DOCUMENT PREPARATION AND STYLE

Paper Size: 8.5” by 11” paper.

Margins: Except for page numbers (see below), use one-inch margins on all sides.

Font: Print on only one side of the page in black ink. Times Ext. Roman 12 pt. font is the preferred font for Religious Studies because it includes all the necessary diacritical marks. You may use any other Unicode font that has the complete set of diacritics needed for typing Sanskrit or other foreign terms. In general, although many less scholarly books and articles do not abide by this rule, you should use proper diacritics and italicize all foreign language terms, with the exception of those that appear in English dictionaries. For instance, the word prajñā is often given as prajna or prajna, but in formal papers one should use prajñā.

Spacing: The essay, including block quotations, should be double spaced with no blank lines between paragraphs. Footnotes are single-spaced. The first line of each new paragraph is indented a half-inch from the left margin (or five spaces if you use a typewriter). Block quotations are indented one inch from the left margin. Only put one space after a period.

Emphasis: For emphasis and titles of books, use italics.

Numbers: In nontechnical texts, spell out whole numbers from one through one hundred, round numbers, and any number beginning a sentence. For all other numbers, use numerals. Numerals are also used for measurements: an 8-point table with 6-point footnotes, a 40-watt bulb, 120 square feet is equal to 11.15 square meters, a size 6 dress, etc.

Page Numbers: Put page numbers a half-inch from the top edge of the paper, flush with the right margin. Don’t spell out the numbers and don’t precede them with the word “page.” Ask your instructor if he/she would like your last name preceding the page number as well. If you have a title page, don’t actually number it but count it for purposes of pagination. Word processors automate pagination, so make sure you know how to use the page number command.

DOCUMENT COMPONENTS

Title: Titles are between seven and fifteen words and should reflect your thesis or topic (e.g., Irony in Marvell’s Ode on Cromwell or Jefferson’s Unpublished Writings on Slavery). A common academic device is to use a title and subtitle, separated by a colon. Typically they are balanced so that one is broad and the other more focused, or one uses a key term and the other starts to delimit and explain it—Mysteries of State: An Absolute Concept and Its Late Medieval Origins. Often you’ll see a pithy quoted fragment before the colon: “Hell Strives With Grace”: Reflections on the Theme of Providence in Marlowe.

Title page: Papers longer than five pages usually need a separate title page. The title is centered and appears about halfway down the page. If it exceeds a single line, break it at a natural point. The essay begins on the next page with no special heading.

Short papers (no more than five pages) do not need a separate title page.
Longer papers:

Lost in the Wilderness: Love and Longing in “L’Asino”

Michael Harvey
Humanities 11
Professor Lowi
28 October 2000

Harvey 2

One of the chief themes in Machiavelli’s work is that the political actor must not be constrained by any sentimental tenderness, whether self-pity or compassion for others. The political actor must be able to act freely, without being checked by such qualms. The best political actor, Machiavelli insists, never takes off his armor…

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Titles:

Sūtras and other works in Sanskrit, Tibetan, and Pali can have complex names and titles in them. In general, follow the style represented in the scholarly works you are citing. Typically, scholars will give the full title in the bibliography and use a commonly recognized short form throughout the text. The full title can also be given in a footnote upon first mention. Note that some scholars give the full title and a translation of that title in brackets in the bibliography; however, this is not recommended for students who are not specialists and cannot give their own translation. Chicago style recommends using a published English translation and citing that work.

Citations:

In the text, a superscript number is placed after the cited material. Then either footnotes or endnotes give the citation information. To insert footnotes in Word, place the cursor after the punctuation (e.g., after a period and quotation mark) and use the insert/reference/footnote dropdown menu. Footnote style is the standard for Naropa; use endnotes only if suggested/ permitted by your professor.

Footnotes:

Footnotes occur at the bottom of each page. A line extending about forty spaces or a bit less than half the width of the page separates the notes from regular text. Notes are numbered; the numbers are in normal text (not superscript) and are followed by a period and a space. The first line of the note is indented a half-inch (or five spaces); subsequent lines are flush left. Notes are single-spaced, with a blank line between notes. The first citation of a work requires full bibliographic information. Subsequent citations take a shortened note, usually just author and page number.
the strong arm. A young and strong fellow. He comes and says: 'Take away these corpses. Hamlet was a good boy, but he is dead. Now I shall be your king. I have just remembered that I have certain rights to this crown.' Then he smiles and is very pleased with himself.”


