

KAILASH

GUIDELINES FOR AUTHORS.

I. CONDITIONS

- * Work must be original and not published or accepted for publication elsewhere, unless agreed beforehand.
- * Permission to publish copyright material must have been obtained in advance by the author.
- * Any editorial expense must be authorized in advance.
- * The authors retain copyright to the materials published, unless otherwise agreed in writing.
- * In editorial disagreements, the decision of the Editors of *Kailash* is final.

II. PRESENTATION OF COPY

- * Typed and computer-produced submissions must be clear, and copies must be printed on one side of the paper only.

COMPUTERIZED TEXT

Unless otherwise agreed:

- * Texts should be presented as ACS II files formatted in MS-DOS, with a special character or underlining to indicate italic, together with a print-out (in letter or near-letter quality if a dot-matrix printer is used).
- * In the printing, use underlining to indicate italic, even if you have italic font.
- * Do not use bold, centred text, automatic paragraph numbering etc. Do not attempt your own page layout – the simpler your text, the easier it will be for the printer to use your disks.
- * The use of automatic indexing programs is not recommended unless that index can be produced as a separate file. The indentation of sub-headings, sub-sub-headings etc. should be a multiple of two, i.e. two spaces, four spaces, six spaces. The end result will be one, two and three spaces respectively.

- * Tabular matter will normally be set by the printer from the editor's typescript or printout. Simple tabular matter may be supplied on disk, but it must be set vertically, column by column and not across the page in multiple columns.

SPACING

- * The text and notes to be at least double-spaced if in typescript, spacing two if on disk. There should be ample margins.
- * Use a single space between sentences, and normally after all stops (exceptions: e.g., i.e.), commas, colons, semicolons. The spacing of names should be: A.N. Other. A space should follow p., f., c., col., no., etc. in references. A comma in multiple thousands is not followed by a space: 10,000. Commas in other numerical sequences are followed by a space: pp. 23, 26, 30.
- * Textual dashes: Type as a double hyphen--with no space before or after.

NUMBERING

- * Pages of typewritten texts should be numbered and the notes should appear at the end of the text, if possible as a separate file.

III. PRESENTATION OF ILLUSTRATION

- * Good glossy black-and-white photographs, preferably 6" x 4", are required for half-tone plates.
- * Sharp colour transparencies (slides) are preferred for colour illustrations.
- * Clean artwork or photostats for line illustrations in the text. The printer will determine the reductions which may be made; so do not mark instructions on the copy, unless some illustrations are to be reproduced in specific ratios to each other.
- * Maps normally will be redrawn from the editor's copy, the publisher should be consulted at any early stage.
- * All art work should be identified lightly in pencil on back with the plate or figure number, with the top indicated.
- * Numbered captions should be typed on a separate sheet.

- * Authors are responsible for obtaining permission to publish all illustrations. In cases of difficulty, the Editors of *Kailash* may be able to assist.

IV. PRESENTATION OF ORIGINAL TEXTS

TEXT IN ORIGINAL LANGUAGE

- * These will in most cases be reproduced in facsimile. In cases when the text will have to be reset, the following guidelines apply:
 - The text should be presented literally, (as it appears in the original being re-typed) in respect of spelling, capitalization, and punctuation. This rule may have to be relaxed in certain cases, but only after consultation with the Editors
 - Proper names in particular are to be preserved as in the original.
 - Capitalization: Follow the original, but capitals may be supplied for the initial letter of the first word of a sentence, following a full stop, and for proper names.
 - Punctuation: Follow the original as far as possible. Full stops may be supplied where essential to the sense of the text.
 - Italic: Where these are used for single words and phrases in a printed text, these should be retained, but extended passages and proper names should be changed to roman.
 - Chapter and paragraph divisions may be supplied by the editor but this fact should be made clear in the introduction or notes.
 - Marginal notes: These may be reproduced in the margin, inserted in square brackets at the appropriate point in the text, e.g. (margin: In this manner), or presented as footnotes.

TRANSLATED TEXTS

- * Translation of original texts should follow the same rules as for editorial material given in the section below.

