

Style sheet and guidelines for contributors
Jewish Quarterly Review

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I. General Guidelines

Manuscripts

1. Please submit one copy on paper and another electronically as a **Microsoft Word** attachment. We cannot accept Nisus or Nota Bene. If there are non-English or nonstandard fonts, or images and tables, please also include a **PDF** of the article, without your name on it.

Send to:

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2. Please submit the entire manuscript, including the footnotes, in **double-spaced twelve-point font**. Please do not justify the right hand margin.

3. Manuscripts should be submitted in English. All foreign language passages and citations should also appear in translation as well.

4. Please number all pages (in the top right-hand corner).

5. By submitting a manuscript to *JQR* the author certifies that the article has not been submitted to, or appeared in, any other publication in whole or in part, in English or in another language.

6. Since our evaluation process is a double-blind system of peer review (in which the identities of the readers and the author are unknown to one another), we ask that authors try to avoid revealing their identity within the body of the article.

7. Articles should be **between 10 and 12 thousand words**, including footnotes. Reviews should follow the length guidelines negotiated when solicited.

Book Reviews Essays or Forums: Please include your name and institutional (or other) information at the top of the review.

Please title all review essays.

At the top of book reviews please include the bibliographical information about the book(s) being reviewed as follows: Shalom Ratzabi. *Between Zionism and Judaism: The Radical Circle in Brith Shalom, 1925-1933*. Brill's Series in Jewish Studies 23. Boston and Leiden: Brill Academic Publishers, 2002. Pp. xvii + 455.

In the review, where possible make citations to the reviewed book parenthetically in the body of the text, indicating page number, as (pp. 22-24).

For other citations use standard footnote form (as below).

Unsolicited book reviews are treated as articles with regard to the evaluation process.

Style

Rules of punctuation and other matters of style generally defer to the *Chicago Manual of Style* (14th edition).

- Adjectives derived from names of sacred books are in lowercase: biblical, scriptural, apocryphal, talmudic, mishnaic, kabbalistic, etc.
- The following titles and offices are in lowercase except when attached to a personal name: amora, amoraic; tanna, tannaitic; gaon, gaonic, but Yehudai Gaon; rabbi, the rabbis, but Rabbi Akiba; etc.
- Spelling of biblical names and place names should follow the New Revised Standard Version or the new Bible translation of the Jewish Publication Society. Commonly spelled words and names in English follow such spelling and are not transliterated: Akiba (not 'Akiba'), Ephraim (not 'Efrayim); Sifra (not Sifra'). Acronyms as personal names are written as regular names: Rambam (not RaMBaM).

I. Footnotes and Citation (please read with care)

- References to a passage extending over several pages should give first and last page numbers. Do not use f., ff., or et seq. (see the *Chicago Manual of Style* 8.69, p. 311).
- Note the omission of publisher information.
- Please **do not cross reference in the footnotes**—use short form or previously cited works.
- Write out the full name of a journal unless it is widely known in the field.
- For additional footnote forms see Kate Turabian, *A Manual for Writers* (Chicago, 1996).
- When citing works in Hebrew, please use the English title whenever provided by the publisher (and indicate that the source is in Hebrew as below), **or transliterate**.
- When transliterating Hebrew (and other foreign) titles, we follow the LC system. Namely, capitalize only the first word in title and subtitle, as well as proper nouns (i.e., *‘Avodah zarah*). (For German capitalize all nouns).
- For Hebrew, please separate prefix from word with a hyphen (i.e., *ha-mishpat*, NOT *hamishpat*).

Sample footnotes

For a book: ¹ John G. Gager, *Moses in Greco-Roman Paganism* (Nashville, Tn., 1972), 144-45.

For a chapter in an edited book: ¹ Martin Goodman, “The Roman State and the Jewish Patriarch in the Third Century,” in *The Galilee in Late Antiquity*, ed. L. I. Levine (New York, 1992), 107-19.

(**note editor has initials, author has full first name)

For journal articles: ¹ Avinoam Cohen, “Was Age the Decisive Criterion of Subordination among the Amoraim?” *Jewish Quarterly Review* 92.3-4 (2002): 279-85.

For a book in a series: ¹ Erich S. Gruen, *Heritage and Hellenism: The Reinvention of Jewish Tradition* (Berkeley, Calif., 1998), 194-205.

For books and articles in Hebrew with translated titles:

Book: ¹ Yitzhak Zimmer, *The Fiery Embers of the Scholars: The Trials and Tribulations of German Rabbis in the Sixteenth and Seventeenth Centuries* (Hebrew; Beer Sheva, 1999), 22.

Article: ¹ Menahem Kahana, “The Critical Editions of Mekhilta De-Rabbi Ishmael in the Light of the Geniza Fragments” (Hebrew), *Tarbiz* 55 (1985): 489.

In the absence of an officially translated title:

¹ Menahem Hirshman, “*Torah le-khol ba’e ha-‘olam*”: *Zerem universali be-sifrut ha-Tana’im ve-ya@haso le-@hokhmat he-‘amim* (Tel-Aviv, 1999), 21-23.

For any subsequent citations of an article or book please indicate author's name plus a shortened title and page number.

Always use full page span, never f. or ff.

**** Please do not use op. cit.**

****Please do not cross reference in your notes, just use a short form, as:**

¹ Goodman, "The Roman State," 130.

¹ Gruen, *Heritage and Hellenism*, 122.

