

Sheffield Phoenix Press

SHORT STYLE GUIDE FOR AUTHORS

Presentation of manuscripts

All manuscripts submitted to Sheffield Phoenix Press for consideration for publication should be in grammatical, idiomatic English, consistently employing gender-inclusive language. They should be presented as a legible typescript, printed on one side of a page only, the pages numbered consecutively from beginning to end.

Authors should ensure that they retain their own copy of the typescript. It is not usual for scripts to be returned if not accepted for publication. Manuscripts should be complete, including all necessary bibliographical details, illustrations, maps, charts and tables.

When a manuscript is accepted by the Press, authors will be asked to send their manuscript electronically to the Press as an email Attachment or on a CD. Sheffield Phoenix Press can convert a number of formats, but we prefer Microsoft Word for the Macintosh or PC. The disks sent should of course match the hard copy exactly.

Spelling

Authors may use either British or US spelling and punctuation conventions. In collective works, it is acceptable if different authors use sets of different conventions.

Among British spellings, the Press uses the forms: judgment, acknowledgment, abridgment, etc.; and -ize rather than -ise (except in a few words, including advertise, compromise, enterprise, prise, advise, exercise).

Abbreviations

True abbreviations should end with a full-stop (period), but contractions (where the last letter is the same as the last letter of the full word) should not; so, for example, v., ch., repr.; but edn, Dr, Mr, Jr, etc. The plurals of abbreviations are treated as abbreviations, even though they look like contractions; thus: chs., eds., etc. Abbreviations such as MS, RSV, BC, AD, should not be punctuated (and our style is BCE, CE, rather than B.C. and A.D.). US state names are PA, CT, etc.

Abbreviations (and full titles) of non-biblical ancient works, except Qumran documents and OT-apocryphal works, should be italicized. Thus *T. Levi 4.3; Ant. 3.294; 1 Clem. 2.17; b. Ber. 12*; but 1 QS 3.2; Tob. 4.6; etc.

Biblical Abbreviations

Gen., Exod., Lev., Num., Deut., Josh., Judg., Ruth, 1 Sam., 2 Sam., 1 Kgs, 2 Kgs, 1 Chron., 2 Chron., Ezra, Neh., Ps. (plural Pss.), Prov., Eccl. (or Qoh.), Song (or Cant.), Isa., Jer., Lam., Ezek., Dan., Hos., Joel, Amos, Obad., Jon., Mic., Nah.,

Hab., Zeph., Hag., Zech., Mal.

Mt., Mk, Lk., Jn, Acts, Rom., 1 Cor., 2 Cor., Gal., Eph., Phil., Col., 1 Thess., 2 Thess., 1 Tim., 2 Tim., Tit., Phlm, Heb., Jas, 1 Pet., 1 Jn, 2 Jn, 2 Jn, Jude, Rev.

General Style Matters

The opening paragraph under a heading should begin flush with the left margin, as in this paragraph.

For possessives of proper names ending in s or another sibilant, add 's, e.g. Childs's *Introduction*, Jones's views (exceptions: ancient and modern names ending in an 'eez' sound, such as Sophocles', and Jesus').

Biblical and page references within the text should be enclosed within brackets (parentheses), thus:

As Brown remarks (p. 37), ...
The word reappears later (v. 29).

Roman numerals should normally be used only for volume numbers of modern books (numbers of journal volumes should be Arabic).

Foreign words and phrases, except very common ones, should be italicized: thus *redaktionsgeschichtlich*, *enfant terrible*, *et al.*, but e.g., etc., per se, inclusio, etc.

The words chapter(s) and verse(s) when followed by biblical references are abbreviated to ch. (chs.) and v. (vv.), except at the beginning of a sentence, where they are written 'Chapter' and 'Verse'.

Hebrew words should in general be in unvocalized form (unless vocalization is necessary to the discussion at hand).

British Punctuation and Style

If the author is using British spelling, quotations should be enclosed in single quotation marks, double quotation marks being used for quotations within quotations. A closing quotation mark comes before the closing punctuation of a sentence unless the sentence itself began within the quotation. For example,

Jones maintains that 'there is no case for a "Son of Man" title in Judaism'.
Jones maintains that 'there is no case for a "Son of Man" title in Judaism.
It rests on a misunderstanding.'

Biblical references have chapter separated from verse by a full-stop (period); a comma separates one verse from another; a semicolon separates one chapter from another; thus Gen. 3.1, 7, 8; 14.6; 24.4; Exod. 3.17; etc.

Initials of authors have no space between them, though there is a space between the final initial and the surname, e.g. C.H. Gordon.

US Punctuation and Style

If the author is using US spelling, quotations should be enclosed in double quotation marks, single quotation marks being used for quotations within quotations. A closing quotation mark follows any comma or period. For example,

Jones maintains that “there is no case for a ‘Son of Man’ title in Judaism.”

Biblical references have chapter separated from verse by a colon; a comma separates one verse from another; a semicolon separates one chapter from another; thus Gen. 3:1, 7, 8; 14:6; 24:4; Exod. 3:17; etc.

Initials of authors have a space between them, e.g. C. H. Gordon.