V. PRESENTATION OF EDITORIAL MATERIAL

ABBREVIATIONS

- * Use a stop only if the last letter is not the last letter of the word: e.g. Dr, St, vols but co., p., vol.
- * In names of institutions, countries, books, journals, academic degrees etc., do not use stops: e.g. USA, USSR, BL, PRO, PhD,
- * Books and journal abbreviations are italic: OED, DNB.

BRACKETS AND PARENTHESES

- * Parentheses (round brackets) may if necessary be used within parentheses. Square brackets are normally used only for editorial comments.

NUMERALS

- * In continuous text normally use Arabic numerals for numbers above one hundred but spell out if less: e.g. ten men, 120 miles, 4,000 soldiers (but keep hundred, thousand, million, billion if they appear as whole numbers: e.g. "a thousand years ago"). In passages containing lists or statistical information this rule is relaxed.
- * In footnotes, however, for brevity use the numerical form, eg. 16th century, a 16th century manuscript.
- * Inclusive numerals do not repeat digits common to both numbers: e.g. 123-5, 325-57, except in the 'teens, e.g. 15-17, 1914-18, or where last digit is 0, e.g. 100-101, 140-142.

ROMAN NUMERALS

- * Use in capitals for names of monarchs etc. (e.g. Rama VII); for major subdivisions of the text; for volume numbers of multi-volume books (but not journals). See also ^{VI. REFERENCES} below.
- * Lower case roman numerals are reserved for enumeration in lists or for numbering the preliminary pages.

MEASUREMENTS

- * Obsolete or local measurements of distance, time, volume, weight, etc. should be quoted in the form in which they occur in the text with a footnote at the

first occurrence giving the modern equivalent, or some other appropriate explanation of the measurement's use.

DIRECTIONS AND COORDINATES

- * Use lower for north-east, western, etc., but caps without abbreviations N, SE, SW, etc.
- * Coordinates should not have spaces: 20°30'N.

DATES

- * Use the style: 10 April 1780. For old style: 55 BC but AD 1066. For *anno mundi* and *anno Hegirae* date use AM and AH respectively, preceding the numerals. BE, AD, AM, AH, will all appear in small caps (55 BC, AD 1066, etc.).

SPELLING

- * In the introduction, notes etc. in translations into English, usage is British, not American. Use -ize, not -ise except in: Advertise, arise, compromise, demise, devise, despise, disguise, enterprise, excise, exercise, franchise, improvise, merchandise, supervise, surprise, televise.
- * For problem words, hyphenated words, and preferred forms in cases such as role/rôle, authors/editors should normally follow the latest edition of the *Oxford Dictionary for Writers and Editors* for English, and as agreed with the Editors for other languages.

PERSONAL NAMES

- * Give full names (and title or rank if appropriate) at first mention.
- * Use standard form of foreign names if they exist, this also applies to English.
- * Titles and ranks preceding names are capitalized in English.

PLACE NAMES

- * In editorial material and bibliographical references use standard forms if they exist (for example: Rome, Milan in English; Roma, Mailand in German, and so forth).
- * Place-names within an historical text should be given as in the original, with the modern form following in parentheses or explained in a footnote.

NON-ENGLISH WORDS IN ENGLISH TEXTS

- * Italicize (underline) single words or phrases unless in common use in English, e.g. elite, genre. If frequent, italicize the first occurrence only. Where necessary give a translation of the word in single quotes, *izba*, 'hut'.
- * Foreign ranks and names of institutions are not italicized: e.g. Pasha, Rathaus.

TRANSLITERATION

- * The choice of transliteration system for non-roman alphabets should always be discussed in advance with the Editor.
- * Single words or phrases in Greek, Hindi, Tibetan, Burmese, Sanscrit etc. should be transliterated and italicized (underlined).

QUOTATIONS

- * Use single quotation marks ('); for quotation within a quotation use double quotation marks ("). Note that the full stop precedes the quotation mark only when the quotation is a complete sentence, or ends with a complete sentence.
- * Quotations longer than two lines are indented without quotation marks (except in footnotes).
- * Any quotation in a language other than the language in which the author/editor writes, should as a rule be accompanied by a translation, either following it or in a footnote. This should be agreed with the Editors in advance, since translations in some cases may be dispensed with.
- * Complete source of quotation must always be given.

VI. REFERENCES

WITHIN THE TEXT

- * Titles of books, journals, plays, long poems, are in italic (underlined)
- * Titles of articles and of short stories and short poems are in roman in *single* quotation marks.

