Journal* Style Guide

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The *Jain Journal* Style Guide

Manuscripts submitted for publication in the *Jain Journal* should follow this style guide. An MS Word template is available to facilitate manuscript preparation.

Style Guides and Dictionaries

- *The Chicago Manual of Style*, 18th edition (CMOS), is the default style unless otherwise indicated.
- Either US or UK English spellings are acceptable, following the *Merriam-Webster Dictionary* or the *Concise Oxford English Dictionary*, respectively. The copyeditor will make the manuscript consistent with one of these forms.

Manuscript Preparation

- The *Jain Journal* accepts manuscripts only in MS Word. Use the supplied MS Word template to facilitate preparation.
- If your manuscript uses Indic scripts, also submit a PDF version of the manuscript that displays how the scripts should appear as printed.

Formatting

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

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 IndUni-H font (available for free download at https://bombay.indology.info/software/fonts/induni/index.html)
- Subtitle: bold, 16-point IndUni-H
- Heading 1: bold, 16-point IndUni-H
- Heading 2: bold and italics, 14-point IndUni-H
- Heading 3: bold, 14-point IndUni-H
- Headings are not to be numbered.
- All headings should be set in title case (see capitalization section).

Body paragraphs

- IndUni-H 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

- Abstract: a concise summary (150–250 words) of the manuscript
- Keywords: three (3) to twenty (20) 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. If the source for the figure appears in the references, only a parenthetical citation is

necessary. As CMOS does not give details for a full citation in a credit line in author-date style, see CMOS 3.33 and simply ensure relevant information is included as below.
    - *Example*: Fig. 1. Image of a *tīrthaṅkara*. Reproduced by permission from Phyllis Emily Granoff (2009), *Victorious Ones: Jain Images of Perfection*, Rubin Museum of Art, 161.
    - *Example*: Fig. 1. Image of a *tīrthaṅkara*. Reproduced by permission from Granoff (2009, 161).
- Tables should be numbered consecutively and included within the manuscript text.
- Supplementary materials (datasets, appendices) should be submitted as separate files.

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 second word of a hyphenated compound in English: *Anti-Intellectual Pursuits* or *Non-Possession in Jain Thought*
- The first word in a transliterated title of a work
- Proper nouns (names, traditions)
- Jain schools and mendicant lineages (Digambara, Śvetāmbara, 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*
- These common terms:
    - *jina*
    - *tīrthaṅkara*
- 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. For treatment of inclusive numbers with en-dashes, see CMOS 9.63 and ***Punctuation***.

- 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 non-English terms throughout the manuscript. (However, see below for foreign or non-English 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 Pali, 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 (*aṅga*s, 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 when talking about the word itself. 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***.
    - *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.
    - *Example*: Three central ideas in Jainism are nonviolence, many-sided reality, and non-possession.
- 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 to refer to objects or concepts and when a word is being used to talk about itself, 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 non-English 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

In-text citations in general

The *Jain Journal* follows author-date style of citation as outlined in CMOS, 18th edition (chapters 13 and 14). See CMOS citation quick guide available freely online.

- For author-date style, in-text citations include the author's name, date of publication, and page number if relevant. No punctuation separates the author's name and the publication date.
    - *Examples*:
      Mahāvīra's career was one of "spiritual heroism" (Dundas 2002, 17).
      As Dundas (2002, 17) says, Mahāvīra's career was one of "spiritual heroism."
- Footnotes are to be used for discursive material, not solely for citations, although citations may appear in the footnote for that material.
- At the first mention of an author, include their full name not only their family or last name. Subsequent mentions may be shortened.
- A references section should include *all* and *only* those citations in the article. All citations in the text should be included in the references section, and there should be no entries in the references section that are not explicitly cited in the text.
    - CMOS 18 does not require place names for book publishers or page ranges for selections from edited volumes.
    - Editions of primary source material, however, may preserve the place name.
- The author is responsible for ensuring the correctness and completeness of the references, although the journal's copyeditor will check both as part of the copyediting process.

Citing Indic primary texts

- Articles that cite primary texts should preface the references section with a list of primary sources, organized alphabetically by author or title.
- The *Jain Journal* discourages the use of abbreviations. However, if abbreviations are used, they should appear in parentheses after the title at their first instance in the text and before the title in the list of primary sources:
    - *Example*: In the *Tattvārthasūtra* (TS), Umāsvāmi discusses the nature of awareness and knowledge.

