

The SBL Forum Submission Guidelines

In all matters not addressed here, *The SBL Forum* follows the guidelines provided in the *SBL Handbook of Style* (SBLHS) and the *Chicago Manual of Style*, 15th edition.

1. Submission

1.1 Essays must be submitted in electronic form and use a Unicode font whenever possible. When using a non-Unicode font, please identify all special characters and diacriticals.

1.2 Submissions must include a byline stating the author's affiliation and title.

1.3 Submissions are strictly limited to 2,500 words, including endnotes.

1.4 Article titles should reflect the content clearly and concisely

1.5 Hebrew, Greek, and other non-Latin scripts **must be transliterated** according to the general-purpose style described in SBLHS, chapter 5.

1.6 To write for *The SBL Forum*, submit proposals, drafts, and news to Leonard Greenspoon: forum@sbl-site.org

2. Editorial Process

2.1 Convey ideas in nontechnical language with few to no endnotes. Excessive notes will be deleted.

2.2 Articles that exceed the word limit will be returned to the author for further editing.

2.3 *SBL Forum* articles do not include bibliographies or reference lists. See number 4 below for endnote and reference-style guidelines.

2.4 All manuscripts accepted are subject to editorial modification. Writers retain copyright but should note in any future publications that it first appeared in *The SBL Forum*.

3. Style Guidelines

3.1 In a series of three or more items, place a comma after the last item before "and." For example, "apples, peaches, strawberries, and bananas."

3.2 e.g., i.e. A comma is used after e.g. and i.e.

3.3 Ellipsis. When abbreviating quoted material, use three dots (...) if the material before and after the ellipsis is within the same sentence; use four dots (....) if the material after the ellipsis is in another sentence.

3.4 Dashes. When using dashes, please locate and insert the appropriate "sign" from your list of symbols. Avoid using double dashes (--) for this purpose.

3.5 Restrictive/nonrestrictive clauses. In carefully written English (which is the only kind we wish to publish) "which" and "that" are NOT interchangeable. "Which" is used to introduce a nonrestrictive clause, and a comma is placed before and after such a clause. "That" is used to introduce a restrictive clause, and no comma is used before or after such a clause. Examples (nonrestrictive): "Leonard Greenspoon edits *The SBL FORUM*, which appears once a month in electronic form, and he also does 1,000 push-ups a day"; (restrictive) "*The SBL FORUM* is a journal that appears once a month."

3.6 Be very sparing in the use of italics within the text for any purpose other than foreign-language use and endnote titles. For example, we would omit the emphases in the following: "We know we can trust the reader to get our point."

3.7 Be very, very sparing in the use of quotation marks for emphasis.

3.8 Referencing persons. Give the full name (first name and/or middle and/or initials, plus last name) at the first reference in your text to every person, including "well-known" public figures. E.g. "George Washington may indeed have cut down a cherry tree. Everyone knows Washington liked cutting things down."

3.9 We use "American" spelling and punctuation, unless it is within a title or the title of an institution/organization.

3.10 Avoid abbreviations, even for journal titles or organizations that are considered to be in common usage.

4. Endnote style.

4.1 *The SBL Forum* prefers the traditional documentation style, but without an accompanying bibliography. The complete publication data should be supplied in the first note referring to a given source. Subsequent notes referring to the same source should use a short title and abbreviated note form (see examples below).

4.2 Examples

Journal Article

[6] Robin Gallaher, "Teaching the Old Testament Book of Proverbs," *Christian Higher Education* 4.1 (2005): 57-69.

Book

[4] Deryck Cooke, *The Language of Music* (London: Oxford University Press, 1959), 23-55.

[12] Cooke, *The Language of Music*, 42.

Article in an Edited Book

[2] Kwok Pui-Lan, "Racism and Ethnocentrism in Feminist Biblical Interpretation," in *Searching the Scriptures* (ed. Elisabeth Schüssler-Fiorenza; New York: Crossroad, 1994), 1:101-16.

[7] Pui-Lan, "Racism and Ethnocentrism," 114.

5. Illustrations

5.1 Illustrations should be submitted in digital format as a jpeg file, with a resolution of 78 dpi.

5.2 Illustrations should be cropped and ready for final publication.

6. Additional instructions specific to online presentation

6.1 "Smart" quotes do not display and therefore should be converted to simple quotes.

6.2 *SBL Forum* cannot display italics in the title of an article. Quote marks will be substituted.