84000 Editorial Policy

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I. ORIENTATION

A. Goals and methods

84000 has been set up with the hundred-year objective of seeing the riches of Buddhist sacred literature translated in their entirety into modern languages, and made universally accessible.

In recognition of the efforts of many translators, organizations and institutions over the last fifty years, and as a means (consistent with its goals) to render that existing work more easily accessible to the public, 84000 will publish on the internet a database with details of as many existing translations of the 'canonical' texts as possible.

84000's main effort, however, will go into commissioning and publishing new translations, made according to defined guidelines and subjected to an appropriate review process. In addition to preserving the Buddhist literary heritage and opening its treasures to the modern world, 84000 hopes that the funding of translators and scholars, and the study and research involved in the process of translating the texts, will help to revive and maintain traditional Buddhist scholarship and practice.

The translations commissioned by 84000 will be collected in an electronic database and made available to readers and researchers worldwide, principally in the first instance by publication on a dedicated internet site, free of charge, but possibly also by print publication at a later stage. Electronic publication will make the texts accessible to a range of information technology applications, and in particular the database will evolve to include a selected set of functions compatible with the Text Encoding Initiative (TEI).

B. Primary source material

In principle, the source material could include any text considered to belong to the Buddhist literary heritage in the most general sense. However, at least during its early years, the project will focus on texts originating in India between the Buddha's lifetime and the 12th century CE, and collected in the Kangyur and Tengyur, the Pali canon, or the first 55 volumes of the Taisho. The decision to include works by indigenous authors in Chinese, Japanese, Tibetan, Pali (outside the canon), and other languages will be considered at a later phase of the project's activity.

The translation of canonical texts from the Pali and Chinese collections is the province of other organizations, and therefore in practice the primary—but not exclusive—starting point for 84000 will be the translation of those works included in the Kangyur and Tengyur. Of the different recensions of the Kangyur and Tengyur, the Degé edition will be the initial reference in most cases. Within each work, the contents and structure of the Degé version will be taken as the primary reference point for the English translation, reflecting as they do the contents and structure of the particular version of the Sanskrit (or in a few cases Chinese) original from which the Indian paṇḍitas and Tibetan lotsawas made their Tibetan translation.

For a large majority of works, no Sanskrit version has been found and the English translation will necessarily be made from the Tibetan translation. For a minority of works, however, an original Sanskrit version (in a reliable edition) is available. In such cases the appropriate methodology will be decided for each individual project by the grants committee and the project editor in discussion with prospective translators. Ideally, the translation will either be from the Sanskrit, or, if from the Tibetan, will take account of and follow the Sanskrit as closely as possible. Exceptions may sometimes need to be made on a case by case basis. When translators choose to adopt or propose readings significantly different from that of their basic text(s), such choices will be clearly indicated in notes.

Translation will ideally include textual comparison with, and reference to, differing versions when they exist, whether in Tibetan, Sanskrit or Chinese, and this may be an important consideration for certain individual texts. Significant differences will be noted, and decisions affecting the final translation will be taken on their individual merit.[1] However, these comparisons will be brief and limited essentially to matters that have an impact on the actual translation. Translation projects are not expected to include full critical editions or extensive historical and philological research, as these are generally better pursued in academic studies. The texts of the Kangyur and Tengyur will simply be taken as representing "the products of the flourishing Indo-Tibetan culture of the age" (Peter Skilling). This is not because 84000 considers academic research unimportant or irrelevant, and translators will be encouraged to consult any available work relevant to their text. But the emphasis is on producing a readable translation of the existing text within a reasonable time-frame. In the longer term, of course, it will be both possible and desirable for translations to be updated or annotated, should valid research findings suggest the need.

C. Target readership

In the initial phase of the project, English is the target language. However, translations into other modern languages, both European and Asian, will be included when the appropriate infrastructure can be built.

The translations will potentially be read by people of a wide range of language skills and prior knowledge, and for a wide range of different purposes. While not every capacity and need can be catered for, the likely range of readership should be considered. It may be different for different genres and individual texts, and will certainly include both Buddhists and non-Buddhists.

