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Editors and proofreaders¹ strive to ensure that a given book both adheres to a specific style and respects the unique demands of each volume. To achieve their myriad goals, editors and proofreaders rely on “authorities.” The top three authorities in this case are—in descending order:

- (1) Book style sheet (§2.1)
- (2) *The SBL Handbook of Style* (§2.2)
- (3) Other authorities (§2.3)

2.1 BOOK STYLE SHEET

Chief among the arbiters of editorial problems is the book style sheet. Inevitably, each book will present unique issues. If enough issues arise, the project editor will need to create a book style sheet. These issues, often concerning capitalization, spelling of unique terms, hyphenation, and so on, should be documented (not merely listed in alphabetical order) in the book style sheet.

2.2 THE SBL HANDBOOK OF STYLE

The SBL Handbook of Style is designed to address those editorial and stylistic issues that are not specific to a particular book manuscript.

¹Editors and proofreaders use standardized marks when editing. These marks can be found in Appendix J.

2.3 OTHER AUTHORITIES

Questions of style that are not covered by *The SBL Handbook* or the book style sheet may be resolved by other authorities. For the orthography of proper names, we follow the authorities noted in §§2.3.1 through 2.3.5. For other questions, *CMS* may be helpful.

2.3.1 BIBLICAL NAMES AND TERMS

For biblical names and terms, follow the version of the Bible used in your book, which should be specified in the book style sheet. If the translations are your own, indicate that. In general, we prefer the names and terms found in the NRSV or the *Anchor Bible Dictionary* (New York: Doubleday, 1992), which follows the NRSV.

2.3.2 NONBIBLICAL ANCIENT NEAR EASTERN NAMES

For nonbiblical ancient Near Eastern names, use the gazetteers and indexes in the following: Michael Roaf, *Cultural Atlas of Mesopotamia* (New York: Facts on File, 1990), and John Baines and Jaromír Málek, *Atlas of Ancient Egypt* (New York: Facts on File, 1980), supplementing these sources with Jack Sasson, ed., *Civilizations of the Ancient Near East* (4 vols.; New York: Scribners, 1995).

For the titles of ancient Near Eastern texts, follow any of the resources mentioned in the previous paragraph, as well as such works as James B. Pritchard, ed., *Ancient Near Eastern Texts Relating to the Old Testament* (3d ed.; Princeton: Princeton University Press, 1969 [= ANET]), William W. Hallo, ed., *The Context of Scripture* (3 vols.; Leiden: E. J. Brill, 1997– [= COS]), or the Society of Biblical Literature Writings from the Ancient World series (= SBLWAW).

For more technical Assyriological matters, consult Riekele Borger, *Handbuch der Keilschriftliteratur* (3 vols.; Berlin, de Gruyter, 1967–1975 [= HKL]), which contains resources for Akkadian and Sumerian studies up to 1974. The annual “Keilschriftbibliographie” in *Orientalia* supplements *HKL*. Further issues can be resolved using Erich Ebeling et al., eds., *Reallexikon der Assyriologie* (Berlin, 1928– [RIA]). For more technical Egyptological questions, see Wolfgang Helck, Eberhard Otto, Wolfhart Westendorf, eds. *Lexikon der Ägyptologie* (7 vols.; Wiesbaden: Harrassowitz, 1972–1992 [= LÄ]). Undoubtedly, the *Encyclopedia of Egyptology*, in progress at Oxford University Press, will be an exceptional resource.

2.3.3 NAMES OF DECEASED PERSONS

Consult *Merriam-Webster's Biographical Dictionary* (Springfield, Mass.: Merriam-Webster, 1997).

2.3.4 Place Names

2.3.4 PLACE NAMES

For place names, consult *Merriam-Webster's Geographical Dictionary* (3d ed.; Springfield, Mass.: Merriam-Webster, 1997).

2.3.5 OTHER WORDS

For all other words, consult *Merriam-Webster's Collegiate Dictionary* (10th ed.; Springfield, Mass.: Merriam-Webster, 1994). For compound words not in *Merriam-Webster*, see the rules and examples in *CMS*.

3 Responsibilities of an Author

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Apart from the obvious task of writing the manuscript, authors have other related responsibilities before and after submitting the manuscript.

3.1 BEFORE SUBMITTING A BOOK MANUSCRIPT

3.1.1 PRELIMINARY TECHNICAL MATTERS

Before beginning to write, make sure that your electronic files will be acceptable. Production editors are able to translate files from almost any format, but if you are using obsolete hardware (like Amiga) or software (like

3.1.1.1 Nonroman Fonts

Chiwriter), verify ahead of time that the production department will be able to read your disk files by sending a sample file and a corresponding print-out. Include in your sample examples every type of formatting in the book, e.g., italic, boldface, superscript, footnotes.

3.1.1.1 *Nonroman Fonts*

If you want to use nonroman fonts but your software does not provide for them, you should mark the font changes in your file using unambiguous codes such as the following to indicate such characters.

