

Style Guide

Guide for transcribers, translators and editors

v7	18 may 2024	Added better samples for cover, title and copyright pages
v6	11 Feb 2024	Added new 'social' media links & new bio
v5	29 oct 2023	Added clarification for bio length
v4	23 Oct 2023	Added template for Shopify product page
v3	17 Oct 2023	Adjusted copyright page
v2	2 may 2023	Comments & changes by Amrtavani
v1	13 apr 2023	Uddhava: created document

See list of books:

<https://docs.google.com/document/d/1vSw5TP-3fCXiBo4WPWpKD-JDPUGjXhB8jqKpaFYjW7Q/edit?usp=sharing>

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References

- [BBT Style guide - English](#) (2016)
- **Phono copyrights**
 - https://en.wikipedia.org/wiki/Sound_recording_copyright_symbol
- **All Rights Reserved**
 - https://en.wikipedia.org/wiki/All_rights_reserved
- **Buma/Stemra (royalty agent in NL, Dutch)**
 - <https://bumastemra.nl/alles-voor-muziekmakers/>
- **Biography (About page)**
 - [Bio-Kadamba-Kanana-swami v2](#)

Introduction

This style guide is intended to assist the process of transcribing lectures, as well as translating and editing texts, books and other written media for the Kadamba Foundation, and ultimately Kadamba Kanana Swami.

Spelling & Grammar mistakes

Send them directly to Amrtavani (+27 82 341 5821) - amrtavani.kks@gmail.com

Images & copyrights

The Kadamba Foundation is a legal charity based in Amsterdam, The Netherlands. The Foundation owns all the original work by Kadamba Kanana Swami. The foundation, like any other organization, is liable for copyright infringement when using media from other owners without their consent or approval. Most photos and images are protected by copyrights or royalties. Therefore we cannot use any material without written proof from the respective owner(s).

Royalty and copyright free sources for images

- [Pixabay](#)
- [Unsplash](#)
- [Pexels](#)
- <https://picsum.photos/images>

AI images

- [Copilot](#) (microsoft account required)

When using an image from the above listed sources, **always** include a link or credit the owner.

Do not use...

Photos you find online, including from Google photos, Bing, Yahoo, etc etc

Editing Guidelines

In an editing seminar, His Holiness Jayadvaita Maharaja emphasized that we should use as few words as possible to convey a point. Also, in the Caitanya-caritamṛta, it is stated

“Essential truth concisely spoken is true eloquence.” However, in editing, we also have to retain Maharaja’s unique voice and flavour. So I present to you merely guidelines which may assist in a preliminary edit..

Most of the contents for books come from transcripts of lectures. Since spoken word differs considerably from written word, it will be necessary to remove repetition and all colloquial language from transcripts right at the outset.

Below are a few common errors that are found in the written word, which editors should take note of:

Use of ‘one’ and other pronouns should be consistent throughout

Incorrect

Whenever **one** offers a prayer to the Supreme Personality of Godhead, **they** sometimes request some benediction from Him.

Corrected

Whenever one offers a prayer to the Supreme Personality of Godhead, **one** sometimes requests some benediction from Him.

Pronouns referring to the Supreme Personality of Godhead should always begin with a capital letter.

Eg. 1. Oh, how glorious are those who chant Your holy name!

2. Remembering Kṛṣṇa’s attractive smile and **His** talks with them, the *gopis* became overwhelmed with grief. (Note also that, as in the case of *gopis*, all sanskrit words are italicised)

Punctuation of direct speech

Prabhupada said, “You are not this body. You are a spirit soul.”

Take note of the positioning of the inverted commas as well as the comma after ‘said’. Also remember that each new speaker begins on a new line.

Errors in Concord are also common. Concord refers to agreement between the subject and corresponding verb Eg. Lord Caitanya and His followers **are** (not ‘is’) freely distributing the mercy.