Non-specialist but educated readers are the target audience that translators will be asked to keep most in mind. Nevertheless, there are also many texts (particularly śāstras) that use more technical terminology and will require more complex and specialized knowledge on the part of readers. Ideally, the translation (with its ancillary material) will help to impart such knowledge to its readers.

Engaged Buddhist practitioners should be able to find the clear and comprehensive detail they require, and standards of accuracy and authenticity should be no less rigorous than those required by an academic audience, even if the frame of reference is not primarily academic. The Western scholar practitioner, combining a practice-based orientation with academic standards of knowledge, might represent the upper end of the range.

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[1] The task of investigating the differences between versions has been made considerably easier since the appearance of the new comparative edition (*dpe bsdur ma*) of the Kangyur and Tengyur, published in Beijing by the Tibetan Tripitaka Collation Bureau (*bka' bstan dpe sdur khang*) of the China Tibetology Research Center (*krung go'i bod rig pa zhib 'jug ste gnas*).

On the other hand, translations should be as accessible as possible to readers who are not native English-speakers, particularly those in Buddhist countries who turn to English translations because original texts in Sanskrit, Pali, classical Tibetan and Chinese, and other Asian languages are inaccessible to them.

II. HUMAN RESOURCES FOR THE EDITORIAL DEPARTMENT

84000's most obvious operations as an organization will be its commissioning of translators and translator teams to undertake text translation projects. However, 84000's other major function will be as a publisher. Even if publication is limited to the provision on-line of texts in electronic format, the translations will need to be no less carefully, clearly, consistently, and aesthetically presented than if they were printed books. This will require the deployment of the same range of professional staff as any publishing company. In 84000's initial stages, volunteers may be used, or the work may be out-sourced; but all of the following job functions will nevertheless be needed from the outset.

A. Translator teams

Translators will preferably work in teams consisting of source and target language experts, scholar-consultants, style editors, third-language (Sanskrit or Chinese) contributors, proof-readers, team managers, etc. In many cases, some of these different functions will be carried out by the same individual.

Translator teams will be identified, either by themselves applying for specific projects according to procedures established by 84000, or by being actively sought out and invited to participate by the committee and project editor.

Once a project has been accepted by the proposal review committee, and a grant has been approved, the formal aspects of the relationship between 84000 and the translator team will be defined in a translator contract.

B. Project Editor

The representative of 84000 appointed to supervise a specific project and to see it through the various stages described in this document (except those aspects managed by the executive director and grants committee), is here referred to as the project editor.

The project editor will need to have some knowledge of the text and its subject-matter, a close working relationship with the translation team involved, and of course an awareness, and acceptance, of the 84000's editorial policies and procedures. He or she will need to have sufficient knowledge, experience, status and interpersonal skills to be able to guide the translator team through the process of translation and preparation for publication. The project editor will need to relay feedback from the reviewers to the team in order to maintain the project on track, and to produce a finished work in conformity with 84000's goals and standards of quality. The task of the project editor will be the equivalent of an editor assigned by a publishing company or a university department to a particular project as it unfolds. The major workload will arise at the end of the actual translation phase of each project, guiding the work through the review procedures and especially the phase of preparation for publication.

The project editor will also be responsible for organizing the review of existing translations and, in certain cases, negotiating publication or reproduction rights.

C. Reviewers

A panel of reviewers will be recruited from the general community of experienced translators and scholars, whether from an academic or Dharma-practicing background; Tibetan scholars and lamas with sufficient fluency in English will also be asked to review texts where possible. At some stages, review and assessment of projects may be carried out by in-house review staff or by a review board. Individual reviewers will be selected for specific review tasks by the project editor, in consultation with the grant and editorial committees, for each application or project, and in advance of the anticipated need.

D. Copy editor / Manuscript editor

The copy editor is responsible for the final reading and editing of the translators text before layout work begins. He or she will have undergone appropriate training and will have some specialized knowledge of Buddhist terminology and the transliteration of Sanskrit and Tibetan. The copy editor's task is defined briefly below in section IV.c.

E. Indexer

The project's initial emphasis is on web-based publication, which in most cases is expected to allow a formally compiled index to be replaced by search functions provided by browser or reader software. For particular cases in which 84000 decides that a separate index is required, the services of a professional indexer will be called upon (unless a member of the translation team has a specialized competence in indexing) (see section V.I below).

