



Manuscript Preparation Guide

Email: contemplativejournal@virginia.edu

Website: <http://contemplativejournal.org/>

The *Journal of Contemplative Studies* (JCS) is a peer reviewed, open-access journal published by the Contemplative Sciences Center at the University of Virginia. JCS publishes original research and scholarship on issues and topics related to contemplative practices, both historical and contemporary. The focus of the journal is humanistic studies on contemplation and transdisciplinary scholarship with a humanistic core.

Submissions are accepted on a rolling basis. Each submission will advance through double blind peer-review, proofing, and digital publication. JCS does not charge publication fees because it is funded and sponsored by the Contemplative Sciences Center at the University of Virginia. The journal adheres to the [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/4.0/) Creative Commons Public Domain License for submissions.

Content Types

We publish Research Articles, Book Reviews, Special Issues, and Blog Posts:

- *Research Articles* have a suggested word count of 12,000 to 15,000 words and use endnote citations (*Chicago Manual of Style*, 17th ed.). Endnotes should comprise no more than 30% of the word count (i.e., endnotes for a 12,000-word article would be around 3,600 words.)
- *Special Issues* on related topics with guest editors
- *Book Reviews* have a suggested word count that is up to 2,500 words
- *Blog Posts* are brief communications with a suggested word count that is up to 1,500 words in the form of community news, commentary or opinion pieces, new book announcements, research notes, and conference or workshop reports.

*Contact the JCS Editors via email for submissions with different word counts.

Submission Preparation

The *Journal of Contemplative Studies* follows the [Chicago Manual of Style](https://www.chicagomanualofstyle.org/), 17th edition (CMOS 17), for general grammar and usage guidance, except where CMOS explicitly conflicts with the guidelines set forth below.

Formatting

- Font = Times New Roman, size 12
- 1" margins on every side
- Double-spaced, including endnotes and Works Cited

- Use tabs at the start of paragraphs, no additional spaces between paragraphs
- Block quotations for more than 50 words of prose, or more than three lines of poetry
- One space after punctuation

Citation Style

General

Unless otherwise noted in the instructions or template for a specific content type, use [*Chicago Manual of Style's notes \(endnotes\) and bibliography*](#) system for citations.

*NOTE: Always use **Title Case** (Headline Style) capitalization for all books, chapters, and articles and always italicize books.

*NOTE: [Google Scholar](#) provides citations for academic articles in each of the major styles including Chicago. These versions are often incomplete or inaccurate and should only be used as a starting point.

Examples

Books and Chapters

Last Name, First Name [of first author], Next Author [First Name Last Name include all authors separated by commas with “and” before last one]. *Title of Book*. Location of Publisher [e.g., New York, NY]: Publisher, Date. URL [with hyperlink to book page on publisher’s website or if none to Google Books.]

E.g.

Altvater, Elmar, Eileen Crist, Donna Haraway, Daniel Hartley, Christian Parenti, and Justin McBrien. [*Anthropocene or Capitalocene?: Nature, History, and the Crisis of Capitalism*](#). Oakland, CA: Pm Press, 2016.

Seppälä, Emma M., Emiliana Simon-Thomas, Stephanie L. Brown, Monica C. Worline, C. Daryl Cameron, and James R. Doty, eds. [*The Oxford Handbook of Compassion Science*](#). New York, NY: Oxford University Press, 2017.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Batson, C. Daniel. “The Empathy-Altruism Hypothesis: What and So What?” In *The Oxford Handbook of Compassion Science*, edited by Emma M. Seppälä, Emiliana Simon-Thomas, Stephanie L. Brown, Monica C. Worline, C. Daryl Cameron, and James R. Doty, 7–40. New York, NY: Oxford University Press, 2017.

Academic Articles

Last Name, First Name [of lead author], Next Author [First Name Last Name-- Include all authors separated by commas with “and” before last one]. “Title of Article.” *Journal* vol, no. x [date]: page number-page number. doi:# [include hyperlink].

Note: For more than 10 authors of an article, list the first seven followed by **et al.**

E.g.

Roeser, Robert W., Kimberly A. Schonert-Reichl, Amishi Jha, Margaret Cullen, Linda Wallace, Rona Wilensky, Eva Oberle, Kimberly Thomson, Cynthia Taylor, and Jessica Harrison. “Mindfulness Training and Reductions in Teacher Stress and Burnout: Results from Two Randomized, Waitlist-Control Field Trials.” *Journal of Educational Psychology* 105, no. 3 (2013): 787. doi.org/10.1037/a0032093.