But there are exceptions, for example, when the phrase ‘as well as’ is used. Hence it is correct to write the ff:

Lord Caitanya, as well as His followers, **is** freely distributing the mercy. Here, the verb would correspond to the subject before 'as well as'.

In English grammar, there are many such idiosyncrasies, and an editor should therefore be very conversant with all the rules of grammar and punctuation. One may refer to texts such as "The Elements of Style" (Fourth edition) by William Strunk and E.B. White, or participate in editing courses to become thoroughly familiar with all of these rules.

For a more detailed editing, you may find the following information from the BBT Style Guide quite useful:

The BBT uses American spelling and punctuation. We prefer 'among' to 'amongst', and we prefer words like toward, forward, and downward without the final 's' common in Britain. With such words, however, British authors should be allowed their choice. We use Euro standards for weights, measures (metric only), millions and billions, and other such matters.

Capitalization

Except as noted in this style guide, the BBT standard is "down style."

Examples:

You are the original person.

Personality of the Absolute Truth [when the meaning is "Personality of Godhead"]

superknower

Superself

Supersoul

Supreme Absolute Truth

Supreme Almighty Great

Supreme Being

supreme controller

supreme creator

supreme father

Supreme Person

Supreme Self

Supreme Soul

Supreme Spirit

supreme whole

the Transcendence

Capitalization of book parts

In running text, the parts of a book should be lower case.

Thus:

part one

chapter two

text 3

first part

second chapter

third text

parts one and two

chapters one and two

texts 3 through 10

Titles of Bhāgavatam cantos are capitalized even with ordinal numbers:

Canto Ten

Tenth Canto

But for plural they go lower case:

first and second cantos

cantos one through ten

Hare Kṛṣṇa mantra

In running text, always written this way: Hare Kṛṣṇa, Hare Kṛṣṇa, Kṛṣṇa Kṛṣṇa, Hare Hare/ Hare Rāma, Hare Rāma, Rāma Rāma, Hare Hare.

Note the slash with a space after it.

Haribol

Upper case roman.

The International Society for Krishna Consciousness

In the official name of the Society, Krishna should always be spelled out in full. The 'for' is lower case. The initial 'the' is required. For subsequent references: the Society.

ISKCON

This acronym should always be small caps (preferably spaced small caps), or all caps if small caps are unavailable, and never have any periods. (Unacceptable: I.S.K.C.O.N., I.S.K.CON, Iskcon, and all other variations.) Also, as a matter of courtesy, use this short name only if you've already told what it means, or if you're sure the reader will know.

Kṛṣṇa or Krishna

Kṛṣṇa, except in the International Society for Krishna Consciousness.

Kṛṣṇa consciousness

Consciousness and movement are lower case in “Kṛṣṇa consciousness” and “Kṛṣṇa consciousness movement.”

Lord

Always cap when preceding a name: Lord Viṣṇu, Lord Śiva, Lord Brahmā.

Always cap when referring to God or His Viṣṇu-tattva incarnations:

The Lord invoked His Sudarśana cakra. Always lower case when used alone to address or refer to a demigod: Intent on pleasing Lord Śiva, the demon cut off his flesh to offer to the lord.

Six Gosvāmīs

Capitalize Six. Also: the Gosvāmīs.

six Sandarbhas

Lower-case s for six.

VedaBase ®

Capital “B.” The Bhaktivedanta VedaBase ® The “registered trademark” symbol should be set as a superscript.

Vedānta-sūtras

Plural.

O / oh

Use ‘O’ before a name or in direct address, especially in solemn or poetic language. Use ‘Oh’, followed by a comma, to express strong emotion, such as surprise, fear, anger, or pain. You may also use ‘Oh’, again with a comma, in direct address meant to attract the attention of the person spoken to.

O Kṛṣṇa, You are the Lord of all.

O you who serve Kṛṣṇa, . . .

