

Style Sheet for Manuscripts

Series: Studies in Asian Art and Culture (SAAC)

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Dear Author, dear Editor,

In order to ensure a smooth typesetting process, please carefully adhere to the following guidelines when preparing your manuscript.

In case you have any questions please contact us directly and we will sent you further details.

Thank you very much.

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1. General

- Authors must make sure that every part of the manuscript is prepared identically as to format.
- If multiple individuals are responsible for the input (such as chapters authored by different authors in an edited volume), the editor(s) of the volume must ensure consistency.
- Items to be checked for consistency throughout the printout include italicizing of words, diacritics, spaces or lack of spaces at either side of dashes, etc.
- Once you have edited your manuscript and prepared your files in accordance to these guidelines, please send us the final edited version of the files as an email attachment (word format **and** identical PDF version).
- Short book description and bio (for the book cover): Please submit a short book description no longer than 150 words **and** a short bio paragraph no longer than 100 words to fit on the back of your book.
- Longer book description (advertising materials): A promotional flyer for your book will be produced at the time of publication. For this we need a slightly longer book description of approx. 270 words.

2. Text

2.1 Text formatting

- Please use the Charis SIL font (unicode) in 12 pt. **After** downloading, please select the font style "Charis SIL Regular". You can download it from here: <https://software.sil.org/charis/download/>
- Please ensure that the appropriate British spelling is used, such as 's' instead of 'z', etc. However, American authors and editors may use American spelling. Regardless, it should be used **consistently** throughout the volume.
- **Emphasis:** Please try to minimise the use of italics for emphasis. Please do not use any other kind of emphasis (boldface type, underlining or capital letters).

- Paragraphs: All paragraphs should begin with a tabulator. Exceptions: the first paragraph after a heading or after a long quotation (longer than three lines).
- Kindly refrain from using excessively short paragraphs in your text.

2.2 Chapter headings

- Please use the headline style (e.g., capitalize all letters in a title apart from articles and prepositions). This also applies to the table of contents.
- Please use chapter headings with no more than three levels.
- Please do not use numbered headings.
- Subheadings: If you want to use subheadings, make sure that there are at least two or more subheadings.
- For your headings, please use the following style:
 - Level 1 heading (chapter title): **Title of the Article** (bold)
 - Level 2 heading (major section heading): THE THEORY OF RE-USE (capital letters)
 - Level 3 heading (subheadings in a section): *Sacred Architecture at Hallur* (italics)
 - [Only if absolutely necessary: Level 4 heading (lesser subsection): Images of Durga (ordinary lettering)
- Non English words have to be written in italics in the 1., 2. and 4. heading types.
- Prior to submitting your manuscript, please ensure that the headings in the text and the table of contents are precisely the same.

2.3 Footnotes

- Always use footnotes instead of endnotes.
- Footnotes should be numbered consecutively throughout the text using Arabic numerals.
- Footnote numbers in the text should be superscript (small raised) numbers.
- The font size should be 11 pt.
- Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They **should not** consist solely of a reference citation.
- Footnotes should not contain any figures or tables.
- Internet source in footnotes: Kindly refrain from including the complete URL within the note. The full URL and date of access should only be listed in the bibliography.

2.4 Abbreviations

- Please always write ‘for example’ and not the short form ‘e.g.’.
- Please do not use ‘f’ or ‘ff’ after a page reference. We prefer precise citations.
- Please always write ‘about’ or ‘roughly’ and not the short form ‘ca’. The short form should only be used in brackets like this: „(ca. third century BCE)”.
- Please do not use other abbreviations like “viz”. Use it only in brackets.

2.5 Remarks on spelling, diacritics and transcriptions

- Please italicise **all** foreign-language expressions:
 - Foreign-language expression have to be in italics and begin with a lower case letter (e.g. *ahimsā, maṇḍala*).
 - Please make sure not to italicise the plural ‘s’ at the end of such words, as the plural ‘s’ is an English form of plural and not part of the foreign term (e.g. not: ‘*asanas*’ but ‘*asanas*’).
 - Sacred texts should be italicised, starting with a capital letter (e.g. *Mahābhārata*).
 - Proper names (of people, dynasties or places) should not be italicised (e.g. Aśoka, Cālukyas, Tōkyō).
- Italics should also be used for: titles of books, published documents, newspapers, and periodicals
- Diacritical marks: When writing proper names of people, institutions and places please be consistent and either provide diacritics for all names or for none. Please check the consistency of diacritical marks used throughout the book!
- Capitalisation and use of small letters:
 - Please spell ‘temple’ or ‘mosque’ with a lower case letter as long it is a general reference. However, if you refer to a specific named building, then please use capital letters: e.g. the Adishvara Temple.
 - Please write ‘the West’ with a capital letter, if you mean the political or cultural entity. The same applies to ‘the East’. Please spell it with a lower case letter if you use it as an adjective: ‘southern Indian’, ‘western Indian’, ‘eastern Indian’, ‘northern Indian’, ‘south Indian’, ‘west Indian’, ‘east Indian’, ‘north Indian’. Also use the lower case variant in the following cases: ‘towards the east’, ‘the southwest’. However, please spell it with a capital letter if it refers to an established region, such as the ‘East of India’, ‘South India’ etc.
- Please use ‘BCE’ and ‘CE’ not ‘BC’ and ‘AD’. If you cite a book or a person directly, this rule does not apply.

