# Style Guide

# Key Concepts in Interreligious Discourses

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**1.  General**
- All document files will be converted to a format suited to processing in a typesetting system. Accordingly, there is no need for extensive formatting on the part of the author or editor.  In particular, there is no need to define or adjust any of the following features:
   - type area, fonts, and type sizes
   - page numbering and running heads
   - headings, paragraphing, and line spacing
   - indentation of quotations, tables, figures, etc.

**2.  Obtaining permissions**
- It is the author's responsibility to request any permission required for the use of material owned by others.
- When all permissions have been received, the author should send them, or copies of them, to the publisher, who will note, or comply with, any special provisions regarding credit lines contained in them.

**3.  Technical issues**
- All major word processors (Mac and/or PC) are acceptable. Authors using less well-known programs should contact the publisher beforehand and/or submit a sample file, preferably both in the respective native format and in Rich Text Format (RTF). In almost all cases it will be possible to convert the files but this has to be checked prior to submission of the final document file.
- For non-Latin fonts (Hebrew, Greek, Coptic, etc.) please use Unicode-compatible fonts or the relevant fonts from the Society of Biblical Literature (SBL Hebrew, SBL Greek).
- If non-Latin fonts are used, please enclose them with your manuscript.
- Graphics may be submitted in all major graphic file formats, e.g., TIFF, JPG, etc. Please contact the publisher if you are in doubt whether a particular format will be acceptable. Occasionally, graphic files will have to be reprocessed; it is therefore preferable if all graphic files are submitted in a format amenable to further editing.  Certain custom-written applications for the visualization of, for instance, statistical data use proprietary file formats and lack filters for the export of files into common file formats. The processing of data generated with such applications is not possible without the respective applications themselves.  In such (rare) cases you are asked to contact the publisher beforehand (cf. section 2, *Obtaining permissions*, if you make use of copy-righted graphics).
- Graphics must be provided with a minimal resolution of 300 dpi.

**4.  Standardization**
- Please follow the guidelines of *Chicago Manual of Style* and, for Biblical Studies, the specifics of the *SBL Handbook of Style*.
- Authors must make sure that every part of the manuscript is prepared identically as to format.
- Please use American English spelling.

– For Roman transliteration of Arabic, please use the transliteration according to the Library of Congress, which you will find separately attached.

## 5. Titles and headings

– The text should be divided into sections and, if necessary, subsections, with appropriate headings.
– All headings, including chapter titles as well as in the table of contents, begin flush left.
– For all headings in the file, please do not use generic codes but the following numbering system:

> 1. Main heading
> 1.1. Section heading
> 1.1.1. Subsection heading

– Do not end a title or heading with a period when it is to appear on a line separate from the text.
– Please use the headline style (e.g., capitalize all letters in a title apart from articles and prepositions).

## 6. Paragraphs

– All paragraphs should start without a tabulator or blank spaces.

## 7. Quotations

– Short quotations (fewer than 60 words) should be run on (i.e., included within the text) and should be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
– Longer quotations should appear as a block, separated from the text by at least two carriage returns (¶¶). They are not to be enclosed within quotation marks.
– All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets. Indicate omissions by ellipsis points within brackets.

## 8. Citations and References

– For references please use the *footnotes and bibliography system* (see 8.1).
– Give full bibliographical details at the first mention in the footnotes; from the second mention onwards the abbreviated form: [surname], [short title], [page].
– Notes should be numbered consecutively throughout the text using Arabic numerals and starting with 1 at every new chapter (for monographs).
– Note numbers in the text should be superscript (small raised) numbers without parentheses.
– The note number should directly follow the word in question or a punctuation/quotation mark if applicable, with no blank space.

### 8.1 Footnotes and Bibliography System (Examples)

**Book:**
Nowak, Kurt, *Schleiermacher. Leben, Werk und Wirkung*, Göttingen: Vandenhoeck & Ruprecht, 2001.

**Translated book:**
Schleiermacher, Friedrich, *On Religion. Speeches to its Cultured Despisers*, trans. Richard Crouter, Cambridge: Cambridge University Press, 1988.

**Edited book:**
Arndt, Andreas/Virmond , Wolfgang (eds), *Friedrich Schleiermacher zum 150. Todestag. Handschriften und Drucke*, Berlin: Walter de Gruyter, 1984.

**Multivolume book:**
Troeltsch, Ernst, *Zur religiösen Lage, Religionsphilosophie und Ethik*, vol. 2, *Gesammelte Schriften*, Tübingen: J.C.B. Mohr, 1913.

