GUIDELINES FOR EDITORS OF COLLECTED WORKS

SOCIETY OF BIBLICAL LITERATURE

These guidelines are designed to assist SBL editors as they prepare manuscript files to submit for typesetting. Although the following guidelines do not address every possible question that might arise, and although every manuscript will require some work by the SBL staff, adherence to these guidelines will minimize the delays and added costs that improperly or inadequately edited books inevitably create. We strongly recommend that editors familiarize themselves with these guidelines, which address the most common problems encountered, and to use them throughout their editing work. Please feel free to contact Bob Buller (bob.buller@sbl-site.org) and Leigh Andersen (leigh.andersen@sbl-site.org) whenever you encounter questions not addressed below.

## 1. THE GOAL

**1.1. Coherence.** One mark of a well-edited volume is the level of internal coherence that it evidences. Such coherence begins, of course, with the selection and arrangement of the essays, but it does not end there. Rather, one should seek to enhance the coherence of the volume during the editing process, by striving for internal consistency in conformity to an accepted standard.

**1.2. Consistency.** Internal consistency enhances the reader's sense of a volume's overall coherence. So, for example, careful editors do not allow the same word to be spelled in several different ways (even if both are acceptable) or some essays to use footnotes for bibliographical citations and others to use the author-date system or still others to be lax in citing their references at all. Furthermore, volumes will appear more consistent if the essays evidence a certain degree of structural consistency, such as in the use of subheads (always helpful) and in the way they are labeled (e.g., numbered or unnumbered but not both; using arabic numerals, not arabic in some essays and roman numerals in others).

**1.3. Conformity.** For the most part, style guides seek not to mandate the "right way" as opposed to the "wrong way" but to assist publishing professionals, editors included, in enforcing consistency and thus enhancing the coherence of a given volume. Conformity to the following guidelines will not only simplify the editor's task (many decisions have already been made) but also improve the overall appearance of a volume, so that readers can focus on the volume's content, not be distracted by its uneven presentation.

## 2. GENERAL STYLE GUIDELINES

**2.1. Authorities.** In addition to the guidelines below, the primary style and formatting authorities are, in order, *The SBL Handbook of Style* (hereafter *SBLHS*) (ed. Patrick H. Alexander et al.; Peabody, Mass.: Hendrickson, 1999), and *The Chicago Manual of Style* (hereafter *CMS*) (16th ed.; Chicago: University of Chicago Press, 2010).

**2.2. Spelling.** To ensure consistency, we follows American conventions (e.g., *analyze,* not *analyse; honor,* not *honour*), generally adhering to *Merriam-Webster's Collegiate Dictionary*

(11th ed.; Springfield, Mass.: Merriam-Webster, 2003). Specialized or technical terms should conform to the list of words given in *SBLHS* appendix A (153–64).

**2.3. Capitalization.** As a general rule, we enforce a "down style" in which words are not capitalized unless necessary (e.g., proper nouns, titles of works, to avoid ambiguity). Therefore, pronouns referring to the deity should be lowercased. In addition, adjectival forms of capitalized noun forms are generally lowercased.

> biblical, not Biblical
> Gospel for the genre (canonical or noncanonical), gospel for the message
> kingdom of God, not Kingdom of God
> Masoretic Text (a title), but masoretic editing
> the Messiah, but a messiah
> psalm(s), but Ps 1 and Pss 1–2
> Septuagint, but septuagintal
> temple, not Temple

**2.4. Quotation marks.** Authors should use double quotations marks (not single quotation marks) for quotations and words being emphasized or set apart. In addition, periods and commas are set within a closing quotation mark; semicolons, colons, question marks, and exclamation points that are not part of the original quotation are set outside, as in the following examples.

> "xxx," not "xxx",
> "xxx." not "xxx".
> "xxx"; not "xxx;"
> "xxx": not "xxx:"
> "xxx"? not "xxx?"

Single quotation marks are used only for quotations or emphasized words *within* a quotation (*SBLHS* 4.1.5).

