# The Treasury of Lives

## Guidelines & Style Sheet

We thank you for your interest in writing a biography for The Treasury of Lives. Please be sure to contact the editorial staff (contact@treasuryoflives.org) before beginning your essay to confirm that a draft is not already in process with a different author. We may also be able to offer assistance in locating sources and images for your biography. Observing the following guidelines when writing your essay will streamline the editorial process and speed up publication.

## Essay Format

### Structure

- Each biography should be in two parts:
    - Brief Summary: a short (5-7 sentences) summary of the person's life. This is displayed in the search results. **Please note**: This information retains the CC0 license, which enables full reuse in other contexts such as in external resources or in Linked Data applications. The summary can be written by either the author or staff editors, depending on preference.
    - Main Section: a detailed biography. There is no limit on the length of this section.
- Chronological organization of the main narrative is recommended.
- Footnotes are strongly recommended and will be formatted to appear at the end of the essay. Please use footnotes in your document rather than endnotes.

### Formatting

- The Treasury of Lives generally follows Chicago Manual of Style
- Left-justify all paragraphs
- All script should be the same size and font
- Turn off smart quotes, even for the a-chung in Wylie
- Block quotations are acceptable
- Use en-dash for date ranges such as year of birth and year of death. For example, 1813–1999 rather than 1813-1899.
- The Treasury of Lives uses double quotation marks in all cases except for quotes within quotes. Even when quoting individual words or phrases, double quotation marks should be used.
- Italicize Wylie in translated technical terms, but not proper names. Examples: "advice texts (*bslab bya*)" BUT "Jamgon Kongtrul (P246 'jam mgon kong sprul, 1813–1899)"
- Please translate, where appropriate, the titles of texts. Titles of individual texts are italicized, but collections are not. Example: *Kālacakra Tantra*, Kangyur, *Ascertaining the Three Vows*,

Treasury of Knowledge.

- Names of major teachings are capitalized and left in Roman type: Lamdre, Dzogchen, Lamrim, Lojong, Mahāmudrā. Authors may include a gloss if desired.

## Language

Please include both phonetic spellings and Wylie transliteration in your essay at the first instance of each proper name. For example: Drakpa Gyeltsen (P1729 grags pa rgyal mtshan, 1619–1656).

- Wylie should follow THDL's protocol for Extended Wylie. Please consult http://www.thlib.org/reference/transliteration/#!essay=/thl/ewts/tables/
- Phonetics should follow the standards developed for the Treasury of Lives. Please consult the documentation at https://treasuryoflives.org/standards-and-guidelines
- Regarding names, where applicable, we use the subject's own chosen form and/or the form most commonly used. For example, Tsarong Dundul Namgyal is the name used in publications authored by bdud 'dul rnam rgyal tsha rong, and therefore this is used as the primary phonetic name on The Treasury.
- Sanskrit words should contain proper diacritics. Please refer to the Library of Congress Sanskrit Romanization Table: https://www.loc.gov/catdir/cpso/romanization/sanskrit.pdf or Buswell and Lopez, *The Princeton Encyclopedia of Buddhism*.
- Foreign language terms and names should include native script and standard transliterations.

Note that this phonetic transcription system used by The Treasury of Lives differs from the THDL phonetic system in that we use diacritical marks only for words of Sanskrit origin. For example, we phoneticize *rdo rje* as "dorje," NOT "dorjé," and we dispense with the umlaut over the vowels "o" and "u."

## Content

Biographies should include the following information, when available. When not available, please indicate the fact in the body of the text:

- BDRC Person number (The Buddhist Digital Resource Center, www.bdrc.io, is the premier database of Buddhist texts online and an excellent starting point for primary source material). Please include the P# with the Wylie and dates, if known, with the first instance of the name. For example Tsongkhapa Lobzang Drakpa (P64 tsong kha pa blo bzang grags pa, 1357–1419). PLEASE DO NOT INSERT HYPERLINKS.
- Alternate names. While the essay should be headed under the most commonly known name (e.g. Dilgo Khyentse rather than Tashi Peljor), please include all alternate names to facilitate searching. Including a comprehensive list of variants in all relevant scripts and languages will greatly improve search results for a given figure. Please indicate names in relevant foreign languages (provide phonetic variants as well as foreign language script).

