Shang Shung Publications

Style Sheet

Last Updated: July 15, 2017

Contents

1. General Principles

1.1   SSP uses U.S. spelling and punctuation, including for transcriptions. Set the spell-checker to U.S. English and spell-check frequently, in particular prior to delivery.
> Typical U.S. spellings (examples only):
> Skillful is spelled with two l's. Traveler and tranquility with one.
> Toward, forward, backward, etc., have no "s" on the end. Amid and among have no "st." While rather than whilst.
> Color rather than colour, practice rather than practise, recognize rather than recognise, center rather than centre
> Avoid the use of "shall" for "will"
> However, do not modify spellings in quotes of published material.

1.2   SSP primarily uses *Merriam-Webster's Collegiate Dictionary, Eleventh Edition,* and *The Chicago Manual of Style, Sixteenth Edition* ("CMS"), to clarify any issues regarding style and spelling.[1]

1.3   Although it is best to follow the principles set out in this style sheet, for any given project it is also possible to define any deliberate departures from the standard style, ideally in coordination with the author, translator, or supervising editor. It is always good practice to document any choices made for a given publication in a separate style sheet, particularly with respect to the treatment of Tibetan and Sanskrit terms. For an example see https://docs.google.com/document/d/1FsawX2Ko-YuEm484Nlae6K6yGBasq6E7OdUydaUchM4/edit.

1.4   Use Microsoft Word or Word for Apple for text documents whenever possible.

1.5   Save a backup copy of the document as you received it under a clearly recognizable name, for instance by including the word "original" and the date in the filename.

1.6   Use Word's Track Changes feature in all stages of your work. To see only the clean final version, select "Final" from the dropdown menu on the "Review" tab (MS Word 2007, can vary in different versions).

1.7   For prelayout manuscripts, keep formatting to a minimum. As a rule, use a simple font (Times Roman or Arial) in 12 points for body text. Nonetheless, it is useful to use distinguish subhead levels (flush left) with boldface and varying font sizes.

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[1] *The Chicago Manual of Style* is available online at www.chicagomanualofstyle.org, but annual subscription is required. Merriam-Webster publishes a number of dictionaries. *Chicago Manual of Style* prefers *Merriam-Webster's Collegiate Dictionary, Eleventh Edition*, "for general matters of spelling" and says that it "normally opts for" the first spelling listed. The free online dictionary at www.m-w.com is based on the print version of the *Eleventh Edition*.

1.8   Use the Insert/Page Number feature to add page numbers to the document if they have not yet been inserted.

1.9 If no table of contents exists yet, prepare either a manual or automated table of contents to gain an overview of the book's structure. Prior to layout, the table of contents need not include page numbers. However, it is important to update it frequently to ensure that it reflects any changes to headings and subheadings. Use the title "Contents" for the table of contents.

1.10   Do not use multiple spaces or tabs for indents. Use Word's indentation feature or, better yet, no indents at all as they will be added with styles in layout. Use a single regular hard return between paragraph as indents will be added in layout. To visually distinguish paragraphs in the editing phase, you can use Word's paragraph spacing feature (adding, for instance, 10 points after each paragraph). It is generally best to use left justification during the editing phase because it will make it easier to see excess spaces.

1.11   Periods are followed by one space only. As a rule, never use more than one consecutive character space. Check the file prior to delivery and eliminate multiple spaces.

1.12   At least occasionally use Word's feature to show hidden paragraph marks, spaces, and other hidden formatting symbols to check the underlying formatting of the document you are working on.

1.13   Follow the uppercase/lowercase, italic/roman conventions given in this style sheet unless a specific style sheet has been provided for the project you are working on.

1.14   Enclose quoted words, phrases, and sentences in double quotation marks. Enclose quotations within quotations with single quotation marks and use double marks for quotations within these, and so on. See 2.3 for a discussion of how to avoid excessive quotation marks.

1.15   In keeping with U.S. punctuation style, periods and commas are placed before double or single closing quotation marks. Colons and semicolons are placed outside. Question marks and exclamation marks are inside quotes if part of the quoted material, in which case no final period is used. Consistently use "smart" quotes for single and double quotation marks and apostrophes (always taking care that they are correctly oriented, especially in Wylie; see 3.2 below).

1.16   If quoted material of more than one paragraph cannot be set as a block quotation (which is normally preferable), quotation marks are needed at the beginning of *each* paragraph but at the end of only the *final* paragraph. (Note that each successive paragraph must begin on a new line, as in the original.) The same practice is followed in dialogue when one speaker's remarks extend over more than one paragraph.

