Dear Contributors,

The following guidelines need to be applied to your manuscript before submitting it for publication to SAAC. You yourself are responsible for adapting your manuscript to this format. Of course there are many other styles which are reasonable and correct as well, but this is the SAAC house style and for reasons of consistency and overall design, all manuscripts published in this series are required to follow the SAAC style.

In case a manuscript is submitted, which does not follow our house style, where we will have to adjust the text to make it adhere to the required style, you will be charged for the amount of time required to rework your manuscript. However, we hope that it will not be necessary to revise your work. In order to support you with preparing your text for publication, we have created this detailed style sheet, in which you should find information with regards to all aspects of your manuscript.

In case you do not wish to rework your manuscript yourself, we happily offer to adapt it for you but will need to charge you for this. So if you know from the start, that you do not want to do this work yourself, then please get in touch with us and we are happy to adjust the style of your book for you. How much it will cost will depend on the length of your book and how different the style you have used is from ours.

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

1. Please submit your manuscript in Word and PDF formats.

2. Font

   - SAAC manuscripts need to be submitted in the Unicode font ‘Charis SIL’. This is available free of charge from the internet (http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&id=charissilfont). You can simply convert your manuscript to this font. If you have used a unicode font there usually are not problems.
   We do not accept manuscript in other fonts.
- Should there be a letter from a foreign alphabet, which is not contained in Charis SIL or which causes problems (e.g. Sanskrit ‘ṛ’, an ‘r’ with a small circle beneath it sometimes causes problems), then please still use the Charis SIL font. For the missing or faulty character, please use a sign or letter, which you do not otherwise use in your text to replace it explain this at the start of each chapter this is a problem in. This way, either we or the publishers can replace the character by ‘find and replace’ before feeding the text into the layouting programme.
- The font size should be 12 pt.

3. Structuring your Text
- Please use as little formatting as possible and no auto-settings (such as automatic numbering etc.), as these will all need to be neutralised and deleted by hand before feeding the text into the publishers’ layout programme.
- Please do not use numbered headings.
- For your headings, please use the following style:
  - Level 1 heading (chapter title): Title of the Article (ordinary lettering and 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)
  - (If necessary: Level 4 heading (lesser subsection): Images of Durga (ordinary lettering)
- Only use levels 2 and 3, if you have more than 1 heading of this type. If you use a subheading, you always need at least two subheadings under one heading.
- It is essential that you apply the heading types correctly for the publishers to understand how to layout your text. If you have questions or would like to see a sample chapter with the correct heading styles applied, please contact us.
- Words in other languages have to be in italics in the 1., 2. and 4. heading types. An example of the 1. heading: „Illustrating the Śvetāmbara Jaina Āgamas Today“.
- Before submitting your manuscript, please carefully check that your headings in the text and in the table of contents are precisely the same.
- Please do not make use of extremely short paragraphs in your text.