F. Designer / Graphic Designer

The designer is responsible for conceiving and specifying in detail the typographical and layout design that will be applied to each published text. This includes not only basic prose and verse layouts along with text flow and justification parameters, but also a host of items such as title pages, chapter and section headings, multiple level topic headings, numbering, footnotes and endnotes, running-heads, hyphenation and spacing, graphic elements and ornamentation, illustrations, marginal folio and bampo numbers, and many other features of the finished text.

G. Markup person

The markup person is responsible for the meticulous work of using xml codes (a) to implement the typography, layout and other design features of the finished work according to the designer's specifications, and (b) to implement TEI compatible functions and features that will allow various categories of information to be embedded within the text, whether for display, compilation of metadata, or archival purposes.

H. Resources and technology teams

The resources and technology teams will be responsible for compiling, updating and web-publishing the text-specific and cumulative glossaries; compiling and updating the text database, and making dictionaries and other reference works available to the translator teams. The resources and technology teams will also be responsible for providing translators with the Tibetan texts of their assigned works (particularly the *dpe bsdur ma* comparative edition) and of other texts they may require for study and reference.

III. CHOICE OF TEXTS

A. List of suggested source texts

84000 will maintain (and regularly update) a list of suggested source texts selected as appropriate for upcoming translation projects. The list will be posted on 84000's website and prospective project applicants will be invited to choose from the list, although they will also be free to propose other suitable works (see D below).

B. Criteria for inclusion

The selection of texts included in the list will be based on a number of criteria, including the following:

1) The text's perceived **importance to the tradition**, based on (a) its frequent use in curricula, (b) its subject-matter being the material of important śāstras and commentaries, (c) its frequent citation in other texts, (d) its relationship to another text being translated (e.g. Kangyur text and Tengyur commentary) and (e) its importance for other reasons.

2) The text's unique character or **particular significance**, such as (a) rare coverage of particular topics, or (b) absence from other (particularly Chinese) canonical collections.

3) The **risk** of Tibetan traditional knowledge of the text disappearing in the near future, e.g. if there are few and/or aged scholars with expertise in it.

4) The **absence of existing translations** of the text, even unsatisfactory ones, and especially if there are none at all.

5) A **specific request** or recommendation that the text be translated, made by a teacher or scholar of high standing.

6) The genre of the text, or other **significant categories** to which it belongs, if these are under-represented in the texts translated so far, the aim here being to maintain an overall balance in terms of genres and other categorizations.

7) Characteristics such as length, complexity, etc. which may need to be considered in order that the list may offer **opportunities for a wide range** of different kinds of translators and teams to participate.

C. Matching a listed text to translator team

In many cases applicants will have already chosen from the list the work they intend to translate, while in other cases the choice of text may be a matter for discussion between the prospective translators and 84000. Whichever the case, the project editor and grants committee will need to ensure that the text chosen is matched as closely as possible to the particular translator team.

The **genre** of the text, its **length**, and its **difficulty** will be three of the principal parameters that will need to be considered in addition to the criteria mentioned above so that the text matches (1) characteristics intrinsic to the particular translator team, such as its members' and advisers' specialized expertise, experience, and interests, and its prior record; and (2) extrinsic variables such as the extent of available funding, newly emerged needs, etc.

84000's instructions to prospective applicants will clearly state that when proposals are submitted for works with an available Sanskrit source text, a translator with Sanskrit expertise working within the team will be required.

D. Other possible allocation processes

In some cases there may be reasons for a project application to target a particular text which is not on the list. In general, 84000 will consider alternative propositions if they meet some of the criteria mentioned above. In particular, the list may be bypassed without hesitation when a translation project is proposed by an expert translator team with highly specialized knowledge of a particular field.

IV. TRANSLATION AND FORMAT

Fuller details on all the following topics are provided in the 'guidelines to translators' document, which should be taken as the principal reference for all points regarding implementation in practice.

A. Guiding principles

Accuracy of meaning, clarity, consensuality, consistency and flexibility should be the predominating values whenever a choice of approach, general or particular, is made.