Oh, how could Kṛṣṇa ever leave Vṛndāvana!
Oh, Prabhujī, please offer Kṛṣṇa this garland.
Sometimes O may also be used to express strong emotion:

O for the day when. . .

pūjā

When –pūjā is appended to a name, we hyphenate and keep pūjā roman: Vyāsa-pūjā, Indra-pūjā, Durgā-pūjā, Govardhana-pūjā. Otherwise, we still hyphenate,

but we make pūjā italic: guru-pūjā, agra-pūjā, mānasa-pūjā.

Purport

Both in references and in running text, purport is always lower case:
(Bhagavad-gītā 3.1, purport).

In Śrīla Prabhupāda’s purport to Bhagavad-gītā 3.1.

rasa / rāsa

For “relationship” or “taste” the word is rasa; for the dance, rāsa.

(There are many examples of such words).

via media

What via media properly means is “the middle course or way.” Via media does not mean “an intermediary, an agency serving as a conduit.” For that sense, simply use “medium,” without “via.”

Examples:

A sincere person is able to see Kṛṣṇa through the transparent medium [not via media or via medium] of Śrī Gurudeva, the spiritual master. The human form of life is the via media [not medium] between the life of the demigods and that of the demons.

Punctuation

The BBT’s standard is light punctuation. Cut unnecessary commas. Though independent

clauses joined by a coordinating conjunction take a comma before the conjunction, commas should not therefore be inserted indiscriminately before ‘and’ or ‘but’ in other contexts. In particular, a comma should not be used to split two parallel objects of the conjunction that.

For example: Kṛṣṇa declares that we must all surrender to Him and He will protect us from sinful reactions. Here a comma before ‘and’ would be an error. Where ‘but’ joins two contrasting adjectives, do not routinely insert a comma. He was poor and humble but sometimes disturbed by an agitated mind. Commas should never be used to separate adjectives that cumulatively modify a noun.

SO : A mischievous little thief.
NOT A mischievous, little thief.

References

In verse references, chapter and verse (and canto, if any) are separated by a point, not a colon. When a verse reference follows a quotation, spell out rather than abbreviate the name of the work.

Viṣṇu Purāṇa 6.7.61
NOT V.P. 6.7.61

Exceptions

For Bhagavad-gītā use Gītā. For Śrīmad-Bhāgavatam use Bhāgavatam.
In works exceptionally profuse with citations—for example, in compilations—using abbreviations is acceptable.

When an introductory phrase preceding a quotation identifies the work quoted, put the chapter-verse reference within parentheses just after the name of the work.

Thus:
As stated in the Bhagavad-gītā (7.15), na mām duṣkṛtino mūḍhāḥ.
NOT As stated in the Bhagavad-gītā, na mām duṣkṛtino mūḍhāḥ (Bg. 7.15).

When a verse reference does come after a quotation, we include the final punctuation in the quotation itself and follow it with the reference.

Thus:
This is the meaning of ye yathā mām prapadyante tāms tathaiva bhajāmy aham: “As one surrenders to me, I reciprocate accordingly.” (Gītā 4.11)
NOT This is the meaning of ye yathā mām prapadyante tāms tathaiva bhajāmy aham: “As one surrenders to me, I reciprocate accordingly” (Gītā 4.11).

{Note the full stop at the end is incorrect}

Decades

When setting decades in numerals, use no apostrophe before the s:

the 1960s

the '80s and '90s

Deity / deity

When deity simply means Supreme Lord, use upper case:

However we may conceive of Him, it is the Deity who controls all creation.

When deity refers to a demigod, use lower case:

Vivasvān is the presiding deity of the sun.

In multi-god contexts, when deity essentially means “object of worship” use lower case:

Among the three gods Brahmā, Viṣṇu, and Śiva, the supreme deity is Lord Viṣṇu.

Capitalize Deity when it refers to a mūrti of Kṛṣṇa or His Viṣṇu-tattva expansions, or Śrīmatī Rādhārāṇī, or two or more of these together. Even when a mūrti of someone else is included, use Deity, upper case. Hence: Kṛṣṇa-Balarāma Deities, Jagannātha Deities, Pañca-tattva Deities, Kṛṣṇa-Kāliya Deities.