**2.5. Quotations.** It is an author's responsibility to ensure complete accuracy when quoting someone else.

2.5.1. Ellipses (see 2.15 below) should *not* be used at the beginning of a quotation, even if the quotation omits the first part of a quoted sentence. As a rule, ellipses are likewise unnecessary at the end of a quotation.

2.5.2. An author's explanatory comments within a regular or block quote should be set within brackets, not parentheses. This includes the identification of, e.g., a Greek word within an English translation of a passage.

**2.6. Block quotes or extracts.** Quotations longer than fifty words should be set as block quotes (i.e., separate paragraphs indented ½-inch on left and right).

2.6.1. Quotations marks are not used at the beginning or end of a block quote.

2.6.2. Original quotation marks within a block quote should be represented by double quotation marks regardless of the style of quotation mark used in the original.

2.6.3. Authors may also set translations of texts shorter than fifty words in block quotes.

2.6.4. If one is using the author-date citation system, citations at the end of block quotes should *follow* the closing punctuation of the quote and be set within parentheses, with no punctuation following the closing parenthesis. The same principle applies to citations of ancient texts after block quotes.

> What do multiple variants without resolution about originality mean for textual criticism and for us today? On the one hand, … a window is opened for us to observe and to experience with early Christians over wide areas and lengthy periods the pathos and the agonizing, intractable ethical dilemmas that they faced. (Epp 2004, 7)

> When Abram was ninety-nine years old, the LORD appeared to Abram, and said…, "I am God Almighty; walk before me, and be blameless. And I will make my covenant between me and you, and will make you exceedingly numerous." Then Abram fell on his face; and God said to him, "As for me, this is my covenant with you: You shall be the ancestor of a multitude of nations."  (Gen 17:1–4)

**2.7. Biblical citations**

2.7.1. Use a colon (:) rather than a period (.) or a comma (,) to separate chapter and verse numbers (e.g., 1:24).

2.7.2. Use the appropriate biblical book abbreviation whenever a book name is followed by a chapter number or a chapter:verse reference (e.g., Genesis; Gen 1; Gen 1:24)—*unless* the biblical book is the first word in a sentence. If a biblical book begins with a numeral, spell out that numeral at the beginning of a sentence (e.g., First Esdras).

2.7.3. Use commas to separate nonconsecutive verses, semicolons to separate chapters (e.g., 1:24, 26, 28—note that a space follows each comma; 1:24; 2:3; 4–6).

**2.8. Citations of other ancient sources.** Unless convention dictates otherwise (e.g., Dead Sea Scrolls), citation of nonbiblical texts should (1) use arabic numerals rather than roman and (2) separate, e.g., book, chapter, and paragraph with periods (e.g., 3.17.9, not III, 17.9 or III:17,9).

**2.9. Abbreviations.**

2.9.1. For the sake of economy, authors are encouraged to use the following abbreviations whenever practical: LXX; MT; NRSV (and other modern translations). Note that all are set in small caps (use the small-cap font style in your word processor; do not simply use a smaller-size font of a capital letter).

2.9.2. Apart from ancient texts and the exceptions noted in 2.9.1, the use of abbreviations in the main text is discouraged. Instead of "e.g.," write out "such as" or "for example";

instead of "i.e.," use "that is" or "namely." Likewise, write out "chapter" or "verse" in running text (i.e., do not use v. or vv.). This guideline does not apply to material placed in parentheses, where abbreviations should be used freely.

2.9.3. When used, the abbreviations "i.e." and "e.g." should have no spaces between the letters and always be followed by a comma.

2.9.4. Use "cf." only when "compare" is meant. Authors often use "cf. also" when what is really meant is "see also." One observes the same usage of "cf." alone when "see" is meant. See further the guidelines in *CMS* 15.45.

**2.10. Gender-inclusive language.** Nonspecific references to people should be inclusive, not gender-specific (*SBLHS* 4.3). Most gender-specific constructions can be avoided by use of a plural, as in "Scholars will find their work…" rather than "A scholar will find his work.…" However, it is unnecessary and potentially offensive to insert [*sic*] within a quotation by an author who does not adhere to gender-inclusive language (often found in older works).

