

Yoga Association of Alberta
Yoga Bridge
Copy-Editing Guidelines
Updated April 2014

Italics / Capitalization

Sanskrit words	Italicized without capitalization
The word yoga	Capitalize if the word yoga is referring to particular system's name, e.g., Brahma Kumaris Raja Yoga. For example: "Bikram's Hatha Yoga" - Hatha Yoga is capitalized, but if it's just "hatha yoga is healthy" it isn't. Same with raja yoga, karma yoga and bhakti yoga, etc. "Brahma Kumaris Raja Yoga", Raja Yoga is capitalized but "raja yoga is mostly a meditation practice" it isn't. Capitalize the recognized and orthodox branch of Hindu Darshana, i.e., Patanjali's system of Yoga, then upper case is used for the first letter of the word, e.g., Yoga. The orthodox systems are Sankhya, Yoga, Vaisesika, Nyaya, Vedanta and Tantra.
Titles	Italicize the title of a book and capitalize the first letter of each main word, e.g., <i>Waking: a Memoir of Trauma and Transcendence</i> .
Names	Capitalize the name of an organization if it refers to an actual organization, for example, Deak Kum Pa Orphanage. Use lower case throughout the rest of the article if the organization is only referred to by the generic term for the organization, e.g. the orphanage.

Patanjali's Text Title *Yoga Sutras*

If the style in a quote differs from these style guidelines, make a note about the difference in style between the body of the article and the quotes at the end of the article.

Abbreviations

Time	Morning – abbreviated as a.m. Afternoon abbreviated as p.m.
For example	Abbreviated as e.g.
That is	Abbreviated as i.e.

Spelling

it's	Contraction for it is, e.g., It's a warm wind.
its	Possessive, e.g., The tree shed its leaves.

practicing for noun and verb

Please use Canadian version where applicable, e.g., colour (Canadian) vs. color (American).

Punctuation

Period Put one space following each period before the beginning of the next sentence.

Quotation Marks Please see the direction provided on quotations in the *How to Use Quotation Marks* document.

For example: The teacher said, "Yoga is good for you."
The teacher said she was tired (exhausted more like it)!

Put around direct quotes whether in the body or whether separated out of the body. Quotes that are longer than four typed lines should be separated from the body of the article with quotation marks.

Quotation marks are used around the title of an article.
No quotation marks around periodicals.

Examples of punctuation outside of quotation marks:

What is the meaning of the term "half-truth"?
Stop whistling "All I Do Is Dream of You"!
The boss exclaimed, "No one should work for the profit motive!" – no exceptions, I suppose.

en dash (–) The en dash is used in ranges, such as *6–10 years*, read as "six to ten years".
NO SPACE before or after these En Dash marks when they are inserted between words, a word and numeral, or two numerals.
(<http://en.wikipedia.org/wiki/Dash>)

em dash (—) The em dash (—), or m dash, m-rule, etc., often demarcates a parenthetical thought—like this one—or some similar interpolation.
It is also used to indicate that a sentence is unfinished because the speaker has been interrupted.
NO SPACE before or after em dashes when they are inserted between words, a word and numeral, or two numerals.
(<http://en.wikipedia.org/wiki/Dash>)

Semi-colons Use the semicolon to separate items in a series if they are long or contain commas.

Do not use the semi-colons in lists unless it would be confusing to use commas.

Comma In lists: do not put a comma before “and” or “or” in a list. For example: “yogic diet, relaxation, smoking cessation and psychosocial support.”

Use commas to separate the items, for example: “Yoga is relaxing to many, exercise to the majority and transformative to a few.”

Parentheses Are rounded brackets surrounding an incidental thought.

If the parentheses contain a complete sentence, the closing punctuation goes inside. For example: (The same applies to italics, for which see the main entry.)

If the bracketed thought is part of a larger sentence, the punctuation goes outside. For example: He told the crowd that he would do as he had done before (in dealing with the public service).

Exception: If the exclamation mark or question mark applies to the bracketed material rather than to the sentence as a whole: He was shocked (who wouldn't be?) to find a ghost in his room.

Template for Biography

Name:

Choose which one applies:

Teacher: certification
YAA TTP Student: senior teacher
Practitioner: main teacher (with permission of teacher) or tradition

Contact Information: either phone number, email or website

References for Guidance Only. Editorial Board has final say.

A Canadian Writer's Guide by Jack Finnbogason and Al Valleau
HARBRACE COLLEGE
HANDBOOK FOR Canadian writers

new translation of The Bhagavad-Gita A New Translation by Georg Feuerstein's
the Yoga Sutras of Patanjali Edwin Bryant

<http://owl.english.purdue.edu/owl/section/1/6/>

<http://owl.english.purdue.edu/owl/resource/577/2/> (quotations)

<http://owl.english.purdue.edu/owl/resource/577/03/> (quotations)