For attributive uses, capitalize the way you would when using Deity alone. So (for Viṣṇu-tattva):

Deity worship

Deity clothes

Devotee names

Uppercase “Dāsa” and “Devī Dāsī.” No hyphen between a first name and Devī. The idea is for these names to conform to the standard Western convention by which first, middle, and last names are all capitalized. Use the proper spelling with diacritics for a person’s name unless he or she insists on another spelling. In writing about members of ISKCON or other contemporary Vaiṣṇavas, follow these guidelines:

In contexts where formal respect is not an issue, after the first reference you can drop the “Dāsa” or “Devī Dāsī.” Where required to avoid confusion, Dāsa or Devī Dāsī should be kept: Prabhupāda Dāsa went to the Ganges. Kṛṣṇa Dāsa lives in Cincinnati. He saw Govinda Dāsī standing on the altar.

Gender-neutral language

He/she is clumsy and unacceptable. S/he is clumsy, unpronounceable, and unacceptable. Using he or she may sometimes help avoid gender-specific pronouns, but its frequent use can quickly make writing clumsy and wearisome. Switching between he and she in alternating sentences, paragraphs, or chapters tends to be conspicuous and therefore distracting. Using 'one' as a substitute for he or she sometimes works, but its formality can make things sound stuffy. You can sometimes drop a pronoun altogether or replace it with a, an, or the.

UNEDITED : A devotee has to be serious about his devotional practices.

EDITED : A devotee has to be serious about devotional practices.

or

A devotee has to be serious about the devotional practices.

UNEDITED : A sincere devotee should not be rejected for his or her unintentional falldown.

EDITED : A sincere devotee should not be rejected for an unintentional falldown.

You can sometimes get rid of gender-specific pronouns by switching to the second person, or the first. (Of course, make sure you stay consistent.)

UNEDITED : In good association, one will quickly advance in his spiritual practices.

EDITED : In good association, you will quickly advance in your spiritual practices.

POORLY EDITED :

When someone has faith in Kṛṣṇa, one should accept initiation.

OKAY :When one has faith in Kṛṣṇa, one should accept initiation.

All Sanskrit words should be italicised

Quoting

When quoting don't use italic on the quote.

Quoting verses

When a verse, or part of a verse, is preceded with introductory words and set within running text, followed by a translation, this is our usual standard:

1. follow the introduction with a comma
2. give the verse lower case
3. end the verse with a colon
4. then give the translation

For example:

As the Lord says in the Bhagavad-gītā (15.15), *vedaiś ca sarvair aham eva vedyah*: “By all the Vedas, I am to be known.”

Book Production

Contents-page numbering

On contents pages for books and periodicals, the number assigned for a chapter or article should match the page on which the chapter or article actually begins, whether by text or by title, even if an associated photo or illustration appears on a facing verso page.

Founder-Ācārya

On book covers, in photo captions, and in all such formal contexts, Śrīla Prabhupāda’s name must appear as follows:

His Divine Grace A.C. Bhaktivedanta Swami Prabhupāda

Founder-Ācārya of the International Society for Krishna Consciousness

With Prabhupāda’s writings, under his photo, and so on, uppercase both words (Founder-Ācārya). In running text, lowercase both words (founder-ācārya). Note also that ācārya is italic, and the words are separated by a hyphen, not a slash. Just Founder or Ācārya alone is always unacceptable.

