**Style Sheet for Tarka, Embodied Philosophy**

In an effort to maintain uniformity, the following recommendations are for all articles in Tarka. Formatting may be further adjusted in the final design stages. Here is a short list of Tarka writing guidelines:

1. Please submit your article in Word or Pages.  We will then create a google doc from your original submission.  All edits to your article will be presented to you for review using the "suggested changes" function in Google docs.  We ask that you do all of your final edits in the Google doc.
2. Please make all Sanskrit words italic.
3. Please use necessary diacritical marks.
4. Please move all citations into footnotes. We are generally using MLA formatting.  For books please list the citation as:
   Author's first name, author's last name. *Book title*. Place: Publisher (year: page number).
5. The second listing of the book (if it directly follows the first mention) can be:  "Ibid, page number." OR "Author last name (year: page number).

Other general writing guidelines:

1. Single space, 12pt. font, Calabri
2. Indent the first word of all paragraphs, except where the paragraph follows a quotation that is indent as a block.
3. No space between paragraphs.
3. Quotations require a citation, including a clear reference to the translator (if applicable) and approximate date of the original work.
4. Quotations of 2 long sentences or anything above 3 sentences should be set apart with a 5pt. margin indent and reduced to 11pt. Font.
5. Punctuation should be placed inside quotation marks.
6. Italicize and use standard diacritical marks for all Sanskrit words.  Please insert and double check your diacritics.
7. Capitalization: Titles should capitalize all words except any coordinating conjunctions (and, for, but, or, so, nor, and yet), articles (a, an, the), and prepositions.