Detailed style specifications are set out in the 'guidelines for translators'. The general reference standard for style and related issues will be *The Chicago Manual of Style*, 16th edition.

B. Spelling

The spelling of English words will be according to standard American English.

Sanskrit words and proper names will be spelled according to the standard (IAST) Sanskrit transliteration using full diacritics (which will require the use of a Unicode font; details will be given in the guidelines for translators).

Tibetan proper names, when they occur within the text or front matter, will be rendered phonetically according to the system that will be described in the guidelines for translators.

Tibetan terms, which will occur mainly in footnotes or in parentheses, and spelling provided the first time a Tibetan proper name appears, will be according to the Extended Wylie transliteration system.

The use of capitalization will be limited, and recommendations will be set out in the guidelines for translators.

C. Proper names

Proper names will in general be rendered in Sanskrit for Indian persons (including gods and other non-human beings) and places (including places with a supernatural or mythical existence within Indian culture), and in phonetic Tibetan or Chinese for Tibetan or Chinese persons and places (Tibetan and Chinese names will rarely be necessary in the texts themselves but perhaps in the ancillary elements). For spelling, see B above. Proper names should also figure in the glossary (see V.F below); separate sections of the glossary will contain personal names and place names. Translators will not be required to translate proper names into English, except in particular cases where they feel such a translation would contribute significant information, in which case the translation of the name should figure in its glossary entry. In exceptional cases where the meaning is essential to the understanding of a passage, the meaning of a name may be included in parentheses the first time the name occurs in the text.

D. Syntax and style

The translations are aimed at the general reader, and the goal is to communicate the meaning clearly. **Readability** should be considered one of the most important conditions for understanding.

Ideally, the **style** should give a feel (in a suitable Western register) for the style of the original text and its author, rather than the translator's individual style. This is difficult in any translation, and even more so in the case of the Kangyur and Tengyur texts which are already translations. The all-important measure of accuracy should be calibrated in terms of how well the meaning is conveyed, and not interpreted as implying a strict word-for-word correspondence with the original, or a slavish and awkward retention of Tibetan sentence structure.

Verse should be translated in such a way that it is distinct from prose.

Translations do not need to be written 'defensively' with other translators or scholars in mind. The common practice of **using square brackets** to indicate words inserted by the translator to make the meaning clear should be avoided as much as possible—if there is justification for inserting the word or phrase, there is no need to inconvenience the reader with such distracting punctuation.

A great deal of **repetition**, sometimes of stock phrases, is a characteristic feature of some Kangyur texts, and in most cases it should be reproduced in full in the translation. In exceptional cases, should its presence seem to be a purely technical aid for memorization, a decision to abbreviate may be taken by the 84000 editor; alternatively, electronic versions with and without the repetitions may be created. Similar treatment will be applied to **honorifics, titles,** etc.

E. Terminology

Terminology within a single text should be consistent unless there are specific reasons for variation. Consistency between texts, however, is a different matter and brings up the question of if and when Buddhist terminology should be standardized (or even could be, in a context very different from the state-sponsored cultural transfer of Buddhism to Tibet). Most translators agree that standardizing terminology, while it may be a desirable aspiration, at present remains a distant goal, and that attempts to do so would be both premature and unlikely to succeed.

Nevertheless, an important consideration is to allow readers not only to understand the meaning expressed by any one text, but also to become familiar with the terms used across a range of different texts to express that meaning. If different translators use too wide a variety of terms in English for the same term in Tibetan or Sanskrit, recognition becomes difficult.

84000, therefore, will not impose the use of a standard terminology, but translators will be encouraged to make use of consensually accepted terms. They will be asked to compile a glossary of the principal terms used in their work (see section V.F below), and this glossary will be published along with the text. It will also be merged with all the glossaries from other texts to create a cumulative general on-line glossary which, it is hoped, will become a useful reference tool for other translators (whether translating for 84000 or not). As the preferences and collective experience of the translators grows, whenever consensually preferred translations of terms can be identified these will be marked as such in the glossary, and their use encouraged in new translations (it may be possible to identify a few from the outset). 84000, as a large-scale collective translation project, will thus aim to provide an environment which favors the natural evolution of a consensually accepted terminology, but which neither stifles potentially fertile variation, nor over-protects terms that are not ultimately viable.