**2.11. References to eras.** Authors are encouraged to use B.C.E./C.E., although B.C./A.D. are permissible if an author insists (*SBLHS* 8.1.2). Note that these abbreviations use periods and are set in small caps.

**2.12. Italics.** Use italics for emphasis or clarity only as truly necessary. Overuse of italics is typographically discouraged and less effective than a judicious use of italics. However, italics (not quotation marks) should be used to refer to a specific term (e.g., "The word *law* does not appear in the original text").

**2.13. Hyphens.**

2.13.1. Common prefixes are typically *not* hyphenated unless followed by a capitalized word or unless the absence of a hyphen might create a misreading (see *CMS* 7.90 for a full listing).

> **anti:** antilegalistic, antimonarchic; but anti-Semitic
> **counter:** counterintuitive, counterproductive
> **extra:** extrabiblical, extramural
> **inter:** internecine, interfaith
> **macro:** macrostructure
> **meta:** metalanguage; but meta-analysis
> **mid:** midcareer, midcentury; but mid-first century
> **multi:** multiauthor, multiperspectival
> **non:** noncanonical, nonidolatrous, nonnative; but non-Christian
> **over:** overemphasize, overread
> **post:** postexilic, postbiblical
> **pre:** preexilic, premonarchic
> **pro:** promonarchic
> **proto:** protolanguage, prototext
> **pseudo:** pseudointellectual, pseudolegal

**re:** reread, reedit; but re-creation/re-create to signify creating again

**semi:** semitechnical; but semi-independent

**socio:** sociohistorical, sociorhetorical, sociocultural, socioeconomic

**sub:** subheading, substandard

**super:** superabundant, superstructure

**trans:** transhistorical, translegal

**un:** unchristian, unattested, uncorroborated

**under:** underrepresented, undervalued

**2.14. Numbers.**

2.14.1. In text, most numbers should be spelled out when one can do so in two words or less (e.g., seventy-five [note the hyphen], one hundred, fifteen thousand; but 137, 1,011).

2.14.2. Exceptions to 2.14.1 include citation of page numbers, references to parts of a text (e.g., chapter 2, not chapter two), years (e.g., 1100 B.C.E., but eighteenth century or first millennium), and percentages (e.g., 15 percent, not fifteen percent or 15%).

2.14.3. When listing page numbers, authors should omit repeated digits in the closing number according to the following examples:

10–11, 35–38, 98–99 (no digits omitted)
100–102, 200–252 (no digits omitted when the first number ends in x00)
101–2 (omit both repeated digits)
204–11, 309–56, 323–47
1000–1004 (no digits omitted when the first number ends in x000)
1002–8 (omit all repeated digits)
1002–16

Ideally, authors will use en-dashes (–) between numerals, not hyphens (-). To type an en-dash on a PC, hold down the control key and type the hyphen on the number pad. Mac users can type en-dashes by holding down the option key and typing a hyphen.

2.14.4. When citing ancient texts, biblical or otherwise, do not omit repeated digits in the citation (e.g., Pss 113–114; Josephus, *J.W.* 1.321–329).

**2.15. Ellipses.** An ellipsis (…) is used to indicate an omission of one or more words.

2.15.1. If an ellipsis is used between words within a sentence, it should be preceded and followed by a space. When an ellipsis ends a sentence, it should be preceded by the punctuation closing the sentence but no space, then followed by a space. If an ellipsis closes a clause followed by a comma, semicolon, or colon, it should not be preceded or followed by a space. Ellipses should not be set within parentheses or brackets. See the examples below.

"Textual critics will continue to seek the earliest … text."
"Textual critics will continue to seek the earliest, or most 'original,' text.… However, this assumes that such a text existed."

"Multiple variants, with no single original or simple resolution…, can show us the way for our own times."

2.15.2. Authors are expected to use the proper ellipsis character (control-alt + period on a PC, option + semicolon on a Mac), not a series of three periods.

### 3. NOTES AND BIBLIOGRAPHIES

**3.1. Footnote citations.** Since most SBL books use footnote citations, this section will not address author-date citations (on which, see *SBLHS* 7.4). *SBLHS* 7.2 provides numerous examples of the proper formatting of footnotes, so this section will merely address commonly encountered problems, using several (entirely hypothetical) citations as a point of reference (each example is followed by its key point[s]).