1.17   When a colon is used within a sentence, the first word following the colon is lowercased unless it is a proper noun. When a colon introduces two or more sentences,

when it introduces speech in dialogue or an extract, or when it introduces a direct question, the first word following the colon is capitalized.

> CESĂD MAYIN BĂRQAD ŃESBAR SEL: Here we ask for help to prevent obstacles to our life before its length has been exhausted. To explain, from a person's birth year and other factors, we can predict how long that person will live.
> SÀMBA LHUNGYĬS DRÙBBAR JYĬNGYĬS LÓB: here we are again asking Guru Padmasambhava to fulfill all our desires, such as our desire to live longer and overcome obstacles to the life.

1.18 Punctuation marks are set in the same font as the main or surrounding text. For instance, a comma following an italicized title or term is set in roman type like the rest of the surrounding text. In cases where the use of italics and romans is reversed, the opposite applies.

> Lopön Tenzin Namdak, *A Short Biography of Tapihritsa*.
> *Awareness-holders, together with your attendants, the* ḍākas *and* ḍākinīs*, you have come to accompany me to the Pure Realm of the Sky-Farers.*

1.19 It is permissible to make minor punctuation modifications to quoted titles to adapt to the style of the work itself. For instance, series commas may be added and ampersands may be replaced with "and." Capitalization may be changed to headline style or sentence style, whichever is applicable. Periods between titles and subtitles may be replaced with a colon.

> Chögyal Namkhai Norbu, *Drung, Deu, and Bön*

1.20 Footnote or endnote numbers are placed after all punctuation except dashes and are always in superscript roman type (even after italics). Avoid placement of notes in headings and subheadings when possible.

1.21 Use series comma consistently since it prevents ambiguity in some instances. The series comma is inserted before *and* or *or* in a series of three or more elements:

> Sound, light, and rays.

1.22 Avoid the use of ampersands (&).

1.23 In long listings, use semicolons rather than commas between elements:

> General symptoms include weakness; a sensation of abdominal fullness; panting; palpitations; pale tongue, gums, and lips; abdominal heaviness when moving; and swellings.

1.24 Spell out all whole numbers from one to one hundred, round numbers (five hundred, but not 550), and any number at the beginning of a sentence. Use numerals for all other numbers. In instances such as listings where numbers above one hundred appear in the same category as one- or two-digit numbers, you may opt to use numerals as an exception. Spell out centuries (twelfth century, eighth-century master). Spell out numbers that are part of titles (Fourteenth Dalai Lama).

1.25 Spell out ordinals lower than one hundredth (second, fifth, twenty-third) and avoid the use of abbreviated ordinals (2nd, 5th, 23rd) except where appropriate in notes and the like. When abbreviating ordinals, do not use superscript.

1.26 For page numbers and the like, either give the full form of numbers everywhere (e.g., 234–235, 25039–25041) or consistently abbreviate inclusive numbers according to the following, more complicated, system:

> First number less than 100, use all digits of second number: 1-11, 71-72, 93-126
> First number 100 or multiples of 100, use all digits of second number: 100-157, 200-210, 500-892
> First number 101 to 109, 201 to 209, etc., use changed part only of second number: 103-9, 308-56, 1103-4
> First number 110-199, 210-299, etc, use two digits for second number unless more are needed to include all changed numbers: 459-62, 681-82, 1782-893
> However, do not abbreviate inclusive roman numerals: xxiv-xxviii

1.27 If abbreviating inclusive numbers also abbreviate inclusive years (for birth and death dates, for instance) when falling within the same century, but not when multiple centuries are involved (see also 1.24):

> 1816-61, 1888-1962

1.28 As a general rule, do not use contractions except in direct speech. However, when a text or passage is of a less formal nature, it sometimes makes sense to use contractions sparingly:

> Without forcing ourselves to do something that does not fit us, we need to find a way to apply Guruyoga that is compatible with our condition. It is like wearing shoes. If they don't fit, we don't wear them.

1.29 Do not capitalize directions (east, west, north, south, eastern, western, etc.) except in the context of Eastern and Western philosophy, way of life, and so on, or directions that are part of proper nouns (North America, East Tibet). An easterner or northerner from a specific country would be lowercased.

