

# Style Guide for use with *Yoga Samachar*

(updated June 2016)

A style guide gives writers, editors, and copyeditors guidelines for making publications consistent across articles and issues. As with the English language itself and rules taught regarding grammar and punctuation, any style guide has to evolve. Here are the most recent “rules” we apply when reviewing and copyediting articles to publish in *Yoga Samachar*. Please review your article and follow these guidelines before submitting it for publication. If you have a question that this style guide doesn’t answer, please ask.

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## ASANA

1. Asana names, and all other Sanskrit words, are printed in italic type.
2. *Yoga Samachar* does not use Sanskrit glyphs or marks.
3. The word “asana” is not capitalized, but the names of asana ARE.

Example:

John has enjoyed studying a variety of new *asanas*.

John has enjoyed practicing *Adho Mukha Svanasana*.

4. The names of individual asanas are capitalized. Multiword names are capitalized at the beginning of each word. (See example above.)
5. As a guide for spelling of asanas, the number of words in an asana name, etc. – in short, for all spelling questions, consult *Light on Yoga*, *Light on Pranayama*, *Light on the Yoga Sutras of Patanjali*, etc.

## BOOK TITLES

*Yoga: A Gem for Women* (use a colon after Yoga)

*Astadala Yogamala* NOT *Ashtadala* (even though that’s how it sounds)

*The Bhagavad Gita* NOT the *Bhagavad Gita* but “the *Gita*” is okay

## CAPITALIZATION

1. “yoga” as a generic term is not capitalized.
2. When you use the name “Iyengar” with yoga, you are identifying a specific kind of yoga and our “brand,” so both words should be capitalized.
3. Institute when it refers to RIMYI.  
Yes: She studied at the Institute for six months.  
No: Is there an institute devoted to the study of the *sutras*?
4. The word *asana* is not capitalized when it refers to a posture.
5. The names of individual *asanas* and *pranayamas* are capitalized. Multiword names are capitalized at each word (based on 2014 and 2015 pubs)
6. The names of the 8 limbs are capitalized when discussed as a limb.  
Ex: The third limb of this 8-limb system, *Asana*, is all most people know about.  
But: When we practice Triangle pose and other *asanas*, we feel good.
7. *Samadhi* has been capitalized even when discussed as an experience, as in the 2015 Spring and Fall issues: “Next time, in Part III, they will consider whether the experience of *Samadhi* and the deeper changes in qualities of consciousness that emerge from the experience of *Samadhi* are amenable to scientific study.”
8. *Sutra* is capitalized when it refers to specific *sutras*: e.g., *Sutra* II.3. In previous issues this has also been treated this way: YS II.3. Also capitalized when referred to by title: Patanjali’s *Yoga Sutras*.
9. Sanskrit words that refer to the schools of yoga philosophy are capitalized: *Samkhya*, *Veda*, etc.

10. After colons: capitalize when it's an independent clause. Do NOT capitalize if it's a list.
11. Web when short for World Wide Web.
12. Board / Certification titles:
- The IYNAUS Board is meeting in November. [formal identification]
  - The board is meeting in November. [informal]
  - She is a member of the board. [informal]
  - Patti, the IYNAUS board secretary, is also a grandma. [informal]
  - IYNAUS Board President, Michael Lucey, does not have a Corgi. [title before name]
  - Michael Lucey, the board president, has a cat. [title after name]
  - The IYNAUS Bylaws have been revised. [formal title]
  - Please read the bylaws before the next meeting. [informal]
  - She is a Certified Iyengar Yoga Teacher (CIYT). [formal]
  - She is a yoga teacher. [informal]

## **CERTIFICATION**

Certification Mark, Certified Iyengar Yoga Teacher, CIYT. If you use the acronym "CIYT," write it out first and put acronym in parenthesis. These are essential elements of our "brand" and should appear with capital letters.

Certification Levels – how to write:

Introductory II

Intermediate Junior I, II or III

Intermediate Senior I, II, or III

Advanced Junior I, II, or III

Advanced Senior I, II, or III

If we identify teachers as senior teachers, we don't capitalize "senior" or "teacher."

Ex: Two senior teachers came to our region.

Ex: We are pleased to invite senior teacher John Schumacher to our studio.

## **CITING SOURCES**

In general, stay away from academic looking citation styles.

Recent examples of how we've treated citations of *sutras*:

Roman Numeral / period / Arabic #: III.4

Introducing for the first time: *Yoga Sutra* II.6 explains how . . .

When the context has been made clear, or if used as a heading: I.2 *yoga cittavrtti narodhah*

He cites *Yoga Sutra* I.35 *vishayavati va pravrittih utpanna manasah sthiti nibandhani*: “By contemplating an object, that helps maintain steadiness of mind.”

*Sutra* III.11 is translated as “The weakening of scattered attention and the rise of one-pointed attention in the *citta* is transformation toward *samadhi*” (B.K.S. Iyengar, *Light on the Yoga Sutras of Patanjali*).