4. Style
- Please use British spellings, using an ‘s’ rather than a ‘z’ in words such as ‘organisation.’ (Only if you are an American author or are editing a volume, which primarily contains contributions by American authors, can you use American English. However, please be consistent and do not mix both styles in one volume).
- Please try to minimise the use of italics for emphasis. Our publishers do not permit the use of bold face, underlining or capitalising for emphasis.
- When a number is followed by a unit of measurement or by the word ‘percent,’ it is always expressed in figures. For more general expressions of numbers, we adopt the system of always using words for numbers. Every number has to be written in words. The only exceptions are: inventory numbers, formulas, plate numbers, sizes of buildings or canvases etc. in the captions, or extremely long and complex numbers.
- Please write 9 centimetres (NOT: 9cm). An exception would only be if you use a short formula.
- It is the style of our series to always write first century, second century … fifteenth century etc. and not 1st century, 2nd century … 15th century. If you cite a book or a person directly, this rule does not apply. Please keep in mind that you use the plural ‘centuries’ when referring to more than one century (e.g. in the fifteenth and sixteenth centuries).
- 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)“. If you want to express the same thing in your text use ‘about’ or ‘roughly’ instead of ‘ca.’.
- Please do not use other abbreviations like “viz”. Use it only in brackets.
- Our series uses ‘BCE’ and ‘CE’ and not ‘BC’ and ‘AD’. If you cite a book or a person directly, this rule does not apply.
- If you want to refer to a different calendar system, such as Vikram Samvat, please use the abbreviation ‘V.S.’. If you want to quote both time
specifications then please use this scheme: “V.S. 1236/CE 1467–1468”. Please
note that there are no spaces before and after the backslash (‘/’).
- Don’t insert spaces before and after the backslash in case of measurements in
  inches: “Ink, opaque watercolour and gold on paper, each sheet 4 3/16 x 13
  3/16 inches”.
- If you use a backslash (‘/’) in the text, please do not insert a space before and
  after it: “a short sentence in Gujarati/Rajasthani”
- For dates, please use the British style (20. November 1980).
- 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). Please keep in mind, that the hyphen used
  here is always the medium length hyphen (‘–’).
- If you make a direct citation and you want to omit some element of the text,
  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.
- If you refer to measurements less common in other parts of the world (e.g.
  ‘miles’) then please provide the information also transferred to the respective
  unit of measurement more commonly used (in this case: ‘kilometre’) in
  brackets or in a footnote.
- For papers on Indian subjects, if you provide amounts in lakhs please provide
  the amount in the international system of numbering as well (e.g. thousands,
  millions).
- Hyphens: There are three different types of hyphens: ‘-, ‘–’, ‘—’, depending on
  their length:
  1.) ‘-‘ this is used in hyphenated words (‘art-historical’).
  2.) ‘–’ this is used in page references and year dates both in your bibliography
     and in references in the text (pp. 2–5; 1824–1851).
  3.) ‘—’ 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 …”).
     Please make sure that there are no gaps in front and after this type of
     hyphen.
- Please make sure that there are no double spaces in your text between letters
  or letters and signs (e.g. please do not write: “the deva- dāśī ’s” instead of “the
  deva-dāśīs”).
Please italicise all specialist terms derived from foreign languages. All terms from Sanskrit or other foreign languages have to be in italics and begin with a lower case letter (e.g. *ahimsā, maṇḍala*). Sacred texts should be italicised, starting with a capital letter (e.g. *Mahābhārata*). Proper names (of people, dynasties or places) should not be italicised.

If you wish to use diacritical marks when writing proper names of people, institutions and places is left to you but please be consistent and either provide diacritics for all place names or for none etc.

- 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’).

- Please make sure that all of your sentences and each paragraph ends with a full stop.

- 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.

- About the case sensitivity of the cardinal points: 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’, ‘the South India’ etc.

5. **SAAC volumes have footnotes not endnotes.**

- The font size should be 11 pt.

- Please put simple references in the main text body and not in the footnotes. For a reference to appear in the footnotes, it should be imbedded in a sentence and not appear by itself (e.g. not just: (Howard 1998: 34) but: (See, for instance, the more detailed discussion of this issue in Howard (1998: 34)).
- If you provide a reference to an internet source in a footnote, please do not provide the entire url/login details in the footnote. The full url and the date when you accessed it should only appear in the biography.
- Every publication, film, internet source etc. which you refer to in your text or in the footnotes should be listed in your biography.

6. In case you wish to cross reference, please indicate this in your text by inserting three dollar signs at this place ($$$). Do remember that you yourself will need to replace the dollar signs with the correct page number(s) in the manuscript once you receive the page proofs.

7. Citations
- If your citation/quotation has three or more lines, please use the following style: with the text set in roman lettering (not italics), no quotation marks and with a full stop at the very end of the reference. Please take care that you always insert a space behind and not in front of a colon (Amar Muni, 1993: 12 [Hindi]; 17–18 [English]).

Elsewhere, the editor stresses the fact that the illustrated manuscripts kept in temple libraries are difficult to access, expensive and thus cannot fulfil the peoples’ legitimate wish to see the Āgamas in an illustrated form.