Greek section	<code><gk> . . . </gk></code>
Hebrew section	<code><hb> . . . </hb></code>
Coptic section	<code><cop> . . . </cop></code>

If you ask, your project editor can provide a character table for you to use for each nonroman font.

3.1.1.2 *Block Quotations*

If your software does not provide for the marking of block quotations, use `<EXT>` and `</EXT>` to mark the beginning and the end of a text extract. Use `<EXP>` and `</EXP>` for a poetic extract.

3.1.1.3 *Indenting Paragraphs*

Do not use tabs to indent paragraphs. Either format paragraph indentation with your word processing program or simply indicate with a “hard return.”

3.1.1.4 *Notes*

Use your word processor’s automatic footnote feature. Remember to double-space footnotes as well as main text. Whether the book will have footnotes or endnotes, it is better to leave the notes where your word processor automatically stores them within the chapter files. Production editors can move this material to the appropriate place.

3.1.1.5 *Hyphens and Dashes*

Please distinguish between hyphens (e.g., first-century writer), en dashes (e.g., Mark 16:1–8; 1972–1983), and em dashes (e.g., “I know who you are—the Holy One of God!”). Most current word processors offer separate characters for each. If yours does not, use a single hyphen to represent a hyphen or an en dash and a double hyphen for an em dash. Note that there is no space on either side of a hyphen, en dash, or em dash.

Do not use any automatic hyphenation capability that your word-processing software may have, i.e., turn off auto-hyphenation so that words will not be broken by “soft hyphens” at line endings.

3.1.1.6 *Els and Ones, Ohs and Zeros*

Be sure to distinguish between *els* and ones, *ohs* and zeros, and be sure to use them appropriately.

3.1.1.7 *Special Characters*

For nonroman fonts, see §3.1.1.1. If you need to use special diacritics or other characters not provided by your word-processing software, use codes enclosed in angle brackets, such as the following:

<->	macron over preceding character
<.>	dot beneath preceding character
<">	umlaut or diaeresis over preceding character
<^>	circumflex over preceding character
</>	acute accent over preceding character
<\>	grave accent over preceding character
P<gothic>	gothic uppercase p (P)
<dagger>	dagger (†)

If you use other codes of your own devising, include a list when you submit the manuscript.

3.1.1.8 *Global Changes*

Be especially careful when making global changes. An improper search and replace string can introduce errors. Remember that quoted material must be cited verbatim.

3.1.1.9 *Spell-Checking*

Please spell-check all files before printing and submitting your manuscript, but take care lest your word processor beguile you into making incorrect substitutions for words not in its database.

3.1.1.10 *Spaces after Punctuation*

Only one space is needed after any punctuation that ends a sentence and also after a colon.

3.1.2 ADHERENCE TO STYLE

To avoid delays in publication, authors should conform their manuscripts to the style and format detailed in this volume. While proper style and

3.1.3 Verification of Quotations and Facts

format often concern apparently trivial details, the consequences of inconsistency can be far-reaching. Thus, for example, authors often cite primary sources inconsistently and incorrectly. Consider this: Within a work a scholar could conceivably cite Josephus's *Antiquities* as *Ant.* X,xiii.1 §258; *Antiq.* X,13,1; *Ant.* X.13.1 §258; *Antiq.* X.xiii, 1; *Ant.* X.13.1; *Antiq.* 10.13.1 §258; *Ant.* 10.258; *Ant.* X.xiii.1; *Antiq.* 10.13, 1 §258; and so on. Such a situation would create major problems for a copy editor.

3.1.3 VERIFICATION OF QUOTATIONS AND FACTS

Primary and ultimate responsibility for accuracy in fact-checking and verification of quotations (including Scripture references) must lie with the author. This includes making sure that bibliographic citations are accurate, complete, and in proper form and that quotations are accurate not only verbally but also in orthography and punctuation. No matter how many words are cited, they must be worded exactly as they appear in the original work. Errors in the original should be noted with *sic* (“so, thus, in this manner”) in brackets following the error.

3.1.4 PERMISSIONS AND “FAIR USE”

It is the author's responsibility to obtain any necessary permissions for the use of text or illustrative material from other publications. Ideally the author should obtain all required permissions in writing in advance and submit copies to the publisher along with the manuscript. Authors (especially those who are inexperienced in requesting permission) may ask their editor for a standard form letter that they can fill out and print on their own letterhead. The author must pay any fees associated with obtaining permissions.

Authors are sometimes unsure about how to determine whether permission is required in a particular instance. Under the common-law practice known as “fair use,” authors are permitted under many circumstances to cite other published works without securing formal permission. As a quick rule of thumb, we estimate that “fair use” permits the quotation of about five hundred words, or if the work is small, proportionately fewer; but a word count is only a crude tool in judging fair use. Authors who wish fuller guidance may seek it in *CMS* 4.51–58 and in official publications of the United States Copyright Office. Editors may at any point in the publication process require authors to obtain written permission for uses that in their own judgment exceed what is allowed by current copyright law.

