Hortus Orientalis Editorial Guidelines

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Please preface your article with an abstract of roughly 200 words. The abstract should be set in Times New Roman, size 11, with a paragraph spacing of 18 pt. It should be italicised and justified. Your abstract is akin to a sales pitch. Try to employ key descriptive phrases. Ensure that your title is also descriptive, unambiguous, accurate, and that it reads well.

The contribution should be presented in both Microsoft Word and PDF format. All typescripts must be in their final form in all respects, including grammar and spelling. The Editors will return any typescript which they do not consider to be satisfactory with regard to English grammar and style. Typescripts in English should conform to British English conventions of spelling and punctuation. Typescripts are also accepted in Dutch.

General Guidelines

The text should be set in Times New Roman, size 11, with a paragraph spacing of 6 pt. The text should be justified. It should not be indented, but set flush left. Use automatic hyphenation.

Page numbers and page headers will be supplied by the Editors.

Headings

The title of your article should be centred on a separate line in Times New Roman, size 14, bold, main words capitalised. Subtitles should appear on the line below in size 12 font, also bold and main words capitalised. The author name should follow the title or subtitle at a distance of 18 pt, and should be written all in small capitals. The distance between the author name and the abstract should be 30 pt.

Headings should occupy a separate line. The space before each heading should be set to 12 pt. Headings should be italicised. Complex hierarchies of numbered or lettered headings should be avoided unless they are essential for clarity. If used, they should be numbered. Use the following format: 1, then 1.1, then 1.2, then 2, 2.1, 2.2, 2.3, etc. Headings and subheadings should not have full stops.

Numbers in numbered headings should be italicised like the headings. Avoid the heading *Introduction*, as it is obvious.

Capitalisation

The main words of book and article titles in English should be capitalised. Titles in other languages should follow the normal practice of that particular language, e.g. for French, capitalise the first word of a title and, if the title begins with a definite article, all the words up to and including the first noun; otherwise use lower case.

References

Hortus Orientalis uses (a shortened footnote form of) the notes and bibliography system of citation. Please follow the system outlined below, where the example includes a numbered note and a corresponding bibliography entry:

> [1] Secunda, *The Iranian Talmud*, 182.

> Secunda, Shai. *The Iranian Talmud: Reading the Bavli in Its Sasanian Context*. Philadelphia: University of Pennsylvania Press, 2013.

For books with two or more authors, note that only the first-listed name is inverted in the bibliography entry.

> [2] Geoffrey C. Ward and Ken Burns, *The War: An Intimate History*, 52.

> Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941-1945*. New York: Knopf, 2007.

For a book with four or more authors, list all the authors in the bibliography entry, but cite only the name of the first-listed author in the note, followed by *et al*.

Authors should ensure that the bibliographic information supplied is complete and consistent. Please see the Chicago Manual of Style for additional guidance. Further to this, *Hortus Orientalis* uses the following conventions:

Bibliographical details should be consistently anglicised, e.g. *Munich* not *München*, *vol.* and not *Bd.*, regardless of the original form. Only the first or main place of publication should be given. Wherever possible, the first names of authors should be given in full.

If book titles are referred to in the text, they should appear in italic, main words capitalised. Titles and subtitles should be separated by a colon, regardless of the original form. Subtitles should begin with a capital letter.

Roman page numbers should be written in lower case.

Footnotes

Footnotes should be numbered consecutively within the text. Superscript numbers should be used, and should be placed after any punctuation which appears at the end of the sentence, phrase or clause to which the footnote is attached.[1]

Quotations

Quotations longer than forty words should be indented without quotation marks. Set the left and the right indent at 0.8 cm. In footnotes, prose quotations of whatever length are run on within quotation marks. For quotations of less than forty words within the main body, use double quotation marks, reserving single quotation marks for quotes within quotes. When a quotation forms part of a longer sentence, include the full stop within the quotation only if it consists of a grammatically complete sentence. Otherwise, the full stop follows the closing quotation mark.

Any material added to a quotation, such as the word *sic*, should appear in square brackets.

Dates

BCE and CE follow the date. AH precedes the date. These abbreviations should be written in small capitals. None of them has full stops. Islamic dates should be given in the form 700/1300 (i.e. AH followed by CE).

Numbers

Numbers to ninety-nine should be written in words. However, use numerals throughout if groups of numbers include figures both above and below ninety-nine.

Use numerals for exact measurements and percentages, but write per cent rather than use the % symbol.

Use words for centuries, e.g. the sixth century, sixth-century texts, mid-sixth century, but use numerals for decades: the 1990s.

Use commas for thousands, e.g. 10,000. Use words for very large round numbers above one thousand. For instance, write: 'the population was four million' (but 4.3 million).

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[1] Footnote numbers should be written in superscript in both the body of the text and in the footnote itself. The footnote should be set in Times New Roman, size 10, justified, with paragraph spacing of 2 pt. In footnotes, quotations of whatever length are *not* indented, but are run on within quotation marks.

Non-roman scripts

Please use the Unicode font most commonly employed by scholars in your field, e.g. Hebraists should use the Hebrew-specific SBL Hebrew font. Should you make use of non-roman script(s) in your submission, please inform the Editors of the font you have chosen to employ.

Abbreviations

Do not use full stops in abbreviations which consist of sets of initials, e.g. *JSS* not *J.S.S.*, but retain full stops for initials in personal names, e.g. A.B. Smith (without a space between the A. and the B.).

Omit full stops in contractions where the last letter of the word is retained, e.g. Dr, St, eds. Otherwise include a final full stop.

For general abbreviations, use the following: c. (*circa*), ch./chs, edn, ed./eds, frg./frgs, MS, vol./vols

The terms i.e. and e.g. should not be followed by a comma.

Names of biblical books are abbreviated when both chapter and verse are given, otherwise not, e.g. Gen. 8:1, Genesis 8, Genesis 6–8. This principle applies to all ancient sources.

Biblical abbreviations: Gen., Exod., Lev., Num., Deut., Josh., Judg., Ruth, 1 Sam., 2 Sam., 1 Kgs, 2 Kgs, 1 Chron., 2 Chron., Ezra, Neh., Esth., Job, Ps./Pss, Prov., Eccl., Song, Isa., Jer., Lam., Ezek., Dan., Hos., Joel, Amos, Obad., Jon., Mic., Nah., Hab., Zeph., Hag., Zech., Mal.