IN NOTES AND BIBLIOGRAPHY

- * Notes to both introductory matter and the original text normally will be footnotes. In some cases the nature of a text may make end notes more

appropriate.

- * Give the full reference in bibliography: Gurung, Harka, *Annapurna to Dhaulagiri. A decade of mountaineering in Nepal Himalaya 1950-1960*. Kathmandu, 1968.
- * In note and footnote references give the author's surname and short title: Gurung, *Annapurna to Dhaulagiri*, p. 112. In some works the author and year system may be better, but this must be agreed in advance.
- * For standard reference works use abbreviations: DNB, (Dictionary of National Bibliography).
- * Normally do not use *op. cit.*, but *ibid.* may be used for a repeated reference immediately following the first reference and *loc. cit.* for an immediately repeated reference to the same page. These are not italicized.
- * Use 'see....' 'see also....' not 'cf....' unless you really mean 'compare....'.
- * In typescript, indicate italics in books and journals titles by underlining.

TO ARTICLES IN BOOKS

- * In the bibliography: Drage, Geoffrey, 'The Resources of Lithuania' in John Buchan, ed., *The Baltic and Caucasian States*, London, 1923, pp. 166-63.
- * In note and footnote references: Drage 'Resources of Lithuania', p. 161.

TO ARTICLES IN JOURNALS

- * In the bibliography: Jivaka, Lobzang 'The Philosophy of Tibetan Buddhism', *France Asie/Asia*, 172, 1962, 153-58.
- * In note and footnote references: Jivaka 'The Philosophy...', p. 155.

TO CLASSICAL WORKS

- * Most classical works have standard editions with generally accepted textual divisions. These should be used, e.g. Pliny, *Historia Naturalis*, XVIII, 341-65.

TO MSS AND ARCHIVES

- * To a manuscript use: MS Oxford, Bodleian Library, Laud Misc. 45 (hereafter Laud Misc. 45).
- * To an archive document use: Bhutan National Archives, KB 15/03 (hereafter BNA, KB 15/03) followed by title in single quotation marks or details of document e.g. Letter of A to B 10 May 1999.

CAPITALIZATION IN REFERENCES

- * In references to English titles and English works with non-English titles (e.g. *Apologia pro Vita Sua*) capitalize all principle words.
- * In German titles capitalize all nouns.
- * In French titles capitalize the first word and proper nouns, but if the first word is the article, then the first noun and any intervening adjective is also capitalized: e.g. *Histoire de la peinture en Italie* but *Les Petits Riens*.
- * In titles in other languages normally capitalize the first word and proper nouns and the first word of names of institutions.
- * Capitals in all languages are to be accented as if they were lower case except for the French word *a* which loses its accent when capitalized.

VII. USEFUL REFERENCE WORKS FOR ENGLISH EDITING

- * *The Oxford Dictionary for Writers and Editors* (in paperback as *The Oxford Writers' Dictionary*), Oxford University Press. Current edition. We normally follow usage recommended here.
- * *The Oxford Spelling Dictionary*, Oxford University Press, 1986. Useful for word-brakes at proof stage.
- * Judith Butcher, *Copy Editing*. The Cambridge Handbook for Editors, Authors and Publishers. Cambridge University Press. Current edition.
- * *MHRA Style Book: Notes for Authors, Editors, and writers of Dissertations*, Modern Humanities Research Association. Current edition.
- * *A Manual of Style*, University of Chicago Press. Current edition. Very comprehensive. Useful on abstruse points not dealt with elsewhere.
- * M. D. Anderson, *Book Indexing*, Cambridge Authors' and Publishers' Guides, Cambridge University Press. Current edition.

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- Nepal Miscellany
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- Nepalese Customs and Manners
- Ratna's Nepali Phrase Book
- Ratna Trekker's Pal (Nepali Phrase Book)
- Tibetan for Beginners and Travellers
- The Words Book (Roman) Nepali-English-

- 1991 Kesar Lall
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- 1989 Charles Alfred Bell
- 1992 Karunakar Vaidya
- 1993 Kesar Lall
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- Bhaktapur Nepal – Building Today in Historical Context
- Medical Plants of Nepal Himalaya

1991 G. Scheiblor
1980 N.P. Manandhar

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