Creative innovation, where it is called for, will therefore be warmly welcomed, but the use of particularly novel terms will need to be justified by the translator and validated by the review

panel. Consensus opinion, if thoughtfully solicited and applied, does not necessarily inhibit creativity and can constitute a valuable 'reality check'.

When a difficult technical term occurs for the first time in a text, its translation should be followed by the Tibetan and Sanskrit in parentheses or as a footnote. Technical terms should be translated in all but the most exceptional cases for which there is really no possible equivalent in English (or other languages), in which case the Sanskrit term can be used. Sanskrit words already common in English and listed in non-specialist English dictionaries, of course, need not be translated.

Some consideration needs to be given to the complexity and comprehensibility of a term in English. A very precise, highly complex and lengthy word or phrase used to translate a term may serve as an excellent definition for a glossary, but if used in the text along with a large number of similarly complex terms may render the passage completely unreadable.

Translators will be asked to avoid terms that are drawn from specialized fields of knowledge such as specific philosophical systems or psychological theories little known to the average educated reader, and particularly when such systems date from a defined historical period or geographical region unrelated to Buddhist thought.

Similarly, it may be preferable to avoid using a term in a text to express a particular meaning, however etymologically or historically sound, when that term is more generally understood to have a different meaning, or to carry very different connotations.

F. Content layout

In general, the layout of published texts will follow modern Western publishing conventions, and the order in which the different elements of the text, including the front and back matter, will be defined in the translator guidelines.

Most texts are divided into **chapters**, in which case the chapter number and title will appear in a Western-style chapter heading at the beginning of the chapter, as well as in the traditional closing paragraph at the end.

In some cases, especially when the chapters in the original are very long, section breaks within chapters, or even breaks introduced where the topic or narrative naturally changes, may need to be treated (in the context of layout) in the same way as divisions between Western book 'chapters' in order to divide the text into more manageable sections in the final publication.

Other **section subdivisions** will be marked by subtitles and headings as appropriate, or simply by white space if they have no other designations in the original.

Subtitles and **headings** can be numbered if appropriate, and in cases of multiple levels of headings the numbering system will be made hierarchical according to a standard system using numerals (Roman and Arabic) and letters in upper and lower case (corresponding to the structural outline if there is one; see below). At the design stage (and not before), the hierarchy of subtitles and headings will be signaled by creative use of font and paragraph formats.

The text will be divided into suitably sized **paragraphs** according to modern Western convention, broken according to changes in theme.

When a text, or chapter of a text, consists entirely or largely of **verse**, this will be laid out line by line according to Western convention. It will be broken into quatrains or stanzas of other units appropriate to the original (though not necessarily identical). For ease of reference, the stanzas will be numbered; numbering will restart from 1 for each new chapter.

If a text contains **citations** from other texts, the cited passage will be an indented block without quotation marks—unless only a few words in length, in which case it will remain within the main paragraph and enclosed in quotation marks.

The original's **folio numbers** (in most cases from the Degé edition) will be inserted in square brackets at each break in side, the number being preceded by F and followed by .a for recto and .b for verso (folio numbers should be those marked in the margin of the xylograph rather than Western page numbers added at the printing stage, which may vary between printings).

Bampo numbers will also be included within square brackets, preceded by a B.

V. ANCILLARY ELEMENTS

The following elements, ancillary to the actual translation itself, will usually be included in the published work in order to provide helpful contextual information to those readers who are not already familiar with the cultural milieu of Buddhist texts.

The materials of which they are composed will often be gathered as an integral part of the research and translation process. However, as a general rule, the extra time spent compiling, preparing and presenting them should not exceed 20% of the total time spent on the project.

In individual cases, and by prior discussion between the translation team and the project editor, where they are considered unnecessary some of these elements may be abbreviated or omitted altogether. In other cases, for particular reasons, they may need to be made more extensive (also by prior agreement).

A. Table of contents

Translators will provide a **table of contents** indicating the chapters and other main sections (page numbers will be added at the design stage).

