GENERAL SUBMISSION GUIDELINES

- Submit manuscript in **Microsoft Word** (.doc or .docx) or in **Rich Text Format** (.rtf) using U.S. English spellings (except for names of institutions, quotations, etc. which use the English of the country of origin).

- Authors are strongly encouraged to use <u>inclusive language</u> in their text, especially in "horizontal" cases (e.g., use *humanity* instead of *man* or *men*). In "vertical" cases (i.e., references to the Holy One), prudent judgment should be made on a case by case basis.

- <u>Indent paragraphs</u> and <u>leave a space between</u> paragraphs.

- <u>Heads and subheads</u>

  o A Subhead that begins a paragraph ends with a period. No period follows a Subhead on a line by itself.

  o The various levels of Heads and Subheads may be indicated by letter or numerical designations (A,B, C…1,2,3… or 1,2,3…A,B,C…).

- <u>Extracts</u> (block quotations, poetry and the like) are set off from the text by an indentation on the left and no indentation on the right, with an extra space above and below the extract. Prose extracts should reflect the paragraphing of the original.

  The <u>omission</u> of a word, phrase, line, paragraph or more from a quoted passage is indicated by 3 dots (suspension points).

FOOTNOTES

- <u>Use footnotes</u>, not endnotes. Follow the formatting instructions of the Chicago Manual of Style. For some examples, see below.

  - o Use Word's footnoting function to embed your notes,
  - o The name of an author always appears in the footnote, even if it also appears in the text.
  - o Using the full name of referenced authors (as much as possible), follow the Chicago Manual of Style, as follows:

FOR BOOKS AND ARTICLES OR CHAPTERS IN VOLUMES OF COLLECTED ESSAYS:

Franklin M. Littell, *The Crucifixion of the Jews: The Failure of Christians to Understand the Jewish Experience* (Macon: Mercer University Press, 1996 [1975]), 6.

Ernest Kaiser, "The Literature of Harlem," in *Harlem: A Community in Transition,* ed. John H. Clarke (New York: Citadel Press, 1946), 3-5.

David Ogilvy, "The Creative Chef," in *The Creative Organization,* ed. Gary A. Steiner (Chicago: University of Chicago Press, 1965), 199-213.

FOR THE WORK OF AN AUTHOR, EDITED OR TRANSLATED BY SOMEONE ELSE:

John Stuart Mill, *Autobiography and Literary Essays,* ed. (or trans.) John M. Robson and Jack Stillinger (Toronto: University of Toronto Press, 1980), 15.

FOR A SECTION OF A MULTIVOLUME EDITED WORK:

Hubert Hefner, *The Nature of Drama,* vol. 2 of *An Introduction to Literature,* ed. Gordon N. Ray (Boston: Houghton Mifflin, 1959), 47-49.

FOR JOURNAL ARTICLES FROM PRINT SOURCES:

Noel Robertson, "The Dorian Migration and Corinthian Ritual," *Classical Philology* 75 (1980): 17, 19-20.

(Note: Arabic numerals are used for volume number, even if the journal itself uses Roman numerals.)

FOR NEWSPAPER ARTICLES FROM PRINT SOURCES:

Editorial, *Philadelphia Inquirer,* 30 July 1950, A23.

Albert Finnonian, "The Iron Curtain Rises," *Wilberton (Ohio) Journal,* 7 February 1990, final edition, 1.

For digitized versions of journal texts of any sort, add to the citation as listed above its digital object identifier (DOI) if available (see below). If none is available, please provide the full URL and the date that you last accessed it.

FOR CITING ELECTRONIC TEXTS

Please provide a Digital Object Identifier for each journal article reference, when it is available. The DOI should be listed prominently on the first page of an article, whether in print or online. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code.

Author, "Article title," *Journal* Volume number (Year of publication): Page range. doi:0000000/000000000000

An author can search for DOIs using CrossRef. The free DOI lookup (http://www.crossref.org/guestquery/) searches for DOIs using information such as article title, authors, and publisher information. Or cut and paste an entire reference list into the Simple Text Query form (http://www.crossref.org/SimpleTextQuery/) and CrossRef will return all available DOIs at once.

