HEBREW UNION COLLEGE PRESS

Manuscript Preparation Checklist

Our Manuscript Preparation Checklist is designed to make the process of preparing your submission as easy as possible. We encourage you to devote one pass through your manuscript for each checkbox. Some passes will be quick, while others will take more time, but we recommend this strategy as the best way to avoid the frustration and error that often result from trying to focus on too many things at once. Please use this Checklist alongside the 2nd edition of *The SBL Handbook of Style*. Consult the 16th edition of *The Chicago Manual of Style* for guidance on how to handle issues not covered in either of these resources. Please feel free to direct any questions or concerns to our Managing Editor or get in touch with us through our website at http://press.huc.edu/contact-us.

File Formats and Naming

❏ Initial manuscript submissions must come electronically in both .pdf and .doc or .docx (Microsoft Word) formats to our Acquisitions Editor at press@huc.edu.

❏ All files must be named with your last name and a short title of your manuscript: e.g., Author Everything I Have to Say.docx.

❏ Final manuscript submissions must include delivery of all parts in one package.

Permissions

❏ Written permissions to reuse your own previously published material or to use work created by others must be submitted with your manuscript. Permissions should allow non-exclusive use of the copyrighted material in all forms, languages, and media throughout the world.

> Hebrew Union College Press cannot publish any work without documentation for the necessary permissions. Authors are responsible for securing their own permissions and paying any related fees.

❏ For guidance on what you may need to request permission for and how to do it, please see our Copyright and Permissions Guidelines in the Useful Forms section of our Publish With Us page (http://press.huc.edu/submissions).

Page Layout

❏ Automatic hyphenation, automatic superscripting of ordinal suffixes (e.g., 1st, 3rd; **not** 1st, 3rd), and right justification must be turned **off**. Smart quotes must be turned **on**, except where a straight quote is intended.

❏ Font for roman characters must be Times or Times New Roman, 12 point throughout (including notes). See the section Hebrew and Transliteration below for guidance on non-roman characters.

❏ Margins must be set to 1 inch (2.5 centimeters) all around.

❏ Text must be double-spaced throughout (including notes).

❏ Use the tab key, not the space bar, to indent paragraphs, and make sure the size of the indent is consistent. Each paragraph should end with a hard return. Do not use extra spaces between paragraphs or between notes or bibliography entries.

❏ Use one space (**not** two) after colons, periods, and question marks.

❏ Do not use Word styles for formatting headings or text. The default, or normal, style should be the only style in your manuscript, apart from automatic footnotes. Label your headings with <H1> for a first-level heading, <H2> for a second-level heading. Do not use bold, small caps, etc. to differentiate headings from body text.

❏ Do not use underlining to indicate italic. Use it only to identify words you want to appear underlined in the final printed version.

❏ Notes must be included using the automatic footnote command in your word processor (**not** entered manually) and set at the bottom of the page as footnotes (**not** endnotes).

❏ Number the pages consecutively throughout the manuscript, but do not use any other automatic headers or footers.

❏ *For journal articles*: Include the title, your name, and your institutional affiliation, each on a separate line in 12-point font, left-justified. This information must be followed by an abstract of 200 words or less before the body text, also left-justified.

> We strongly encourage you to optimize your work for search engines. Making sure that top keywords relevant to your article and research field appear in strategic places in your article or book (e.g., title and abstract) will raise the visibility of your work and assure that it is most easily found by people who may benefit from it. Our editors may make further suggestions.

❏ *For journal articles*: Please include acknowledgements at the end of your article in a separate paragraph marked "Acknowledgements." Your title and abstract must not contain any notes.

General Style

❏ Numbers must be formatted according to the following style:

If the first number is **less than 100**, use all digits: 3–10, 71–72, etc.

If the first number is **100 or a multiple of 100**, use all digits: 100–104, 600–613, etc.

If the first number is **101-109 in multiples of 100**, use changed part only: 107–8, 505–17, etc.

If the first number is **110 through 199 in multiples of 100**, use two digits, or more if needed: 321–25, 415–532, 1536–38, 1496–504, etc.

❏ Use double quotation marks as primary quotations and single quotation marks for quotes within quotes (i.e., American style, **not** British or Israeli style).

❏ Set period and comma inside quotation marks. Set footnote references outside quotation marks.

❏ Always use the serial comma: e.g., Hebrew, Aramaic, and Greek; **not** Hebrew, Aramaic and Greek.

❏ Please use a **hyphen** for hyphenated terms and to indicate page ranges with Roman numerals. Please use an **en dash** to indicate number ranges (page ranges, year spans) with Arabic numerals. Please use an **em dash** to set off appositive clauses.

❏ Avoid use of cross-references where possible. Where they must be used, choose specific references rather than vague ones: e.g., see page 21, **not** see below.

❏ Please use American spellings where relevant.

❏ Render dates as follows: September 1, 2013; September 2013; 70 C.E. (small caps); 586 B.C.E. (small caps).

