

STUDIES IN CHRISTIAN-JEWISH RELATIONS

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MANUSCRIPT FORMAT GUIDELINES

- Submit manuscript in **Microsoft Word** (.doc or .docx) or in **Rich Text Format** (.rtf), single-spaced, in 12-point Times New Roman font, using U.S. English spellings (except for names of institutions, quotations, etc. which use the English of the country of origin). Under *Tools* in your word processing software, simply set the Language to *English (U.S.)*
- Authors are strongly encouraged to use inclusive language 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.
- Using consistent 3-space tab setting throughout, indent paragraphs and leave a space between paragraphs.
- Heads and subheads are typed with initial capitals (uppercase) only – i.e., capitalize the first letter of the first word and of all other words except prepositions, articles and coordinating conjunctions. Heads and Subheads are not underlined or italicized.
 - A Subhead that begins a paragraph ends with a period. No period follows a Subhead on a line by itself.
 - 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...).
- Extracts (block quotations, poetry and the like) are set off from the text by a 3-space 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 omission of a word, phrase, line, paragraph or more from a quoted passage is indicated by 3 dots (suspension points), not by asterisks.

Generally a quotation of 5 lines or more is set off as an extract (block quotation).

- Footnotes are used, not Endnotes.
 - Use Word’s footnoting function, with single spacing within the footnote and with 3 pts. space between footnotes – using the Format>paragraph function to do so.

- The name of an author always appears in the footnote, even if it also appears in the text.
- 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 COLLECTED ESSAYS, FOR EXAMPLE

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).

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

FOR ONE AUTHOR'S EDITED OR TRANSLATED WORK USE, FOR EXAMPLE

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

FOR MULTIVOLUME WORKS WITH BOTH A GENERAL EDITOR AND INDIVIDUAL EDITORS OR AUTHORS USE, FOR EXAMPLE

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 ARTICLE CITATIONS USE, FOR EXAMPLE

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 CITATIONS USE, FOR EXAMPLE

Editorial, *Philadelphia Inquirer*, 30 July 1950.

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

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 letteratura italiana: Storia e testi*, vol. 7 (Milan: Riccardo Ricciardi, 1955).

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

- Publishers with multiple locations:

Giving the name of the city where the publisher's main editorial offices are located is usually 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.

- Abbreviations. 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.

- 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.

- Ibid. : is used in a footnote reference when another passage is quoted from the same source on the next page or two of text, and there has been no intervening quotation from a different source: for example,

(ibid., 282).

If a different source has been cited or more than two or three pages have elapsed, Give a short citation:

(Kirkpatrick, *Scarlatti*, 282).

- Do not use “op. cit.” or “idem”.
- *f.* and *ff.* are used to indicate “and the following page(s)”.
- N.B. – is used in footnotes only, in uppercase, and followed by a comma.
- 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.

- Capitalization for words such as christology, christological, incarnation, resurrection ... is used only if they are used in reference to doctrine, but not when used in a general sense.
- Quotations: Double quotation marks are used for quotations, except for a quotation within a quotation when single quotation marks are used.
 - No quotation marks are used when a lengthier extract is set off from the main text (see above).
- En rules: Use En rules rather than hyphens for ranges of numbers and dates (1910–60) and to link two items of equal value (Jewish–Christian Relations).
- Square Brackets [...]: 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	1 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.

- **Numbers:** The following numbers are spelled out in ordinary text: 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. 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.”
 - § is normally used rather than #, as in *Nostra Aetate*, §4 – with a comma between the name and the number symbol.
 - 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:** The American style of month-day-year is used, 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 2007 by the *Academy for the Hebrew Language* of the State of Israel, translated below (with some adaptation) from their [website](#). Note that the “simple” version of this standard calls for underlines instead of underdots under the relevant letters. We encourage scholars to follow this as few commonly available fonts allow underdotting in a way that transfers securely from one computer to another. Scholars who prefer to use the “precise” version may do so, but results may vary at publication.

Hebrew Letter	Simple Transcription	Comments	Precise Transcription
Aleph	’	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
Bet	B b		
Vet	V v		
Gimel	G g		
Dalet	D d		
Heh	H h	transliterated only if it is pronounced	

Vav	V v	transliterated only if it is serving as a consonant	W w
Zayin	Z z		
<u>H</u> et	<u>H</u> h		underdotted
Tet	T t		underdotted
Yud	Y y	transliterated only if it is pronounced	
Kaf	K k		
Khaf	Kh kh		<u>K</u> <u>k</u>
Lamed	L l		
Mem	M m		
Nun	N n		
Samekh	S s		
Ayin	,	transliterated only in the middle of a word (ex. sha'ar, ayin, Gilboa)	‘ apostrophe opening to the right
Peh	P p		
Feh	F f		
Tsadi	Ts ts		underdotted Z z
Kuf	K k		Q q
Resh	R r		
Shin	Sh sh		Š š
Sin	S s		Ś ś
Tav	T t		
pata <u>h</u>	a		
kamats	a		
<u>h</u> ataf pata <u>h</u>	a		ă
segol	e	including for a segol followed by a	

		yud	
tseré	e	including for a tseré followed by a yud	é
<u>h</u> ataf segol	e		ě
sheva na	e	only if it is pronounced like a vowel and not if the consonants form a diphthong -- in cases of doubt, treat it as a vowel	ě
<u>h</u> irik	i		
<u>h</u> olam	o		
kamats katan	o		ö
<u>h</u> ataf kamats	o		
kibbutz	u		
shuruk	u		

Various Principles:

1. **Dagesh Hazak:** 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 for a where 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 diphthong 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.