

COPYEDITING GUIDE
FOR THE *NEXT JOURNAL*

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INTRODUCTION

The copyediting work for the journal comprises two parts: 1) copyediting, 2) coordinating author approval.

On the following pages, you will find the following items, which will provide a guide for copyediting work:

(1) This guide is specifically designed as a means to create consistency. The grammar and format decisions explicated within this guide are a means to have a consistent journal style throughout all of the articles. Please follow this guide and seek consistency in format and grammar. Check this guide when a basic format or grammar rule has more than one option that is considered correct.

(2) Copyediting Procedure – a list explaining the steps in the copyediting process;

(3) Style Guide – some specific items that do not easily fit onto the Copyediting Procedure list regarding house style;

(4) Editing Philosophy – some general comments on the way in which journal documents are edited, as well as some specifics to look out for;

(5) Sample Letters – sample e-mail messages and letters to be sent to authors when seeking their approval of copyedited documents.

II. COPYEDITING PROCEDURE

- ❑ This procedure applies the style guide as a means to create consistency within the journal.
- ❑ Check article for all glaring formatting issues. Notes are single spaced and made via the insert footnotes/endnotes tool in word. The bibliography has one space between each entry.
- ❑ If the original has hard returns (= enter key) at the end of each line, get rid of them.
- ❑ Ensure all heading information is present, and put the heading and title into our format, which is exemplified as follows:

Review headers should be set up as in the following example:

Buddhism and Human Rights. Edited by Damien V. Keown, Charles S. Prebish, and Wayne R. Husted. Richmond, Surrey: Curzon Press, 1998, xxi + 239 pages, ISBN: 0-7007-0954-1, US \$40.00.

Reviewed by

John Doe
Department of Religion
State University College
John.doe@college.edu

Article headers should be set up as in the following example:

Random Title of Article Here

Jane Doe
Department of Religion
Private Liberal College
Jane.doe@college.edu

- ❑
- ❑ Go through the article, making sure the style of NEXT journal is uniform:
 - Example:**
 - ❑ paragraphs are separated by a line space (this is so that there is no mistaking that two paragraphs are wanted);
 - ❑ bold and underlining are changed to italics (search and replace a blank "underline" or "bold" with "italics" in Word – this is so that there is only one form of emphasis, and to avoid a mixture of bold, underlining and italics);
 - ❑ "smart" (=curly) quotation marks are changed to straight ones – both double and single (to set Word's default to straight quotes, go to Tools, AutoCorrect);
 - ❑ quotation marks are double (and single within double). Replace each separately if needed so as not to interfere with diacritical marks.

- order of punctuation is conventional, so ", becomes ," and ', becomes ,'
- Please highlight all transliterated words in red. You are not responsible for correcting these terms. A general editor will check these words at a later point in the process. Foreign language terms are discussed more completely within the style guide, your job is to highlight these words so that they can be checked by a language specialist.
- Check author's capitalization/italicization of titles of works inside the article.
- Search the title and ensure that it is italicized throughout rather than in quotation marks or otherwise indicated.
- Check headings and sub-headings and ensure that they are in a proper and consistent format, and in our style.
- Check lists and make them conform to our style guide.
- Charts should be in tables, not delineated with tabs.
- Ensure that all brackets and quotation marks are present and that the correct forms (single/double, regular/square, etc.) have been used.
- Check that all endnotes and endnote references are there.
- Ensure that the article is in 12-point Times New Roman font with a left justification.
- Search for two blank spaces and replace them with one.
- After all of the above has been completed, and the article read through completely for proofing, do a reading to correct grammar, syntax, and punctuation. See Style Guide for more details.
- Please make a list of queries for the author and for me, as needed.
- Send the edited file to the general editor and the author via email simultaneously.
- Await a response from each.
- Track down those responses in time to meet all deadlines.
- Respond to the responses of both the General Editor and the Author
- Keep the dialogues going until all are satisfied.