❏ When referring to centuries, please spell out the ordinal in lower case letters and, where the century is a modifier, insert a dash between the ordinal and the word "century": e.g., nineteenth century, twenty-fifth century, sixteenth-century England.

❏ We strongly encourage the use of gender-sensitive language, as appropriate to context.

Style Guidelines for Biblical and Rabbinic Literature

❏ Titles and abbreviations for ancient primary sources (including Bible, Apocrypha and pseudepigrapha, Dead Sea Scrolls, Philo, Josephus, rabbinic works, apostolic fathers, etc.) should follow the relevant examples in section 8.3 of the 2nd edition of the *SBL Handbook*.

❏ When referring to the Babylonian and Jerusalem Talmuds, the first occurrence of either Talmud in body text must be spelled out in roman type. All subsequent references to these works that do not include folio numbers should use Bavli and Yerushalmi.

❏ When reference to a rabbinic work involves folio numbers, the tractate abbreviation should be preceded by the letter of the literature in which it is found, using an intervening space: b. for the Bavli, y. for the Yerushalmi, t. for the Tosefta, and m. for the Mishnah. The appropriate citation for the recto of tractate Berakhot 31 in the Bavli, for example, would be b. Ber. 31a. When citing Mishneh Torah, provide tractate (transliterated), chapter, and paragraph: *Mishneh Torah, Hilkhot Eidut* 3:5.

❏ The words "Mishnah" and "Tosefta" should be romanized and capitalized when used as titles of their respective bodies of work or as the title of whole tractates and without folio references: e.g., Mishnah Qiddushin, Tosefta Yoma. When referring to a specific pericope within the Mishnah, please use "mishnah-paragraph" or "mishnaic ruling."

❏ When quoting a rabbinic passage which itself quotes scripture, the quotation of scripture must be italicized.

❏ Please follow this list for our treatment of common terms. For questions about any term not listed here consult *SBL* section 4.3.6 or contact the Managing Editor.

aggadah / aggadot	*mezuzah / mezuzot*
aggadic	midrash / midrashim
aliyah	*Mishneh Torah*
Amora / Amoraim	Mishnah / *mishnah* / mishnaic
baraita / baraitot	*mitzvah / mitzvot*
Bavli	*perushim*
Bible / biblical	Pesher
eretz Yisrael	pesher / pesharim
Gemara	piyyut / piyyutim
gaon / geonim	Rishonim
haftarah	Sefardim
halakhah / halakhot	*sefirah / sefirot*
halakhic	Shabbat
havdalah	Shekhinah
kabbalah	Shema
ketubbah	shofar
qiddush	Siddur
megillah	*siddur / siddurim*
Mekhilta	*stam / stammaim*

sugya / sugyot	toseftan
Talmud / talmudic	Yerushalmi
Tanakh	*yeshivah / yeshivot*
Tanna / Tannaim	YHWH
tefillah / tefillin	*Zohar*
Tosefta	

Documentation

❏ Notes for all publications of the Hebrew Union College Press must use the traditional citation form as outlined in sections 6.1–6.4 of the second edition of the *SBL Handbook,* or chapter 14 of the 16th edition of the *Chicago Manual of Style* Please include notes in footnotes rather than in the body of the text, and, in the case of book submissions, please supply a full bibliography at the end of your manuscript. Submissions to the *Journal* should include full bibliographic information at the first citation of a source in the notes.

❏ *Treatment of sources in Hebrew*: Please keep titles of books and articles in Hebrew characters, but place journal titles, authors, and publication data in roman characters. We avoid transliteration, but it is not necessary to use original orthography or transliterate using the General-Purpose Style if a Hebrew name or title (e.g., Menachem, or *Shulchan Arukh*) has a generally accepted transliteration.

❏ Notes must be placed only at the end of a sentence, after the closing punctuation mark (**not** in the middle of the sentence).

> Multiple notes within a single line present significant problems for reading and typesetting. **Reading a**[1] **sentence containg**[2] **multiple references**[3] **is a bit like having**[4] **the hiccups.**[5] It can also be very difficult, and sometimes impossible, for the typesetter to place references on the same page as their notes. Please consolidate your notes like this: **Reading a sentence containing multiple references is a bit like having the hiccups.**[1]

❏ Notes should be limited to references and suggestions for further reading. If you find yourself writing a discursive footnote, please consider whether the explanation belongs in the body of the text, or whether it is so tangential as to be irrelevant to helping the reader understand the main thrust of your argument, and incorporate the explanation (or eliminate it) appropriately. We understand that there are cases where a brief explanation adds to the argument but does not belong in it. But most discursive footnotes are unnecessary, and we encourage you to be judicious.

❏ Avoid use of op. cit., loc. cit., ibid., and idem.

❏ Avoid use of f. and ff. Cite specific page numbers instead.

❏ References to primary source texts (e.g., Bible, Apocrypha, or rabbinic literature) that involve simple book-and-verse or tractate listings should be placed in the body text, in parentheses, directly after the quoted material (**not** in footnotes).