Acceptable in running text:

His Divine Grace A.C. Bhaktivedanta Swami Prabhupāda, ISKCON ’s founder-ācārya

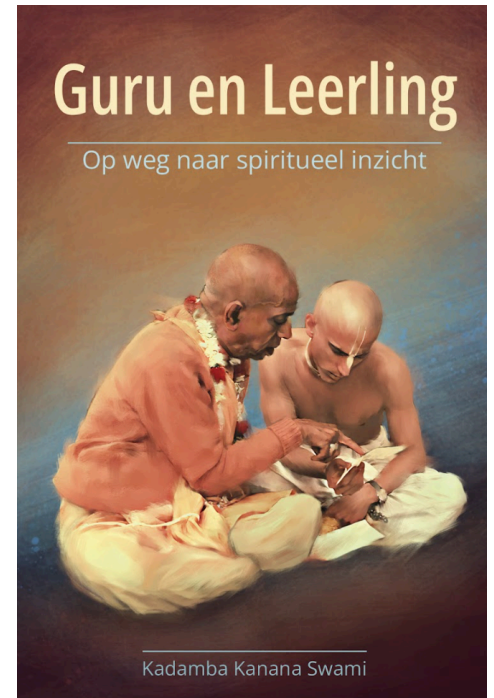
His Divine Grace A.C. Bhaktivedanta Swami Prabhupāda, the founder-ācārya of ISKCON

Book Publication

Here are examples of the required text and images for any new publication

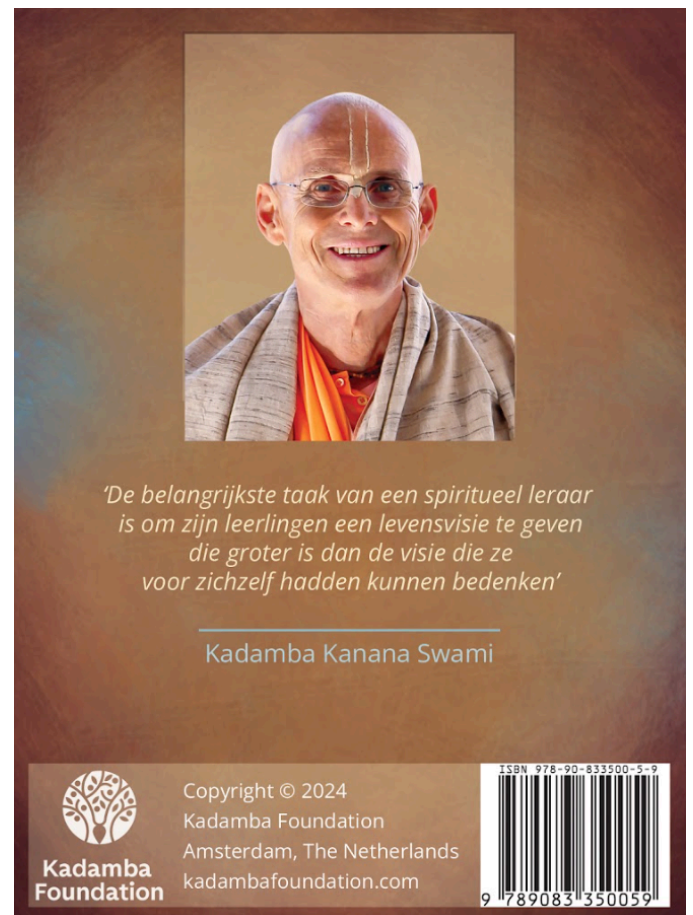
Cover - frontside

1. Title
2. Subtitle (if required)
3. Kadamba Kanana Swami



Cover - backside

1. Portrait photo
2. Quote or tributes (if available)
3. Kadamba Kanana Swami
4. Logo Kadamba Foundation
5. Copyright text, city, country
6. Website
7. Barcode (if available)





Spine

1. Book title
2. Author: Kadamba Kanana Swami
3. Logo (without text)

→ The color of the logo should be adjusted to the spine background color. See example

Book Intro Page

1. Book title
2. Author : Kadamba Kanana Swami
3. Logo Kadamba Foundation

Forever Present

Kadamba Kanana Swami



**Kadamba
Foundation**

Copyright Page - standard template

1. Title
2. Subtitle (if available)
3. Author: Kadamba Kanana Swami
4. Edition(s)
5. Volunteers
6. Email / website
7. Copyright info + BBT
8. ISBN code (if available)