B. Structural outline

Kangyur and Tengyur texts do not usually have their own detailed **structural outlines**, and outlines written by indigenous Tibetan authors will not usually be integrated with the translation. However, if a text does have an explicit hierarchical heading structure translators will be asked to provide a separate structural outline, separately from the table of contents, in an unformatted form using a standard hierarchical numbering system defined in the Guidelines. The widespread method of long strings of letters or digits, which most readers find almost meaningless, will not be used.

C. Summary

A very brief summary of the text's subject matter and importance in less than 150 words will appear at the beginning of the translation and will also be added to the database where it will appear to readers browsing the list of titles.

D. Acknowledgments

A short paragraph (not more than 10 lines) will be published in the front matter, in which the translation team, as well as the individual translators, editors, consultants, etc. of which it is composed, are listed. Mention may also be made of sponsors and other people for any specific contribution they may have made to the project. .

E. Introduction

An **introduction** will be written by the translator, its main purpose being to provide the reader with the sort of information—not explicit in the text itself but usually available within the Buddhist tradition—which may help the reader to put the text in its context and understand its place in Buddhist study and practice.

The introduction is not intended to have either the scope or the tone of a scholarly dissertation. It should therefore be brief and factual, and should usually include, if relevant, the following elements (not necessarily in order):

- an explanation of the origin, history and importance of the text;
- a brief account of the source text and any important variation between versions;
- mention of existing versions in Sanskrit or Chinese (or in a few cases Pali), and where possible a brief comparison of the Tibetan version(s) of the text with them;
- a summary of the main points of the subject matter;
- an introduction to specific ideas and terms characteristic of the text;
- any important contextual information;
- a brief account of different interpretations in subsequent commentarial works and, if relevant, by different Buddhist traditions (controversies may be mentioned briefly but should be presented in a balanced and neutral manner);
- a description of particular difficulties in its translation;
- brief references to academic research on the text, if the findings have an important bearing on the understanding of the text and its context.

Particularly in the case of tantric material, mention should also be made of:

- the restrictions, if any, that traditionally apply to the reading and study of the text in question, and
- an indication regarding the knowledge and experience normally required before the implementation of the practices described in it.

Different texts will require introductions of varying lengths, but most should be between 5 and 20 pages in length; longer introductions may be provided in certain cases if justified, but those longer than 50 pages will not generally be accepted.

F. Notes

Notes should be used sparingly. They should, however, be included:

- where comment is required on textual variations or uncertainties which have a significant bearing on the meaning (i.e. rarely in most texts, and certainly not for every single variation);
- to provide the Sanskrit or Tibetan terms used for particular points where this is necessary for a proper understanding;
- to provide (where possible) the source of a citation when the text does not mention it;
- to provide cross-references to other texts when there is a high level of relevance (for example when the text is referring to an event or a set of notions described in more detail in the other, referenced text);
- signaling other important references that would not be obvious to the reader; and
- other important explanatory remarks and points that the translator feels should be included.

At the beginning of the notes, a list of abbreviations used will be provided. References to published works should be in shortened form, the full publication details being provided in the bibliography.

The notes will appear in the texts published online both as pop-up frames activated by the cursor, and in a list at the end of the translation.

At the copy-editing stage, 84000 may decide to prune out non-essential notes or, alternatively, to make two different versions of the translation available—with and without detailed notes.

G. Phonetic transliteration table

A transliteration table should be included listing any words, names, etc. that the translator has rendered in phoneticized Tibetan (following the system described in Appendix 2 of the Guidelines), whether in the translation (unlikely) or in the ancillary elements, and providing the Wylie transliteration of each entry.

If there are less than five such words in the manuscript, a phonetic transliteration table will not be required, but the Wylie transliteration of phoneticized words should be supplied the first time they appear, either in parentheses or as a footnote.

H. Glossaries

A **glossary of the principal terms and proper names** that appear in the text, in Tibetan, Sanskrit and English (see section III.E above), should be compiled by the translator along with (optionally) a concise definition or note. It should be divided into the following sections:
- **the principal terms** used in the text (see the section on terminology above);
- **personal names** (people and deities);
- **place names** (whether geographical or mythical);
- **names of texts** (if not included in the bibliography).

