Guidelines to prepare your manuscript for *Orbis Biblicus et Orientalis*

September 2021

Orbis Biblicus et Orientalis publishes monographs, edited multiple-author volumes and conference proceedings in all areas of ancient Near Eastern studies: Biblical Studies (Hebrew Bible and Septuagint), Egyptology, Assyriology, archaeology, iconography, history of religion\s.

The editorial board and the partner institutions ensure its multi- and interdisciplinary orientation and academic quality. Manuscripts are examined by the board and may be submitted to further, independent peer review. The decision to accept or reject submitted material is made by the editorial board.

The series publishes high quality books and aims at wide diffusion thanks to Open Access agreements as well. Digital manuscript data are stored at the University of Zurich's open access repository (www.zora.uzh.ch).

1. **Language.** Manuscripts should be submitted in German, French, or English. Authors should follow the practices of the language in which they are writing. If they write in another than their native language, their manuscript should be edited by a native speaker. The editorial board may request language revisions at any time during the editorial process.

2. **Data (I).** Text should be submitted as electronic files, both in MS Word and PDF format. Text data include the Table of Contents (starting with p. V), preface, main text (starting with p. 1), bibliography and indices, preferably in a single document.
    If the manuscript contains non-roman fonts (e.g. Greek, Arabic, Syriac, Coptic, Hebrew, …), use unicode fonts. If unicode fonts are not available, always include the used fonts when you submit the manuscript. The same rules apply for transliteration fonts, if the regular font used for the main text does not allow full transliteration of all necessary diacritics.

3. **Data (II).** Images may be included in the manuscript, either in-text or at the end of a volume or contribution. Authors/volume editors should ensure that they are of good quality. Please apply the following standards:
    – b/w line drawings: bitmap TIFF, 1200 dpi (*not* greytone JPG!)
    – b/w photographs: greytone JPG, min. 300 dpi (make sure the images have good contrast)
    – colour: JPG CMYK, min. 300 dpi (make sure colours are close to original).

4. **Formatting.** The series will provide templates for convenient formatting. Authors and editors of collected volumes should stick to them as closely as possible. You are invited to provide the series editor with a test file (TOC and one chapter) before submitting the complete manuscript to avoid problems afterwards. Peeters Publishers will take responsibility of the final formatting on the basis of adequately pre-formatted text files only.

    Instructions for submitting a CRC manuscript (as PDF or Indesign files), please apply the following standards:
    – page format: A4, height 199 mm (headers included), width 118 mm, blank borders 54 mm from top and bottom, 46 mm left and right
    – headers: 8 pt CAPITALS, centered; please use different headers left and right (e.g., chapter short-title left/even, sub-chapter short-titles right/odd; in multi-author volumes: author left/even, chapter title right/odd)
    – page numbers: 10.5 pt, within header, even pages full left, odd pages full right
    – the first page of a chapter has neither headers nor page numbers; note that in moographs and in collective volumes, the TOC, preface, first chapter or contribution, as well as bibliography and indices always starts with an odd page, while further chapters or contributions within the main body of a book manuscript may as well start with an even page (no blank pages between chapters or individual contributions).
    – main text: 10.5 pt, interlinear spacing 13pt
    – paragraphs: the first line of a paragraph should be indented, except for the first paragraph of a chapter or sub-chapter (i.e. following a chapter or sub-chapter heading)

- footnotes: 8.5 pt, interlinear spacing 10 pt
- activate automatic hyphenation.

5. **Bibliography.** Various systems are accepted but a single system must be used throughout a volume. Please indicate series, volume number, place and publisher whenever possible. The following is the series' preferred system for English titles (titles in French or German may adopt different preferences). Authors or volume editors who would like to opt for a different system should check feasibility with the series editors.

- **Single-author book:** NAME, First name(s): *Title: Subtitle* (Collection, Vol. no.), Place: Publisher, Year[1].

  Example

  BONFIGLIO, Ryan P.: *Reading Images, Seeing Texts. Towards a Visual Hermeneutics for Biblical Studies* (Orbis Biblicus et Orientalis, 280). Fribourg: Academic Press and Göttingen: Vandenhoeck & Ruprecht, 2016.

- **Multiple-author volume:** NAME1, First name(s)1, NAME2, First name(s)2 [etc.] (ed./eds.): *Title*. Subtitle (Collection, Vol. no.). Place: Publisher, Year.