Query your General Editor with any problems in applying your Style Guide.

III. STYLE GUIDE

GENERAL GUIDELINES

Copyediting is done according to the *Chicago Manual of Style*, 15th edition.

Headings and Sub-headings

- Headings have capitalized first letters and are in roman font; sub-headings are not capitalized except for the first letter of the first word and are in italics.

Spelling

- Standard American (i.e., not British) English. There is a list within this manual of certain spellings which have been chosen as the NEXT standard. These spellings are the NEXT style choice for words which have multiple possibilities.

Paragraphs

- Insert a line space between paragraphs. There is no indentation for paragraphs.

Punctuation

- Conventional order of punctuation always applies.
- Periods and commas go inside quotation marks; semicolons and colons go outside quotation marks.

Examples:

- As explicated by Carboy, "He worked hard all day and then met friends for dinner."
- "There seemed no way that the American population would awake to the damage caused by its dominant civil religious fervor until," we see through the remaining chapter how Jusiphonson describes the new peace movement of America in 2008.
- Commas come after "e.g." and "i.e."

Quotes

- Use double quotation marks.
- When a quote is quoted by an author, use single marks within the article text.
- No "smart" (curly) quotation marks. This prevents classic typos when transferring a document from one version of MSword to another, such as "example" being changed into %example%.
- Quotes of 40 words and more to be displayed in block format. Justify. Make the quoted text single space. Indent 5" on each side.

Example:

The Censorship thus imposed effectively deprived most Americans of the opportunity to hear Bin Laden and to improve their regrettably slim and shallow understanding of this man: his grievances, goals, dreams, and delusions; his relative degree of rationality, as compared to the genuine monstrous qualities of his *ressentiment*. Further exposure might make him all the more repugnant to

American audiences or might enhance his charismatic aura, but it would surely help to create a better informed public: the basis of any democratic society and the proper ground from which policy ought to emerge.¹

- **We cannot make changes to text within quotations.** This includes changing uncapped letters to initial capped ones, standardizing transliteration style, etc. If needed, use (sic) to make clear that the editor caught an error taken from a prior text.

Ellipsis

- Ideally, these are avoided altogether.
- Spaced ellipsis, without brackets; four spaced dots when including a full stop

Example: - --

- When you denote a lapse in quoted material with an ellipse, please put a space between each period. Do not use ellipses in brackets and it is not necessary to place ellipses at the beginning of a quote, even if the quote starts in the middle of the original sentence.

Spacing

- Space between initials in a name (e.g., J. P. Smith)

Numbers

- Numbers one to ninety-nine are written out; numbers 100 and over are in numerals (but "36 percent")
- Approximations in place of numbers are written out (e.g., "around eight hundred")
- "chapter one," "chapter two," etc., not "chap. 1" or "Chapter One" or "Chapter 1"
- Change fractions to decimals where possible
- No elision of numbers: pages 232-238, not 232-38; 1980-1984, not 1980-84

Notes and Citations

- All notes are in superscript and are inserted by the word program.
- Note indicators come after a comma or a full stop, between parenthesis and without a space:

Example: . . . the largest community in the world today.*

- If the note comes at the end of a quote, the note indicator comes after the closing bracket:

Example: “. . . the largest community in the world today.”²

¹ Bruce Lincoln, *Holy Terrors Thinking about Religion after September 11*. University of Chicago Press, 2003, (p. 19)

* This is an example of superscript.

² If you are using endnotes, you may use symbols for footnotes in the text. Otherwise please use the normal numbering system given by the superscript. Check to insure that endnotes are being used appropriately versus footnotes. This avoids

Page References within the Text

- Page number references within the text are formatted: (p. 1), with a space between the "p." and the number

Dates

- 1500s, not 1500's
- "1960s," not "sixties"
- "seventh century," not "Seventh Century" or "7th Century"
- 650 B.C., A.D. 1998, 621 B.C.E.
- March 5, not March 5th
- ranges: 1950-1959 (with a hyphen, not a dash)

Titles

- book titles are italicized; article titles are enclosed in quotation marks
- conference titles such as "Buddhism and Human Rights" are in quotation marks, not italics
- titles like "assistant book editor" are not capitalized (unless used in a heading)

Lists

- numbered lists and footnotes in text:
- Parenthetical numbers, superscript formatting is used for notes, not lists.
- Each item is followed by a semi-colon.