> Example 1: Johann F. L. George, *Ancient Jewish Festivals as Evidence of the Priestly Document* (vol. 1 of *Hexateuchal Criticism;* ed. A. Kuenen; trans. W. Colenso; 2 vols.; 3rd ed.; SBLHBS 3; Leiden: Brill, 2007), 1:210–17.

3.1.1. The author name, title of the work, and (volume +) page number are listed outside the parentheses; all other information should be placed inside the parentheses.

3.1.2. When possible, provide the full first name of the author; use full names or initials for persons listed inside the parentheses, as long as you are consistent in the volume.

3.1.3. When citing an individually titled volume within a multivolume work (not a series), the individual title should be used as the main title here and in short-title references; the multivolume title should be placed within the parentheses.

3.1.4. Follow the order shown for the parenthetical publication information: multivolume title; editor; translator; number of volumes; edition; series; place of publication (only the first place listed on the title page); publisher; and year.

3.1.5. Note the use and initial position of "ed." (= edited by) and "trans." (= translated by). Do not list the editor name(s) first, then "ed(s.)."

3.1.6. Series abbreviations should adhere first to those provided in *SBLHS* 8.4.1 8.4.2; if a particular series is not listed in *SBLHS,* editors may use those found in another standard authority (e.g. *IATG*[2] [Schwertner]).

3.1.7. Use the shortest possible form of a publisher's name that does not create ambiguity. Unless a publisher needs to be distinguished from its sponsoring agency or ambiguity is likely to result, omit "Press" or "Verlag" from the publisher's name (specific examples of frequently cited publishers are listed at the end of these guidelines).

3.1.8. All the information within the parentheses is separated by semicolons except for the place of publication (followed by a colon) and the publisher (followed by a comma).

3.1.9. Citations of books use a comma after the closing parenthesis. Note also the use of a colon (with no space) between the volume and page numbers.

> Example 2: Johann F. L. George, "Further Evidence of P," in *Recent Explorations in Higher Criticism* (ed. A. Kuenen; trans. W. Colenso; 2 vols.; 3rd ed.; SBLHBS 3; Leiden: Brill, 2007), 210–17.

3.1.10. Citations of essays in collected works differ from books citations only in one key respect: both the essay title and the title of the work appear outside of parentheses.

> Example 3: Johann F. L. George, "Priestly Evidence for the 'Evolution' of Israel's Sacral Calendar," *JBL* 125 (2006): 210–17.

3.1.11. As with other citations, provide the full first name of the author of a journal title.

3.1.12. The article title is set within double quotations, followed by a comma; use single quotation marks within the article title.

3.1.13. Use an abbreviation for the journal title, followed by the volume number. Do not specify the issue number unless each issue begins with page 1.

3.1.14. Specify the year of publication in parentheses, followed by a colon (not a comma, as with books).

**3.2. Bibliographical listings.** *SBLHS* 7.2 also provides guidelines for properly formatting bibliography entries, but editors are encouraged to note especially the following.

> Example 1: George, Johann F. L. *Ancient Jewish Festivals as Evidence of the Priestly Document*. Vol. 1 of *Hexateuchal Criticism*. Edited by A. Kuenen. Translated by W. Colenso. 2 vols. 3rd ed. SBLHBS 3. Leiden: Brill, 2007.

3.2.1. In the bibliography, the author's last name is listed first, followed by the rest of the name. Entries are arranged in alphabetical order by last name. Editors should consult *SBLHS* 6.5–5 for the proper listing of certain names (e.g., Rad, Gerhard von; Vaux, Roland de; Van Seters, John; Schüssler Fiorenza, Elisabeth).

3.2.2. All the individual elements of the bibliographical citation are separated by periods (not by semicolons, as in the footnote listing). Note also that the first word of each new element is capitalized (e.g., Edited by).

3.2.3. Spell out "Edited by" and "Translated by," but use abbreviations to specify the volume, number of volumes, edition, and series. (N.B. Contra *SBLHS*, SBL Publications uses abbreviations for series in the bibliography.)

