Jewish Quarterly Review

Style Guide for Authors

Rules of punctuation, citation, and other matters of style generally follow the *Chicago Manual of Style,* 16th edition. A general summary and some rules particular to *JQR* and the subject area are below.

Citation:

In general, follow the *Chicago Manual of Style* basic format for footnotes (16ᵗʰ ed., 14.14; examples below). Do not include a bibliography.

Please note:

> **Do not use ibid., idem, op cit., or cross-referencing** in the footnotes. Use short form instead (see below).

> Publisher information is omitted.

> References to extended passages should give first and last page numbers. Do not use f., ff., or et seq.

> Write out the full name of a journal the first time it appears. If it is commonly referred to by an acronym, use the acronym for subsequent occurrences.

Foreign language titles:

> Capitalize only the first word in title and subtitle, as well as proper nouns (e.g., *'Avodah zarah*; *Mes soeurs: Trois femmes de Paris*). (For German capitalize all nouns).

> When citing works in Hebrew and other languages with non-Latin characters, please **only give an English title when one has been provided by the publisher,** and indicate the work's language parenthetically as below. If such an "official" title is not available, please transliterate the title.

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:

>> 2. 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: give only initials for the first names of editors and translators.]

> For a journal article:

3. Avinoam Cohen, "Was Age the Decisive Criterion of Subordination among the Amoraim?" *JQR* 92.3–4 (2002): 279–85.

For a book in a series:

4. Erich S. Gruen, *Heritage and Hellenism: The Reinvention of Jewish Tradition* (Berkeley, Calif., 1998), 194–205.

For books and articles in Hebrew with English titles listed by the publisher:

5. 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.

6. 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 official English title:

7. 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.

Short form (for subsequent citations of the same works:

8. Goodman, "The Roman State," 130.

9. Gruen, *Heritage and Hellenism*, 122.

Special books:

Biblical books should be abbreviated from the list of abbreviations in the *Chicago Manual of Style* (10.48–51 [p. 511, 16th edition]).

References to 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. The name of a tractate should only be italicized when it is written in full in the body of the text.

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

Examples: "This is the ordinance of those to be burned" (mSan 7.2).

There is much disagreement about stoning in *bSanhedrin*.

In this essay we will discuss tractate *Gitin* as a whole and some relevant passages in the Tosefta.

For ancient and classical texts such as the Dead Sea Scrolls, Nag Hamadi, papyri, Hellenisitic literature, Philo, Josephus, Church fathers, Apocrypha, and Pseudepigrapha we follow the abbreviations in the *SBL Handbook of Style* (Hendrickson, 1999).

<u>Names, titles, and places:</u>

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, amoraim; tanna, tannaitic, tannaim; gaon, gaonic, geonim (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.

Words and names commonly used in English follow English spelling and are not transliterated: Ephraim (not 'Efrayim); Sifra (not Sifra').

Acronyms used as personal names are written as regular names: Rambam (not RaMBaM).

<u>Transliteration</u>

We encourage translation wherever possible, with transliteration a second choice. In some cases, extended Hebrew 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.

א	' (single closed quotation mark). 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 letter following it should be printed with a dot beneath it)
ט	t
י	y (only if a consonant)
כ ך	k or kh
ל	l
מ ם	m

נ ן	n
ס	s
ע	' (single open quotation mark)
פ ף	p
צ ץ	ts
ק	k
ר	r
ש	sh or s
ת	t

Vowels:

patah and *kamats*	a
tsere and *segol,* and *mobile shewa*	e
hiriq	i
holem, kamats katan and *hataf kamats*	o
shuruk and *kibuts*	u

Other reduced vowels are transliterated as their respective unreduced vowels.

Quiescent schwa is not transliterated.

Initial and quiescent aleph are not transliterated.

Separate prefixes from words with a hyphen (*ha-mishpat*, veha-mishpat; NOT *hamishpat*).

We do not reflect doubled consonants in transliteration, so *batim*, NOT *battim*

Final heh is transliterated.

Please be sure your word processor consistently and clearly distinguishes between the mark for א (') and that for ע (').

<u>Images</u>

Authors are responsible for obtaining and, if necessary, paying for all required permissions, and for providing press-ready images in suitable electronic format (see below).

Images, captions, and permissions should be submitted as separate files, together with the final version of the accepted article.

Within the text of the article, call out locations for all images: refer to each image as part of the text (e.g., enclose in parentheses a phrase like "See Fig. 2") or, on a separate line between paragraphs, enclose in square brackets a phrase like:

["Figure 2 about here."]

Each caption should include a description, source, and credit.

Images may be submitted as tiff or jpeg files. (Unacceptable formats include: PDF, GIF, BMP, PICT, Excel, Word.) Images should be the minimum required resolution at their desired print dimensions or larger. (As a general rule, anything taken off the Web will not be of adequate resolution.) Depending on how the graphic will be used, the graphic should be line art (at least 1200dpi), grayscale (at least 300dpi), or CMYK (color; at least 300dpi). Please do not use LZW compression if it is given as an option when saving your file. Macintosh byte order is preferred.

In general, we publish only black and white images. Occasional exceptions may be made.

<u>Bios, Abstracts, and Keywords</u>

Appended to the final revised version of your accepted article, please include the following:

- An ABSTRACT of no more than 250 words. It will be visible to all as a preview, and it will appear above your article in some online distributors, so it should be polished. Abstract data is also used by various online indexing services and search engines, so it may drive readers to your essay. Due to the limitations of the web, please do not use diacritics or non-English fonts.

- A list of KEYWORDS that define the focus of the article. Keywords are critical to online searches so take care with these choices. It may be worthwhile to look at keywords already in use for other works in your area. Please limit the list to between 5 and 20 terms. Do not use diacritics or non-English fonts.

- A brief BIO LINE indicating your current affiliation: title, rank, institution, and/or department as appropriate. For example:

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