

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 sent as email attachments to Ailsa Parkin (phoenix.bibs@sheffield.ac.uk), General Manager, or, in the case of submissions for *Biblical Reception*, to J. Cheryl Exum (j.c.exum@sheffield.ac.uk). Files should be complete, including all necessary bibliographical details, illustrations, maps, charts and tables.

Manuscripts should be submitted in Microsoft Word (for the PC or Mac). Authors are responsible for gaining permissions for their use of copyright material (including images).

Spelling

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

Among British spellings, the Press uses these 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., chap., repr.; but edn, Dr, Mr, Jr, St, etc. The plurals of abbreviations are treated as abbreviations, even though they look like contractions; thus: chaps., 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, should be italicized. Thus *T. Levi* 4.3; *Ant.* 3.294; *1 Clem.* 2.17; *b. Ber.* 12; but 1QS 3.2; Tob. 4.6; etc.

Biblical Book 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. Other paragraphs should begin with a Tab.

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

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

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.

In a reference to a biblical passage, when only the chapter number follows the name of a biblical book, write Samuel (for example) in full (except within parenthesis [brackets], where Sam. is the form); when chapter and verse number follow, Sam. (except when the first word of a sentence, where the full form Samuel is used). When the words 'chapter' and 'verse' are used, they should be abbreviated to chap. (chaps.) and v. (vv.), except at the beginning of a sentence, where they are written 'Chapter' and 'Verse'.

Hebrew words should generally be in unvocalized form (unless vocalization is necessary to the discussion at hand); in unvocalized Hebrew the dot distinguishing the letters sin from shin should be preserved unless in quotation of Hebrew manuscripts (like the Dead Sea Scrolls) where the dot is not used.

Punctuation

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 quotation contains more than the sentence that is ending, or unless the quotation is nothing but a sentence. 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.'
Jones is adamant. 'There is no case for a "Son of Man" title in Judaism.'
Jones is adamant. 'There is no case for a "Son of Man" title in Judaism', he says.

Biblical references have chapter separated from verse by a full-stop (period); a comma and a space separate one verse number from another; a semicolon and a space separate one chapter number 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.

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). Please do not use any other font (including Unicode and, especially, right-to-left Hebrew fonts).

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, 1906), p. 137b.

Ludwig Koehler and Walter Baumgartner, *Hebrew and Aramaic Lexicon of the Old Testament* (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).

Articles and chapters in books should be cited, at their first occurrence, with their complete page numbers. A number in brackets (parentheses) after page numbers is the specific page that is being referred to.

To refer to a work for a second time, 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. For articles in journals and collective works, no Bibliography is required when the traditional style of footnoting is used.

When an article in a collective work is being referred to, the style that should be used in a footnote is:

H. Lichtenberg and P. Smith, 'Atonement and Sacrifice in the Qumran Community', in *Approaches to Ancient Judaism* (ed. W.S. Green; BJS, 9; Chico, CA: Scholars Press, 1980), pp. 159-71.

That is, after the title of the article, you should say 'in' and then the title of the edited work; the names of the editors comes after the bracket (parenthesis) giving the publication information.

In a Bibliography, it is the same except that the initial(s) of the first author should follow the surname, and a comma should follow the initials, thus: Lichtenberg, H., and P. Smith. 'Atonement and Sacrifice in the Qumran Community', in *Approaches to Ancient Judaism* (ed. W.S. Green; BJS, 9; Chico, CA: Scholars Press, 1980), pp. 159-71.

(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: Chapter 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 use 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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