3.2.4. When an entire work is being listed, do not specify the page numbers actually cited in a footnote.

Example 2: George, Johann F. L. "Further Evidence of P." Pages 189–225 in *Recent Explorations in Higher Criticism.* Edited by A. Kuenen. Translated by W. Colenso. 2 vols. 3rd ed. SBLHBS 3. Leiden: Brill, 2007.

3.2.5. In addition to following the preceding guidelines, citations of essays should list the essay title within quotation marks, closed by a period (within the close quote).

3.2.6. Note further that the pages of the *entire* essay are listed before the title of the work in which the essay appears.

Example 3: George, Johann F. L. "Priestly Evidence for the 'Evolution' of Israel's Sacral Calendar." *JBL* 125 (2006): 210–17.

3.2.7. The same principles apply to the citation of a journal article, with a period closing the journal title.

## 4. FORMATTING A MANUSCRIPT

### 4.1. General guidelines.

4.1.1. Manuscripts should be submitted as MicrosoftWord (.doc) or rich text format (.rtf) files. Other file types may be supported, but please check with SBL staff before submitting something other than .doc or .rtf files.

4.1.2. Editors are responsible to submit all the necessary parts of the volume, including a title page with editor name(s), a table of contents, a list of all abbreviations and the full titles that they represent, a preface or acknowledgments, all essays formatted as specified below, a list of contributors (with short bios), and a complete bibliography. Editors will create any indices after SBL supplies corrected proof pages.

4.1.3. Manuscripts should be double-spaced throughout, with only a single return between paragraphs (i.e., no double returns).

4.1.4. The first line of each new paragraph of text (i.e., not headings) should be indented. Do *not* use a tab to indent a line. Rather, use the ruler in your word processor to set the indent of the first line. If a paragraph continues after a block quote (2.15), do not indent the continuation. Typesetters will assume that any line indented after a block quote starts a new paragraph.

4.1.5. Do not use two spaces between sentences (or anywhere else).

4.1.6. To indicate that a word or phrase is be italicized, set it in italics in the manuscript. Do not use underlining to indicate italics.

4.1.7. When tabs are needed to align a column or table, do not use multiple tabs to achieve the desired alignment. Rather, set the tab at the proper place on your word processor's ruler, then use a single tab to align the text.

4.1.8. All headings and subheadings should be capitalized according to "title case" rules (not in all caps) regardless of how the heading or subheading will appear in the printed volume. That is, capitalize the first and last word of every heading or subheading as well as every word in between unless it is an article (a, an, the), a coordinating conjunction (and, but), or a preposition of any length (of, with, through, according).

**4.2. Greek text.** In most instances, Greek words should be displayed in a Greek typeface, not transliteration. (If transliteration is to be used, follow the transliteration guidelines at *SBLHS* 5.3.) Further, we prefer that all Greek text be entered in a Unicode-compliant font to ensure that no errors or changes are introduced when the manuscript is typeset.

4.2.1. Unicode-compliant fonts are platform (e.g., Mac or PC) and software (e.g., MSWord, WordPerfect, InDesign) independent, which means that characters display consistently regardless of the Unicode font used on multiple computers.

4.2.2. We recommend using a Unicode font that supports all combinations of character + accent, such as SBL Greek (http://www.sbl-site.org/educational/ BiblicalFonts_SBL Greek.aspx) or Gentium, a free font offered SIL (http://scripts.sil.org/cms/scripts/ page.php?site_id=nrsi&item_id=Gentium_download).

4.2.3. To type in Greek Unicode, one needs both a Unicode font (installed by following the normal process for your computer) *and* a keyboard driver. Various free keyboard drivers are available, each with its own installation directions. For further information, see http://www.sbl-site.org/educational/BiblicalFonts_FAQ.aspx#GrkWindows.

4.2.4. It is possible to convert many non-Unicode fonts (e.g., Graeca, Sgreek, SPIonic) to Unicode through a simple MSWord macro. Contact Bob Buller for further details, as well as with any questions regarding the use of Unicode.