Example: Allow me to enumerate the points that create an argument for more peace activism, (1) All people who think war creates peace are illogical by nature; (2) Right now people are still discussing America's missions as ideally peace-keeping armed missions; and (3) Most religious peace activists remain unheard within the broader community, therefore..... etc.

Figures (Pictures, Material in Foreign Language, and Multi-Media)

- For figures mentioned in text, use this format: figure 1; figure 2 etc.
- For figure caption, use this format: Fig. 1 ; Fig. 2 etc.

Typeface

- Use **bold** only for Title and Section headings, nowhere else in the text.
- Use *italics* for emphasis.
- Overall, word-crafting should create emphatic sentences and the emphasis of **bold** or *italics* should be unnecessary.

Foreign Language Issues

the presently exemplified confusion of having citations and further explanations of the text unnecessarily mixed. The Chicago manual of style discusses this point. Our goal is clarity and ease of reading.

- All technical terms in religious languages, except proper names, are italicized.
- Ensure that transliterations in the title and headings are the same as in the body of the article (authors often forget to change these).
- There are specific copy editors for language concerns. Unless you are an expert in the language used within your article, consult your General Editor to submit your article for foreign language review.
- Names of people and places are not to be italicized.

Additional points

- Please check to make sure that authors have used "that" and "which" appropriately. Because we are an academic journal, it is important to ensure that grammar is immaculate in these documents. That means using "that" for restrictive clauses and "which" for non-restrictive clauses. I generally do a "search and replace" to ensure that I catch all instances of improper usage.
- Please make sure "since" is used only with reference to a passed period of time and not as a synonym of "because". A quick way of checking all occurrences is to do a "search and replace" on this term while you edit. Please also change the word "while" to "although" when it is not used specifically in terms of a time relationship of some sort.

BIBLIOGRAPHICAL MENTIONS IN TEXT

For text mentions of works cited in the bibliography, use the following formatting:

Harvey (2004)
Deitrick (ibid:252)
(Yarnell 2003:286)
Bechert (1972)
(Martin and Press 2000:265-279)

EXAMPLES OF BIBLIOGRAPHY ENTRIES

Book:

Prebish, Charles. *Luminous Passage: The Practice and Study of Buddhism in America*. Berkeley: University of California Press, 1999.

Hammond, Phillip and David Machacek. *Soka Gakkai in America: Accommodation and Conversion*. New York: Oxford University Press, 1999.

Keown, Damien (ed.). *Contemporary Buddhist Ethics*. Surrey, UK: Curzon Press, 2000.

Keown, Damien and Charles Prebish (eds.). *The Encyclopedia of Buddhism*. London: Routledge Curzon Press, 2006.

Chapter in a book:

Keown, Damien. "Are There Human Rights in Buddhism?" In *Buddhism and Human Rights*, edited by Damien Keown, Charles Prebish, and Wayne Husted, 15-41. Surrey, UK: Curzon Press, 1998.

Journal article:

Prebish, Charles. "Two Buddhisms Reconsidered," *Buddhist Studies Review* 10, no. 2 (1993), 187-206.

Keown, Damien and Buddha Shakyamuni. "Ethics and Salsa," *The Journal of Buddhist Ethics* 12 (2004), 132-301.

URL:

Electrobuddha, Cyber. "Buddhism on the Internet," *Buddhist Journal of Cyberspace* 1 (2002). Online. Available HTTP:
<<http://www.bjc.com/%7Eelectrobuddha.html>><http://www.bjc.com/~electrobuddha.html> (accessed 4 November 2002).

