

Author Guidelines

Submissions should be written in accordance with U.K. English standards for spelling and orthography (e.g. *organisation* rather than *organization*). Submitted papers should be formatted using the Chicago Manual of Style, 16th edition with the changes presented below.

(see www.chicagomanualofstyle.org and www.owl.english.purdue.edu/owl/resource/717/01/)

I. Format

- Submitted papers should be formatted using 12-point Times New Roman font, single-spaced, alignment justified.
- Block quotations, table titles, footnotes and figure captions should be single-spaced.
- Block quotations take no quotation marks and have an extra line space immediately before and after. Block quotations must be indented 1cm from both the left and right margins. They should be formatted using 10-point Times New Roman font, alignment justified. Please use footnotes and not endnotes in your submitted paper.
- The following format should be used for footnotes and references: 10-point Times New Roman, alignment justified. Notes and references should be single-spaced.
- Section headings should be centred and boldface type. They should be formatted using 12-point Times New Roman font. Please start section headings on a new page.
- Subsection headings should be left-aligned and boldface type. They should be formatted using 12-point Times New Roman font. Please leave an extra line space before and after subsection headings.

Please use continuous pagination throughout the submitted paper, including the title page and the references section. Pagination should start in the header of the first page of text with the Arabic number 1.

II. Main Body

A. Italics and quotation marks:

- Titles mentioned in the submitted paper as well as in footnotes and references take quotation marks, or are italicised based on the type of work they name: book and periodical titles should be *italicised*, while article and chapter titles should be enclosed in double quotation marks – “ ”.

- A prose quotation of five or more lines should be “blocked”. Block quotations take no quotation marks and should be single-spaced. Leave an extra line space before and after the quotation. Indent the entire quotation 1 cm from both the left and the right margins.
- It is highly recommended not to use *italics* for emphasis of a certain word or phrase. Please use **boldface** instead.
- *Italic* type should be used for foreign words that are unlikely to be known by the reader.

B. Ellipses:

- In order to indicate the omission of words from a quoted passage, ellipses enclosed by square brackets (“[...]”) should be used. Additional punctuation must be included when applicable. For example: when you finish a sentence, add an ending period.

C. Dates and numbers:

- Dates should have the following format: Day Month Year (6 October 2017).
- Commas should be used to indicate thousands and millions (starting at 10,000): 10,560 or 1,250,000.

D. Figures and maps:

- All photographs, scanned documents, charts, graphs and tables are figures. They must be numbered consecutively and referred to as: (Figure 1), (Figure 2), (Map 1), (Map 2) etc.
- Besides the number, every figure must have a short and descriptive title, flush left on the line below the figure, formatted in 12-point Times New Roman font.
- Figures must be supplied in JPEG format at a minimum of 300 dpi, at the size at which they will be published (approx. 10 cm wide). Do not compress the file. Figures are published in colour.
- Figures should be positioned immediately after the paragraph in which they are described.

Authors are responsible for obtaining reproduction permission and if necessary, paying for it.

E. Non-Latin-alphabet words or blocked citations:

- Non-Latin alphabet words must appear in the original script followed by their English translation or transliteration. We recommend the Library of Congress system: www.loc.gov/catdir/cpsd/romanization/hebrew.pdf. For example: שבת (Shabbat). If the

word appears several times in the text, beginning with the second mention the author should use the transliteration form in italics.

- In case of a longer quote (more than two lines) from a language that does not have a Latin alphabet, the citation will follow the format of blocked quotations. Block quotations take no quotation marks and should be single-spaced. Leave an extra line space before and after the quotation. Indent the entire quotation 1cm from both the left and the right margins. The quotation will be followed by the fragment translation. The translation should have the same format as the blocked quotations.

