



Puṣpikā Guidelines

Version 2.0 (January 2025)

The proceedings of the International Indology Graduate Research Symposium (IIGRS) are published by Heidelberg Asian Studies Publishing in the series *Puṣpikā – Tracing Ancient India through Texts and Traditions: Contributions to Current Research in Indology* (<https://hasp.ub.uni-heidelberg.de/catalog/series/puspika>). This document contains the guidelines for editing and reviewing the articles submitted for publication in the series.

Preparation

- 1 The Volume Editors¹ set the **deadline for the submission** of the articles and communicate it to the contributors.
- 2 The Volume Editors agree on **style guidelines** and send them out to the contributors. These guidelines must not conflict with the requirements of the publisher. As an example, the guidelines of Puṣpikā 6 are appended below.
- 3 The Volume Editors **contact the publisher** to communicate their intention to publish the volume and to discuss how to proceed; in particular, they determine who will be responsible for typesetting and layout.

Review by the Volume Editors → first revision

- 4 Once the articles have been received, the Volume Editors distribute them among themselves. Each Volume Editor is responsible for an **initial review** of a set number of articles. Each Volume Editor will check the quality of the content and the consistency of the style according to the style guidelines.
 - 4.1 If an article requires minor revisions, the contributor will be notified and the Volume Editor in charge will discuss the necessary revisions with the contributor.
 - 4.2 If the article needs major revisions, the Volume Editors will discuss the issue together. Once a list of revisions is finalised and agreed upon by all Volume Editors, this is communicated to and discussed with the contributor.

¹ It is assumed here that each Puṣpikā volume is edited by more than one person. In case a volume were to be edited by a single person, the procedure laid down in this document must be revisited by the members of the Puṣpikā Editorial Board.

- 4.3 If necessary, the Volume Editors may reject articles that do not meet minimum scholarly standards.

Double-blind peer-review → second revision

- 5 Once the Volume Editors are satisfied with the revised articles, they are sent out to **double-blind peer-review**. Each article is sent to one reviewer only. The Volume Editors ensure that neither the contributor knows the name of the reviewer, nor the reviewer knows the name of the contributor.
- 6 The members of the **Advisory Board** have already agreed to review the submitted articles according to their respective areas of expertise (the list of current members can be found [on the IIGRS website](#)).
- 7 If an article deals with a topic that lies outside the scope of the expertise of the members of the Advisory Board, the Volume Editors may also consult a suitable scholar who is not a member of the Board.
- 8 The reviewer may suggest minor or major revisions. The Volume Editor responsible for the article **evaluates the reviewer's requests** and communicates them to the contributor. If the Volume Editor doubts the value of the reviewer's requests, they discuss the issue with the other Volume Editors. If necessary, a second reviewer may be consulted.
- 9 The contributor is given a **deadline to revise the article**.
 - 9.1 If the reviewer's suggestions are accepted in full, the article can move on to the next phase.
 - 9.2 If the contributor does not agree with the suggestions made by the reviewer, they may submit a written response to the reviewer. The Volume Editor responsible for the article will ensure that communication between the contributor and the reviewer is fair, anonymous, and conducive to academic quality. The exchange will take as long as necessary to ensure that the article is of acceptable quality.
 - 9.3 If the contributor does not intend to revise the article, the Volume Editors are free to reject the article.

Finalisation

- 10 Once the articles are finalised, the Volume Editors **prepare a single file** of the entire volume. This draft is sent to the Series Editors for a final check before submission to the publisher.
- 11 The Series Editors may suggest **revisions concerning both the content and the layout** of the volume. These suggestions are discussed with the Volume Editors.
 - 11.1 If the Volume Editors and the Series Editors cannot agree on the possible revisions, the Series Editors will vote on whether the volume can be published.
 - 11.2 When the final draft of the entire volume is ready, the Volume Editors submit it to the publisher.

Article withdrawal

- Contributors may withdraw their contributions at any time prior to final publication **after informing the Volume Editors in writing** of their decision.
- Within **two years** after an IIGRS, it must be clear whether the proceedings will be published or not. If publication is not foreseeable after two years, the contributors are free to publish their papers elsewhere **without further explanation**. In any case, if there are problems with the preparation of an edited volume, the Volume Editors can (and should) contact the Steering Committee.

Appendix: example guidelines

- Please submit the paper in two formats:
 - a MS Word or Libre/Open Office file
 - the same version in **PDF** format
- Please only use a unicode font. We recommend the font **Libertinus** (<https://github.com/alserque/libertinus/releases/download/v7.040/Libertinus-7.040.zip>), a free and open alternative to proprietary typefaces. The volume will be typeset in this font. For Chinese and Japanese scripts we recommend SimSun or MS Mincho.
- Texts in non-Roman scripts should generally be **transcribed**. Transcriptions of Vedic and Sanskrit texts should follow the standard of the International Alphabet of Sanskrit Transliteration (IAST).
- At the beginning of your paper, please include an **abstract** summarizing its goals, sources, approach or methods, and results. In case relevant work on the topic has already been done or published, this should also be mentioned. The abstract should have at least 100 but no more than 200 words.
- The **main text** of the paper (excluding abstract, titles, footnotes, bibliography etc.) should have at least 5.000 but no more than 10.000 words.
- Please use **footnotes** instead of endnotes and reserve these for text references and text-critical notes or other technical questions. Keep your arguments, quotes and remarks in the main body of your text if possible.
- You may follow the **bibliography style** of your choice. However, please be consistent and always include: name of author, title, publication medium (journal, edited volume, series, etc.), editor(s) (if any), place and year of publication. E.g.:
 - Kādambarī, ed. Peter Petersen, Bombay 1883 (Bombay Sanskrit Series 24).
 - Emmanuel Francis, “Towards a New Edition of the Corpus of Pallava Inscriptions”, in: Nina Mirnig et al. (eds.), *Puṣpikā: Tracing Ancient India, through Texts and Traditions. Contributions to Current Research in Indology, Volume 1: Proceedings of the International Indology Graduate Research Symposium (September 2009, Oxford)*, Oxford 2013, p. 123–149.
- Be clear and unambiguous in references to sources other than prints (paintings, inscriptions, unpublished manuscripts etc.).
- We encourage you to include **DOIs** (digital object identifiers) and **URLs** (uniform resource locators, i.e. web addresses) in your references if such exist.