84000 Guidelines Checklist (v 2.2, April 2017)

Please go through this checklist before submitting your work to 84000. Rather than replacing the detailed Guidelines document, it is intended to provide an easy reference to certain sections of it and to ensure that, at least, you have complied with its main technical requirements—of which the following list includes those most often overlooked by translators.

Conforming to these style and formatting guidelines will make it easier and quicker for 84000 to publish your translation, since it simplifies the layout process.

New checklist items added for this version are in red type for easy reference.

The references in blue after each item indicate the relevant sections of the Guidelines document.

- ❏ All of our work is contained in two files: (1) a single text file, and (2) a spreadsheet file containing the glossaries. III A

- ❏ The text file contains, in the right order, the following elements: IV I
    1. <u>Full title page:</u>
       Short-version Tibetan title in Wylie transcription
       Short-version title in English
       Short-version title in transliterated Sanskrit
       Long version of the title in Wylie
       Long version of the title in English
       Long version of the title in transliterated Sanskrit
       Toh catalogue number, Degé volume and folio numbers
       Name of the translator team
    2. <u>Copyright page:</u>   84000 will add a copyright statement here
    3. <u>Contents page:</u>   (we have not entered page numbers)
       a separate line for each element of the front matter
       A line "The Translation", followed by
       The short-form title of your text in italics
       Lines for each of the chapter divisions etc. (if there are any)
       Lines for each of the back matter elements (in the order below)
    4. <u>Summary and Acknowledgments page:</u>
       Summary (max 150 words)
       Acknowledgments (not more than 10 lines)
    5. <u>Introduction</u>
    6. <u>Translation</u>
       The first page is headed "The Translation", followed by the long-form title of your text in English only
       Each new chapter (or other section) starts on a new page.
    7. <u>Notes</u>
       - ❏ our software is unable to place endnotes other than at the end of all text, so the notes will need to be moved at layout stage.
    8. <u>Bibliography</u>

9. <u>Appendixes</u> (if there are any)
10. <u>List of Keywords</u>   V K

❏   Both text and glossary files use a single font, Times New Roman (Unicode), only.   III B

❏   All direct and style formatting has been removed, except for italics and bold character formatting where required.   III C

❏   Titles, headings, block quotes, and other paragraphs that will require specific styles in the final layout, unless this will be very obvious to the copyeditor and designer, have been marked with tags within angled brackets, e.g., <quote>.   III C, IV G

❏   Empty paragraph spaces have been removed, except where intended to mark a significant break in theme.   IV G

❏   After periods and other punctuation, a single space only has been used.   III C

❏   Double quotation marks have been used throughout, except to mark quotes or dialogue already within quotation marks; and all quotation marks, apostrophes, etc. are of the "smart" typographer's type rather than straight "typewriter-style."   IV F

❏   The "smart" typographer's apostrophe used in Wylie transliteration to mark an *a chung* has its convexity to the right, and the word processor has not been allowed to substitute an opening single quotation mark instead (e.g., *'bar ba* is correct, *'bar ba* is not).   IV F

❏   All Sanskrit terms and names are transliterated with their full diacritics according to the IAST scheme.   IV A

❏   Tibetan words, unless rendered phonetically, are transliterated using the Extended Wylie scheme, i.e., they contain no capitals, even in proper names or titles, except where intended to indicate transliterated Sanskrit, e.g., long vowels or retroflex consonants.   IV A, IV D

❏   "Modules" that are common to many Kangyur texts, whether sentences or longer passages, have been identified with the marker codes <module starts> and <module ends>.   II B

❏   The bibliography includes entries for the source text, following the models provided in the Guidelines.   V I

❏   The folio and *bam po* numbers from your original text are included within square brackets at the start of each new folio side or *bam po*.   IV G

❏   "Milestone" markers (<m>) have been inserted throughout the text, including the introduction.   IV H

❏ In the glossary file, the third column of each worksheet contains only a term or phrase that occurs in the final text of the translation, and in exactly the same spelling and form (including capitalization) as in the text. There is one entry in this column for every term in the glossary.

❏ Where the text contains more than one term or phrase rendering the same Tibetan and/or Sanskrit term in that row of the table (even if the alternative is the same word in the plural or capitalized), the most basic rendering has been entered in the third column and the alternative terms or phrases have been entered in the fifth column.   V H

❏ We have checked, using the Search function, that each entry in the third column (and, if relevant, the fifth column) of all three glossary sets does indeed occur in the final text file. V H

❏ We have marked (with the code <gloss> following it) the first occurrence in the text of each word, name, or phrase included in the glossaries.   V H

❏ In the glossary file, all terms that should be cross-referenced have been underlined. V H