



Buddhist Studies Review: Guidelines for contributors

Please follow these guidelines when you first submit your article for consideration by the journal editors and when you prepare the final version of your article following acceptance for publication.

Buddhist Studies Review considers submissions from the UK and internationally. It publishes quality articles on any aspect of Buddhism, covering:

- the different countries and regions where Buddhism exists or has existed;
- historical and contemporary aspects;
- theoretical, practical and methodological issues;
- different disciplinary approaches to the subject including (but not limited to) archaeology, art history, anthropology, Asian studies, comparative religion, law, oriental studies, philosophy, philology, psychology, religious studies, and theology.

Each issue includes articles, review essays, and book reviews. It is published simultaneously in print and online. The editors will not consider manuscripts that are under consideration by other publishers. It is assumed that once submitted to *Buddhist Studies Review* articles will not be sent to other publishers until a decision about inclusion has been reached. Material must not have been previously published.

Articles

Articles should normally be up to 12,000 words in length, including the notes but not the bibliography. Authors who wish to submit longer articles should discuss this with the Editors before submission.

While we do publish translations of primary texts, these should be embedded within a scholarly contribution that goes beyond the translation itself.

Review Articles

Review articles are to be 3,000–5,000 words in length. They should review several books and may focus on multiple works of a single author, works in a series, or publications around particular topics.

Book Reviews

Always check with the Book Review Editor before submitting a review in case the book you are interested in reviewing has already been assigned. Book reviews are to be 1,500–2,500 words in length, and as much as possible refrain from the use of notes and references. A book review should include a conflict of interest statement declaring any personal, financial, or professional relationship that could compromise a reviewer's objectivity regarding the book or its author.

Language of Publication

The language of publication is English. The language of submission should be English.

Copyright and Open Access

Buddhist Studies Review is not a fully open access journal but supports both “Green” (sharing of the author final version) and “Gold” (open access publication for a fee) routes to meet funder requirements. Please indicate your open access needs at the point of submission. For further details regarding copyright and open access arrangements, please refer to the *Buddhist Studies Review* page at www.equinoxpub.com/BSR.

Review Process

All submissions are evaluated through a review process, and this may include review by both editorial board members and external reviewers. The Editors will make every effort to have all submissions evaluated in a timely manner.

Submitting via the online system

We normally accept only online submissions via the website.

Online submission is a five-stage process. Once you have begun, you will be prompted to supply various types of information (metadata) along with your actual article, including a 150 word abstract (book reviews do not require abstracts) and three to five keywords, a short biographical statement, contact details and appropriate Library of Congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership.

You will be asked to upload your article. Your submission should be in Microsoft Word. If using another word processor, convert the final file into Rich Text Format (RTF). See below for information about formatting and style conventions.

PDFs are not an acceptable format for submission; you can upload a PDF through the system as a supplementary file following submission of the Word file if you wish to bring to the attention of the Editors any particular features that will be required at the layout stage or to clarify font usage, and it is advisable to upload a supplementary PDF file if your submission includes characters outside the usual Western character set. There is a separate step in the process for this, or to upload any other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d) audio/video material. If you intend these to become an official part of the article, please indicate in a note to the Editors. Some material may be suitable only for the electronic version of the journal.

After submission, if your article is considered suitable for the journal, it will be sent for peer review.

Ensuring a Blind Peer Review

All articles that are considered for publication are peer-reviewed. To ensure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word ‘author’ for your own personal details and for the actual title of the work cited. Do not include Acknowledgements in your submission for review.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.

3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

After peer review

Depending on the peer reviewers' recommendations, your article may be either rejected, accepted subject to revisions, or accepted with no revisions required. Once a revised article has been accepted, we will attempt to give an indication of when publication will take place.

Before submission of your final text, you will need to clear copyright for any copyrighted material that you use or quote, including artwork.

After type-setting, authors of articles and book reviews will be emailed a proof as a pdf file and will normally be expected to return these within 14 days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.

Style rules

All articles and reviews accepted for publication must conform to the following style rules:

General

- Submissions should be **single spaced**, using a **12-point font**, with **pages numbered consecutively** throughout.
- Use a **Unicode font** (such as Gentium Plus, which can be downloaded for free) to ensure correct display of non-Western character sets, including diacritical marks.
- Use **capitalization** sparingly. Buddhist terminology should generally not be capitalized except for very specific purposes. Use initial capitals for titles of texts but not genres or concepts.
- Italicize all **non-English words**, but not a final English pluralizing *s*, if this is added. Words that appear in the Oxford English Dictionary (e.g. dharma, karma, nirvana) should normally be spelled without diacritical marks and presented without italics. **Proper nouns**, including names of persons, places, and schools of Buddhism, should *not* be italicized, but should usually retain their diacritical marks (e.g. Mahāyāna).
- **Italicize** the titles of Buddhist texts, including text collections, e.g. *Tipiṭaka*.
- All **notes**, both substantive and referential, should be provided as footnotes using the footnote/endnote tools in Word. Note numbers should usually come after punctuation. When notes refer to one another, e.g. 'see n.10', this should be highlighted in some colour, as it may need to be changed in the editing process.
- **Quotations**, if more than three lines, should normally be indented, without opening and closing quotation marks, in 11-point font, with a blank line before and after. Quotations of up to three lines should form part of the text and should be indicated by double quotation marks. Single quotation marks should be used *only* for quotations within quotations. **Elipses** ("...") may be used, without parentheses, to indicate material omitted from the middle of a quotation, but should not be used at the beginning or end of a quotation. There should be no **punctuation** marks between the last word of a quotation and the closing quotation mark, unless the quotation is a complete sentence ending in a full stop. **Square brackets** should be used to indicate text inserted into a quotation by the author, e.g. [sic].
- All sources referred to in the text and notes should be listed at the end of the article, in alphabetical order according to the style outlined below, as a **Bibliography**.

- Any **acknowledgements** should be placed at the end of the article, before the end matter (Abbreviations, Bibliography). Acknowledgements should not be included in the copy submitted for review.
- Do not have a blank line between **paragraphs**, but inset the first line of each paragraph, except those that directly follow a heading.
- **British spelling** is preferred; contributors may opt to use US or Canadian standards of spelling but must stipulate this at the time of their submission
- Use **gender-inclusive** language wherever possible (e.g. ‘humanity’ rather than ‘man’). When personal pronouns are used, the use of plural or gender-neutral forms (they/them) is recommended.
- **-ize spellings** should be used (recognize, emphasize, organization, etc. BUT analyse [analyze where US spelling is stipulated], exercise, etc.).
- **Numerals** are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc.
- **Possessives**: for possessives of proper names ending in a (pronounced) s add ’s, e.g. Childs’s Introduction, Jones’s views. The exception is for ancient names, e.g. Jesus’, Barthes’, Descartes’ etc.
- Use: focused, focusing etc (not focussed, focussing); first, secondly, or first, second (but not firstly); acknowledgment, judgment.
- **‘E.g.’ and ‘i.e.’** are only permissible in the body of the text if they introduce a list or are within parentheses. Likewise, avoid **‘etc.’** unless it is in a footnote. Do not use op. cit. and idem, and avoid ibid. Avoid ‘f.’ and ‘ff.’
- **Hyphens and dashes**: Do not divide long text titles or compounds in Asian languages with hyphens, except for specific purposes. Use en dash for runs of page numbers or dates, e.g. 236–38, not 236-38. For dashes in-text, use the em dash without spaces: text—text.
- Use **BCE and CE** (rather than BC and AD); these should be unpunctuated and may be set in small capitals. For full **dates format** as 1 March 2003.

Transliteration

- Always use appropriate diacritical marks on Pali and Sanskrit words, transliterated according to the IAST standard. For other South Asian languages ISO 15919 may be more suitable.
- Where East Asian ideograms are used, also provide in brackets a transliteration using the appropriate system (see below). Size ideograms at 10pt to avoid them looking over-large in relation to the surrounding 12pt text.
- For Chinese, use the modern Pinyin transliteration system.
- For Japanese, use the Hepburn transliteration system.
- For Tibetan, use the Wylie transliteration system.
- Transliterations of other languages should follow an accepted standard. For languages in which transliteration cannot capture both pronunciation and etymology (as in e.g. Thai), the original script may be included following transcription. This should be done consistently throughout the article. The chosen transliteration practice should be indicated in a note at the first occurrence.
- When Pali or Sanskrit is added in brackets within a quotation, it should include word endings as in the original source but use stem endings for words used/discussed in the text.

Figures

- Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data.
- Authors are responsible for obtaining and paying for all copyright and reproduction charges.
- Images must be accompanied by a short alternative description (alt text), which should be no more than 125 characters long and should briefly describe the information visually presented by the image in question. Please do not repeat the caption, or start the alt text with 'Image of'. This description is intended to be read out by a screen-reader and is essential for the accessibility of your published paper. This piece of text will not be visible to readers in the final proof and will be coded into your paper.

For example, the following Figure has the caption 'Suwa, a traditional Ethiopian beer essential to social gatherings'. Appropriate alt text could be: 'A plastic cup, filled with a dark-brown liquid, is being held by a person standing outside a house, in a group.'