Hebrew and Transliteration

Please use original orthography rather than transliteration whenever possible, and pointed Hebrew only where absolutely necessary to make your point.

❏ Manuscripts must be typed in 12-point Times or Times New Roman. Where your manuscript includes unpointed Hebrew, please do not use a different font. Rather, type your unpointed Hebrew simply by using the Hebrew keyboard.

  o **For PC users**: When you want to switch from English to Hebrew, type a space before the Hebrew, then use ALT-RIGHT SHIFT to toggle to the Hebrew keyboard. Type the Hebrew text and then, before typing another space, toggle back to the English keyboard using ALT-LEFT SHIFT. Then type the space and continue typing in English.

  o **For Macintosh users**: When you want to switch from English to Hebrew, type a space before the Hebrew, then go to the flag icon on your desktop menu bar and switch to the Hebrew keyboard. Type the Hebrew text and then, before typing another space, toggle back to the English. Then type a space and continue typing in English. If the Hebrew keyboard does not appear as an option in the pull-down menu, go to the Apple menu, choose System Preferences, and then Language & Religion, where you can add Hebrew as a preferred language.

❏ Any punctuation within the Hebrew text — such as periods, commas, *gershayim*, or numbers in parentheses — should be typed using the Hebrew keyboard. Do not toggle back to the English keyboard until after the punctuation.

❏ If the Hebrew text is to be enclosed within quotation marks, type the first quotation mark using the English keyboard, then toggle to the Hebrew keyboard and type the quotation (including its punctuation). Then toggle back to the English keyboard before you type the closing quotation mark.

❏ If you must include pointed Hebrew, please use the SBL Hebrew font, which can be downloaded for free: http://www.sbl-site.org/educational/BiblicalFonts_SBLHebrew.aspx. Should you need to use other non-roman characters, please consult with the Managing Editor before preparing your manuscript.

When transliteration is required, please follow the guidelines for General-Purpose Style found on page 58 (section 5.1.2) of the *SBL Handbook*, with the following exceptions and additional concerns:

❏ For the spirant version of *bgdkpt* letters, use *v* for ב, *kh* for כ, and *f* for פ. Do **not** use *gh* for ג, *dh* for ד, and *th* for ת, even if the spirant is intended.

❏ Use *tz* for צ (**not** *ts*) and *ch* for ח (**not** *h* or *kh*).

❏ Always use *v* for ו.

❏ Use an apostrophe for medial א and ע; do not render initial or final א and ע. Insert an *e* for *sheva*.

❏ If a Hebrew name (e.g., a personal name like Menachem or a title like *Shulchan Arukh*) has a generally accepted transliteration, it is not necessary to use original orthography or transliterate using the General-Purpose Style.

❏ Semitic consonantal roots should appear without punctuation or spaces between the consonants.

❏ Transliterations should be capitalized only at the beginning of sentences, except in case of proper nouns.

❏ Please do not place hyphens between articles, conjunctions, prepositions, and other particles and the words to which they are attached: *velo* (**not** *ve-lo*), *hatorah* (**not** *ha-torah*), etc.

We will consider using the Academic Style, which involves diacriticals (page 56 [section 5.1.1] of the *SBL Handbook*) only in cases that absolutely require it (e.g., a technical article in Semitics). If you feel your audience would have difficulties with a particular foreign script and transliteration would be better, please bring this to the attention of our Managing Editor before submitting your manuscript.

Art Preparation Guidelines

❏ Illustrations (maps, tables, photographs, etc.) must be supplied in separate files, and the manuscript must contain a callout indicating roughly where each one should be placed. **Do not embed any art or tables within the final version of your manuscript**.

> A callout is an instruction enclosed in angle brackets which tells the typesetter roughly where an illustration is to appear—e.g., <table 5 about here>—and will not appear in the printed version.

❏ Please provide a separate list of tables and figures, numbered to match the callouts, as well as text for all captions and credit lines. **Do not include captions and credit lines in the manuscript**.

❏ All digital art files must be saved as TIFF (preferred), JPEG, or EPS for Macintosh format. Images must be scanned and/or saved so that the final size is a minimum of 5 x 7 inches at 300 dpi (dots per inch). Line art and images with type — e.g., reproductions of documents, posters, and advertisements — must be a minimum of 5 x 7 inches at 600 dpi. A note on JPEGs: JPEG files compress their data to achieve a smaller, more portable file size. Each time a JPEG is opened and re-saved as a JPEG, the image deteriorates. If you acquire an image from a library, museum, or stock photo agency, request TIFF or EPS format. If JPEG is the only format available, do

not edit or re-save the image before submitting it. If you need to re-name a JPEG, right-click on the file and select "Rename" from the menu options instead of opening it and using the "Save As" option.

❏ If you are having graphics prepared specifically for your project, please see the Art Preparation Guidelines document in the Useful Forms section of our Publish With Us page (http://press.huc.edu/submissions) *before* you set to work.