

## Submission Guidelines for *The Eastern Buddhist*

### 1. Basic Guidelines for Stylistic Issues

- As *The Eastern Buddhist* is an English-language journal, submissions must be in English. As a rule, the journal follows the suggestions regarding issues of style and format put forth in the seventeenth edition of *The Chicago Manual of Style* (CMS). The journal employs the author-date citation system for reference lists as delineated in chapter fifteen of the CMS, and a full reference list should be included with submissions. Please note that the journal uses footnotes and not in-text citation for references. This follows the style explained in chapter fourteen of CMS. Please refer to recent issues of *The Eastern Buddhist*, available online at <https://ebs.otani.ac.jp/indexes/backissue3.html>, when formatting an essay for submission. For conventions relating to the transliteration of Japanese in English, and the use of Chinese and Japanese characters, please refer to the *Monumenta Nipponica Style Guide* available at <https://dept.sophia.ac.jp/monumenta/pdf/MN-Style-Sheet-September-2018.pdf>. Please include *kanji* for all relevant terms, and *kanji* and birth and death dates for historical figures in the following format: Huayan 華嚴 (Jp. Kegon; K. Hwaŏm), or Kūkai 空海 (774–835). The romanization of Korean terms may be done in either McCune-Reischauer or Revised Romanization, but the system chosen must be applied consistently throughout the essay.

### 2. Preparation of Manuscripts for Submission

- All submissions to *The Eastern Buddhist* must be of previously unpublished manuscripts.
- Those who wish to submit an article to the journal should prepare a complete draft including footnotes and a reference list following the conventions set forth in the CMS and send it both as a Word and as a PDF file to the offices of The Eastern Buddhist Society at [ebs@otani.ac.jp](mailto:ebs@otani.ac.jp). Please also include the necessary contact information (a mailing and email address) for the author.
- Submissions will be reviewed for content and style based on a blind referee system. The names of the reviewers will not be made available.
- The results of the review and the decision regarding the publication of the submission will be relayed to the author as soon as the review is completed.
- The contents of *The Eastern Buddhist* are available for download from the Otani University Repository linked to The Eastern Buddhist Society's homepage. Acceptance of this condition is implied by the author's consent to publish in *The Eastern Buddhist*.
- The author is responsible for gaining permission to reproduce any copyrighted material (illustrations, photographs, maps, etc.) to be included in the article, both for the hard copy of the journal and the electronic version. You will be asked to provide copies of your

permission documents when you submit your final draft after the article has been accepted for publication.

### 3. The Editorial Process

- Once publication in *The Eastern Buddhist* has been decided, the author should not allow the article to be published in another venue without the permission of The Eastern Buddhist Society.
- The authors will be asked to review proofs of the article twice in the editorial process, once before typesetting and once after typesetting has been completed. We ask that the changes to the second proofs be kept to a minimum.
- The author will receive one complimentary copy of the journal and twenty-five offprints of the article upon publication. We will be unable to supply more than twenty-five offprints.

### 4. Copyright

- The Eastern Buddhist Society holds the copyright for all articles and book reviews that appear in *The Eastern Buddhist*. The society gladly grants permission for the reproduction of articles and book reviews that have appeared in the journal in collected works and other publications, as well as for use in courses. However, we ask that requests for permission for such reproduction be made in writing to the society and that such reproductions not be made without the society's written consent.