The glossary will be published along with the text itself, and will also be added to 84000's cumulative overall glossary, which will be published on the site. The cumulative terminology glossary will eventually constitute a valuable resource for translators within and without 84000. The proper name glossaries will also serve an important function, allowing readers to find out in which texts particular individuals and places are mentioned.

What to enter in the glossaries, and what to leave out, will be left to the translators' decision, but as well as general terminology useful to the reader, any characteristic terminology of particular topics covered in the text should certainly be included. So, too, should *all* of the personal and place names mentioned in the text (so that the overall glossary becomes a comprehensive index of their occurrence in the scriptures).

Detailed instructions are given in the Guidelines.

I. Bibliography

The bibliography should contain the titles, authors and publication details in three sections of:
1. works referred to in the text;
2. works related to it (e.g. commentaries);
3. works to which the translator refers in his introduction, notes, etc.

Detailed instructions for compiling bibliography entries, with examples, will be provided in the translator guidelines.

J. Appendices

Tables, diagrams, and other useful and informative collections of additional information may be included in one or several appendices by prior arrangement with the 84000 editor.

K. Index

An index will not normally be included, since its use in these electronically published works will be replaced by the search functions provided in the software used to read them.

An index will only be prepared if 84000 specifically takes that decision, for example because a work is to be published as a printed book, or for other reasons particular to that text. In such cases the index will usually be prepared by a professional indexer—although translators who have the necessary skills and wish to prepare their own you will be welcome to do so by prior arrangement with 84000. [see 'Human resources' II.A and section VI.D below].

VI. PRE-PUBLICATION STAGES

A. Review

Either the project editor, or other in-house staff, or external reviewers (see II.B) will review translations at several stages in the translation process: 1) sample texts sent as part of the application procedure, 2) initial 'trial period' sections of the text, 3) sections of the text as the translation project proceeds, and 4) the whole text, including the translator's introduction and ancillary elements, once the translation is complete. A different but similar review procedure will apply 5) to existing translations not commissioned by 84000.

A separate document will detail the procedures for review at each of these stages.

In particular, each complete translation (4) will be independently reviewed by a reviewer (or in certain cases two reviewers) appointed by the editor. Reviewers will read as much of the text as they can, but in long texts will have to be content with fairly frequent sampling. They will compare the translation with the Tibetan, and will assess a number of parameters such as accuracy, clarity and readability, appropriateness of style and stylistic register both for the original and for the readership, terminological choices, consistency, level of scholarship, consensuality of interpretation, quality and pertinence of the introduction, footnotes, etc. If there are two reviewers, their notes and/or scores will be compared by the editor. If they broadly agree, their evaluations will be aggregated and accepted. If there is wide divergence, a third reviewer will be asked to go through the same process, and the two closest of the three reviews will be taken as final.

The project editor will read the reviews and provide the translator team with the necessary feedback to be incorporated in a revised version (unless the text has been judged acceptable in all respects).

B. Copy editing / Manuscript editing

Once the reviewers and project editor are satisfied with the translator's final, revised version, it will be passed to the copy editor, who will read and correct it carefully. As well as bringing up any remaining problems with grammar, punctuation, etc. the copy editor's particular role is to ensure correctness of spelling, technical terms, capitalization, use of italics, topic headings, and many other details, and their consistency not only within the document but also with 84000 policy for all documents.

The copy editor's proposed changes will, if necessary, then be sent to the translator for review, after which any remaining disagreements will be settled by the project editor.

C. Text finalization and approval for publication

Once the reviewers, copy editor and project editor are all fully satisfied that the text is ready, the project editor will formally approve it for publication before it is passed on for publication markup. Formal finalization is an important decision, as the premature submission of work for the design process is one of the major causes of delays and increased costs in the publishing process.

D. Markup

The finalized text, together with its ancillary elements, and the front and back matter supplied by the editor, will be marked up for publication according to the design specifications. The aim is to produce a clear, readable and aesthetically satisfying presentation of the text, whether online in 84000's Reading Room, in PDF or other downloadable electronic format, or printed.

The design aspects mentioned above under 'Content layout' (III.F), which should have been incorporated by the translator in preparing the document file of the translation, will be formalized and made consistent at this stage, and any further elements added. TEI encoding to implement various functions will also be added at this stage.