3.2 SUBMITTING A MANUSCRIPT

Submit all parts of the manuscript (see §3.2.1.1) in both electronic and paper form.

3.2.1 AN ELECTRONIC MANUSCRIPT

All manuscripts must be submitted in electronic form. Authors usually submit their files on 3.5-inch diskettes. The diskette's label should have the author's name, the provisional title of the book, and the name and version number of the word-processing software used.

3.2.1.1 *Division into Files*

Authors should provide a file for each discrete unit of text. Units of text in the front matter may include half-title page, title page, dedication or epigraph, table of contents, list of abbreviations, list of contributors, list of illustrations, list of tables, foreword, preface, acknowledgments, and introduction. (The publisher will supply the copyright page.) Units of the main text include the several chapters; but if you have any chapters that are too large for your word processor to handle as single files, you may break such chapters into two or more files. Back matter should include a bibliography and any appendix(es) or glossary. (For notes, see §3.1.1.4. Authors must normally wait for page proofs before creating indexes.)

Give file names that correspond to the chapter number or other content: CH01.DOC, CH02.DOC, BIB.DOC, INTRO.DOC, TOC.DOC, PREF.DOC, etc. (The extension should indicate the file format.)

Special text, such as lists, tables, and charts, should be produced and stored separate from the main text and files. The location of such material in the main text should be indicated clearly; for example, "insert here chart 1 (chart1.doc)."

3.2.1.2 *Formatting*

Use the same font and point size throughout the manuscript (except that a different font may be used for each nonroman alphabet). Do not fully justify your document; always leave text ragged right. Otherwise, do not be too concerned about document formatting. Just be sure it is complete, legible, and easily edited.

Quotations of five or more lines in any language should be formatted as a separate paragraph with all lines indented on the left, without opening and closing quotation marks. Such quotations should be double-spaced, should use the same font and point size, and should be marked with the marginal note, "extract."

3.2.2 A PAPER MANUSCRIPT

All books must also be submitted in the form of a paper printout. The printout must be legible enough and durable enough to survive the diligent ministrations of copy editors, so all manuscripts should be submitted on good quality 8½" by 11" paper. Send original laser or ink-jet output, not a

3.2.3 Backup Copies

photocopy. All of the printout should be *double-spaced*, including block quotes and notes; margins should be ample (at least 1¼" all around). Never print on both sides of the paper. If you use continuous-feed paper, separate the sheets. The printout must match the electronic files *exactly*—do not edit the files “one more time” unless you are willing to print them “one more time” as well.

3.2.3 BACKUP COPIES

Authors should keep both a copy of the electronic files that they submit and a copy of the printout.

3.2.4 PHOTOS AND ILLUSTRATIONS

The author is responsible for providing the publisher all artwork, drawings, diagrams, and photographs. The original drawings should be submitted, when possible, and photographic prints should be suitable for reproduction. See also §3.1.4.

3.3 AFTER SUBMITTING A MANUSCRIPT

3.3.1 REVISIONS

Before the manuscript is submitted to a copy editor, the project editor must be satisfied that it conforms to the terms of the contract; if not, it will be returned for revision. Sections 3.1 and 3.2 of this manual should be understood as describing some of the technical conditions of acceptability. In addition, the editor may find that certain structural modifications, including major deletions, additions, or revisions, are required to produce the book envisioned. It is the responsibility of the author to work with the editor to produce a manuscript that is acceptable to both. After that, a copy editor will work on the manuscript. Purely stylistic changes will not be negotiated, but where the copy editor suggests changes that could alter meaning, it is the responsibility of the author to either approve the copy editor's suggestions or provide alternatives that better suit the author's meaning. Those alternatives will be reviewed by a copy editor.

3.3.2 PROOFREADING

After the editing process is complete and the book has been typeset, a proofreader should inspect the results. No proofreader catches every error, however, so authors who proofread their books carefully are usually able to improve the final product. For the sake of clarity, use standard proofreading marks as described in Appendix J below.

3.3.3 INDEXING

Most scholarly books include subject and modern author indexes, and many include indexes of citations of Scripture and other ancient texts. Such indexing is the author's responsibility. In some cases, especially for multi-volume reference works and other books containing many thousands of Scripture references, it is a good idea to discuss indexing with the project editor ahead of time.

Inexperienced indexers are encouraged to read chapter 17 of *CMS* and then consult the project editor before beginning.¹ Other sections of this handbook provide specific guidelines on capitalization (§6.1), sorting (§6.2), and the treatment of compound surnames (§6.5) and names with particles (§6.4), all of which will be helpful in assembling a useful index.

¹Other resources for indexing include Nancy C. Mulvany, *Indexing Books* (Chicago: University of Chicago Press, 1994), Hans H. Wellisch, *Indexing from A to Z* (2d ed.; New York: H. W. Wilson, 1996), and Larry S. Bonura, *The Art of Indexing* (New York: Wiley, 1994).