1.30 Use headline style capitalization for all first- and second-level headings. (1) Capitalize the first and last words in titles and subtitles as well as all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions). Be aware that *is* and *be* are verbs, and as such are capitalized according to this rule. (2) Lowercase the articles the, a, and an (except at the beginning of a title). (3) Lowercase prepositions shorter than four letters. For visual appearance, prepositions longer than five letters can be uppercased (such as *about*, *between*, and *through*). Other exceptions can be made for titles (*Awakening Upon Dying*). (4) Lowercase the conjunctions *and*, *but*, *for*, *or*, and *nor*. (5) Lowercase *to* and *as* regardless of their grammatical function. Use sentence-style capitalization (only first word and proper nouns capitalized) for lower level headings, making an exception to this rule in a consistent manner if necessary. (6) The

pronouns *that* and *which* are always capitalized in headline style. (7) See 1.34 below for treatment of hyphenated compounds.

1.31   Convert all cap headlines to headline style to facilitate the layout process (it is easier to convert back to all caps than vice versa).

1.32   In general, use *that* for restrictive clauses and *which*, preceded by a comma, for nonrestrictive clauses. Refer to *The Chicago Manual* and the Internet for examples and clarification.

1.33   Words formed with the prefix non- are not hyphenated, except when including proper nouns.
>   nondual, nongradual
>   BUT
>   non-Buddhist

1.34   Refer to the CMS hyphenation guide for hyphenation of colors, age terms, and adjective forms. The document is available in the SSP Language Resources folder on Google Drive.

1.35   Uppercase all elements of proper nouns that are hyphenated compounds except articles, prepositions, and coordinating conjunctions (*and, but, for, or, nor*). Exceptions to this rule are acceptable for visual considerations.
>   the All-Creating King
>   Total Self-Originated Instant Presence
>   Wish-Fulfilling Treasure

1.36   For dashes, consistently use one en dash flanked by two spaces:
>   In Atiyoga, everything that exists – all phenomena that pertain to cyclic life and its transcendence – is the great sphere of the expanse of the true nature of reality.

1.37   Since translated English titles of Tibetan or Sanskrit works not published in English occur frequently in Shang Shung Publications material, usually such titles are given in English in headline style capitalization and italics (book-length works) or quotation marks (articles, essays, and the like), followed in the first instance only by the original Tibetan title in Wylie and italics (or italicized Sanskrit title with diacritics) in parentheses. Alternatively, all such Tibetan titles can be given in the notes. The decision whether to place Wylie or original Sanskrit titles in the body of the text or in the notes should be followed consistently within a given book. Published English translations of Tibetan works are treated in a similar manner.

1.38   Titles of Tibetan texts given in phonetic Tibetan are italicized and capitalized using headline style. In general, however, titles of Tibetan works occurring in body text are given in English translation; the original Tibetan titles are given in Wylie or, increasingly, Tibetan script and are best placed in end matter (such as index of terms, bibliography, or appendix).

Longchen Nyingthig

1.39 Titles of *terma* cycles are capitalized (headline style) and italicized, regardless of length.
> This *yidam* practice of Tragpo Takhyung is from the *Longchen Nyingthig.*

1.40 Titles of short works are capitalized (headline style) and set in quotation marks, but not italicized. However, this rule does not apply to the title of *termas*, which are italicized regardless of length. Note retention of publication title spelling and capitalization style in first example, a bibliographical entry.
> Neumaier, Eva K. "The rMad du byung ba in Its Three Versions," in Ramon N. Prats, ed., *The Pandita and the Siddha: Tibetan Studies in Honour of E. Gene Smith*, 171–78. New Delhi: Amnye Machen, 2007.
> BUT
> The *Invocation of the Lamp* belongs to *The Secret Treasure of the Vajra of Luminous Clarity*, a *terma* cycle discovered by Adzom Drugpa.

1.41 In internal publications, common Tibetan or Sanskrit terms such as *thigle* and *shunyata* can be italicized in the first instance and set in roman type in subsequent occurrences in instances where a given term occurs frequently.

1.42 Names of practices or rituals are capitalized; the term *vajra* is capitalized and set in roman type when referring to the state. Note, however, that terms such as primordial state and real nature are not capitalized. In internal books vajra can be considered a common word and hence is lowercased in roman type.
> The Ganapuja is practiced four times in each lunar month.
> Light emanates from the Three Vajras of Guru Padmasambhava.
> ... the empowerments and blessings of the three secret Vajra states of the multitude of masters...