Foreign Language Fonts

Authors may use for Greek and Hebrew the proprietary fonts from Linguist’s Software (Hebraica II, Graeca, Transliterator), or the Bible Works fonts (BWHebb, BWGrkl). or the publicly available fonts from the SBL website (SPTiberian for Hebrew, SPionic for Greek, SPAtlantis for transliteration); see www.sbl-site.org/Resources/Resources_BiblicalFonts.aspx.

Footnote and Bibliography Style

Authors may use either (1) traditional footnote style or (2) the author–date style (also known as social-science style or Harvard style); when contributing to an edited volume, please follow the advice of your editor.

(1) The Traditional Style

Some examples of footnotes are:

Francis Brown, S.R. Driver and Charles A. Briggs, *A Hebrew and English Lexicon* (Oxford: Clarendon Press, 1907), p. 137b.

Ludwig Koehler and Walter Baumgartner, *Hebrew and Aramaic Lexicon of the Old Testament*, 5 vols. (Leiden: E.J. Brill, 1994–2000), I, p. 156b.

Ludwig Koehler and Walter Baumgartner, *Hebräisches und aramäisches Lexikon zum Alten Testament*, 5 vols. (Leiden: E.J. Brill, 3rd edn, 1967–95).

G. R. Driver, ‘Proverbs xix. 26’, *TZ* 11 (1955), pp. 373-74 (373).

D. Winton Thomas, ‘Textual and Philological Notes on Some Passages in the Book of Proverbs’, in *Wisdom in Israel and in the Ancient Near East, Presented to Professor Harold Henry Rowley ... in Celebration of his Sixty-Fifth Birthday* (ed. M. Noth and D. Winton Thomas; VTSup, 3; Leiden: E.J. Brill, 1955), pp. 280-92 (289).

To refer to a work for a second time, please give only the author’s surname and a short form of the title (please avoid the use of *idem*, *ibid.* and *op. cit.*).

For Bibliographies, the format is the same as for footnotes, except that entries begin with the author's surname, followed by the initials and no comma, thus:

Petersen, D.L. *Haggai and Zechariah 1-8* (OTL; Philadelphia: Westminster Press, 1984).

If there are further works by the same author, please type a dash (em-dash or --) in place of the author's name, and alphabetize the titles of the works.

(2) Author–Date Style

In this style bibliographical references are incorporated in the text within brackets (parentheses). Examples of the format are:

(Brown 1980)
(Brown 1980c)
(Brown 1980: 23-25)
(Brown 1980: 230 n. 2)
(Brown 1980: Pl. 10)
(Brown 1980: Ch. 3)
(Brown 1980: II, 231).
(Brown 1980: vol. 2) [if the whole volume is being referred to]
(Jones 1963, 1972a, 1986)
(Jones 1963a: 10; 1972; 1986: 123)
(Jones 1963a; 1972a: 156; Smith 1982)
(BDB, 61) [no colon is used when no date is given]

In this style of reference, 'p.' and 'pp.' are not used. *Ibid.* and *op. cit.* are not used. Authors using the author-date style may also have footnotes, especially if there is too much material to include conveniently within the text without breaking up its flow.

For the Bibliography, some examples are:

Jones, A.
1963 *On Consistency* (Harvard Bibliographic Series, 9; 2 vols.; Cambridge, MA: Harvard University Press, 2nd edn).
1980 *Second Thoughts on Consistency* (Cambridge: Cambridge University Press).
1986a 'Second Thoughts: An Addendum', *Journal of Bibliographic Research* 30: 12-21.
1986b 'Second Thoughts: A Further Addendum', *Journal of Bibliographic Research* 30: 332-45.
Green, W.S. (ed.)
1980 *Approaches to Ancient Judaism* (BJS, 9; Chico, CA: Scholars Press).
Lichtenberg, H., and P. Smith
1980 'Atonement and Sacrifice in the Qumran Community', in *Approaches to Ancient Judaism* (ed. W.S. Green; BJS, 9; Chico, CA: Scholars Press) 159-71 [if this is the only

article cited from this volume, the full details of the volume are cited here].

Lichtenberg, H., and P. Smith

1980 'Atonement and Sacrifice in the Qumran Community', in Green (1980) 159-71 [if more than one article is cited from the volume, the volume itself is listed under the editor's name as in the entry *s.v.* Green above].

Charlesworth, James H. (ed.)

1983, 1985 *The Old Testament Pseudepigrapha* (2 vols.; London: Darton, Longman & Todd).

Note that with a journal article the volume number and page numbers are separated by a colon and space; but with a book title there is no colon between the publication details and the page numbers (as in the two Lichtenberg examples above).

Further Reference

Fuller details (including lists of abbreviations of journal names, for example), may be found in David J.A. Clines, *The Sheffield Manual for Authors and Editors in Biblical Studies*, online at www.sheffieldphoenix.com/authors.asp.

Other online resources, from the same web page, are the Sheffield Phoenix Press Checklist for Authors, Editors & Typesetters and the Sheffield Phoenix Press Guidelines for Editors of Collective Volumes.

DJAC

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