



## Manuscript Preparation Guide

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The *Journal of Contemplative Studies* (JCS) is a peer reviewed, open-access journal published by the Contemplative Sciences Center at the University of Virginia. JCS publishes original research and scholarship on issues and topics related to contemplative practices, both historical and contemporary. The focus of the journal is humanistic studies on contemplation and transdisciplinary scholarship with a humanistic core.

Submissions are accepted on a rolling basis. Each submission will advance through double blind peer-review, proofing, and digital publication. JCS does not charge publication fees because it is funded and sponsored by the Contemplative Sciences Center at the University of Virginia. The journal adheres to the [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/4.0/) Creative Commons Public Domain License for submissions.

### **Content Types**

We publish Research Articles, Book Reviews, Special Issues, and Blog Posts:

- *Research Articles* have a suggested word count of 8,000 to 15,000 words and use endnote citations (*Chicago Manual of Style*, 17th ed.). Endnotes should comprise no more than 30% of the word count (i.e., endnotes for a 12,000-word article would be around 3,600 words.)
- *Special Issues* on related topics with guest editors
- *Feature Book Reviews* have a suggested word count between 1,800 and 2,500 words
- *Book Briefs* are shorter reviews, with a suggested word count of 600 to 1,000 words
- *Blog Posts* are brief communications with a suggested word count that is up to 1,500 words in the form of community news, commentary or opinion pieces, new book announcements, research notes, and conference or workshop reports.

\*Contact the JCS Editors via email for submissions with different word counts.

### **Submission Preparation**

The *Journal of Contemplative Studies* follows the [Chicago Manual of Style](https://www.chicagomanualofstyle.org/), 17th edition (CMOS 17), for general grammar and usage guidance, except where CMOS explicitly conflicts with the guidelines set forth below.

### **Formatting**

- Font = Times New Roman, size 12

- 1” margins on every side
- Double-spaced, including endnotes and Works Cited
- Use tabs at the start of paragraphs, no additional spaces between paragraphs
- Block quotations for more than 50 words of prose, or more than three lines of poetry
- One space after punctuation

## Citation Style

### General

Unless otherwise noted in the instructions or template for a specific content type, use [Chicago Manual of Style’s notes \(endnotes\) and bibliography](#) system for citations.

\*NOTE: Always use **Title Case** (Headline Style) capitalization for all books, chapters, and articles and always italicize books.

\*NOTE: [Google Scholar](#) provides citations for academic articles in each of the major styles including Chicago. These versions are often incomplete or inaccurate and should only be used as a starting point.

### Examples

#### *Books and Chapters*

Last Name, First Name [of first author], Next Author [First Name Last Name include all authors separated by commas with “and” before last one]. *Title of Book*. Location of Publisher [e.g., New York, NY]: Publisher, Date. URL [with hyperlink to book page on publisher’s website or if none to Google Books.]

#### **E.g.**

Altwater, Elmar, Eileen Crist, Donna Haraway, Daniel Hartley, Christian Parenti, and Justin McBrien. [Anthropocene or Capitalocene?: Nature, History, and the Crisis of Capitalism](#). Oakland, CA: Pm Press, 2016.

Seppälä, Emma M., Emiliana Simon-Thomas, Stephanie L. Brown, Monica C. Worline, C. Daryl Cameron, and James R. Doty, eds. [The Oxford Handbook of Compassion Science](#). New York, NY: Oxford University Press, 2017.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Batson, C. Daniel. “The Empathy-Altruism Hypothesis: What and So What?” In *The Oxford Handbook of Compassion Science*, edited by Emma M. Seppälä, Emiliana Simon-Thomas, Stephanie L. Brown, Monica C. Worline, C. Daryl Cameron, and James R. Doty, 7–40. New York, NY: Oxford University Press, 2017.

### ***Academic Articles***

Last Name, First Name [of lead author], Next Author [First Name Last Name-- Include all authors separated by commas with “and” before last one]. “Title of Article.” *Journal* vol, no. x [date]: page number-page number. doi:# [include hyperlink].

Note: For more than 10 authors of an article, list the first seven followed by **et al.**

#### **E.g.**

Roeser, Robert W., Kimberly A. Schonert-Reichl, Amishi Jha, Margaret Cullen, Linda Wallace, Rona Wilensky, Eva Oberle, Kimberly Thomson, Cynthia Taylor, and Jessica Harrison. “Mindfulness Training and Reductions in Teacher Stress and Burnout: Results from Two Randomized, Waitlist-Control Field Trials.” *Journal of Educational Psychology* 105, no. 3 (2013): 787. [doi.org/10.1037/a0032093](https://doi.org/10.1037/a0032093).