Some hand written manuscripts with pictures of Kalpasūtra and Uttarādhyayanaśūtra are available in ancient knowledge-stores, it is heard; and it is also heard that the cost of each copy of pictorial Āgamas valued more than twenty or twenty five thousand rupees. What to say of getting such valuable and not available volumes, even to see them is too much difficult. Still every person having the curiosity about Āgamas have keen desire that illustrated Āgamas could be seen and obtained

(Amar Muni, 1993: 12 [Hindi]; 17–18 [English]).

The illustration component is carried out systematically, so that each one of the volumes has between ten and twenty-five colour plates, with a peak of fifty-three
If the citation is shorter than three lines, please apply the following style as expressed in this example:

the twentieth century. In recent years, this approach has been severely criticised by scholars, such as Mitchell Schwarzer, who states that art historians applying this method, “echo the developmental lineage and elitist aesthetic sensibilities of their nineteenth-century predecessors” (Schwarzer 1995: 28), even if they

- 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
    (e.g. kingdom in the sense ‘the territory subject to a king’)
  - for the translations of terms or examples given in a foreign language
    (e.g. parivār ‘family”).

8. Referencing:
- If you simply refer to a publication in your text, use the author-date style (Harvard style) inserted in the text [e.g. (Shah 1960: 60), (Mitra 1990: 45–178)] rather than footnotes.
- If you need to indicate the volume, please put this information before the colon like this: (Balbir 2006, vol. II: 125–126).
- Please do not use Ibid.
- If you cite a book with two authors/editors in your text, use ‘and’ [“... this can be seen in Hegewald and Mitra (2012a: 32) who...]. If you cite it in brackets or in your bibliography, use ‘&’: (Meister & Dhaky 1986: 193).
- If you cite a publication with three or more authors/editors in your text, you can use this style: (Paudel et al. 2020–2023 VS II: 72). However, in the bibliography, please always provide all the names of the authors/editors.
- If you have more than a mere reference, put the additional detail in a footnote at the bottom of the page. Notes should be numbered in sequence throughout the manuscript using a raised numeral (without parentheses).
- Citations in the text should be chronological by date with the earliest reference given first—e.g., (Miller 1930; Gupta 1960; Gupta 1983). These should be partitioned by inserting a semi-colon.
A comma should be used to list several page ranges from the same publication, e.g: (Miller 1930:12, 23–45, 67–89; Gupta 1960).
In case there are two publications by the same author with the same date, please use ‘a’ and ‘b’: (Shah 1980a; Shah 1980b).

9. Bibliography
- Please provide a bibliography at the end of your book or at the end of individual chapters in edited volumes. The entries should appear alphabetically.
- The Bibliography should always list every single publication, which you cite from or to which you make reference in your book. Please do not provide only a shorter general or thematic bibliography.
- If there are several publications by one and the same author, please list the oldest/earliest first with the following entries (downwards) becoming more recent.
- Please do not insert the bibliographical data in a table or use special formatting. Simply provide the material in its most basic typed form.
- Please be as comprehensive as you can and do not eliminate the words ‘Vol.,’ ‘No.,’ ‘Band,’ ‘tome’ etc.
- Always provide the name of the publishers and the place of publication etc.
- Please make sure you always apply the same style consistently throughout your entire bibliography.
- There always has to be a space behind an abbreviated first name.
- Please be consistent with first names: either abbreviate them all or write them all out in full. We prefer that you write them all out in full. However, it is permissible to abbreviate first names—even if you provide the others in full—if they are not known for a specific author or if the author is better known by his/her initials than by his/her proper first name(s).
<table>
<thead>
<tr>
<th>For a monograph:</th>
<th>For an article/chapter in an edited book</th>
<th>For an article in a journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname, comma space initial(s) followed by full stops or first name(s)</td>
<td>Surname, comma space initial(s) followed by full stops or first name(s)</td>
<td>Surname, comma space initial(s) followed by full stops or first name(s)</td>
</tr>
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<td>(or a combination of both: initial followed by full stop, space, followed by a fully written first name) comma, space, year of publication of the cited issue</td>
<td>(or a combination of both: initial followed by full stop, space, followed by a fully written first name) comma, space, year of publication of the cited issue</td>
<td>(or a combination of both: initial followed by full stop, space, followed by a fully written first name) comma, space, year of publication of the cited issue</td>
</tr>
<tr>
<td>the title of the book in italics, use a colon (or the longest of the three hyphens without gaps before and after it) between the first and the second title of a book (if available) full stop. The first word of the second title always starts with a capital letter. If applicable: name of the books series or further information on the publication. Name of the institute or publishing house</td>
<td>Name of the article/chapter in ordinary/normal roman script, double quotation marks, Full stop, Followed by: “In:” Space, First name(s) of the author or initials Family name of the Author (if there are more than one author, link them with an ‘&amp;’ if there are two and with commas and an ‘&amp;’ in front of the last name if there are more than two) Followed by (ed.) or (eds.) (in case they are editors) Comma, Space, title of the book in italic</td>
<td>Title of the journal in italics, Full stop, “Vol.” (after the full stop with a capital ‘V’), the number of the vol., comma, if available, the number of the issue (with lower case ‘n’ for ‘no.’, ‘nos.’ after the comma: e.g. “… . Vol. 5, no. 4,…”) comma, ‘p.’ for one page and ‘pp.’ for more than one page cited, full stop.</td>
</tr>
</tbody>
</table>
This is an example for reference to part of a book or an article:


If you want to cite a Ph.D. thesis, use this style.


Please notice the way the volume and number of the journal are cited.


If you are editing a volume please take care that your authors are consistent in the way they list family names with “von”, “van”, “van der”, “de”, “di”, “del” etc.

Please use this style to indicate a translation:

Monier-Williams, Monier (trans.), 1979 [1898], Sakoontala or The Lost Ring. Tulsi Publishing House, New Delhi.
Please indicate also a translated work you cited like this in the text:
of the Viraśaiva’s literature, bitterly attacks the Buddhists and particularly the Jainas as wicked, disseminators of false doctrines and destroyers of truth and good rites (Würth (trans.) 1864–1866: 116).

For this purpose it is interesting to underline that the whole Jaina doctrinal

If you have an article in a journal, which is not in English, please use the language of the journal (German, French etc.) to indicate the volume, tome and number. But stay with “pp.” to indicate the pages. Here is an example of a German journal:

The “pp.” has always to be in lower cases.

Here are some examples for the citation of primary sources:

Primary Sources

South Indian Inscriptions (S.I.I.). Published by the Archaeological Survey of India:

In the following examples, you can find some guidance on how to cite a book which has been published as part of a series. Additionally, you can see how to number articles written in the same year (2011a, 2011b). Please first list all the publications published by an author on his or her own, followed by publications, which he/she has published jointly with one or more authors. Please take note of the two examples showing how to list an Internet publication:


Please remember only to use “et al.” in the biography when you do not know the name of each of the authors.
If you use Internet sources, which are not simply e-publications/e-books in the sense of providing simply the text of a book or article online, then please list them in a separate section:

**Internet Sources**

Karnataka Tours and Travels


Language in India: Vol. 4: 9, September 2004

“Modes of Address in Kannada: A Sociolinguistic Study of Language Use in Mysore District” by L. Manjulakshmi


Religious India.info

http://www.religiousindia.info/page/8/ (accessed on 24.08.2011)

South India Tour Package


Wikipedia Entry on Balligavi


You can also list your scientific Internet sources (e-texts) in such a separate section:

**Internet Sources**


This is an example of a source in Chinese:

These are examples for exhibition catalogues:


Please use ‘Vol.’ (with a capital ‘V’) if you refer to a specific volume number.
Please use ‘vols.’ (with lower case ‘v’) if you want to state how many volumes a publication consists of.