FOR WORKS IN LANGUAGES OTHER THAN ENGLISH

References to works in languages other than English are treated the same as English works except that title capitalization follows the conventions of the language of the work. [When the translation of a title is provided, it follows the title, is set in Roman type with only the first word and proper nouns and adjectives capitalized, and is enclosed in square brackets.] Examples include:

Henry Cesbron, *Histoire critique de l'hystérie* (Paris: Asselin et Houzeau, 1909).

Graeg Martellotti et al., *La litteratura italiana: Storia e testi,* vol. 7 (Milan: Riccardo Ricciardi, 1955).

Natan Gross, Itamar Yaoz-Kest, and Rinah Klinov, eds., *Ha-Shoah be-Shirah ha-Ivrit: Mivḥar* [The Holocaust in Hebrew Poetry: An Anthology] (Ha-Kibbutz ha-Me'uḥad, 1974).

PUBLISHERS WITH MULTIPLE LOCATIONS:

The name of the city where the publisher's main editorial offices are located is sufficient. If the title page of the work cited lists two cities with the publisher's name, the city cited first is the one to use; it is permissible but not necessary to use both. For example:

Chicago: University of Chicago Press, 1991   OR

Chicago and London: University of Chicago Press, 1991.

MECHANICS
(Abbreviations, Capitalization, Quotations, Brackets, Biblical Book Names, Numbers, Dates)

- <u>Abbreviations</u>. Generally abbreviations are kept out of running text, except in technical matter. General abbreviations such as etc., e.g., and i.e. are preferably confined to parenthetical references.

  - o e.g., is usually followed by a comma – e.g., …. A dash or semicolon may be used before it, or the element it introduces may be enclosed in parentheses if the break in continuity is greater than that signaled by a comma. – e.g., or ; e.g., or "Bones from a variety of small animals (e.g., a squirrel, a cat, a pigeon) were found in the doctor's cabinet."

    If e.g. introduces a list or series, a colon should not be used after it unless the series consists of one or more grammatically complete clauses.

    If a different source has been cited or more than two or three pages have elapsed, give a short citation: (Kirkpatrick, *Scarlatti,* 282).

  - o Do not use "op. cit." or "idem".

  - o *f.* and *ff.* are used to indicate "and the following page(s)". A SPECIFIC PAGE REFERENCE IS PREFERABLE.

  - o N.B. – is used in footnotes only, in uppercase, and followed by a comma.

  - o Authors should keep in mind the distinction between *see* and *see also* and *cf. (confer,* "compare"). Use *cf.* only when "compare" is implied, and use *see* and *see also* as required. These expressions are not italicized in notes and are capitalized only when they begin a sentence.

- <u>Capitalize</u> words such as christology, christological, incarnation, resurrection … only if they are used in reference to doctrine, but not when used in a general sense.

- <u>Quotations</u>: Use double quotation marks for quotations, and single quotation marks only for a quotation within a this quotation. Note that this is the opposite of European styles.

  - o A lengthier extract set off from the main text (see above) receives no quotation marks, and quotations within it receive double quotation marks.

  - o All punctuation belongs within the quotation marks. Note numbers belong outside them.

- <u>Square Brackets [..]</u>: are used to enclose editorial interpolations, corrections, explanations, translations, or comments in quoted material. They are also used

as parentheses within parentheses, and to enclose the phonetic transcription of a word. Examples are:

"These [the free-silver Democrats] asserted that the ratio could be maintained."

"As the Italian [*sic*] Dante Gabriel Ros[s]etti is reported to have said … ."

[This was written, it should be remembered, before his discovery of the manuscript. – Editor]

"He attributed the light to gegenschein [gā'–gən–shīn']."

"…(from "The Hero as Prophet," in *On Heroes, Hero Worship, and the Heroic in History* [London, 1897], p. 61).

- Biblical book names are abbreviated using the shorter version without a period, as follows:

Gn	1 Sm	Tb	Eccl	Ez	Mi
Ex	2 Sm	Jdt	Sg (Song)	Dn	Na
Lv	1 Kgs	Est	Wis	Hos	Hb
Nm	2 Kgs	1 Mc	Sir	Jl	Zep
Dt	1 Chr	2 Mc	Is	Am	Hg
Jos	2 Chr	Jb	Jer	Ob	Zec
Jgs	Ezr	Ps(s)	Lam	Jon	Mal
Ru	Neh	Prv	Bar		
Mt	Rom	Phil	2 Tm	Jas	2 Jn
Mk	1 Cor	Col	Ti	1 Pt	3 Jn
Lk	2 Cor	1 Thes	Phlm	2 Pt	Jude
Jn	Gal	2 Thes	Heb	1 Jn	Rv
Acts	Eph	1 Tm			

Biblical citations within text are placed before the period ending the sentence but outside the quotation marks.