1.43 As a rule, whenever adopting a specific stylistic approach, be sure to apply the same approach consistently throughout the manuscript. It is good practice to either make lists of global changes and then apply them collectively or immediately apply global changes as soon as you notice them. The latter method has the inherent risk that you may change your mind as you progress through the manuscript and then have to undo your work. The risk of the former is that you forget to add things to the list.

1.44 After each round of editing, or at least before the final round, print the entire manuscript and review it in hard copy. To avoid printing with markup showing, select "Document" from dropdown menu on print page rather than "Document showing markup."

1.45 Indicate in the final Word file where roman page numbers end (at the end of front matter, which may or may not include the introduction) and arabic numbers begin. See CMS for a discussion of which elements are considered part of front matter.

1.46   When a publication includes a bibliography with all works cited, use a short form when citing works in notes. Page numbers are given without the word "page(s)" or the abbreviation "p." or "pp." See CMS 14.14.

1.47   When proofing cover designs, check that lettering on the spine is printed vertically (read from the top down), in contrast to publications in other European languages.

1.48   In promotional materials spell eBooks with a capital B and no hyphen in headlines.

1.49   No comma after "but" at the beginning of a sentence.

1.50   On book covers and title pages, the name of the Master is in the highest position, followed by the title.

1.51   Rinpoche is referred to as Chögyal Namkhai Norbu (without the addition of Rinpoche). Forms like Norbu Rinpoche are not used.

1.52   When a word has multiple permitted spellings, choose one spelling and apply it consistently. In the case of the suffix -ward, the spelling without a final s is preferable.
marvelous or marvellous; toward, forward, inward rather than towards, forwards, inwards or towards, forward, inward

1.53   The letter A (as in Guruyoga) is best left in roman type. Notwithstanding CMS, this would suggest that other letters and seed syllables should also be romanized.

1.54   We generally use the term Drugpa (without the addition of Kagyüd) out of respect for this school's preferences (but we do adhere to our phonetic style, hence Drugpa, not Drukpa).

1.55   For examples of the style used in bibliographies, refer to recent publications such as *Secret Map of the Body* (extensive bibliography including Tibetan and Sanskrit publications) and *Healing with Yantra Yoga* (mainly Western publications). Note also that if a bibliography is provided we generally use short form bibliographic listings in notes.

1.56   For examples of note structure, refer to recent publications and confer with supervising editor early on in your project.

2. Guidelines for Editing Transcribed Material

In general, the objective of editing transcriptions is to render the spoken language in correct, written English. It is most important to retain the original meaning and flavor. Do not introduce excessively complicated, uncommon, or uncharacteristic vocabulary. Bear in mind that English is not the first language of the majority of our readers.

2.1 Correct inaccurate tenses and replace them as appropriate.

2.2 Replace use of gerund with regular present tense in most instances.
> Not: You are knowing you are seeing your real nature...
> But: You know you are seeing your real nature...

2.3 Rephrase grammatically incorrect use of "going" (in some instances used in the sense of "to do" or "to proceed," but not always).

2.4 Rephrase use of "arguments" – usually it is a literal translation of the Italian term *argomenti*, meaning topics, themes, characteristics; occasionally, though, it correctly refers to philosophical arguments.

2.5 Be aware that Rinpoche uses the term "unique" to refer Italian *unico*, "only," and "qualifications" to refer to "quality."

2.6 Use Tantrism sparingly; replace with Tantra instead. When referring to texts, lowercase sutra(s) and tantra(s). The adjective Tantric is more properly uppercased since Tantra (the vehicle) is uppercased. When referring to the vehicle, Sutra is also uppercased.

2.7 Minimize frequent words such "means," "very," "different," "something," "also," and "etc."

2.8 In general, use "and so on" or "such as" rather than "etc."

2.9 Avoid excess or improper use of exclamation marks.

2.10 Omit vague expressions such as "something like."

2.11 Tighten up sentence structures, for instance by trimming down overuse of "we say…," "we use…", "we find…," eliminating overuse of "there are…," "it is"
> Not: There aren't many explanations of this point.
> But: Not many explanations exist on this point.
> Not: In fact, in the *Four Medical Tantras*, we find various names of medicinal…
> But: In fact, the *Four Medical Tantras* contain various names of medicinal…

2.12   Avoid excessive capitalization of terms related to the teachings. For example, lama and guru are lowercase except in instances where they are part of a name or refer to a specific individual:

> Guru Jnanadakini
>
> …the Guru said… [referring to Guru Padmasambhava]

2.13   Use the following style for the formulation of definitions:

> *Ati* means primordial state and *yoga* refers to knowledge that is alive and real for us.
>
> *Kadag* means pure since the beginning.
>
> *Maha* means total, *sukha* is bliss.