Forever Present

Kadamba Kanana Swami

1st edition: 1500 copies, India, Manipal Technologies Ltd

2nd edition: 1200 copies, India

3rd edition: 1000, Kon-Press, Slovakia

Translation by Jyotir-may, etc

Publication date: 27 mar 2023

Artwork by: Prema-vanya

Cover by: Prema-vanya

Layout & design: Amrtavani, Nashvin Gangaram

Illustrations: Prema-vanya

Email: info@kadambafoundation.com

Website: kadambafoundation.com

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Quotes from the books, lectures, letters and conversations by His Divine Grace

A.C. Bhaktivedanta Swami Prabhupāda

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ISBN 1940-345-45-345-01

Bio - About Kadamba Kanana Swami

Kadamba Kanana Swami (1953 – 2023) was a spiritual teacher, leader and initiating guru in the International Society for Krishna Consciousness (ISKCON). In his youth, as a seeker of truth, he traveled from his home in Amsterdam, to India. In the late 1970s, he encountered the teachings of ISKCON and dedicated his life to the path of bhakti-yoga. For many years he resided in the holy land of Vṛndāvana and was a leader in the Hare Kṛṣṇa temple.

In 1997, he accepted the renounced order and began traveling extensively around the globe, sharing the wisdom of the Bhagavad-gītā and the teachings of the Vaiṣṇava saints. He wrote several books on spirituality and was known for his lively and engaging style of teaching, connecting very personally to people of all backgrounds. He was also an accomplished musician, recording several albums acclaimed for their devotional depth and rousing melodies.

Over the years, Kadamba Kanana Swami kept a packed travel itinerary, inspiring and guiding thousands of people around the world. However, Vṛndāvana was always on his mind. In that land of Kṛṣṇa, he had found the deeper meaning of life.

For more information on Kadamba Kanana Swami visit the official website at kadambafoundation.com. His music can be found on Spotify, Apple music and other streaming platforms. The video archive is available on our official youtube channel. And last but certainly not least join our Instagram channel “Kadamba Kanana Swami” for inspiring quotes and photos.

Alternative bio's (only use with permission!)

Sometimes a specific format (like CD, website, or book) requires a different Bio in terms of length or application. Here is the link to some alternative ones: [Bio & Eulogy](#).

→ Always consult the editorial board before using an alternative bio!

Photo Kadamba Kanana Swami

[GM Portret Photo](#)

Barcodes

Each book should have a ISBN barcode. This is required to be able to sell books online. Barcodes are supplied by <https://www.mijnisbn.nl/> (dutch organisation).

See barcode folder for existing barcodes: [00.ISBN-barcodes](#)

Use this service to generate barcodes: <https://www.barcode-generator.de/en/create-isbn>

Publication - Required texts for Music Albums

Album Front cover

Artist name: Kadamba Kanana Swami

Album Title

Album back cover

The following items **must** be included on the CD back cover and **must** be readable directly (without opening the album)

- Logo | Logo with text (depending on design)
- Copyrights © & © <YEAR> Kadamba Foundation - Amsterdam The Netherlands
- All songs published by Kadamba Foundation
- Email: info@kadambafoundation.com
- Website: kadambafoundation.com
- Manufactured in <COUNTRY>
- Barcode (UPC/EAN) → *supplied by KF team*
 - Must be black and white

Album Booklet

If the design allows then the following items should be included.

Publication info

- Logo | Logo with text (depending on design)
- Copyrights © & © <YEAR> Kadamba Foundation - Amsterdam The Netherlands
- **Email:** info@kadambafoundation.com
- **Website:** kadambafoundation.com
- Manufactured in <COUNTRY>

- Artist: Kadamba Kanana Swami
- Composer, Author: Traditional
- Publisher: All songs published by Kadamba Foundation

- Release date <YEAR>
- Recording by, mixing by <NAME>
- Produced by <NAME>

Album Info

Vocals, Harmonium:
 Chorus
 Mrdanga
 <Any other instruments>

Publication - required product content Shopify

For publication of products on Shopify the following items are required.

