



Mohr Siebeck

Guidelines for the Preparation of Manuscripts (Theology and Biblical Studies)

If you have been provided with these guidelines, your manuscript has been accepted for publication with Mohr Siebeck. The following document is intended to provide you with guidance for the next steps, although you will of course also receive personal assistance from the editorial department throughout the whole process.

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Overview

The preparation of the manuscript is divided into five stages:

Step 1	Content revisions For <i>content</i> revisions you will have received comments and suggestions from the editorial department and/or the series editors.	<i>Point of Contact:</i> Program director or series editor
Step 2	Copy-editing This will be followed by any necessary <i>language</i> revision and <i>formal</i> standardization. Please read here: <i>Manuscript Instructions</i>	<i>Point of Contact:</i> Program director
Step 3	Editorial checks After completing these two steps in revising the manuscript, we will check the final manuscript in terms of content, language, and style and ask you to implement corrections if necessary.	<i>Point of Contact:</i> Program director and editorial assistant
Step 4	Layout (camera-ready copy designed by author or typesetting via the publisher) The next step is the preparation of the layout, which, depending on the agreement, you will do yourself (see the <i>Guidelines for Preparing a Print-Ready File</i>) or which will be done by the publisher (see the <i>Guidelines for Preparing Manuscripts for Typesetting</i>)	<i>Point of Contact:</i> Production manager
Parallel	Preparing marketing and advertising At the same time, a colleague in our marketing department will contact you regarding the marketing of your book (advertisement on the website and in our catalogue, keywords). You will receive a questionnaire for all relevant information.	<i>Point of Contact:</i> Marketing department
Step 5	Compiling the indices Only after you have received the request from your appointed production manager should you create the obligatory indices (authors, subjects, and, if applicable, passages). You can integrate dynamic index entries into the manuscript in advance, if you wish. Please consult the <i>Guidelines for Compiling Indices</i> for help with creating the indices.	<i>Point of Contact:</i> Production manager
Final step	Printing and binding The printing and binding of your book usually takes six to eight weeks. You will then receive your complimentary copies. Please note that deliveries to the US and Israel may take up to three months.	<i>Point of Contact:</i> Production manager

If the publication is a collection of essays by multiple authors, please also note the *Additional Guidelines for Volume Editors*.

If the publication is a collection of your own essays, please also note the *Additional Guidelines for Essay Collections*.



I. Manuscript Instructions

1. Book title

Only the main title will be printed on the cover, so it should clearly state the topic and subject of the work and at the same time not be too long (max. 70 characters including spaces).

The book title should not contain any foreign alphabets or emphases such as italics, as these cannot be processed in the relevant databases.

Please agree on the book title with the editorial office before notifying our marketing department on the questionnaire.

2. Style and form of the main text

Structure

- The numbering should not exceed three levels in order to avoid endless chains (e.g., “1.1.1.1.1.”). The three structure levels appear in the table of contents.
- The fourth sublevel onwards should be counted alphabetically with a), b), c). These levels do not appear in the table of contents.
- At least two sublevels are required per level to justify further subdivision (e.g., 1.1 needs at least 1.2).

Highlighting in the text

- Any additions to the body of the text, such as small print (“petit”) and footnotes should be used sparingly whenever possible.
- Highlights within the text are set in italics only and not semi-bold, spaced or underlined. Rhetorical italicization should be used sparingly.
- Titles of works in the main text should be given in italics. Simultaneous marking by means of quotation marks is to be avoided.
- Text in Latin is set in italics; text in Greek in normal font.

Citations

- Direct citations are set in normal font (not italics) and in double inverted commas “...”
- Citations longer than three printed lines are not indented but are set in smaller print (Petit).
- Citations within citations are denoted by single inverted commas '...'
- Omissions or additions to a citation made by the author are indicated by an ellipsis in square brackets [...]
- In citations containing unfinished sentences, the full stop comes after the quotation marks, and otherwise before them.
- For highlighting within citations, reference is to be given whether this was in the original or done by the author.
- If necessary for e.g., citations in Latin, you can provide a translation in brackets.