In other words, use italics for the Sanskrit or Tibetan word defined, with no quotation marks to offset the English equivalent of the term. If the term is explained instead of using a word-for-word equivalent, avoid the use of the verb "means" and use expressions such as "refers to" or "signifies." However, in instances such as the following, the use of "means" is fine and no quotes are needed:

> Being in the state of Dzogchen means being in our real nature.
>
> The real meaning of the word Dzogchen is our true nature.

3. Tibetan, Sanskrit, and Specialized Terms

3.1 Principles for Treatment of Tibetan and Sanskrit Terms

The term Wylie refers to a *transliteration* scheme that uses letters of the English language to transliterate Tibetan letter for letter. It was developed in the days when it was difficult or impossible to mechanically or digitally reproduce Tibetan script. Although slowly becoming obsolete, it is still widely used since Tibetan fonts are still not entirely stable. The use of Wylie and phonetic Tibetan in internal and external publications is discussed below, but in most instances Wylie is reserved for more academic contexts – at least in the main body of the text – to make books more palatable for readers with little or no knowledge of the Tibetan language.

Phonetic Tibetan refers to Tibetan rendered phonetically in another language, in this case English. The main objective is to represent the sound of the language rather than provide an accurate representation of the spelling in Tibetan script; in most styles of phonetic Tibetan, little distinction is typically made in spelling differences such as silent prefixes and suffixes.

Chögyal Namkhai Norbu developed the Drajor phonetic system to help readers of any Western language pronounce Tibetan. Unlike other phonetic systems, Drajor helps Westerners who cannot read Tibetan script pronounce Tibetan more accurately as it reflects subtle differences produced by various letters combined with prefixes and suffixes. While Drajor is significantly easier for those with no knowledge of Tibetan to read than Tibetan script, it is a fairly complex system involving multiple diacritics and requiring training. The internal publications of Shang Shung Edizioni generally contain both Drajor (in particular for practice texts) and a more simplified style of phonetic Tibetan (mainly for terms not directly included in practice texts). External publications do not use the Drajor system, only the simplified style of phonetic Tibetan, which in the case of both internal and external publications follows the style defined in the SSP Phonetic System document, which was developed according to the usage preferred by Adriano Clemente. Many terms have been collected in the SSP Tibetan, Sanskrit, and Specialized Terms Index. Always use the most recent versions, posted under SSP Language Resources on Google Drive.

Note that some of SSP's preferred name spellings, such as Tendzin, do not apply to personages who are more commonly known under other spellings (such as Tenzin Gyatso, Lopön Tenzin Namdak).

The following publisher's note (mainly from *Teachings on Thun and Ganapuja*) exemplifies many of the stylistic principles we follow.

> An accurate reproduction of Tibetan phonology is not possible using the conventions of any other language, and for readers of Western languages can at most be approached by means of a complex system such as Drajor. Developed by Chögyal Namkhai Norbu, Drajor distinguishes subtle differences in pronunciation using technical devices such as diacritics in

addition to a conventional (nonstandard) use of the letters of the Latin alphabet.

Since the correct pronunciation of the words in practices is particularly important, we use Drajor for phonetics in practice texts. This system needs to be studied carefully to be productive, and the Shang Shung Foundation offers various learning tools as well as courses teaching how to pronounce Tibetan using the Drajor system. However, for ease of reading, Tibetan names and terms in general commentary passages and publications are rendered with a phonetic transcription scheme aimed at conveying a reasonable pronunciation of Tibetan in a simplified, accessible manner. Certain phonetic spellings reflect idiosyncrasies of Tibetan pronunciation, such as the aspirated "t," rendered "th." Thus, the th in the word *thun* indicates an aspirated t sound rather than a typical English-language th sound.

For the pronunciation of mantras, the Master's oral transmission is authoritative (for example, as transmitted on the last day of teaching retreats or as documented in recordings such those accompanying the booklet *Mantras and Invocations for Practices of the Dzogchen Community Pronounced by Chögyal Namkhai Norbu*).

For the sake of visual clarity, Tibetan and Sanskrit terms that occur frequently within the context of the teachings of Chögyal Namkhai Norbu are not italicized. Less common Tibetan and Sanskrit terms are generally italicized on the first instance only or when referring to the word itself. The names of practices and proper nouns (including the names of beings in the Eight Classes) are capitalized. For example, the word *namkha* is lowercased (and italicized in first instance only) when referring to the ritual object and uppercased (nonitalic) when referring to the ritual itself, while *deva* is lowercased in the context of the Three Roots and uppercased (nonitalic) when referring to the class of beings.