Of *Yoga Sutra* IV.6 he says, “ldfj sldfj sldfj sldfj sldfj” (B.K.S. Iyengar). This tells us that this comes from BKS and not another translator.

Every issue I’ve worked on so far has presented me with challenging new variations on this theme.

Write *sutra* book # with Roman numerals, *sutra* # with Arabic.  
Example: *Sutra* IV.23; *Sutra* II.15.

## DASHES

eM dash, **without** spaces around it, in content.

Ex: Mary said—and she always said this—that we should use em dashes.

eN dash for numerical ranges. Ex: There were 5–7 students.

## DATES

’70s / 1970s

## ELIPSES

If one sentence ends and then you skip ahead. ... This is a bit of text from later on.

If you’re joining passages to make them ... read as one sentence, do this.

## GURUJI and the IYENGAR FAMILY

On first reference, Guruji should be identified as:

B.K.S. Iyengar or Yogacharya B.K.S. Iyengar

We will use periods after each initial: B.K.S. [no spaces]

On second reference, he may be referred to as Mr. Iyengar (in communications for the general public) or as Guruji (in communications for his students and teachers). Guruji

may also be used in communications to the general public, although it should be defined (beloved Guru or beloved teacher).

Geeta will be referred to on first reference as Dr. Geeta S. Iyengar.

Prashant as Prashant S. Iyengar.

They may be identified on second reference as Geetaji and Prashantji.

RIMYI : no periods in between

## **IDENTIFYING TEACHERS**

Refer to teachers by their first and last name on first reference, then first name on second reference.

In author bios, identify people by their certification level and location, at a minimum.

## **ITALICS**

1. *Asana* names, and all other Sanskrit words, get italic type.
2. *Sutra* is italicized because it's Sanskrit.
3. Do not italicize words that have become common in English: Ashram, Yoga.

## **IYENGAR YOGA**

Refer to our style of yoga as “Iyengar Yoga.”

No: She hired five new Iyengar teachers.

Yes: She hired five new Iyengar Yoga teachers.

## **MISCELLANEOUS**

Ashtanga = with an H. Italicize and capitalize

bylaws = one word; capitalize after IYNAUS, but not in generic sense.

Yes: The IYNAUS Bylaws have been revised.

No: Please read the bylaws before the next meeting.

“compared with” instead of “compared to”

copy editor = two words

dates > 70s, 90s, etc. No apostrophes

“different from” instead of “different than”

hometown = one word

Institute – when referring to RIMYI, capitalize

online = one word

prakrti (no vowel in second syllable)

RIMYI – no periods

teacups = one word

teacher-training; teacher-training programs

web addresses: prefer starting with www.

website = one word  
the Web = capitalize the w

## **NUMBERS**

One to nine are written as words

10 + are written as numerals

Examples:

She had nine students show up for her membership-drive class.

She had a record 27 students become new members.

Four digit numbers: Put comma after first digit: 1,000

## **PHONE NUMBERS**

Write with periods, not hyphens: 970.123.4678

## **PHOTO CAPTIONS**

Strive for complete sentences and use periods.

“Manouso teaching *Tadasana* in 2007.”—can be considered a complete sentence, but not  
“*Trikonasana* with a chair”

Italicize Sanskrit words and *asana* names.

Incorporate city and year into caption sentence (e.g., “Manouso Manos teaching *Parivrtta*  
*Trikonasana* at IYILA in 1990.” Instead of “Manouso Manos teaching *Parivrtta*  
*Trikonasana*, 1990.” )

## **PHOTO CREDITS**

IYNAUS Photo Archives

IYILA Archives

Photo by Geena David

Photo: Michael Lucey

Michael Wells Photography

\*No punctuation – except when photo credit and caption are combined:

Photo by Geena David, taken in a church in Old Goa, India.

\*Capitalize Photo, Archives, Photography, Names.

## **QUOTATION MARKS AND PUNCTUATION**

Quotation mark go outside period and comma.

“It was an excellent convention,” she said.

She recalled the scene, saying, “Then she said, ‘Boo!’”

The so-called ‘health risk,’ according to the CBC.

### Quotation Marks in Pull Quotes (for designer)

With all pull quotes -- and anytime we use quotations in a headline or subhead, please use SINGLE QUOTE marks. If there is quote within these single quotes, use double quotes for that.

### REFERENCES TO PHOTOS

Examples from Fall 2015 issue:

For this reason, we suggest walking up the wall (see photo 3).

Variations for *Urdhva Mukha Svanasana*, *Ustrasana*, and *Dwi Pada Viparita Dandasana* on the chair are shown in figures 8a, 8b, and 8c, respectively.

### STATE ABBREVIATIONS

Use TWO LETTER state abbreviations in author bios (e.g. He teaches in Tucson, AZ) and in headlines, subheads, captions, pull quotes and basically any of the more "designy" text.

Spell out the whole state name in body copy. (e.g. The Sunrise Studio in Tucson, Arizona, was happy to host Dean Lerner.)