Punctuation

- Spaces are used:
 - Before and after dashes (use en dash) “ – “
 - Before and after obliques “ / “
 - After “No. “ / “p. “ / “l. “ among other things (non-breaking space ([ctrl/cmd + shift + spacebar])



- Hyphen / Dash:
 - Line- / page-ranges are joined with an en dash (not a normal dash; ctrl/cmd + minus on the numeric keypad) without spacing.
 - Hyphens are normal length and without spacing.
 - Hyphens are used when linking adjectives modifying a single noun, e.g., nineteenth-century church (but: the church in the nineteenth century).
 - Do not use automatic hyphenation capability, i.e., turn off auto-hyphenation so that words will not be broken by “soft hyphens” at line endings.
- Between two line- / page-ranges comes a full stop without spacing (“59–61.86–94”).
- To avoid double spacing, search for * * and remove.

3. Abbreviations

- All abbreviations, such as e.g., and i.e., are without spaces. Please use as few abbreviations as possible and only those that are self-explanatory; other words that may have abbreviations, such as “century”, are to be written out.
- Scholarly abbreviations should be avoided in the body of the manuscript and instead limited to references. Please use standard abbreviations as given in the *SBL Handbook of Style*. When using abbreviations for other works frequently cited in the footnotes of your manuscript, please indicate which abbreviation you will be using when citing it after the first occurrence.

4. Bibliographical information

For English language manuscripts, please use the current editions of the *SBL Handbook of Style* or the *Chicago Manual of Style* (notes and bibliography system) for formatting notes and bibliography.

Please use the Notes/Shortened Notes/Bibliography system, as in the example below (for monographs).

- Notes:
 - First name, Surname, *Title: Subtitle* (place: publisher: year), pages.
Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
- Shortened Notes:
 - Surname, *Short title*, pages.
Smith, *Swing Time*, 320.
- Bibliography:
 - Surname, First name, *Title: Subtitle*. Place: publisher, year.
Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Should you wish to deviate from these styles in individual points, please discuss them with your appointed editor. Using one uniform system has priority.

5. Images

- Only illustrations or maps that are factually indispensable for understanding the text can be included. This means that there must be a discussion of the illustration in the text, in which the author addresses individual aspects. No illustrations should be included that have only an illustrative function or that are offered to the reader for reasons of service. Likewise, illustrations that are well known and easily accessible to readers can be omitted.
- As a rule, only black and white illustrations are possible because color illustrations involve additional costs.



1. Rights to images

- Images can only be printed if all the rights have been obtained in advance. Either concrete proof of the granting of rights should be forwarded to the editorial office or this should be confirmed informally.
- As a rule, the author is responsible for obtaining the image rights. For this purpose, the author or the rights holder must usually be contacted with concrete information about the publication. This information (e.g., circulation, price, distribution [unlimited in time and form]) can be requested from the editorial office. It is often particularly relevant for rights holders whether the article is also to be sold digitally or if the image is to be printed inside or on the cover. In the case of free reproduction rights, please submit the address of the authorizing institution with your article so that we can send a complimentary copy.
- The publisher cannot assume the costs of any license or administrative fees that may be incurred.
- Please note that according to German law, both the right to the object and to the specific photograph (“right in front of and behind the camera”) are necessary for the reproduction of an image. This is often relevant, especially in the case of old art objects, where the author of the work of art no longer has the right to the image, but the museum reserves the rights here via a photography ban in combination with the marketing of its own photographs.
- The reprinting of illustrations is generally not sufficiently covered by the right of quotation (Section 51 UrhG) or “fair use” for this and other reasons.
- Line drawings are only considered to be a work in their own right (in which case the draughtsman is the author) if it is recognizably not a copy of an existing work (such as a painting, drawing or the like), i.e., the drawing does not replicate the original work but refers to it in a simplifying or schematizing manner. In the case of such drawings, the original reference work should always be indicated (e.g., simplified representation/drawing according to NN).
- Creative Commons / Public Domain: If images are used that may be reproduced via a Creative Commons license, particular attention should be paid to which kind of license this is exactly. If you use an image from Wikimedia Commons or Wikipedia, you can check at www.lizenzhinweisgenerator.de whether an image is actually in the public domain and/or what proof may be required. Please note that the reference to the public domain does not mean that the right to the image does not also have to be obtained. In addition, it should be checked that such an image has been legally obtained. Furthermore, please note that images with the CC BY-NC license cannot be used for printing, as this excludes commercial use.
- Please ensure that the caption or the list of illustrations contains a picture credit in accordance with the licensor’s specifications in the form of the following examples:

Surname, name, title, location; other legal information.