II. Abbreviations Bible

Books in the Bible should be abbreviated from the list of abbreviations in the Chicago Manual of Style (p. 476, 14th edition):

For Dead Sea Scrolls, Nag Hamadi, papyri, Hellenistic literature, Philo, Josephus, Church fathers, Apocrypha and Pseudepigrapha we will follow the abbreviations in

The SBL Handbook of Style (Hendrickson, 1999).

Rabbinic Literature

m = Mishnah; b = Babylonian Talmud; y = Jerusalem/Palestinian Talmud; t = Tosefta

Names of rabbinic texts from the Mishnah, the Talmuds, or the Tosefta should be abbreviated with the lowercase letter indicating the work followed by the standard abbreviation of the tractate. Only when a tractate in general is written in full in the body of the text, should it be italicized.

I.E "This is the ordinance of those to be burned" (mSan 7.2).

I.E. There is much disagreement in the discussion of stoning in *Sanhedrin*. or --This topic is prominent throughout *bSanhedrin*.

IV. Transliteration

We encourage translation wherever possible, with transliteration a second choice. In some cases extended Hebrew or other Greek or other passages may be warranted in their original (but always accompanied by translation). Below is the general scheme of transliteration for *JQR*. This scheme should be followed as a general rule, but not, of course for articles of a philological nature where the rules of the discipline should be followed.

- For Hebrew, please separate prefix from word with a hyphen (i.e., *ha-mishpat*, NOT *hamishpat*).

- We do not reflect doubled consonants in transliteration, so *batim*, NOT *battim*
- Please be sure your word processor **consistently & clearly** distinguishes between the mark for 'aleph (') and that for 'ayn (').
- Please be sure that every @het is indicated by a "@" before it, so that we can set with a dot beneath, so *@hokhmah*

א	' (→single closed quote) omit at the beginning of a word
ב	b v
ג	g
ד	d
ה	h
ו	v (only if a consonant)
ז	z
ח	@h [the "@" indicates that the "h" following should be printed with a dot beneath it]
ט	t
י	y (only if a consonant)
כך	k kh
ל	l
ממ	m
נן	n
ס	s
ע	' (→single open quote)
פפ	p
ץצ	ts
ק	k
ר	r
ש	sh/s
ת	t

Vowels

Vowels are transliterated as follows:

a	for <i>patah</i> and <i>kamats</i>
e	for <i>tsere</i> and <i>segol</i> , and <i>mobile shewa</i>
i	for <i>hiriq</i>
o	for <i>holem</i> , <i>kamats katan</i> and <i>hataf kamats</i>
u	for <i>shuruk</i> and <i>kibuts</i>

Other reduced vowels are transliterated as their respective unreduced vowels. Quiescent shewa is not

transliterated. Initial and quiescent aleph are not transliterated

V. Bios, Abstracts, and Keywords

All accepted and revised articles should be submitted with the following information:

1. BIO Please send me a brief bio line with title, rank, affiliation, department -- as in

i.e., ELLIOT R. WOLFSON is the Abraham Lieberman Professor of Hebrew and Judaic Studies at New York University.

2 ABSTRACT: Each article needs an abstract of no more than 250 words. It will be freely accessible to all Web site visitors as a preview of protected content that non-subscribers may wish to purchase. Abstract data is also used by various online indexing services and major searching engines, like Google, that have begun to link to online content.

- + Limit to no more than 250 words.
- + Do not cite references in the abstract.
- + Due to limitations of the web, please do not use diacritics or non-English fonts.
- + Please limit the use of abbreviations and acronyms.

3. KEYWORDS: Please create a set of keywords that best define the focus of the article, defined by the author. Keywords should describe the topic and nature of the work, and are critical to searching.

- + Limit the list to no more than 20 keywords (though far fewer is fine).
- + Due to limitations of the web, please do not use diacritics or non-English fonts.

VI. Images

- Authors are responsible for getting, and if necessary paying for, all required permissions and for providing camera ready images or images in suitable electronic format (see below).
- Both permissions and images should be submitted together with the final version of the accepted article.
- Photocopies of images should be in place in the manuscript.
- Callouts are needed for the images within the text: either refer to each image as part of the text (e.g., enclose in a parentheses a phrase like "See Figure 2") or, on a separate line between paragraphs, enclose in square brackets a phrase like "Figure 2 about here."
- In addition, please attach a Caption List, in which for each image you indicate a description, a source note, and a credit note.
- We cannot accommodate color images.
- Essentially there are only two acceptable graphics formats for print production:

1) TIFF (bitmapped/rasterized image) Depending on how the graphic will be used, the graphic should be line art (@ 1200dpi), grayscale (@300dpi), or CMYK (color; @300dpi). Please do not use LZW compression if it is given as an option when saving your file. Macintosh byte order is preferred.
2) EPS (vector image) The advantage of EPS is that it is scalable. Generally created from an Illustrator or Freehand file.

- Unacceptable formats include: PDF, JPEG, GIF, BMP, PICT, Excel, Word
- As a general rule, anything taken off the Web will not be of adequate resolution. Aside from rights issues, well-constructed Web pages use graphics at 72dpi so the viewer does not have to spend time waiting for images to download to their machine. But 72dpi is not adequate for publication in a book or journal. Not coincidentally, 72dpi is the best achievable resolution of your monitor.
- Hard copies of artwork should always be provided for reference.

VI. Offprints

All authors of articles will receive two copies of the issue in which the article appears, and a PDF of the final proof. Book reviewers will receive a PDF of their review.