**4.3. Hebrew text.** Depending on a volume's likely readership, Hebrew text can be given either in transliteration or in a Hebrew typeface. If the latter is used, we strongly prefer that all Hebrew script be entered in a Unicode-compliant (right-to-left) font such as SBL Hebrew (http://www.sbl-site.org/educational/BiblicalFonts_SBLHebrew.aspx).

4.3.1. Unicode Hebrew fonts do pose some special complications of which all editors and authors should be aware. Most important, although Microsoft Word for the PC supports RTL Hebrew display, Microsoft Word for Mac does not. The Mac operating system does support RTL Hebrew, but one needs a program other than Word to work with Unicode Hebrew on a Mac. The best option at present seems to be Mellel (http://www.redlers .com/mellel.html).

4.3.2. As with Unicode Greek, Unicode Hebrew will require a special keyboard for text entry. For several popular keyboard drivers, see the webpage for SBL Hebrew referenced above.

4.3.3. Unless it is crucial to a point being discussed, all Hebrew text should be rendered in consonants only (no vowels or accents).

4.3.4. When typing a Hebrew phrase within a paragraph, type the words in exactly the order in which they appear even when a phrase extends from one line to the next in the manuscript. The ends of all lines will change when a manuscript is typeset, so one cannot know where a break should be until then. It is crucial to keep Hebrew phrases in their actual order so the typesetter knows where (and where not) to break lines.

4.3.5. Finally, use the RTL Unicode Hebrew font only for Hebrew script, not for spaces surrounding the Hebrew or any additional characters or punctuation associated with it. If Unicode Hebrew is used for non-Hebrew elements, the text will not display correctly after typeset and will require manual correction, which is time-consuming.

**4.4. Diacritical marks.** Today most computers and word processors enable users to use Unicode-compliant (and thus font-independent) characters for diacritical marks such as macrons (e.g., ē), breves (ĕ), circumflexes (ê), carons (š), and underdots (ḥ). We strongly encourage authors and editors to use these standard characters, not only to avoid the additional step of converting a noncompliant font, but also to ensure that an author's text is not corrupted during the conversion.

4.4.1. To access these characters in MSWord (Mac and PC), select Insert > Symbol on the toolbar. Select the character you wish to display and click insert.

4.4.2. We strongly discourage the use of SPAtlantis for transliteration, since the keyboard mapping often varies between computer platforms and thus requires manually rekeying of each character into a Unicode-compliant font.

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PUBLISHER NAMES

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| USE | DO NOT USE |
| --- | --- |
| Black | A. & C. Black |
| Brill | E. J. Brill |
| Cerf | Les Éditions du Cerf |
| Clarendon | Clarendon Press |
| de Gruyter | Walter de Gruyter |
| Eerdmans | William B. Eerdmans |
| Gabalda | J. Gabalda |
| Gleerup | C. W. K. Gleerup |
| Habelt | Rudolf Habelt |
| Hakkert | Adolf M. Hakkert; A. M. Hakkert |
| Harcourt Brace Jovanovich | |
| Harrassowitz | Otto Harrassowitz |

| | |
|---|---|
| Hinrichs | J. C. Hinrichs |
| InterVarsity Press | InterVarsity; IVP |
| Jewish Publication Society of America | Jewish Publication Society |
| JSOT Press | JSOT |
| Kluwer | Kluwer Academic Publishers |
| Knox | John Knox |
| Ktav | KTAV |
| Lang | Peter Lang |
| Liturgical Press [an exception] | Liturgical |
| Mazda | Mazda Publications |
| Mellen | Edwin Mellen; Mellen Biblical Press |
| Meyer-Stone | Meyer-Stone Books |
| Mohr Siebeck | J. C. B. Mohr (Paul Siebeck); Mohr-Siebeck |
| Nelson | Thomas Nelson |
| Neukirchener | Neukirchener Verlag |
| Scribner's | Charles Scribner's Sons |
| State University of New York Press | SUNY |
| T&T Clark | T. & T. Clark |
| Trinity Press International | Trinity International |
| Westminster John Knox | Westminster/John Knox |
| Zwingli | Zwingli Verlag |