- Religious Tradition affiliations (Nyingma, Drigung Kagyu, etc.)
- Place(s) of birth and death
  - Note that we no longer include "d.u.". The absence of dates is sufficient to inform readers that we do not know them. If the person mentioned is not contemporary with the subject, then please provide the century in the description of the person. For example: "The eighth-century translator Kawa Peltsek (P8182 ska ba dpal brtsegs)…"
- Year of birth and death
  - If a year is uncertain or there are varying sources, please indicate this clearly in the narrative or endnotes
- Place of ordination
- Names and dates of parents and other relatives, indicating as clearly as possible the exact relationship
- Genealogical grouping: this can include family, clan, or household name
- Tibetan term used to denote clan or family. For example, sources may use the following terms: rik (*rigs*) for clan, race, family; gyu (*rgyud*) for lineage, descent; dungrab (*gdung rabs*) for descendants, lineage, generation; dung (*gdung*) for progeny, descendants, lineage, descent line; ru (*rus*) for bone, bloodline, lineage, family, clan; chodrang (*cho 'brang*) for matrilineal family; khang (*khang*) for household and tsang (*tshang*) for family and household; khyim (*khyim*) and khyimtsang (*khyim tshang*) for household or family; drongba (*drong ba*) for household
- Primary teachers
- Primary disciples
- Primary collaborators and colleagues
- Monastic seats and primary sites of activity, such as hermitages, caves and valleys. Include BDRC record ID number and actual coordinates if they are available. Please include the G# and Wylie with the first instance of naming the place. For example: Katok Monastery (G17 kaH thog). If coordinates are not available, but the general region is known (such as a valley, mountain, folk region), indicate with as much specificity as is possible. For example, indicate whether a location is in Amdo, Kham, U, Tsang or Ngari; contemporary county or city designations are also helpful. List the sources used to identify a location; sources will be displayed along with the description. References that may aid in the location of sites include BDRC, UVA's Tibetan and Himalayan Digital Library, Tibet Heritage Fund's Archive Database, Andreas Gruschke's *Kham and Amdo Cultural Monuments*, Karl Ryavec's *Historical Atlas of Tibet*, Gyurme Dorje's *Footprint Guide, Jamyang Khyentse Wangpo's Guide to Central Tibet* by Matthew Akester, and the *Tibet Map* by Wangyal Shawa. Editors can assist in this process as well.
  - If there is no BDRC G# nor Treasury of Lives record for the place, please include at the end of the essay a brief description and GIS numbers if available so we can create a new record
- Teachings received and given, and practices engaged in
- In order to foster discoverability, indicate if your subject can be categorized according to any

of these "Roles" or "Occupations":

- o [Translators](#)
- o [Artists](#)
- o [Doctors](#)
- o [Government Officials](#)
    - ▪ Specific post(s) held such as kalon, tsedrung, tsipon etc.
- o [Royalty](#)
- o [Treasure Revealers](#)
- o [Prominent Families](#)
- o [Lhasa Aristocracy](#)
- o [Indian Masters](#)
- o [Abbots](#)
- o [Military Officers](#)

The "Roles" category on The Treasury of Lives is in continuous development. We welcome your feedback on the addition of new roles, as this list can be expanded. For example, if you are writing a biography of someone who was involved in the Ganden Podrang government with an official title such as "tsedrung" (monk-official) please indicate this in the narrative, giving both Wylie, phonetic transliteration, and an English equivalent. Refer to this working document to review social roles: https://docs.google.com/spreadsheets/d/1Da0VXTXIH04vseuytvdZqaJSs6hfrAhrkiMelndDhyc/edit?usp=sharing

**Notes on Style**

- The Treasury of Lives is not a hagiographical resource. When writing on the life of a religious master, please avoid or bracket generic Tibetan hagiographical motifs. This would include statements such as the subject "mastering all learning while still a young boy," or "flowers falling from the sky at birth." Please also avoid unnecessary flourishes such as "this master's teachings live on through his disciples" and the like. These tend to diminish rather than enhance the biography
- Supernatural events are best referenced using phrasing such as "it is said that…" and "she was known for…" These allow for the inclusion of the paranormal without the appearance of repeating legend as historical fact. These stories are welcome elements of the biography when used well. It is often important to include these events as they play a valuable role in the legend of a particular person. Treasure revelation is an example.
- Provide, when possible, basic historical context. For example, if the subject flees an army, explain which army and what the conflict is about.
- Avoid use of the first-person
- Avoid the passive tense

**Images**

When possible, provide images for the subject. Himalayan Art Resources ([HAR](#)), the largest digital collection of Himalayan art, is a valuable resource for locating images of people and places. The HAR number or link to the HAR page with the image is sufficient. Photographs from murals are also acceptable. Other outstanding collections of Tibetan, Himalayan and Mongolian art include the [Metropolitan Museum of Art](#) and the [Cleveland Museum of Art](#), which are now open access. The [Europeana Collection](#) also contains many works designated CC0 or CC-BY.