In deference to the importance of the Teacher who introduces us to our real nature, the words *teacher*, *master*, and *guru* are capitalized when the terms occur in a more personal context. Of course such distinctions are not always clear-cut.

A few exceptions include the homonym *lung* (wind) and the term *la* (protective energy). To facilitate research for interested readers, spellings of Tibetan terms in the notes and the glossary are generally given in Wylie transliteration rather than phonetic Tibetan. Refer to the index for phonetic/Wylie correspondences, where Tibetan terms are alphabetized according to their phonetic spelling. Refer to the *Thun Book* for the Tibetan spellings of the words of the practices themselves.

Notwithstanding the principles outlined here, as stated in 1.4 above it is often necessary and desirable to adopt project-specific style decisions, preferably also documented for subsequent stages of editing.

3.1.1   In phonetic Tibetan, Shang Shung has reintroduced the use of a final "d"; examples include Jigmed Lingpa and Rimed, but Thögal remains without a d at the end of the first syllable.

3.1.2   When typing Wylie, use the closing apostrophe (') for all instances *a chung*. Since Word automatically inserts the opening apostrophe at the beginning of words, the closing apostrophe often has to be inserted manually.
　　　　'jigs not *'jigs*

3.1.3   When giving Wylie spellings of proper nouns such as names and titles, depending on the translator's preferences use one of the following two capitalization styles consistently, the first of which requires knowledge of Tibetan:
- Uppercase root letter of first word in titles, root letter of each distinct word cluster in names (note that names are set in roman type while titles are italicized):
rGyud bzhi, 'Jam mgon bLo gros mtha' yas
- All words lowercase italics, regardless whether title or name:
rgyud bzhi, 'jam mgon blo gros mtha' yas

3.1.4   The decision when to use Wylie and when to use phonetic Tibetan generally depends on the academic or nonacademic nature of the book and its audience. For instance, *The Light of Kailash* uses Wylie throughout, whereas *Rainbow Body* uses phonetic spelling in the body of the text and Wylie in the indexes and notes.

3.1.5   Most internal and external publications use phonetic Tibetan in the body of the text and italicized Wylie in the notes. Where phonetic terms appear in the body, it is sufficient to list Wylie equivalents in an "Index of Tibetan Names and Terms" at the end of the book.

3.1.6   In such indexes, phonetic terms appear in the left column, lowercase or capital and roman or italics depending on their respective appearance in the body of the text.

3.1.7   For phonetic Tibetan, follow the phonetic style developed by Adriano Clemente. Final manuscripts need to be approved by him, especially in the case of books authored by Chögyal Namkhai Norbu. Refer to the SSP Tibetan, Sanskrit, and Specialized Terms Index and the internal document SSP Phonetic Style in the Language Resources folder on Google Drive (see also introductory paragraph above).

3.1.8   When alphabetizing Wylie terms in an index, alphabetize by the first letter of the word.
　　　　rdo rje rgyal mtshan would be alphabetized under "r" as *rdo rje rgyal mtshan* even though it is pronounced Dorje Gyaltsan

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3.1.9　Sanskrit terms are given in common phonetic spelling without diacritics in the body of the text. Common terms are set in Roman type, while less common terms are italicized on first instance only. Sanskrit terms appearing in notes are given in IAST spelling, with diacritics.

3.1.10　When giving Sanskrit and Tibetan translations of an English term in notes, list the respective terms in a consistent order, such as the Tibetan first followed by the Sanskrit, if applicable using the abbreviation Skt. and possibly Tib. to distinguish the two languages. In general, however, avoid excessive use of "Tib." where it is obvious to readers.

> …great bliss (*bde ba chen po*, Skt. *mahasukha*)

3.1.11　When a note begins with a Wylie term, the first word is not uppercased unless it is a proper noun.

> 21. *lhag mthong*, literally "further seeing."

3.1.12　Use Unicode fonts when typing in Tibetan script, generally reserved for quoted passages.

4. Style Characteristics Specific to Public Books

4.1   In most public books, endnotes are preferable to footnotes. Notes are ideally separated by chapters, with numbering restarting for each chapter.

4.2   Avoid the use of Master (especially uppercase), His, Him in public contexts (especially "our Master," "our precious Master." Teacher (lowercase) is often a good alternative.