  Example

  JINDO, J. Y.; SOMMER, Benjamin D.; STAUBLI, Thomas (eds.): *Yehezkel Kaufmann and the Reinvention of Jewish Biblical Scholarship* (Orbis Biblicus et Orientalis, 283). Fribourg: Academic Press and Göttingen: Vandenhoeck & Ruprecht, 2017.

- **Journal article:** NAME, First name(s), "Title: subtitle", *Journal* Vol. no., issue no. (Year) page nos.

  Example

  NA'AMAN, Nadav: "An Altar for YHWH in the Land of Aram (2 Kings 5:17)", *Journal of Ancient Near Eastern Religions* 18,2 (2018) 133–144.

- **Book contribution:** AUTHORNAME, First name(s): "Title: subtitle", in *Booktitle: Subtitle*, ed. [editor's] Initials, Editorname (Collection, Vol. no.). Place: Publisher, Year, page nos.

  Example

  SONIK, Karen: "The Tablet of Destinies and the Transmission of Power in *Enūma eliš*", in *Organization, Representation, and Symbols of Power in the Ancient Near East. Proceedings of the 54th Rencontre Assyriologique Internationale at Würzburg, 20-25 July 2008* (RAI 54), ed. G. Wilhelm. Winona Lake, IN: Eisenbrauns, 2012, 387–395.

URL references should only be given when necessary, especially in case of an digital-only publication.

6. **Additional data.** Authors of monographs must supply the following additional data:

a) short bio-bibliographic notice, mentioning important steps in your academic education and career, current academic affiliation, fields of specialization, most important bibliography, email address.

b) a summary of the book's topic, content and main findings in the language in which the book is written (average c. 300 words, adaptable)

c) an English summary for books written in French or German.

Additional data should be submitted in MS Word format and may be further edited by the editors or the publisher.

7. **Copyright.** There are no internationally accepted rules about the extent to which copyright material can be quoted without the need to ask permission. The series editor, the editorial board and the publisher will assume that the authors have obtained permissions (including photographs, etc. for illustrations) where necessary. Permissions are the author's responsibility, not that of the series editor or publisher. Authors are kindly requested to take care of reproduction fees, if any.

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[1] Publication year may be indicated immediately following author's name, within parentheses.

8. **Multiple-author volumes** generally require careful editing by the volume editors, often the conveners of conferences. Volume editors are responsible for giving their book both subject coherence and formal consistency. In view of coherence, multiple-author volumes include a mandatory introductory chapter and, ideally, a concluding chapter or epilogue looking back at results and pointing to lose ends and further research perspectives. As for consistency, the volume editors are responsible for submitting a manuscript in which all individual contributions follow the same rules regarding style, bibliography, etc. As a rule, the series editors and the publisher correspond with the volume editors, with individual contributors in matters of final layouting only.

   To enhance readability and quick orientation, editors of collective volumes are encouraged to provide an abstract to each individual contribution. The abstract's language will generally be English, except in a two-languages volume (e.g., French and English), where abstracts can switch (English abstract for a contribution in French, and *vice versa*).

9. **Consistency.** Editors of collected volumes should aim at maximum formal consistency throughout the volume. This pertains particularly to spelling (British or American English), the structure of articles (e.g., numbering of sub-chapters), in-text quotes from ancient sources or modern scholarship, citation (in-text or footnotes, use of footnotes for discussion), and bibliographic references.

10. **Multi-language volumes:** One single style of punctuation, quotation marks etc. should be adopted.

11. **Contributions:** Each contribution to a multi-author volume should have its own abstract and bibliography. Ideally, it should also include a footer on the first page providing the bibliographic reference to the book in which it is published, and the author's contact address (full or email) for correspondence.

12. **List of contributors, indices:** Multi-author volumes include a list of contributors, offering each contributor's relevant bio-bibliographic information, academic affiliation, and email address. This list should follow the book's main body (i.e., the chapters) and precede the volume's backmatter (indices). The latter should include an index of sources and a subject index.

Stages from manuscript to published book

i.	Publication inquiry through a member of the editorial board	Y/N
ii.	Preliminary manuscript submission	
iii.	Review by editorial board and external reviewers	Y/M/N
iv.	Revisions	
v.	Submission of formatted TOC and chapter	Feedback
vi.	Further revisions	Feedback
vii.	Submission of all formatted data and additional files	
viii.	Files checked and final formatting by the publisher, incl. cover, front- and backmatter	
ix.	Last check of all materials, by author(s) and series editor	Y/N
x.	Production and release	

The present guidelines are relevant from stage iii onwards. It is everyone's interest not to multiply feedback loops at stages v and vi.

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