E. Page proofing

A print-out or PDF of the final page layout will be sent to the translator for final proofing and correction if necessary. Minor last-minute changes to the text are often seen to be necessary at this stage but should be kept to a minimum. The page proofs will also be reviewed by the editorial team. The marked-up page-proofs are then returned to the designer for implementation of any changes.

F. Index

If an index is to be included, it is at this point, when the page numbers have become definitive, that the indexer will complete his work (which may have started earlier, before the design process, with the compilation of entries).

VII. PUBLICATION STAGE

A. Copyright

The **basic form of copyright** applied to texts published by 84000 (online) will be as specified by the Creative Commons Attribution-Noncommercial-No Derivative Works 3.0.[2] In simple terms, readers will be free to copy, quote, transmit and make non-commercial use of the texts legally, provided that they attribute authorship correctly (i.e. as specified by 84000) and make no modifications to the text.

In the case of **works commissioned by 84000**, 84000 will be the primary copyright holder and will therefore retain the right to modify the text, even if (in exceptional cases) the

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[2] See http://creativecommons.org/licenses/by-nc-nd/3.0/ .

modifications do not meet with the agreement of the translator. This precaution is necessary to protect 84000 against objections by translators where, in the context of future revision, adoption of new terminology, and other circumstances, it may become necessary to modify translations already accepted and/or published. Of course, any such changes will normally, and preferably, be made with the full agreement of the translator. When changes are made to the text, the translator attribution will appear as "Originally translated by xxx, modified by 84000".

In the case of **works not commissioned by 84000,** which, though copyrighted by another individual or organization, are to be published by 84000 with the permission of the copyright owner, 84000 will first attempt to secure the copyright if possible, but if not, will negotiate and accept license conditions with the original holder.

The rights of translators with regard to their texts will be defined in translator contracts.

B. Publication

In keeping with 84000's goal of making the translated texts universally available, they will be published **online**, free of charge to readers worldwide, in the form of a collection of documents called 84000's "Reading Room," linked to a list of all the works in the Kangyur (and subsequently the Tengyur) with their titles in Tibetan, English, and Sanskrit. Each translation will also be linked to the original text in Tibetan.

The translations will be presented in a web-based XML format that can be read online and will resemble as closely as possible a book on the user's screen. For the time being, the XML / HTML format's technical limitations may not allow the full elegance of a printed page, but this is counterbalanced by its flexibility in technological terms—the texts are treated as information, allowing the incorporation of metadata such as glossaries, cross-referencing, full searchability, ease of updating, revision, and other functions related to content management; these will be compatible with TEI standards. For users who wish to have access to the texts off-line, a PDF format can be generated "on the fly" from the XML version and downloaded or printed. The expected rapid evolution of electronic publishing technology may soon allow aesthetic considerations to be better served, as well, alongside these functional aspects.

84000 may also decide, at a future stage, to include multiple versions of the same text on the site, either because different but equally valid translations (e.g. translated according to different commentarial traditions) are available, or for archive purposes when a previously published version has been superseded by a new, updated or modified version.

Access will be either via lists of published texts arranged alphabetically or by subject, or via the database detailing the original Kangyur-Tengyur text titles and other details.

Publication in **physical ink-on-paper book form** will also be an important objective if and when funding allows, especially for public, university, and monastic library collections. However, the economics of printing and distributing free books will need to be carefully evaluated if funds are limited. The difficulty of updating content is a related issue. The evolving technology of digital on-demand or low print-run printing may provide some solutions.

C. Glossary update

In parallel with the publication of the text, the resources manager will add the glossaries from the individual text to the cumulative overall glossary database and publish the updated version online.

D. Future revision

No translation is ever definitive, and as readers and researchers use and explore each translation they are likely to find errors and identify possible improvements. Terminology usage will certainly evolve over the longer term. It will be important to allow for future revision of published works, which will preferably be made by the original translator but may also need to be undertaken by another person.

The probable need for future revisions will need to be kept in mind when defining copyright and other contractual limitations, and when considering paper-and-ink publication.

Published files will need to be identified with a version number and date, possibly even in the file name. As noted above, previous versions may be kept available on the site for archival purposes.