

Manuscript Formatting

Manuscripts should be prepared according to the Author-Date style system described in *The Chicago Manual of Style* (14th ed.), Chapter 16. The *Chung-Hwa Buddhist Journal* reserves the right to return for revision any manuscript not in compliance with the Author-Date style system.

Please consult *The Chicago Manual of Style* for general principles of Author-Date style system text citations and reference lists. The basic form of an Author-Date citation (in running text or at the end of a block quotation) consists of the author's last name (if not mentioned in the text), year of publication, and page number of the citation in parentheses. No punctuation is used between the author and the date, but a comma is placed before a page number or volume number and a colon without spacing is placed between a volume number and a page number. For instance, an author may cite a certain book (Smith 1999, 234). The book is authored by Smith (1999, 234). There may also be a journal article by Smith (1994, 8:227-256). For citations of multiple authors, editors, and so forth, see *The Chicago Manual of Style*.

Unlike citations, reference list entries provide complete information:

Smith, Charles. 1999. *Our Friend the Beagle*. San Francisco: Beagle Publications.

Smith, Charles. 1994. Friendly Beagles. *Journal of the Beagle Society* 7:23-65.

This journal uses 'title' capitalization for all English titles. Citations of the Taishō catalogue should have the following format, which includes the sūtra number but not the volume or fascicle number:

T 1450, 130a20.

Please note that romanized Pāli, Sanskrit and Standard Mandarin Pinyin should be italicized (except for names of persons, places, and schools).

ren 仁

Banzhou sanmei jing 般舟三昧經

Yijing 義淨

The following Sanskrit words are among those that do not require italicization: Abhidharma, Arhat, Bodhisattva, Buddha, dharma, Hīnayāna, karma, Mahāyāna, Nirvāṇa, sūtra, Tathāgata, Theravāda, Vinaya. However, *Āgama*, *bhikṣuṇī*, and *Nikāya*, and almost all other Sanskrit words should be set in italics. Similarly, almost all non-English words should be italicized and do not need to be surrounded by quotes. When in doubt about italicization of Sanskrit words, consult the *Oxford English Dictionary*; if the word in question does not appear in the *OED*, it

should probably be italicized.

Please use **Times Extended Roman** font for all words not in Chinese, and **PMingLiU** Chinese font for Chinese characters if possible. When quoting in Chinese please supply standard Chinese punctuation.

The *Chung-Hwa Buddhist Journal* includes Chinese translations of article abstracts. Authors are asked to provide their own Chinese-language abstract, if possible.

Please consult articles in this journal for examples of the Author-Date style system specific to our editorial policy