2.6 Remarks on dates and numbers

- Please write ‘9 centimetres’ (**not**: ‘9cm’). An exception would only be if you use a short formula.
- Always write ‘first century’, ‘second century’, (...) **not** ‘1st century’, ‘2nd century’, (...).
- Please use the British style (20. November 1980) for dates.
- Decades are expressed either as ‘the eighties’ or ‘1980s.’
- Please always provide full numbers. Write ‘1824–1851’ (**not**: ‘1824–51’) as well as ‘pp. 34–36’ (**not**: ‘pp. 34–6’).

2.7 Remarks on hyphens, quotation marks and backslash

- Hyphens: Please make sure that there are **no gaps** in front and after this type of hyphen (e.g. “the *deva-dāsī*’s” not “the *deva- dāsī* ’s”). There are three different types of hyphens: ‘-’, ‘-’. ‘—’, depending on their length:
 - ‘-’ this is used in hyphenated words (‘art-historical’).
 - ‘-’ this is used in page references and year dates both in your bibliography and in references in the text (pp. 2–5; 1824–1851).
 - ‘—’ this is used when you want to add some information in the text as an interpolation (“All the images come from Jaina edifices in the area—allegedly 1,008 temples in total—which according to local legend ...”).
- If you use a backslash (‘/’), please do not insert a space before and after it: ‘a short sentence in Gujarati/Rajasthani’.
- There are two types of quotation marks:
 - Double quotation marks are used to enclose actual quotes from other sources.
 - Single quotation marks are used to enclose quotes within quotes, for the meanings of linguistic items and for the translations of terms or examples given in a foreign language (e.g. *parivār* ‘family’).

3. References

3.1 Cross reference

- If you wish to cross-reference, please indicate this in your text by inserting three dollar signs at that position (\$\$\$). Remember that you will need to replace the dollar signs in the manuscript itself with the correct page number(s) once you have received the typeset pages.

3.2 Quotations

- Always quote in English. You can give the quotation in the original language in a footnote.
- All quotations should follow the original text exactly in wording, spelling, and punctuation. If you want to omit some element of the quote, you need to use square brackets around three dots to indicate that some text has been omitted: ‘[...]’. Please use the same type of square brackets if you want to add something.
- For citations shorter than three lines: Short quotations (fewer than three lines): Quoted in the running text and are to be placed in double quotation marks (“”). Single quotation marks enclose quotations within quotations.
- For quotations longer than three lines: Long quotations should appear as a block, separated from the text by one blank line before and after the quotation. They are not to be enclosed within quotation marks. The reference is placed at the end of the block after the full stop.

3.3 Citations and references

- Cite references in the text by name, year and page in parentheses:
 - One author: (Shah 1960: 60), (Mitra 1990: 45–178).
 - Two authors/editors use '&': (Meister & Dhaky 1986: 193). In the continuous text, however:
“... this can be seen in Hegewald and Mitra (2012a: 32) who...”
 - Three or more authors/editors: (Paudel et al. 2020–2023 VS II: 72).
 - To indicate the volume: (Balbir 2006, vol. II: 125–126).
- The authors' names should be given chronologically by date: (Miller 1930; Gupta 1960; Gupta 1983).
- For two publications by the same author with the same date, please use 'a' and 'b': (Shah 1980a; Shah 1980b).
- Translated work: (Würth (trans.) 1864–1866: 116).
- Please do not use Ibid.

3.4. Content from the internet

- In general, please refer to online content as you would refer to printed works, provide name of author/editor and source.
- Many URLs are very long; those longer than one line can be replaced by a short form very often. If this is not possible, please make sure that the line or page break is executed correctly (by pressing SHIFT and ENTER). Wherever possible, use a permanent URL (PERL)
- Please make sure that the links in your manuscript are working properly. Please verify the links before submitting the final edited manuscript.
- Please provide the date when you last accessed the internet source (e.g. '(accessed on 1. December 2011)').

3.5 Bibliography/reference list

- Please provide a bibliography at the end of your book or at the end of individual chapters in edited volumes.
- List all publications from which you quote or to which you refer to in your book in the bibliography.
- It is expected that all publications, films, internet sources, etc. cited in either the main text or footnotes will be included in the bibliography.
- Please list internet sources (**not** e-publications/e-books) in a separate section.
- Reference list entries should be alphabetised by the last names of the author of each work.
- If there are several publications by the same author, please list the publications chronologically with the oldest/earliest ones listed first.
- Whenever possible, please write out the authors' first names.
- Bibliography formatting examples:

- Book/Monograph:
Young, Richard Fox, 1981, *Resistant Hinduism: Sanskrit Sources on Anti-Christian Apologetics in Early Nineteenth-Century India*. De Nobili Research Library, Vienna.
- Edited book (article or chapter):
Warren, Joyce W., 2000, "Introduction". In: Joyce W. Warren & Margaret Dickies (eds.), *Challenging Boundaries. Gender and Periodization*. University of Georgia Press, Athens.
- Multivolume book:
Migeon, Gaston & Henri Saladin, 1907, *Manual d'Art Musulman*. 2 vols., Picard Paris.
- Journal article:
Moffatt, James, 1934 (April), "The Sacred Book in Religion", *Journal of Biblical Literature*. Vol. 53, no. 1, pp.1–12.
- Online-Content:
Simons, Craig, 2004 (22. November), At a Gallery in Lhasa, Tibet Joins Art World. In: *New York Times*. <https://www.nytimes.com/2004/11/22/arts/design/at-a-gallery-in-lhasa-tibet-joins-art-world.html?smid=url-share> (accessed on 1. December 2011).
- Dissertation:
Owens, Bruce McCoy, 1989, "The Politics of Divinity in the Kathmandu Valley: The Festival of Bungadya/Rato Matsyendranath". Doctoral thesis, Columbia University.
- Translated book:
Monier-Williams, Monier (trans.), 1979 [1898], *Sakoontala or The Lost Ring*. Tulsi Publishing House, New Delhi.
- Primary sources:
South Indian Inscription (S.I.I.). Published by the Archaeological Survey of India: Vol. XV (P. B. Desai (ed.), 1964, *Bombay-Karnataka Inscriptions*. Vol. III, Dehli).
- Exhibition catalogues:
Khan, M. A. & M. ul-Hasan, 2008, "A New in the Taxila Valley: Archaeological Excavations at the Buddhist Monastery of Jinan Wali Dheri". In: *Gandhara – The Buddhist Heritage of Pakistan: Legends, Monasteries and Paradise*. Catalogue of the exhibition, Verlag Philipp von Zabern, Mainz, pp. 302–307.

4. Illustrations/tables/maps

- Please provide images separately and do not insert them directly into the text file.
- Images should be in TIFF format and must be provided with a minimal resolution of 300 dpi.
- Please give each TIFF you send to us the correct name, reflecting the name/number in your text and in the captions (Plate 1.tiff; Plate 2.tiff).
- Please refer to the illustrations in your text as 'Plate' (and not as 'Figure').
- Please provide captions for all the illustrations.

- List of plates: You must provide a complete list of the plates to be published at the end of the book.
- Illustrations in edited volumes: If you are editing a volume with contributions by different authors, please start again with 'Plate 1' at the start of each chapter but include the chapter number in front of the Plate number (e.g. for plates 2 and 3 in chapter one, please write 'Plate 1.2' and 'Plate 1.3' and for plate 8 in chapter 4, please write 'Plate 4.8').
- Illustration for the book cover: You are welcome to submit a few additional images (high resolution!), or to suggest some plates from your publication, which you consider suitable for the book cover. There is space for a square image on the cover. Please choose an image that can be cropped at the edges to fit the format (e.g. a detail shot).
- Copyright: If a photo/drawing/table/map is not your own, you must obtain permission to reproduce it and credit the source. We require a copy of all permission or copyright statements from you certifying that you hold the copyright for all illustrations reproduced. Please do not provide the information on the photographer or copyright holder in the caption below the image but at the end of the chapter (in edited volumes). In the case of a monograph, the copyright information can be provided either in the Preface or at the beginning of the List of Plates.

5. Glossary

- All SAAC publications have a glossary at the end of the book, explaining key terms to the non-specialist reader. If you need a sample, please contact us.
- Please check the consistency of diacritical marks used throughout the book!

6. Index

- An index must be included at the end of the manuscript.
- Please only create **one** index in which people and other topics are listed together. No separate indices.
- If needed, we can send you information on how to create an index for word.

7. Manuscript structure

The sections in your book should be arranged in the following:

- If the book does not have a dedication page, appendices, etc., please ignore those points.

7.1 Monograph

- Title page with the full name of author(s) as it/they should appear on the book and the full title of the book
- Dedication page

- Table of Contents (please ask us for a sample if you are unsure)
- Foreword by a different author
- Preface (This can also contain your acknowledgements and photo credits)
- Your individual Chapters
- Bibliography
- Glossary
- Appendix 1
- Appendix 2
- List of Plates (This can also contain your acknowledgements and photo credits)
- Index

7.2 Edited volume

- Title page with the full name of author(s) as it/they should appear on the book and the full title of the book
- Dedication page
- Table of Contents (please ask us for a sample if you are unsure)
- Foreword by a different author
- Preface
- Your individual Chapters: In an edited volume, individual chapters will have the following sections at the end:
 - PHOTO CREDITS (for this chapter),
 - ACKNOWLEDGEMENTS (for this chapter),
 - BIBLIOGRAPHY (for this chapter; with *Primary Sources, Secondary Sources and Internet Sources*)
 - APPENDIX
 - CAPTIONS (for the Plates belonging to this chapter)

The chapters by different authors are then followed by:

- Glossary
- List of Plates (edited volumes must contain a complete list of **all** plates)
- Notes on Contributors
- Index

April 2023