### ***Popular Press***

Last Name, First Name [of lead author], First Name Last Name, First Name Last Name, ... and First Name Last Name. “Title of Article.” *Magazine or Website*, Date. Accessed [list current date]. URL [with hyperlink].

#### **E.g.**

Kolbert, Elizabeth. “The Fate of Earth.” *The New Yorker*, October 12, 2017. Accessed July 16, 2019. <https://www.newyorker.com/tech/annals-of-technology/the-fate-of-earth>

Goleman, Daniel. “Wired for Kindness: Science Shows We Prefer Compassion, and Our Capacity Grows with Practice.” *Washington Post*, June 23, 2015. [https://www.washingtonpost.com/news/inspired-life/wp/2015/06/23/wired-for-kindness-science-shows-we-prefer-compassion-and-our-capacity-grows-with-practice/?noredirect=on&utm\\_term=.7d98242a9e44](https://www.washingtonpost.com/news/inspired-life/wp/2015/06/23/wired-for-kindness-science-shows-we-prefer-compassion-and-our-capacity-grows-with-practice/?noredirect=on&utm_term=.7d98242a9e44).

Germano, William. “Futurist Shock.” *Lingua Franca* (blog). *Chronicle of Higher Education*, February 15, 2017. <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/>.

### ***Audio/Video***

Last Name, First Name [main subject of the recording]. “Title of Podcast Episode or Film.” *Name of Podcast or Producer in Italics*. Type of recording [e.g., YouTube video, or Podcast audio], date of recording. URL [with hyperlink].

#### **E.g.**

Aguilar, Elena. “Twelve Ways Teachers Can Build Their Emotional Resilience.” *The Cult of Pedagogy Podcast with Jennifer Gonzales*. Podcast audio, May 5, 2018. <https://www.cultofpedagogy.com/resilience/>.

Davidson, Richard. “The Four Constituents of Well-Being.” *Greater Good Science Center*. YouTube video, January 28, 2016. <https://www.youtube.com/watch?v=HeBpsiFOiTI>.

Davidson, Richard. “A Neuroscientist on Love and Learning.” *On Being with Krista Tippett*. Podcast audio, February 14, 2019. <https://onbeing.org/programs/richard-davidson-a-neuroscientist-on-love-and-learning-feb2019/>.

## **Transliteration**

### **Arabic**

Follow the [International Journal of Middle East Studies transliteration chart](#).

### **Chinese**

Use [Pinyin romanization](#) following guidelines from the ALA-LC.

### **Japanese**

Use the [ALA-LC Japanese romanization](#).

### **Pali**

Use standard diacritics as in the [ALA-LC Pāli romanization](#).

### **Persian**

Follow the [International Journal of Middle East Studies transliteration chart](#).

### **Sanskrit**

Use standard diacritics as in the [ALA-LC Sanskrit and Prakrit romanization](#).

### **Tibetan**

Use the Tibetan and Himalayan Library (THL) [Extended Wylie Transcription system](#) for Tibetan romanization and the [THL Simplified Phonetics Transcription](#) system for phonetics.

### **Turkish**

Follow the [International Journal of Middle East Studies transliteration chart](#).

**For other non-Latin alphabets not specified above, [use the Library of Congress ALA-LC Romanization Tables](#).**

## **Images**

Submit images as JPEG files, resolution of 300 DPI. It is the author’s responsibility to obtain any necessary clearances or permissions to reproduce and pay any associated fees. Please include appropriate caption, copyright, and photographer credit information, as applicable.

## Guidance on use of non-English language use

### Non-English terms

- Regarding non-English language terms, the *JCS* generally encourages the foregrounding of English-language translations or equivalents whenever possible. The journal invites an interdisciplinary scholarly readership and aims to be accessible to multiple fields within and outside of academia. The journal also understands the need to ground scholarship in particular traditions, languages, and cultures being studied. With a view to balancing these two necessities, *JCS* recommends the following:
  - All instances of non-English language terms that have not been assimilated into English (e.g., karma, yoga, etc.) should be italicized.
  - To increase the legibility and accessibility of the *JCS*, the use of italics in general and italicized terms from non-English languages specifically should be limited to the extreme. Thus, English-language translations, equivalents, and glosses should be foregrounded.
  - Foreign terms should *only* be used in place of an English translation, etc., when the author is self-consciously prioritizing the semantics, syntax, or some other fact of the original language within their arguments or the thematization of their subject. When the semantics, syntax, etc. are not being prioritized, then an English translation is to be used without a parenthetical gloss of the term in its original language. The only other exception is when the translation of a given term is deemed impossible or inadequate by the author, though in these instances such a choice should be justified in the article itself by the author.
    - This should hold whenever an author is using a non-English term in their sentences without parentheses:
      - For example:

“The Pāli term *bodhisatta*, usually translated as ‘awakened being,’ has an ambiguous etymology, where *-satta* has several possible roots . . . ”
      - Here a fact about the term itself is being thematized, and so use of the non-English term is encouraged.
    - This should also hold whenever an author is giving an English translation followed by a parenthetical gloss in the original language:
      - For example:

“Awakened being (*bodhisatta*) may be an inaccurate or underdetermined translation. When we look at the possible etymologies discussed above, we might . . .”

- Again, a fact about the original language is being thematized and so a parenthetical gloss using that language is appropriate.
- To reiterate, using parenthetical glosses merely to indicate that an English term has a non-English equivalent is inappropriate for this journal.
  - For example, **not**:
 

“For Longchenpa, awareness (*rig pa*) is transformed from being the mere loci of consciousness within an individual to being . . .”
  - There are no features of the term itself, its semantics or syntax, under discussion, and so a gloss with the original language’s term is inappropriate for the *JCS*.
- When a foreign term is used within the text itself, which is only acceptable under the above parameters, the author should always provide a definition, gloss, or possible translation in English.
  - For example:
 

“The Pāli term *bodhisatta*, usually translated as ‘awakened being,’ has an ambiguous etymology, where *-satta* has several possible roots . . .”
- The use of diacritics in the *JCS* will depend on each article’s particular approach: articles based in texts and traditions of the languages in question will be encouraged to use diacritics while articles that mention terms (especially those that have been incorporated within at least some English usage, like *mandala*, *vipashyana*, etc.) in such a way that is not located in the traditions that use the source language of such terms (for instance, the Jungian use of *mandala*’s) then diacritics are discouraged.
- Authors that wish to coordinate more than 3–5 technical key terms may wish to create a glossary as an appendix to their articles. This glossary should include, at a minimum, the translations of these key terms as they appear in the article and the original non-English terms. The glossary may also include definitions of those terms, where they appear in the article (or, for special issues, in what other articles they appear within with reference to how they are translated in those articles), and

other possible translations of those terms. Other things like disambiguating terms translated in multiple ways in the article may appear in the glossary as well.

### Citation of non-English text

- All non-English text that is cited should be translated by the author. The rules as to when to leave select terms untranslated and when to give parenthetical glosses of the translation with the original language are the same as discussed above in the guidance on non-English terms.
- When cited, the original text should not appear in the endnotes. Rather, the reference material and location of the quotation in the original text is sufficient. This is for multiple reasons:
  - All articles must be legible and accessible to scholars who are not fluent in the language cited.
  - The editorial staff does not have the requisite expertise to check many language's spelling, grammar, etc. and does not have the resources to check the non-English text cited against how it appears in the original source.

### Non-English titles of works

- Foreign language texts, when discussed in text, should be mentioned with an English translation of the title. Authors can place the title in the original language either in parentheses following the translated title or in an endnote citing the text at the first mention of the text. All subsequent mentions should be shortened (if possible) and in English.
  - Titles of foreign language texts may be shortened: I.e., the *Treasury of Metaphysics* may become the *Treasury*.
  - BUT: *JCS* will not include any abbreviations of a text's title into initialisms: I.e., *Abhidharmakośa* will not become ADK.

### **Submission Checklist**

Manuscript submissions must:

- Adhere to the Manuscript Preparation Guide
- Be in a Microsoft Word document
- Not be under consideration elsewhere
- Omit references that identify the name of the author(s) for Research Articles that are to undergo peer-review
- Provide an abstract of the article (150-200 words)
- Provide keywords list after abstract
- Include endnotes and list of Works Cited, if applicable

- Include complete captions, credit, and copyright information or authorization to reproduce for all images, if applicable
- Sign the Author Agreement

To submit a Research Articles or Book review, register and follow the process via the [JCS Submission portal](#).

Special issue proposals are being accepted via the [Special Issue Proposal Form](#). To submit a post for the [JCS Blog](#), submit directly via the [Contact Us](#) form.

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