Yoga Association of Alberta
Yoga Bridge
Copy-Editing Guidelines

Updated/reformatted June 2024 from the original April 2014 version

This abbreviated copy-editing guideline is intended to promote consistency in presentation and style. Copy-editing is carried out during and following content editing. It is included along with the Article Submission Guidelines mainly for reference by the editor and the editorial board, but authors who want more information on this aspect of editing could find this useful.

Italics / Capitalization

Sanskrit words:
Italicized without capitalization

The word yoga:
Capitalize if the word yoga is referring to a specific 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" 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., *Waking: a Memoir of Trauma and Transcendence*.

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*

Style differences between quotes in a text and these guidelines:
- 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

General guidance: Use Canadian version where applicable, e.g., colour (Canadian) vs. color
                            (American).

Punctuation:

Period spacing: Only one space is inserted after each period before the beginning of the next
                            sentence.

Quotation Marks ("double quote marks"):

- Double quote marks are put before and after direct quotes whether or not they occur in
  the body of the text or are set out as inclusions within it (typically quoted and/or indented
  to indicate the shift in emphasis). Quotes less than about four lines long can be included
  in a paragraph, but quotes that are four or more lines long could be separated out. For
  example:

    "Blot out, correct, insert, refine,
    Enlarge, diminish, interline;
    Be mindful, when Invention fails;
    To scratch your Head, and bite your Nails." (Jonathan Swift "*On Poetry*", 1733).

- Quotation marks are used around the title of an article.
- No quotation marks around periodical citations.

Quotation marks and punctuation:

- If you are using quotes within a sentence of your own creation, put the quote before the
  punctuation mark. For example:
    o What is the meaning of the term "half-truth"?
    o Stop whistling "All I Do Is Dream of You"!
- If you are using quotes to set out a phrase or sentence spoken by someone, put the quote
  before the punctuation mark. For example:

- o Imagine my incredulity when our president, the owner of a very profitable law firm, shouted "No one should work for the profit motive!".

En and Em dashes:
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 semi-colons to separate items in a series if they are long or contain commas.
- Do not use 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 (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.)
- 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, then include the punctuation inside the parenthesis: He was shocked (who wouldn't be?) to find a ghost in his room.

Template for Biography:

Two or three lines including the author's name, association with yoga (teacher and certification attained, student, or other category) and how they can be contacted. Teachers listed on the Yoga Association of Alberta website could consider providing a link to that page (https://yoga.ca/teacher-directory/) to provide a more stable link to contact information that might change.

Citations:

- We follow the APA (American Psychological Association) guidelines for the social and natural sciences. If a quote or idea is taken from a published source, the proper citation in text is to give the author's last name, initials, date of publication, title of publication, publisher.   Example : "Yoga has popularly been translated as "union with the divine" and may refer to a number of different spiritual systems" (Bryant, 2009).
- The full citation is given at the end of the article, before the author's biography, generally with a subtitle like "References cited". For the example given above, it would be: "Bryant, E. 2009. The Yoga Sutras of Patanjali: A new edition, translation and commentary. North Point Press, New York."

Editor's references:

Editing guidelines:

The following editing guidelines have been used by past and current editors. If it is more convenient to consult an online source for copy-editing questions, this link is useful: https://owl.purdue.edu/

Strunk, W. and E.B.White. 1999. The Elements of Style. Fourth Edition. Allyn and Bacon, Massachusetts. Available as a downloadable pdf at URL: https://pdf.yt/d/2_qp8jQ61OI6NHwa (accessed June 18 2024).

Messenger, W, J. de Bruyn, J. Brown and R. Montagnes. 2007. The Canadian Writer's Handbook. Fifth Edition. Oxford University Press.

Useful translations of the Bhagavad Gita and Yoga Sutras:

Bryant, E. 2009. The Yoga Sutras of Patanjali: A new edition, translation and commentary. North Point Press, New York.

Feuerstein, G. and B. Feuerstein. 2014. The Bhagavad-Gita: A New Translation. Shambhala Publications.