*Style Sheet: Debbie’s Metta Book Project*

*Nov. 10, 2015*

**General Guidelines:** *The Chicago Manual of Style* (16th ed.), *Webster's Dictionary*, Sangha Words, *The Copyeditor's Handbook*, and *Words into Type.*

Font

Gentium Basic 12

Contractions

Contractions okay to maintain casual conversational style. However, it should not be always used.

**Dates/Numbers/Times**

* Whole numbers from one through ninety-nine are spelled out except for percentages (e.g., 85 percent), time, years and dates, page numbers, and chapter numbers; spell out large numbers that can be spelled out in two words (e.g., thirty thousand, five million).
* In numbers of one thousand or more, use commas: (2,098)
* The 1980s (no apostrophe).
* 2003–2004 (en dash, repeat all digits).
* Dates: let’s go with the American practice which is to write date as a cardinal number:

18 April or April 18, not 18th April or April 18th.

**Foreign words**

* Italicize Pali words contextually. FIRST instance if glossed, then normal font. For example, italicize the word “*kamma*” each time it appears. However, if a term is glossed (defined), as in, "*Mettā* (loving-kindness) is one of the four divine abodes. This means that when mettā is developed, it leads to a heavenly realm," italicize "mettā" the first time, but not the second or subsequent times. If the word appears infrequently and far apart, it is preferable to italicize and gloss each instance.
* Do not italicize words that have entered English language, such as Sangha, Dhamma, etc.
* Use Pali over Sanskrit
* Write sutta names as follows: *Dhammacakka Sutta* (S 56:11).
* Do not italicize the following: Pai Canon, Tripitaka, Abhidhamma

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**Abbreviations**

* Spell out United States, United Kingdom (except in quoted material)
* Spell out e.g., i.e., etc. (for example, that is, and so forth)

**Capitalization**

* Capitalize religious festival days, such as Full Moon Day, Lunar Observance Day.
* Capitalize Buddha, Dhamma (as refuge), Sangha (as refuge or Ariya Sangha), Rains Retreat, Vassa, Winter Retreat, Upāsika Day. If “dhamma” is used other than as the refuge (for example, as mental objects), do not capitalize. Do not capitalize "sangha" unless it is directly referring to Sangha as one of the refuges or the Ariya Sangha.
* Capitalize the “Four Noble Truths”
* Do not capitalize: “ajahn,” “anagārika,” “bhikkhu,” etc., unless part of a proper name or title, that is, “Anagārika Tom” or “Nyaniko Bhikkhu.” Example: Ajahn Pasanno said, 'The ajahn is never early and is never late.”
* Do not capitalize “four foundations of mindfulness” unless referring to it as the sutta
* Do not capitalize five faculties of enlightenment, even when grouped as such: faith, energy…

**Hyphenation**

* Hyphenate words at syllable breaks; no double hyphenation (i.e., of an already-

hyphenated word) across a line break; no hyphenation of last word of a paragraph.

**Italics/Quotes**

* Use quotes for emphasis
* Do not italicize block quotes

**Punctuation**

* Use open style, as little punctuation as possible while retaining clarity.
* Ellipsis points: three spaced periods. "All persons born in the United States are . . . ”
* Use commas in lists as “a, b, c, and d” and “a, b, c, or d”

**Spacing**

* Only one space after periods between sentences.

**Special characters**

* Em dash—no adjacent spaces
* En dash used in date (2003–2004)
* Use curly quotation marks rather than straight

**Spelling**

Use American rather than British spelling

Abhayagiri

alms bowl

alms-food

almsround

arahant

arahantship

Bodhisattva

dependent origination (??)

eight precepts

ill will

Internet

laypeople

mind-object

Middle Way

nibbāna

non-returner

once-returner

Rains Retreat

stream-enterer

stream-entry

sutta (no italics)

teachings

*The Middle Length Discourses*

*vipassanā*

*Visudhimagga*

Westerner

samsara

Pali

*kamma*