IV. EDITING PHILOSOPHY

This is an overview of the copyediting philosophy we follow at the journal. It is meant to serve as a guide only; there are always exceptions to these rules. Thereby, this NEXT style guide is designed for consistency among all articles.

The main thing to keep in mind is that generally speaking, because we are doing academic editing, we are subject to a lot more "picky" rules than general copyediting for business purposes/consumer publications.

Some specifics:

♦ If it is unnecessary to rewrite or change wording in a document, leave the text as is. We basically try to leave the author's voice as is, always correcting errors and rewriting only rarely. Generally speaking, rewriting is not necessary except when checking non-native English speakers' texts. If you do need to rewrite or need clarification as to the meaning of a sentence, it helps to send a query to the author. If you notice a logical error in the text, please make note of it and pass on the text back to the author, who can address this error and make any necessary corrections. Barring a clear grammatical error, the author's voice is primary. You can choose to suggest alternate writing, but you must allow the author the last say on the voice of the article.

STYLE SHEET

Spelling/Hyphenation/Capitalization

A

a priori (no italics)
acknowledgment
adviser
aesthetic
afterward
all right
Americanize
analogue
anātman [doctrine of no-self]
anattā [doctrine of no-self]
ancien régime, the (no italics)
anglicize
anti-Semitic
arabic numerals
Asian American (family)
AUM

B

B.A.
bachelor's degree
behavior
benefited
best-known (when attributive)
Bhagavad Gita (italics)
Bible, the
biblical
big bang theory
bioethics
Bronze Age
Buddha, the
Buddhahood
Buddhist
Buddhist ethics
Buddhist Studies

C

ca. -- change to "circa" or "around" where possible
call for papers
canceled
catalog

chapter one
Christian
Christlike
civilization
classical
coauthor
coeditor
color
consensus
coorigination
copyeditor
criticize

D

Dark Ages, the
de facto (no italics)
descendant
Dharma (italics)
doctor's degree
download

E

e.g. -- change to "for example" where possible
the East, Eastern
ecosystem
ego-self
Eightfold Path, the
embarrass
endeavor
Enlightenment, the
etc. -- change to "and so forth" where possible

F

fall (the season)
ff.
fin de siècle (no italics)
First Noble Truth
Five Precepts, the
fluorescent
foresee
Four Noble Truths, the
Fulfillment

G

Gelugpa order
generalize

glamorous
glamour
Golden Rule, the
green revolution

H

harass
hell-being
Hinduism
homepage
homer
HTML

I

i.e. -- change to "that is" where possible
ibid. (no italics)
idiosyncrasy
inasmuch
indispensable
Indo-European
inoculate
Internet
Iron Age

J

Jew
Judgment

L

labeled
laissez-faire (no italics)
lay people
layman
liaison
lightning
Listserv
Litre

M

M.A.
macroeconomics
Mahāyāna
matter-of-fact (when attributive)
metre
midcentury
Middle Ages, the

middle-class voters; the middle class
mid-June
millennium
Muslim
Mustache

N

neo-Darwinian
Neolithic
neoorthodox
nonattachment
nondualistic
nonessential
nonexistence
nonhuman
nonperson
nonsentient
nonviolent
non-Western

O

ongoing
online

P

pañicca-samuppāda
percent
Ph.D.
postdoctoral
pp.
pratītya-samutpāda
preconference
preempt
president (of the United States); President Bush
privilege
pro-life
protolanguage
prototypical
pseudoheroic

R

rabbi, the; Rabbi Salzman
reaffirm
redit
reestablish
reexamine

Renaissance, the
resistance
reunify
Rig-Veda (*italics*)
roman numerals
romantic period

S

savior
self-consciousness
self-reliant
Shingon
Shintoism
Sixteenth Gyalwa Karmapa
sixth-century poet
socioeconomic
Southeast Asia
space age
spring (the season)
Stone Age
sturm und drang (*no italics*)
supersede
supraliminal