- Numbers: Spell out the following numbers in ordinary text:

  o whole numbers from one through ninety-nine – as well as any of these whole numbers followed by *hundred, thousand, hundred thousand, million,* and so on.
  o For all other numbers numerals are used. For example: "He holds a ninety-nine-year lease." … "The first edition ran to 2,670 pages." … "He wrote an essay of fifteen hundred words." … "there are 540 more cars."
  o § is normally used rather than #, as in *Nostra Aetate,* §4 – with a comma between the name and the number symbol.
  o When a section number is quoted using §, the symbol and number are placed inside the period but outside the quotation marks. For example: "The Old Testament in itself has great value as the Word of God" (§21).

- Dates: Use the American style of month-day-year, as in: May 10, 1949.
  - Use Common Era dating (BCE, CE).
  - Express decades without an apostrophe ("the 1990s").

GUIDELINES FOR TRANSLITERATION OF HEBREW

We follow the transliteration standard for Hebrew established in 2012 by the *Academy for the Hebrew Language* of the State of Israel, translated below (with some adaptation).[1] Scholars who prefer to use the "precise" version may do so, but the simple version is fine as well. Underdotted characters are preferred where needed.

Hebrew Letter	Simple Transcription	Comments	Precise Transcription
א	'	transliterated only in the middle of a word, never at its beginning, and only if it has a vowel (ex. Aharon, Ya'ir, Rishon)	' apostrophe opening to the left
בּ	B b		
ב	V v		
ג	G g		
ד	D d		
ה	H h	transliterated only if it is pronounced	
ו	V v	transliterated only if it is serving as a consonant	W w
ז	Z z		
ח	Ḥ ḥ		Ḥ ḥ
ט	T t		Ṭ ṭ
י	Y y	transliterated only if it is pronounced	
כ	K k		
כך	Kh kh		K k
ל	L l		

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[1] Their document on translation from Hebrew to Latin characters (in Hebrew) is found at http://hebrew-academy.huji.ac.il/hahlatot/TheTranscription/Documents/ATAR1.pdf. Accessed November 14, 2013.

מ ם	M m		
נ ן	N n		
ס	S s		
ע	'	transliterated only in the middle of a word (ex. sha'ar, ayin, Gilboa)	' apostrophe opening to the right
פ	P p		
פ ף	F f		
צ ץ	Ts ts		Ẓ ẓ
ק	K k		Q q
ר	R r		
שׁ	Sh sh		Š š
שׂ	S s		Ś ś
ת	T t		
pataḥ	a		
kamats	a		
ḥataf pataḥ	a		ă
segol	e	including for a segol followed by a yud	
tsere	e	including for a tsere followed by a yud	é
ḥataf segol	e		ĕ
sheva na	e	only if it is pronounced like a vowel and not if the consonants form a dipthong -- in cases of doubt, treat it as a vowel	ĕ
ḥirik	i		

ḥolam	o		
kamats katan	o		ŏ
ḥataf kamats	o		
kubbuts	u		
shuruk	u		

Various Principles:

1. **Dagesh Ḥazak:** indicated by doubling the letter, unless the letter is transliterated by two Latin letters (sh, ts). A dagesh following the definite article or another grammatical prefix does not double the letter.
2. **Capital letters:** written at the beginning of each part of a proper noun
3. **Grammatical Prefixes:** (mem, shin, heh, vav, kaf, lamed, bet) are not separated from the word, but the following letter is capitalized when the word itself demands capitalization.
4. **Apostrophe:** separates letters when their reading is otherwise ambiguous (i.e., they could be read to form a kh, ts, or a dipthong and should be read separately)
5. **Accent:** may be indicated above the vowel of the accented syllable.

Suggestions:

1. Depending on the purpose of the transliteration, it is usually better to translate as much as possible.
2. Where there is a traditional English name, use it instead of transliteration.