Grünwald, Matthias, Isenheimer Altar, Museum Unterlinden, Colmar; Photo: © Jörgens.Mi/Wikipedia, Licence: CC-BY-SA 3.0 (URL: <https://creativecommons.org/licenses/by/3.0/legalcode>), Source: Wikimedia Commons (URL: [https://commons.wikimedia.org/wiki/File:Isenheimer_Altar_\(Colmar\)_jm01221_deriv.jpg](https://commons.wikimedia.org/wiki/File:Isenheimer_Altar_(Colmar)_jm01221_deriv.jpg)).

Schenau, Johann Eleazar, copy after Antonio di Correggio, The Penitent Mary Magdalene, German Damask and Terry Museum Großschönau; inventory number: 1989-3109, photo: Bertram Kober, PUNCTUM. Illustration courtesy of the German Damask and Terry Museum Großschönau.



2. Submitting images to the publisher

- The publisher requires all illustrations as individual files with clear file designation and numbering. For professional processing, a resolution of at least 300 dpi (600 dpi for line drawings) is required. Suitable formats are tif, jpg or bmp.
- The images can be inserted in the manuscript at the appropriate place, or alternatively a placeholder set within double square brackets: [[filename of image, caption if applicable]].



II. Guidelines for Preparing Manuscripts for Typesetting

1. Revising the text

Before sending us the final version of your manuscript, please ensure that it is completely up-to-date and that all spelling and grammar checks have been carried out.

Corrections carried out after typesetting are costly and time-consuming and must therefore be limited to 'real' formal errors, e.g., last remaining typos and spelling mistakes or typographical errors. Reformulations, additions of literature or general changes to formal conventions are not permitted and not include in the calculated time and costs. For this reason, we reserve the right to charge you for any correction costs that exceed ten percent of the typesetting costs and are not the fault of the publisher or typesetter. As a rule of thumb, this figure is already reached when one small correction (such as a typing mistake) has to be made on each page.

2. Text processing / compilation

- The word processing program is to be used consistently throughout, meaning that the same formats or commands are to be used for each text of the same kind (e.g., headings).
- Please add a line break after chapter or article and format them in a different size. No punctuation is necessary between main title and sub-title of chapters or articles. In the table of contents, however, the same punctuation mark should be used consistently between main and sub-title (period or colon).
- When using foreign alphabets (e.g., Greek or Hebrew) please use a Unicode font and make sure it is installed correctly. For complex text formats, please add a PDF file so that the typesetter can refer to this in case of doubt (see below II.5.).

3. Line breaks, paragraphs and character spacing

- The text should not contain any manually keyed-in hyphenation.
- Please avoid inserting blank lines.
- For special indentations, please always use the tab key and not the spacebar.

4. Cross references

- If your manuscript contains internal cross-references to page numbers or footnotes, then please indicate these with characters otherwise not used (e.g., \$\$\$).
- Alternatively, you can use dynamic cross-references if you are working with the Word tool, with which you can also create index entries (see **Fehler! Verweisquelle konnte nicht gefunden werden.**). These can be carried over into typesetting after having been checked by our production team.

5. Submission

Along with the text file, please also provide us with a print-identical PDF, so that we can refer to this should there be any doubts once the data has been transferred for setting.

6. Time schedule after submission

After your manuscript has been checked in our editorial department, we will forward it to your appointed production manager who will liaise with the typesetter. After around four weeks you will receive the first set of proofs from the publisher to insert any final corrections. If these corrections do not cause any shift in pagination, you can undo potential cross references and compile the indices.



After the typesetter has applied these corrections and changes, you will have the opportunity to check their correct implementation. You will also receive the proofs of the indices and the cover. The subsequent printing usually takes six to eight weeks.



III. Guidelines for Preparing a Print-Ready File

You will find detailed instructions for formatting a camera-ready copy under the following links:

- Standard format monographs:
https://www.mohrsiebeck.com/fileadmin/user_upload/Autoren/2022/merkblatt_allgemein_2022_en.pdf
- Standard format collections:
https://www.mohrsiebeck.com/fileadmin/user_upload/Autoren/2022/merkblatt_sammelband_2022_en.pdf
- Monographs in ORA:
https://www.mohrsiebeck.com/fileadmin/user_upload/Autoren/2022/merkblatt_ORA_2022_en.pdf

Please send a sample formatted chapter to the editorial department for checking in production before creating the layout for the entire manuscript.