Headings

- Title of paper: 16 point, bold, centred, lower case, with first letters of all words in capitals.
- Author's name (not included in version submitted for review): 14 point, not bold, small capitals, centred
- Author's details (not included in version submitted for review): 12 point, not bold, small capitals, centred
- Abstract [the heading]: 14 point, not bold, small caps, centred
- Abstract [text, around 150 words]: normal text, inset
- Keywords [the heading]: 14 point, not bold, small caps, centred
- Keywords: 12 point normal text, centred
- Main headings: 14 point, bold, centred, lower case, only a capital on the first word (unless a word normally has an initial capital letter).
- Sub-headings: 14 point, normal text, centred, lower case, only a capital on the first word (unless a word normally has an initial capital letter).
- Sub-sub-headings: 14 point, italics, centred, lower case, only a capital on the first word (unless a word normally has an initial capital letter). De-italicise words that would otherwise be in italics.
- Add a blank line after a heading, but do not indent the start of the first paragraph.

Referencing and Bibliography

Use the **Chicago Author-Date system**, providing a citation in parentheses after a direct quotation or discussion of a source, for example as follows (Williams and Jones 1989, 62; Smith et al. 2002a, 3–14). Note there is no comma after the author, and there is a comma, not a colon, after the date.

References to passages in Buddhist texts may be given using a system of abbreviations. Ensure each abbreviation is introduced upon first use, and also included in an Abbreviations list before the Bibliography, with cross references to the editions and translations used; full details of these should be provided in the Bibliography. When providing *Taishō* references beyond simply the text number of any text (e.g. T262), include the volume number before page, column and line number, without any full stops, e.g. T262 (9) 10b29.

References within the text that become too long, including references to online sources, should be put in a footnote. When citing online sources in footnotes give the URL then date accessed in brackets, e.g. *Digital Dictionary of Buddhism* entry for 般若 :
<http://www.buddhismdict.net/cgi-bin/xpr-ddb.pl?q=般若> (accessed 4th December 2024).

If there are several references to the same source within a single paragraph, there is no need to repeat the author and date: just give the page number in brackets, e.g. (p.63). If you mention the name of an author in the sentence that refers to or quotes from them, there is no need to repeat their name in the reference: just give the date and page number.

The following abbreviations should be used: ed. (editor, edited by), eds. (editors), 2nd ed. (second edition), trans. (translator(s), translated by), repr. (reprint), rev. (reviser, revised by) vol./vols. (volume).

Bibliography

The Bibliography should list sources alphabetically and then chronologically by author. Use a hanging indent and do not leave a line between entries. When there are two sources by the same author from the same year, indicate this by adding a, b etc. after the date, e.g. 1990a and 1990b. Articles from periodicals or titles of book chapters are placed within single quotation marks. Book and journal titles are in italics. Capitalize significant words in book, journal and paper/chapter titles. Use an ampersand (&) in lists of two or three authors, but omit 'and' or the ampersand for lists of four or more names.

For **books**, give: author, forenames or initials (as they appear in the article), date, title (italicized), place of publication, and publisher, for example:

Seeger, Martin. 2018. *Gender and the Path to Awakening: Hidden Histories of Nuns in Modern Thai Buddhism*. Chiang Mai: Silkworm Books.

For **journal articles**, give: author, forenames or initials (as they appear in the article), date, title of article (in quotation marks), journal title (italicized), volume and issue numbers, and page numbers, for example:

Gummer, Natalie, D. 2012. "Listening to the *Dharmabhāṇaka*: The Buddhist Preacher in and of the Sūtra of Utmost Golden Radiance." *Journal of the American Academy of Religion* 80(1): 137–160.

There is no need to give the publisher or place of publication for journals. Journal titles should be given in full, not abbreviated.

For **chapters in edited books (or encyclopaedia entries)**, give: author (of the chapter), forenames or initials (as they appear in the article), date of the book, title of chapter (in quotation marks), In, book title (italicized), edited by, name(s) of editor(s), page numbers of the chapter, place of publication and publisher, for example:

Park, Pori. 2012. "The Establishment of Buddhist Nunneries in Contemporary Korea." In *Korean Buddhist Nuns and Laywomen: Hidden Histories, Enduring Vitality*, edited by Eun-su Cho, 165–181. Albany: State University of New York Press.

For **websites**, give the name of the site, sub-page and route there indicated by arrows (>) and its address if it has a separate one. Add any other information that helps locate the passage, e.g. title of a heading it is under. There is no need to include 'http://' if the url starts 'www'. Give an author if one is listed. Add date accessed. For example:

Access to Insight, www.accesstoinsight.org/index.html>The Path to Freedom>

Dhamma>Generosity: www.accesstoinsight.org/ptf/dana.html. Accessed on 20th April 2021.

For details of how to cite other types of source see the [Chicago Manual of Style, 17th edition](#).

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