See this example:

Please indicate the series, in which a book has been published, in this way:

Concerning reprints, please use this style:

Please notice that you need to provide the publishing house of the reprinted edition and not the name of the original publishing house having done the first edition. After this information, you can add the original publishing house in brackets if you wish.
10. Illustrations/Tables/Maps

- Please refer to the illustrations in your text as ‘Plate’ (and not as ‘Figure’).
- Please refer to all your illustrations by making a reference in the text (“[…](Plate 1) […].”).
- 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’.
- Please provide captions for all the illustrations.
- You need to provide a complete separate list of plates to be published at the end of the book.
- If a photo/drawing/table/map is not your own, you need to gain permission to reproduce it and you need to name 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) or at the end (or at the front) of the book (in case of a monograph).
- Images should be in TIF format and have the exact size of 300 dpi when printed in A5 format.
- If you require help with checking the size of your pictures, please get in touch with us.
- Please give each TIF you send to us the correct name, reflecting the name/number in your text and in the captions (Plate 1.tiff; Plate 2.tiff).
- You are welcome to submit a few additional images, or to suggest some plates from your publication, which you consider suitable for reproduction on the book cover. Please make sure to send us high resolution images for this.
- There is space for a square image on the book cover. Please chose a picture which suits a spare format (i.e. can easily be cut on the sides for a landscape format or at the top and/or bottom for a portrait format). In some cases, you might suggest that we reproduce a detail from an image.
11. Sequence of sections in your book

All SAAC publications have a glossary at the end of the book, explaining key terms to the non-specialist reader. You will need to produce the glossary for us. Should you require a sample, please get in touch with us.

The sections in your book should be arranged in the following order even if some sections listed above might be missing from it (your book might e.g. not have a dedication page, appendixes and the plates might have been integrated into the text, then please ignore these points). Please get in touch with us in case of any questions:

1. Title page with the full name of author(s) as it/they should appear on the book and the full title of the book
2. Dedication page (if required)
3. Table of Contents (please ask us for a sample if you are unsure how many levels of headings to include in this)
4. Foreword by a different author (if available)
5. Preface (if available. This can also contain your acknowledgements and photo credits in case of a monograph)
6. Your individual Chapters

I: in an edited volume, individual chapters will have the following sections at the end. Please follow this order:

PHOTO CREDITS (for this chapter),
ACKNOWLEDGEMENTS (for this chapter),
BIBLIOGRAPHY (for this chapter - with Primary Sources, Secondary Sources and Internet Sources (if applicable)
APPENDIX (if available)
CAPTIONS (for the Plates belonging to this chapter)

- II: In a monograph, the final chapter would be followed by the Bibliography
Monographs and edited volumes are then followed by a: Glossary
Appendix 1(if applicable)
Appendix 2 (if applicable)
List of Plates (please note that also edited volumes need to contain a full list of all Plates)
- III: In an edited volume:
  Glossary
  List of Plates
  Notes on Contributors (not in a monograph)
  Index

12. Creating the index
When you have finalised your manuscript, you will need to create one large word
document with all the chapters from which you would like to include terms in the
index. Depending on whether you work on a PC or an Apple Mac computer, we will
then send you information on how to select and mark terms to be included in the
index at the end of the book. This is very easy to do. When the publishers feed your
text into the layout programme, the markings will be retained and once the final
proofs have been obtained, the final index will be generate with the correct page
numbers of the printed document.
- Please create only one full index and not one for persons or a separate one for
other topics.
- If there is a part of your book which you do not want to include in your index (e.g.
the bibliography), you can temporarily delete this section from your word
document, create the index and then reinsert the section (e.g. bibliography) again in
your word document.

13. Format of your manuscript
Please submit the word version and a Pdf version of your entire document.

On the back of the book cover, we will reproduce a short description/summary of
the book and its author(s)/editor(s). For this, please submit a short book description,
which is no longer than 150 words and a short bio data paragraph, no longer than
100 words to fit the space on the back of your book.
15. Longer book description (advertising materials)
At the time of publication, an advertising flyer will be created for your book. For this we need a slightly longer book description having about 270 words. Please submit this when you submit your manuscript to us.

In case you have any queries, please feel free to get in touch with us by email:

julia.hegewald@uni-bonn.de and welker@uni-bonn.de

Thank you for your cooperation!

Last updated on 29.06.2015