See the [Shopify Guide](#) for a full description of product content and related items that are needed to create a new product on Shopify.

There are a few different product types that each have their own product summary:

- Books
- E-books
- CD's albums
- Digital albums

Product Summary Template for e-books / books

Author: Kadamba Kanana Swami

Publication date:

Publisher: Kadamba Foundation (Sabda publishing)

1st edition:

2nd edition:

...

ISBN:

Edition:

Language: English

Translation:

Editing:

Cover design:

Layout:

Illustrations:

Pages

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Sample

Author: Kadamba Kanana Swami
Publication date: 2013
Publisher: Kadamba Foundation (Sabda publishing)
1st edition: 500x (South Africa)
2nd edition: 1000x (Slovakia)

ISBN: 9789083350028
Edition: softbound
Language: English
Editing: Yadurani, Amtravani, Rasa-sthali
Cover design: Premavanya
Layout:
Illustrations:
Pages: 93

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Product Summary Template for Music albums

Release date:
Recording, mixing:
Produced by:
Publisher: Kadamba Foundation (Sabda publishing)

Harmonium, lead vocals: Kadamba Kanana Sawmi
Chorus:
Mrdanga:
Karatalas:
Bass:
Guitar
Violin:
Flute:
...

Copyright info

Release date: Aug 2022
Recording, mixing : Lucas, Jananivasa
Produced by: Keli Nandana, Krishna Kirtan
Publisher: Kadamba Foundation (Sabda publishing)

Harmonium, vocals: Kadamba Kanana Swami
Chorus: Keli Kanana, Urugaya, Lalitakund, Ananda Monet, Yadurani, Karunamayi, Kasturi Manjari
Mrdanga: Nitai Pada Kamala
Bass: Krsna Lila
Guitar (track 6): Kadamba Kanana Swami
Guitar (track 3): Keli Kanana Violin: Radha Londonisvara Karatalas: Arjunacarya
Flute: Praveen

Copyright info

All songs by Kadamba Kanana, except * (Trad) by Lord Brahma - arrangements by Kadamba Kanana.

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Youtube Video Description

For more information about Kadamba Kanana Swami and the Kadamba Foundation visit <https://kadambafoundation.com>

If you like to support the Kadamba Foundation so they can continue publishing media and support African preaching projects in South Africa, go here <https://kadambafoundation.com/donations>

Looking to buy music and books by Kadamba Kanana Swami?
Get them here: <https://www.kksblog.com/shop>

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All music and videos are the property of Kadamba Foundation

Translating

1. Inquire about current translation projects in your language
2. Latest version of text is shared

3. Translating text
4. 1st editing (by native speakers)
5. 1st proofreading (by native speakers)
6. 2nd editing (and proofreading if required)
 - a. Re-translating if required
7. Layout and design
8. 2nd proofreading
9. E-book creation
10. Publication

1. Inquire about current translation project in your language

Inquire from the Foundation team about books that are already translated to your language, and if there is a translator team. They can guide you on which books need translating and assist you with your questions.

2. Latest text version

The foundation will supply you with the latest version of the original book text with the latest updates in terms of grammar and spelling. They will share the latest text file with you.

⇒ **Never translate directly from published books!**

3. Translating

Work with the local translation team, if they are available, when translating any new texts. If you are starting on a new language then use the BBT style guide and our Editing guide for help. If your translating team is using a local style guide, use that.

4. 1st Editing

After the translation is complete the text needs to be edited. Always compare the translated text with the English version. We recommend using an editor, or someone with editing experience to help you.

5. 1st Proofreading

After editing it's time for the 1st proofreading. Ask a native speaker to read through the first draft and comment on what needs to be improved.