Popular Press

Last Name, First Name [of lead author], First Name Last Name, First Name Last Name, ... and First Name Last Name. “Title of Article.” *Magazine or Website*, Date. Accessed [list current date]. URL [with hyperlink].

E.g.

Kolbert, Elizabeth. “The Fate of Earth.” *The New Yorker*, October 12, 2017. Accessed July 16, 2019. <https://www.newyorker.com/tech/annals-of-technology/the-fate-of-earth>

Goleman, Daniel. “Wired for Kindness: Science Shows We Prefer Compassion, and Our Capacity Grows with Practice.” *Washington Post*, June 23, 2015. https://www.washingtonpost.com/news/inspired-life/wp/2015/06/23/wired-for-kindness-science-shows-we-prefer-compassion-and-our-capacity-grows-with-practice/?noredirect=on&utm_term=.7d98242a9e44.

Germano, William. “Futurist Shock.” *Lingua Franca* (blog). *Chronicle of Higher Education*, February 15, 2017. <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/>.

Audio/Video

Last Name, First Name [main subject of the recording]. “Title of Podcast Episode or Film.” *Name of Podcast or Producer in Italics*. Type of recording [e.g., YouTube video, or Podcast audio], date of recording. URL [with hyperlink].

E.g.

Aguilar, Elena. “Twelve Ways Teachers Can Build Their Emotional Resilience.” *The Cult of Pedagogy Podcast with Jennifer Gonzales*. Podcast audio, May 5, 2018. <https://www.cultofpedagogy.com/resilience/>.

Davidson, Richard. “The Four Constituents of Well-Being.” *Greater Good Science Center*. YouTube video, January 28, 2016. <https://www.youtube.com/watch?v=HeBpsiFQiTl>.

Davidson, Richard. “A Neuroscientist on Love and Learning.” *On Being with Krista Tippett*. Podcast audio, February 14, 2019. <https://onbeing.org/programs/richard-davidson-a-neuroscientist-on-love-and-learning-feb2019/>.

Transliteration

Arabic

Follow the [International Journal of Middle East Studies transliteration chart](#).

Chinese

Use [Pinyin romanization](#) following guidelines from the ALA-LC.

Japanese

Use the [ALA-LC Japanese romanization](#).

Pāli

Use standard diacritics as in the [ALA-LC Pāli romanization](#).

Persian

Follow the [International Journal of Middle East Studies transliteration chart](#).

Sanskrit

Use standard diacritics as in the [ALA-LC Sanskrit and Prakrit romanization](#).

Tibetan

Use the Tibetan and Himalayan Library (THL) [Extended Wylie Transcription system](#) for Tibetan romanization and the [THL Simplified Phonetics Transcription](#) system for phonetics.

Turkish

Follow the [International Journal of Middle East Studies transliteration chart](#).

For other non-Latin alphabets not specified above, [use the Library of Congress ALA-LC Romanization Tables](#).

Images

Submit images as JPEG files, resolution of 300 DPI. It is the author’s responsibility to obtain any necessary clearances or permissions to reproduce and pay any associated fees. Please include appropriate caption, copyright, and photographer credit information, as applicable.

Submission Checklist

Manuscript submissions must:

- Adhere to the Manuscript Preparation Guide
- Be in a Microsoft Word document
- Not be under consideration elsewhere
- Omit references that identify the name of the author(s) for Research Articles that are to undergo peer-review
- Provide an abstract of the article (150-200 words)
- Include endnotes and list of Works Cited, if applicable
- Include complete captions, credit, and copyright information or authorization to reproduce for all images, if applicable
- Sign the Author Agreement

To submit a Research Articles or Book review, register and follow the process via the [JCS Submission portal](#).

Special issue proposals are being accepted via the [Special Issue Proposal Form](#). To submit a post for the [JCS Blog](#), submit directly via the [Contact Us](#) form.

Copyright Notice and License

The *Journal of Contemplative Studies* © 2022 The Rector and Visitors of the University of Virginia.

Individual articles published by the *Journal of Contemplative Studies* are copyright of the author(s) and are available under the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International Public License ([CC BY-NC-ND](#)), under which:

- Attributions must give appropriate credit to the author(s) and journal, provide links to the journal source webpage and license, and indicate if changes were made. Attribution should appear as follows: ©YEAR AUTHOR NAME. Originally published and licensed by Journal of Contemplative Science under <https://creativecommons.org/licenses/by-nc-nd/4.0>.
- Reusers may do so in any reasonable manner, but not in any way that suggests the licensor endorses the reuser or their use.
- Reusers may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.
- Only noncommercial uses of the work are permitted. No derivatives or adaptations of the work are permitted.