As pagination can still shift when implementing corrections, the obligatory indices should only be finalized after the production team has given you the go-ahead.



IV. Additional Guidelines for Volume Editors

The guidelines on copy-editing and, if applicable, preparation for typesetting are also relevant to edited volumes. Please provide your authors with all necessary information. You're welcome to get in touch with the editorial department if you require an abbreviated version of the style sheet.

1. Managing editor

Where there are several editors, please elect a representative to communicate and coordinate with the publisher.

2. First publication / transfer of rights

Please let all authors know that articles in an edited volume need to be original publications.

With the publication in an edited volume, authors grant Mohr Siebeck the exclusive copyright to their articles. Mohr Siebeck has the exclusive right to reproduce and distribute the contribution as well as to make it publicly accessible online. Authors retain the right to distribute the e-offprint of their contribution for private use (e.g., via e-mail), but not to make it accessible to the public (e.g., on any website, intranet or repository, or on social media).

For articles in edited volumes and Festschriften, exclusivity falls away two years after publication and authors may (a) reproduce and distribute a print version of your contribution; (b) grant another publisher non-exclusive permission to reprint the article; (c) make the print identical version accessible online for non-commercial purposes only. In all cases, full reference is to be made to the original Mohr Siebeck publication.

3. Title and subheadings

The contributions to the collection should be headed with the title, subtitle (if applicable) and below the author's first name and surname (without academic title or affiliation).

The articles should be organized by subheadings with consistent formatting for each level. Subheadings should be preceded by Arabic numerals as needed (1. / 1.1. / 1.2. / 2.). Not more than two levels should be used for structuring. The system of structure and the numbering should be consistent for all contributions, as far as functionally possible.

4. Style and language

If the collection is based on conference proceedings, contributors must bring their articles into an appropriate written form. Salutations, situational contextualization, and other aspects of the presentation are to be deleted.

5. Form / bibliography

To reflect the cohesiveness of the collection, editors should take care to ensure that all contributions within the same language of publication are formally consistent (i.e., German-language contributions follow the guidelines under I., English-language contributions follow the *SBL Handbook of Style* or the *Chicago Manual of Style [Notes and Bibliography System]*).

In this context, it should be determined for all contributions consistently whether

- a) the bibliographical references in the footnotes are given throughout with short titles and a bibliography at the end of the article *or*
- b) the complete bibliographic reference is given in the first footnote and all following footnotes refer back to the first citation (e.g., Schubert, *Sünde* [cf. note 3], 81–83).



6. Table of contents

Please create a table of contents listing the authors and titles of their contributions. If you submit the articles in individual files (which is possible), please number them according to the table of contents: 00_Preface, 01_Table-of-Contents; 02_Contribution1, etc.

7. Preface / Introduction

Please provide with the manuscript a short preface that includes information on the occasion of the volume, notes on potential funding bodies, and words of gratitude, as well as an introduction, which introduces the theme and subject of the volume and the individual contributions, and presents the guiding research question.

8. Indices

The managing editor prepares the indices customary in the series (names and subjects, if applicable passages). It may be useful to request a list of names/terms for indexing from the authors of the contributions. For more information on the creation of indices, see VI below.

9. List of contributors

An alphabetical list of contributors, stating their current position and affiliation, must accompany the manuscript.

Example

Jane Doe is Professor Emerita of Church History at Princeton University.

John Doe is Lecturer in New Testament at the University of Oslo.

10. Submission dates

The managing editor ensures that the deadlines agreed with the publisher for the submission of the complete manuscript are met. If the volume needs to be published by a specific date (i.e., for the presentation of a Festschrift or a conference such as AAR/SBL), all contributions must be received by the publisher nine months before the planned date.

11. Contact details

A list of authors' contact details (postal and e-mail addresses) must be included with the manuscript when it is submitted to the publisher. The e-mail addresses are required for sending the proofs (if applicable), the postal addresses for sending the complimentary copies.

12. Proofs

a) For typeset manuscripts

The publisher sends the first set of galley proofs directly to the authors and the managing editor. The managing editor ensures that the agreed deadlines for the submission of corrected galley proofs are met, collects (and checks) the authors' corrections and sends them to the production manager at Mohr Siebeck.

b) For camera-ready copies

If the editors prepare a print copy, they are also responsible for sending proofs to the authors. Each contributor should be given the opportunity for a final check and approval of the formatted contribution before it goes to print.