T

Tantra
Tantric
Taoism
theater
Theravāda
Three Jewels, the
Three Treasures, the
three-quarters (of a mile)
totaled
toward (not towards)
transsocietal
tropic of Cancer

U

underused
unselfconscious
unshakable
upload
up-to-date

V

Vajrayāna

Vedic

ॐ ॐ ॐ ॐ ॐ ॐ ॐ ॐ

viz. -- change to "namely" where possible

W

web page

website

well-known (when attributive)

the West, Western

World Wide Web

worldwide

V. SAMPLE LETTERS

In terms of correspondence with authors, I generally create two separate documents – an e-mail message and the questions about the document itself. You can use these texts verbatim or create your own; I am providing these sample letters here to show you what I have developed that results in the lowest number of repeated questions about journal editing policy.

Below you will find a sample e-mail message to authors and two drafts of letters that I send containing questions or comments about the author's document.

SAMPLE E-MAIL TO AUTHORS

Subject: *NEXT Journal* Review (**OR ARTICLE**)

Dear Mr./Mrs./Dr. Samples,

Attached to this e-mail message is a copy of the edited version of your review (**OR ARTICLE**) for the *NEXT Journal*. It is saved in MSword format, so it should open in a version of Word with no trouble. If for some reason you are unable to open the file, please contact me, and I will re-send it.

Feel free to contact me with any comments or questions about the editing that I have done, and please let me know if you approve of the changes that I have made or proposed so that we can get your review (**OR ARTICLE**) into the journal. Should you have questions about the transliterations in your document, please contact the general editor who accepted your document for publication.

Thank you.

Best regards,

Your Name

Copyeditor

NEXT Journal

Your e-mail address

SAMPLE LETTER TO AUTHORS ABOUT ANY QUESTIONS YOU MIGHT HAVE HAD WHILE EDITING

NOTE: I generally write these letters on the first page of the file that contains the edited document. This seems to work better than sending a separate file with questions.

Letter One

Dear Dr. Samples,

Following is the text of your review for the *NEXT Journal*. The following questions arose as I was editing your document.

(1) In the following sentence, the meaning is somewhat unclear. Please let me know what is meant by the underlined phrase.

Sample sentence

(2)

(3)

etc.

Please let me know your thoughts on these questions, and also let me know if you agree with the rest of the editing done to your document. Feel free to contact me with any comments or questions at any time, as well. Once I have heard back from you, I will implement any changes that you want to be made, and we will put your review on the website.

For questions about our house style, please see the *NEXT Journal* website (which will hopefully exist in time) and/or the *Chicago Manual of Style*. For questions about transliterations, please contact the general editor at the *Journal wit no name* with whom you have been working.

Thank you.

Sincerely yours,

Your name

Copyeditor

NEXT Journal

Your e-mail address

Letter Two

Dear Dr. Samples,

Following is the text of your article **(OR REVIEW)** for the *NEXT Journal*. Though I made mostly very minor changes to your document, as I was editing your document, I noticed several instances in which certain letters in words did not come through properly. This is likely due to the fact that your original file contained diacritical marks.

The typical way in which we at the journal deal with this problem is simply to double vowels that require doubling. You will see certain examples of this method as you look through the document. I have highlighted all words that lack certain characters and have highlighted other words that need carefully looking over to ensure that all terms are spelled correctly.

I also had a few questions as I copyedited your document. Please check the following issues carefully:

(1)

(2)

etc.

Please let me know if you agree with the rest of the editing done to your document. Feel free to contact me with any comments or questions at any time, as well. Once I have heard back from you, I will implement any changes that you want to be made, and we will put your article on the website.

For questions about our house style, please see the *NEXT Journal* website and/or the *Chicago Manual of Style*. For questions about transliterations, please contact the general editor at the *NEXT Journal* with whom you have been working.

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Thank you for your attention.

Sincerely yours,

Your name

Copyeditor

NEXT Journal

Your e-mail address