Technical 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. Please be aware that we will not hire a copy-editor. You are free to choose whichever academic style you prefer, e.g., SBL Style or Chicago Style, as long as you apply it consistently throughout. Not only should the academic style be consistent, but also the likes of dates and abbreviations.

Please note that corrections made subsequently during typesetting that exceed 10 percent of costs and were not the fault of the publisher will be at your expense.

2. Compiling the text

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). When using foreign alphabets (for example, Greek or Hebrew), please use a Unicode font.

Longer citations in the main text (more than three lines in the manuscript) are to be formatted in small print.

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, or create a table. Tables should also be used when typing parallel passages.

Whenever possible, please use non-breaking spaces between specific abbreviations and their numbers (in Word: control/shift/spacebar) to avoid line-breaks between them. Examples of this are: p. 234, no. 5, fn. 3, par. 2. The same applies for page references with f. and ff.: pp. 5 ff.

4. Highlights

For highlights in the main body of the text, only italics are to be used. In the footnotes and bibliography, authors' name can be given in either italics or small caps, depending on the series' practice.

5. Footnotes

The numbering of footnotes begins with "1" at the start of each new chapter. Please adjust cross-references accordingly.

6. Cross-references

If your manuscript contains internal cross-references to page numbers, then please indicate these with bullets • • •. If you are using dynamic cross-references or index-coding, please get in touch with our production department.

7. Images

Authors must obtain the rights to images before typesetting work begins. A professional reproduction requires a resolution of at least 300 dpi. Please contact your production manager to find out which resolution is necessary for the image you want to use. Suitable formats are .tif, .jpg or .bmp. Images should be clearly labelled so it is immediately apparent where they belong in the text. Because colour images are costly, images are usually reproduced in black and white.

8. Submitting the manuscript

Along with the text file, please also provide us with either a printed version or print-identical PDF, so we can refer to these should there be any doubts once the data has been transferred for setting. This is particularly important when using foreign alphabets, right-to-left languages such as Hebrew or images created in PowerPoint or Word.