13. Corrected Proofs and Imprimatur

The managing editor receives the proofs from the production manager at Mohr Siebeck, checks the execution of the author's corrections, prepares the indices and issues the imprimatur.



V. Additional Guidelines for Essay Collections

1. Seeking permissions

For contributions that have already been published elsewhere, please clarify whether you already have or still have to obtain the right to reprint them. In case of doubt, you should enquire with the publisher in question and provide concrete information on the print-run, features (printed book and e-book) and retail price. Whether you can invoke the secondary publication right (section 38 UrhG) depends primarily on the contractual agreements with the respective publisher. For illustrations for which you obtained reprint rights in the original publication, you must secure permission again.

2. Form and style / revisions

To reflect the cohesiveness of the collection, you should take care to ensure that all contributions within the same language of publication are formally consistent (i.e., German-language contributions follow the guidelines under I., English-language contributions follow the *SBL Handbook of Style* or the *Chicago Manual of Style [Notes and Bibliography System]*).

When editing the contributions for the volume, please take care to update any contextual references (e.g., to other papers in the original publication, the setting of a conference etc.) or to explain situational allusions.

Your collection will gain greatly if you include an updating section at the end of the contribution which addresses the development in research since the initial publication.

3. Introduction

In addition to a (brief) preface, please present your collection with an introduction that explains the common thread of your work and addresses recent research findings.

4. Bibliography

An essay volume, like a monograph, requires a bibliography of all literature cited. This is to be added in consolidated form at the end of the volume. If contributions are included in different languages, the conventions follow those of the main language of the volume.

5. List of first publications

The manuscript must be accompanied by a list of first publications that consistently lists the original publication of each article according to the general referencing style of the volume.



VI. Guidelines for Compiling Indices

A good index helps the reader locate and retrieve information quickly, brings disparate information together and indicates connections between entries. An index takes information out of its own context and categorizes it according to new criteria.

The kind of index your book ought to contain depends on either the series it is being published in or on what has been agreed with your editor. This will be noted in the publication offer and in the publishing agreement. If you do not wish to compile the index yourself, you are welcome to hire a professional indexer.

When should the index be compiled?

This depends on how you prefer to work. There are two options:

1. To use the tool provided by a word processing program (e.g., Word) where the index entries are embedded in the text.
 - a) If your manuscript is being *typeset by the publisher*, the entries are to be inserted in the manuscript *before typesetting begins*. This cannot be done afterwards.
 - b) If you are doing the *formatting yourself* and *submitting a print-ready copy* of the manuscript, you can use the indexing tool at any stage during formatting or revision work.
2. You can also compile the index once the *proofs* have been corrected and final pagination has been set. Prior to this, the most you can do is keep a list of entries without the page numbers.

Both methods are explained more thoroughly in the guidelines you can find under this link:

https://www.mohrsiebeck.com/fileadmin/user_upload/Autoren/2022/Hinweise_zur_Registererstellung_Aug2022.pdf

What belongs in the index?

Subjects

Imagine you are a reader with specialist knowledge or experience in a related discipline. Choose your keywords so that such a reader could ascertain whether the book contains relevant information that can be located quickly.

A good index is characterized by making the information contained in the book quickly accessible according to alphabetical, numerical, chronological, and systematic principles and should therefore not indiscriminately list every occurrence of a word. Rather, you should find key words, form key terms and general concepts, and classify and weight textual passages underneath.

Bear in mind that words not found in the text but which describe an actual theme (so-called tags) also belong in the index. Please also include images and tables, where useful. Be careful not to include each occurrence of a word in the index without checking it, but instead choose passages that are relevant.

In order to avoid endless entries, you may also consider including sub-keywords. Main subjects that are found in the entire book should not be included in the index (such as “ethics” in a book on practical philosophy) or differentiate appropriately (e.g., “applied”, “utilitarian”, “deontological”).



Authors

The author index should list all names central in the work, both mentioned in the text as well as literature discussed in the footnotes.

Paraphrases of persons should also be taken into account (for example, if “Max Weber’s wife” is mentioned in a central passage, “Marianne Weber” should be included in the index of persons). cursory mentions of comparisons (such as “The novel is not as extensive as James Joyce’s *Ulysses*.”) should not be included.

Passages/Ancient Sources

Where appropriate, please use subdivisions such as Greco-Roman Literature, Rabbinic Works etc. Works are given in italics and authors’ names in upright font above the title.

