Yoga International Style Guidelines

Names of postures
- Do not capitalize.
- Italicize any Sanskrit names the first time they are used and give translation (can be in parentheses) if the context requires it.

Phonetic spelling of postures and other Sanskrit names
- Where there is a "sh" sound, write out "sh" rather than using just "s." Example: "shirshasana" rather than "sirsasana."

Names of disciplines / systems / philosophies
- Do not capitalize "yoga," "tantra," or "ayurveda."
- Do capitalize "Sankhya."
- There's no need to italicize these names unless they're being defined.

Names of chakras
- Do not capitalize.
- Italicize name and give translation (e.g., "eyebrow center") the first time the name is used if context requires it.
- Chakra spellings: muladhara, svadhishthana, manipura, anahata, vishuddha or vishuddhi, ajna, sahasrara

Other Sanskrit terms
- The first time they are used, italicize them and give translation (can be in parentheses) except for familiar terms such as "asana" and "pranayama."

Referring to titles of books, scriptures, programs, videos, and articles
- Titles of articles and book chapters, when referred to in a line of text, should be in quotation marks. Example: I highly recommend "Five Tips for Better Sleep," an article by Felicia Yawn.
- Italicize all other titles (books, scriptures, programs, and videos) when they are referred to in text. Example: I highly recommend the book *Five Tips for Better Sleep* by Felicia Yawn.
- Note: It's *Yoga Sutra*, not *Yoga Sutras.*
- The words "Vedas" and "Upanishads" are not italicized, but the names of individual Vedas and Upanishads are. Examples: *Yajur Veda*, *Katha Upanishad*.

Comma before "and" in a series

- In a series of three or more items, it's best to use a comma before the "and" to avoid any chance of confusion. Often-cited example: "To my parents, Ayn Rand and God" vs. "To my parents, Ayn Rand, and God."

Spacing

- Leave only one space (not two) between sentences.

Dashes

- The dash that's often used instead of a comma or parentheses—to clarify or elaborate, as shown here, for example—is an "em" dash. To make it in a word document, type a word, no space, then two hyphens side-by-side, no space, then the word after the dash; then hit the space bar. To make it in Google Docs, choose tools, preferences.
  In "replace" type: --
  In "with" type: —
- Another dash, the "en" dash, is shorter and is often used in writing dates and numbers.

Communications / website-related terms

- We are using "email" and "eCourse" (without hyphens).
- Also "iPhone" and "iPad."

Check the YI website!

- Have a question about our use of style or terms (how we spell *kitchari*, for example)? Check out the website and see what we've done! If it's still not clear, then ask someone on staff.

Resources

- *The Chicago Manual of Style*: great for punctuation and all copyediting questions.
- Online or print dictionaries: for spelling/hyphenation of words, as well as synonyms.
- Grammar Girl (http://www.quickanddirtytips.com/grammar-girl) is also a useful online source.