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CHICAGO FOOTNOTE DETAILS (CMS 14.18–14.317)

**Books:**

Name of Author(s) [First name first], *Title and Subtitle*, edition, editor or translator’s name [First name first] (Place of publication: Publishing agency, Date of publication), page(s) of reference.


**Books (four or more authors):**

Name of first Author [First Name First] followed by *et al.*

**Sources Cited More Than Once:**

First note citation for a work is always a full citation, but subsequent citations of the same work may be shortened to author and page, or author, title, and page:

First citation:


Subsequent citations:


If two or more works are cited by Stanley Washington in the paper, subsequent shortened citations should include the title to distinguish which work is being cited:


If the same work is cited multiple times in a row, all of the citation information may be replaced with “Ibid., page number.” in subsequent sequential citations:


13. Ibid., 71.


**Two or More Works by the Same Author:**

First citation:


Subsequent citations:


Basic Journal Article Format:

A Chapter or Essay from an Anthology:

Indirect/Secondary Source:
Include as much information as you can about the original source:

Book Reviews:
In the bibliography:

In a footnote:

Informally Published and Unpublished Works:
The title of unpublished works should be in quotation marks, not italicized, and capitalized “headline style”:

Treatment of Foreign Names and Honorifics (CMS 8.7–8.17)
Do not use honorific titles such as Lama and Achārya. Note the order of the Tibetan name below. Lodrö Taye is technically not the last name of this author; therefore, you should not switch the name around as you would with an Anglo-European author name. Nor should you use Wylie transliteration for a name or title unless the work you cite does. Use the same spelling as the work you are citing. Transliteration and phonetic rendering styles are not consistent in the Buddhist studies field, so simply follow respected scholarly works as best as possible:

Translated Works:
In a footnote:

In a bibliography:

Translated Article Titles:
If the article title is given in English translation only, without the original-language title, then the language the original was specified from should be included in brackets:
Poems and Plays:
Omit page numbers when citing poems and plays. Instead, cite by textual division (act, scene, canto, book, part, etc.) and line, with periods separating the numbers. Use Arabic numerals (1, 2, 3) despite original formatting:


Missing Bibliographic Information:
Use abbreviations for information you can’t supply: “n.p.” for no place of publication or no publisher; “n.d.” for no date of publication. If both place and publisher information are lacking, use just one “n.p.” Put the abbreviation where the information would customarily go. List where the volume is available if possible:


If missing information is known but not given, include it in brackets. If you’re uncertain about the accuracy of the information, use a question mark. If a date is approximate, precede it with c. for circa (“about”).

Internet Sources:
References to online documents typically have two dates, the date the material was posted or updated, and the date it was retrieved. Also, online documents usually lack page numbers. In order to direct readers to the right source passage, use the information available. Look for division numbers, section titles, or for such words as Introduction and Conclusion. When in doubt, count paragraphs: “para. 7.”

Private or personal website:

Online reference database:

Online Multimedia:
For this and other more specific information, please see the 16th edition of the CMS.

Organizational or corporate website:

Article in an Online Journal or Magazine:

Note: a web address should be broken before a slash (/) when necessary.

Personal Communication:
Personal communication applies to speaking or writing directed to the writer that is not recoverable by readers or the general public—letters, email, interviews, lectures. They are rarely placed in the bibliography:

Unpublished Interviews:

CHICAGO BIBLIOGRAPHY DETAILS (CMS 14.56–14.60)

Should your professor request a bibliography, include every source cited in your footnotes. Arrange them in alphabetical order by author’s last name (last name first). The first line of any citation should be aligned with the left margin and sequential lines of the same citation should be tabbed one-half inch. Publication information need not be within parentheses. In cases of two or more entries by the same author, the author’s name may be replaced with three em-dashes (six hyphens) after the first entry; the entries should then be listed in alphabetical order by title.


Please note: your instructor may have specific, additional guidelines.