III. Footnotes

- Please use footnotes and not endnotes in your submitted paper.
- Contributors must appropriately cite and quote any material or ideas that do not belong to them and give full acknowledgement of their sources. Footnotes are required for direct quotations, paraphrase or summary.
- In the text, note numbers are superscripted.
- In the text, note numbers should be placed after the clause or sentence they are referring to. They must be placed after any and all punctuation.
- Footnotes themselves should be formatted in 10-point Times New Roman font, single-spaced, alignment justified and numbered with “1” followed by consecutive numbers throughout the paper.
- In the notes themselves, note numbers are raised.
- For each source, all relevant information must be included in the first footnote: Author’s First name Author’s Surname, *Title* (publication information such as: Place of publication: Publisher, publication date), page number(s).
- In case the same source is cited again, the note should include: Author’s Surname, *A Shortened Form of the Title ...* (if the title has more than four words), page number(s). Please do not use “*op. cit.*”.
- Notes can also be used for comments on the text without including citations. Place comments after the citation when a footnote contains both, separated by a period.
- In parenthetical citations, separate the citation from the brief commentary with a semicolon.
- In citations, all non-English source titles must be rendered in the original language except for non-Latin alphabet titles. Non-Latin alphabet source titles must be transliterated and italicised. In addition, all non-English titles (including transliterated titles) must be translated into English and not italicised, and enclosed by round brackets ().

□ **Template of a complete “note” citation for:**

I. Books:

a. Books by one author:

Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number(s).

b. Books by multiple authors:

Firstname Lastname and Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number(s)

- Please note that for books with two to three authors, all their names should be written. For four to ten authors please mention only the first author's name and add "et al." (the shortened form of the Latin *et alii*, meaning "and others") to replace the other names. Please do not italicise the word "et al."

c. Translated works with one author:

Firstname Lastname, *Title of Book*, trans. Firstname Lastname (Place of publication: Publisher, Year of publication), page number(s).

d. Books with author and editor:

Firstname Lastname, *Title of Book*, ed. Firstname Lastname (Place of publication: Publisher, Year of publication), page number(s).

e. Articles, chapters, essays, short stories, etc., in an edited collection:

Firstname Lastname, "Title of article/chapter/essay/short story", in *Title of Book*, ed. Firstname Lastname (Place of publication: Publisher, Year of publication), page number(s).

f. Introduction in a book:

Firstname Lastname, introduction to *Title of Book*, Firstname Lastname of the book's author/editor (Place of publication: Publisher, Year of publication), page number(s).

g. Anonymous works – unknown authorship:

Title of Book (Place of publication: Publisher, Year of publication), page number(s).

- Please note that if a source has no known author or editor, it should be cited by title only.

h. Citing indirect sources:

Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number(s), quoted in Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number(s).

II. Periodicals:

a. Journals:

Firstname Lastname, "Article Title", *Journal Title*, issue number (year): page number(s).

b. Electronic journals:

Firstname Lastname, "Article Title", *Journal Title*, issue number (year): page number(s), accessed Day Month Year, URL.

c. Magazines:

Firstname Lastname, "Article Title", *Magazine Title*, Day Month Year/Month Year, page number(s).

d. Online magazines:

Firstname Lastname, "Article Title", *Magazine Title*, Day Month Year/Month Year, URL.

e. Newspapers:

Firstname Lastname, "Headline or Column Heading", *Newspaper Name*, Day Month Year, page number(s).

III. Manuscripts:

Firstname Lastname, *Title of Work*, Format (for example: Letter, Manuscript, Pamphlet etc.) (City: Publishing Company, copyright date), from Source, *Collection*.

IV. Interviews:

a. Broadcast interviews:

Firstname Lastname, interview by Firstname Lastname, *Podcast Name*, Radio Name, Day Month Year.

- Please note that published interviews follow the citation template of periodical articles or book chapters.

b. Unpublished interviews:

Firstname Lastname in discussion with the author, Day Month Year. or:

Firstname Lastname, interview by Firstname Lastname, Day Month Year.

V. Figures and maps:

- All photographs, scanned documents, charts, graphs and tables are figures. They must be numbered consecutively and referred to as: (Figure 1), (Figure 2), (Map 1), (Map 2) etc.
- The source of the figure should be cited with a “source line” below the figure. The description should include: Firstname Lastname, *Title of Work*, Format (for example: Letter, Manuscript, Pamphlet etc.) (City: Publishing Company, copyright date), from Source, *Collection*.