6. 2nd Editing

You may be required to edit and proofread repeatedly to ensure that grammar and spelling etc is correct.

7. Layout & Design

When the book will be printed, the front and back covers will need to be designed. The foundation team will ask their designers to create it.

⇒ To keep every book design consistent we use 1 design for all languages as desired by Maharaja

The layout is the next step and is required for printed and ebooks. Each format requires its own layout. We recommend Adobe InDesign for this.

8. 2nd Proofreading

After the layout and design are finalised, another proofreading by a native speaker is strongly recommended.

9. Archiving

The final edited text and the book layout files need to be shared and added to the archive. Contact the foundation or archiving team.

10. Ebook creation

After the 2nd proofreading and required editing the ebook can be created. The Foundation team will arrange this.

11. Publication

Publication of printed books is done by the Foundation team.

The ebook will be published in the shop, or will be available for free.

The printed version, if available, will be added in the online shop and available for local distribution.

Transcribing

1. Accuracy in transcribing is important but...

you may leave out the following:

- invocation prayers and greeting at the beginning (Simply begin with the lecture)
- words that are repeated e.g. If Maharaja says, "It should...it should have happened...," you can just have the words "It should" once
- words like "Hmmm", which Maharaja often uses at the end of a sentence

2. Referencing is important:

When Maharaja reads, indicate this in brackets.

What Maharaja reads should be within quotation marks, followed by a reference.

It would be nice to make the reference bold so it can be clearly distinguished.

Example

(Maharaja reads)

"I have described the pastimes very briefly, for it is impossible for me to describe them in full. In the future, however, Vedavyāsa will describe them elaborately."

(CC Antya 20.86)

There is no need to indicate when Maharaja speaks as this is understood.

3. Quote from Vedabase (www.vedabase.io)

For accurate transcribing of material from Srila Prabhupada's books. Always reference the respective books by Srila Prabhupada, with

4. Diacritics & spelling

It is not necessary to use diacritics unless you wish to, but correct spelling of English words and punctuation would be appreciated.

5. Unclear speech

If Maharaja's speech is unclear, please indicate this with a hash (#) and the time that this occurred. Example: This is sadacara? # 37:43

6. Use paragraphs

7. Double check

Before submitting the transcript, listen to the audio again to ensure no information is left out.

8. Reference meta information

Use the 4 W system. Who, What, Where and When. 'Who' is always Kadamba Kanana Swami, 'What' is the type of class and 'Where and when' is obvious. Include this information in the filename of the transcription. For example KKS_SB-2.3.45_5-apr-2023_amsterdam.docx

9. Use one style

Please try to keep your document in the same font, size and colour throughout.

For reference, here are the correct spellings of some Sanskrit words:

- Sri Caitanya-caritamṛta
- Srila Kṛṣṇadāsa Kavirāja
- Sannyasa
- Caitanya Mahāprabhu
- Gosvami

Transcribing steps

1. Inquire about current transcribing project

Inquire from the transcribing team which recording can be transcribed. They can guide you on which recordings need transcribing and help you with transcribing questions.

2. Transcribing

Work with the transcribing team. If you are new to transcribing please read the [TranscribingGuidelines.pdf](#) first before you start. Also the BBT Style guide can be of great help when transcribing

3. 1st Editing

After the transcription is complete the transcript needs to be edited. Always compare the translated text with the recording. We recommend using an editor, or someone with editing experience to help you.

4. 1st Proofreading

After editing it's time for the 1st proofreading. Ask a native speaker to read through the first draft and compile the things that need to be improved.

5. 2nd Editing

If any improvements or grammar/spelling needs to be corrected you do that in this step.

⇒ If required do another proofreading

6. Media List

Once a recording is transcribed the media list is updated to mark that the recording was transcribed.

7. Archiving

The final edited text(s) files need to be shared and added to the archive. Contact the Foundation or archiving team.

8. Publication

Publication of the transcribed text(s) will be coordinated by the Foundation or the PR team.