For more contemporary figures, please provide current or historical photographs. We welcome author contributions of images. High resolution images in JPEG format are preferred with the following metadata as available: date image taken, image credit, brief description, location, license. If you are using your own image or photograph, indicate the type of Creative Commons license you would like to retain. In all cases, please ensure that appropriate permissions for reuse have been obtained.

**Sources**

Essays benefit from the use of multiple sources, both primary language and contemporary scholarship. Please make use of as much documentation and research as is available. However, we do recognize that in some cases a historical figure may be referenced in only a single written source or is known only via oral history. Feel free to contact Treasury editors to inquire about locating additional sources. Newspapers, oral histories, and personal communication may serve as reference material for twentieth-century figures. Use endnotes in your essay to identify the specific source of information.

A bibliography of sources and related materials follows each biographical essay. This is intended to provide readers with a list of sources used in your narrative while also fostering further reading. You do not have to have read or consulted all of the sources listed. This list is intended to be as extensive as possible for the benefit of people who want to do further research.

Formats for the source list are:

Author. Date. *Title*. Place: Publisher, page numbers.

Author. Date. *Title*. In *Larger Work*, vol. X, pp. X–X. Place: Publisher.

Author, Date. "Title" *Journal*, vol. X, no. X, pp. X–X.

BDRC is an invaluable resource for the source list. BDRC has a "cite this resource" function. Please provide a hyperlink to the BDRC W record page. An example of such a linked reference is:

Blo gros don yod. 2005. *Dus 'khor chos 'byung in+dra nI la'i phra tshom*. In *Dus 'khor chos 'byung in+dra nI la'i phra tshom*, vol. 1, pp. 3-746. Mirik: 'Bo dkar nges don chos 'khor gling gi bla spyi spar bskrun zhus. BDRC W00EGS1016994.

**Author Biography**

Please provide a two or three sentence biography of yourself. This will appear at the bottom of each essay and on our Author page. You can also provide us with a link to your department webpage or scholarly website.

We strongly recommend authors create ORCID IDs, a digital identifier that is increasingly being used by scholars from all disciplines.

Note if you are a relative or a student of the biographical subject. The following statement of transparency will be automatically added to your essay as follows:
*The author of this essay is a [relative or student] of the biographical subject. The author has fully disclosed this fact to The Treasury of Lives editorial staff, and that information was made known to the peer reviewer.*

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Beginning September 2019, authors will be asked to sign an agreement outlining the terms of use for biographical essays and licensing of metadata extracted from narratives. Please review and sign the author agreement and be sure to contact the editorial staff with any questions.

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Following initial submission biographies are edited by the Treasury team and returned to the author for approval and further work, if recommended. When the author and editors have agreed that the work is complete, the editors will send the biography out for external blind peer review. The Treasury of Lives is fortunate to have a skilled team of peer-reviewers on our permanent Editorial Board. The peer-review process takes anywhere from a week to a month or more. The editor will notify the author when the review process is complete, and return the biography to the author for any further additions or changes. Finally, when the author and editors have agreed that the work is complete, the editors will publish the biography to The Treasury of Lives. A completed and signed author agreement is required upon publication of your biography.

## Change Management

The Treasury of Lives reserves the right to decline or edit published essays to address typos, errors of fact, interpretation, and overall revision. When changes are significant, The Treasury of Lives contacts authors about these actions. As well, substantial changes will be noted below the original published date as "date updated". The Treasury of Lives welcomes user feedback to enhance and improve essays.

## Statement on Plagiarism

Editors make every effort to ensure that content is appropriately reused. Please contact staff with any questions about appropriate citation of primary and secondary sources used in your essay. There are many online resources that explain how to appropriately cite and reuse content.

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