      Primary Sources
      TS. *Tattvārthasūtra* (*The Sūtra on the Nature of Reality*), Umāsvāti/Umāsvāmī: Jaina (2002)

- The list of primary sources will include the title of the original text in transliteration and in translation (when appropriate), and the text's author (where known). Manuscripts, editions, and translations consulted will be listed below.

- Full entries for translations and editions will appear within the references section. Translators and editors may be listed as author in these entries in place of the primary text author. An example of the preferred format (eschewing abbreviations) follows.

  Primary Sources

  Tattvārthasūtra (*The Sūtra on the Nature of Reality*), Umāsvāti/Umāsvāmī:

  Jaina (2002)

  MS. Or. 5174 of the Cambridge University Library, Cambridge. (12 folios, paper.)

  Tatia (1994)

  References

  Jaina, Mahendrakumāra, ed. 2002. *Tattvārthādhigamasūtra with the Commentary by Śrutasāgara.* Bhāratīya Jñānapīṭha.

  Tatia, Nathmal, trans. and ed. 1994. *That Which Is: Tattvārtha Sūtra.* HarperCollins.

Referring to primary texts

- When the text itself is referred to, it may be cited using only the title of the text and a standard (e.g., chapter and verse) method of locating the passage, such as its location in a translation, manuscript, or edition. If relevant, a specific translation or edition may be cited in author-date format, with page numbers.
  - *Example, with translation location:* See the *Sarvārthasiddhi* on *Tattvārthasūtra* 8.11 in Tatia (1994, 196–99).
  - *Example, with edition location:* See the *Sarvārthasiddhi* on *Tattvārthasūtra* 8.11 in Jaina (2002, 50–53, lines 6–8).
- In-text references to manuscripts may use the shelfmark with page or folio numbers. To avoid ambiguity, use the abbreviations *p.* and *pp.* if the manuscript is numbered by page rather than folio. Both *r* (recto) and *v* (verso) may be used for manuscripts whose leaves are numbered only on one side.
  - *Example, with manuscript location:* See the *Sarvārthasiddhi* on *Tattvārthasūtra* 8.11 in MS. Or.127 (fols. 2–4).

Matching author names in text and citations

The name in the author-date citation style is shorthand for the work and does not refer to the author. Therefore, when parenthetical citations are used, the name should match the reference entry. When the usual spelling of a name to refer to the person would not match the spelling in the reference, the sentence should be written to avoid a mismatch, as in the example below. Please preserve diacritical marks for cited names (e.g., keep *ṃ* and do not transform to *ṁ*).

Jhaverī, Mohanlāla Bhagavānadāsa, ed. 1926. *Nirvāṇakalikā of Pādalipta*. Muni Śrīmohanlālajī Jaina Granthamālā Vol. 5. Śeṭh Nathamalajī Kanhaiyālālajī Rāṃkā.

- *Acceptable:* Mohanlāl **Jhavery**'s edition of the *Nirvāṇakalikā* includes this passage (**Jhaverī** 1926, 72).
- *Incorrect:* Mohanlāl **Jhavery**'s (1926) edition of the *Nirvāṇakalikā* includes this passage (72).

Spelling

- The *Jain Journal* follows US (*Merriam-Webster Dictionary*) or UK English (*Concise Oxford English Dictionary*) spellings. However, spelling within quoted material should not be changed.
- Diacritics should not be used on English words.
  - Correct: brahmanical, puranic
  - Incorrect: brāhmaṇical, purāṇic

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.
- If desired, to reflect pronunciation, the medial and final short *a* may be dropped when transliterating vernaculars like Hindi or Gujarati.

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 *Tattvârtha-sūtra*
Separate genre from title with a space: *Tattvārtha Sūtra*
But NOT: *Tattvārtha-Sūtra*

Treatment of Indic words in text

- It is the author's decision whether to preserve or omit case endings when mentioning Indic terms. 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 *tīrthaṅkara*s assist others in achieving liberation.
    - *Example*: The *tīrthaṅkarāḥ* assist others in achieving liberation.