**Book in a series:**
Birkner, Hans Joachim, *Schleiermacher-Studien,* Schleiermacher-Archiv 16, Berlin: Walter de Gruyter, 1996.

**Several entries of same author:**
Waardenburg, Jacques, *Islam*, Religion and Reason 40, Berlin: Walter de Gruyter, 2002.
Waardenburg, Jacques, *Muslims as Actors*, Religion and Reason 46, Berlin: Walter de Gruyter, 2007.

**Article in edited book:**
Geertz, Clifford, "Religion as a Cultural System," in: Michael Banton (ed.), *Anthropological Approaches to the Study of Religion*, 1−16, London: Tavistock, 1966.

**Article in journal:**
Fitzgerald, Timothy, "Religion, Philosophy and Family Resemblance," *Religion* 26 (1996), 215−36.

9.  **Typeface, emphasis, and punctuation**
    − Italics should be used for:
        o  foreign-language expressions;
        o  titles of books, published documents, newspapers, and periodicals.
    − Italics may be used to:
        o  draw attention to significant terms at first mention only;
        o  emphasize a word or phrase in a quotation, if so indicated "[emphasis mine]".
    − Please do not use any other kind of emphasis; boldface type, underlining or capital letters used for emphasis are undesirable.
    − Double quotation marks should be used in all cases unless otherwise noted.
    − Use rounded quotation marks (". . .") not "straight" ones.
    − Do not use double round brackets: brackets within parentheses should be square brackets.
    − Full stops should be placed within quotation marks.
    − Parenthetical dashes are longer than hyphens. If you cannot print dashes, use double hyphens.
    − An "en"-dash, "−", is used to indicate continuing or inclusive numbers, such as "1965–1966", or pages "5–8". If your word processor has no en-dash, use two hyphens characters.

10. **Abbreviations**
    − Use only the simplest and most common abbreviations (i.e., etc., e.g., et al.).
    − No general abbreviations are to be used in the main body of the text ("century," "for example," etc. are to be written out in full). Equally, all first names are to be written out in full.
    − Do not use periods after acronyms (AAR, not A.A.R.).
    − Primary sources (such as Bible, Classical and Ancient Christian writings) should be abbreviated according to *SBL Handbook of Style,* (Atlanta ²2014), § 8.
    − Secondary sources (periodicals, series and lexicons) should be abbreviated according to *SBL Handbook of Style,* (Atlanta ²2014), § 8, and *IATG* (Siegfried Schwertner, *Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete*, Berlin/Boston ³2014).
    − Single references to biblical books are to be abbreviated according to the SBL Handbook of Style, e.g., Jer 20:7.
    − Verse numbers within a chapter are separated by a comma without a space (e.g., Mark 12:13–17, 35–37).

- Passages from various chapters and various books are separated with a semicolon with a space (e.g., Num 12:1–15; 20:1–13; Mark 11:27–33; 12:1–12) with the exception of parallel passages (e.g., Matt 6:9–13 par. Luke 11:2–4), as are several chapters without verse numbers (e.g., Jer 5–6; 9).
- In the case of numbered books (e.g., 1Sam or 2Sam) there is no space between the number and the name of the book.
- Abbreviation of Rabbinic Literature: m=Mishna; b=Babylonian Talmud; y=Jerusalem/Palestinian Talmud; t = Tosefta
- Names of rabbinic texts from the Mishnah, the Talmuds, or the Tosefta should be abbreviated with the lowercase letter indicating the work followed by the standard abbreviation of the tractate. I.E "This is the ordinance of those to be burned" (mSan 7.2).

## 11. Transliteration

- Roman Transliteration of Arabic and Hebrew should follow the guidelines set by the Library of Congress.

Hebrew

Consonants

| א | ʾ |
|---|---|
| בּ | b |
| ב | v (Yiddish, b) |
| ג | g |
| ד | d |
| ה | h |
| ו | ṿ (only if a consonant) |
| וו | ṿ (only if a consonant) |
| ז | z |
| ח | ḥ |
| ט | ṭ |
| י | y (only if a consonant) |
| כּ (final ך) | k |
| כ (final ך) | kh |
| ל | l |
| מ final (ם) | m |
| נ (final ך) | n |
| ס | s |
| ע | ʿ (ayn) |
| פ (final ף) | p |
| פ (final ף) | f |
| צ (final ץ) | ts |
| ק | ḳ |
| ר | r |
| שׁ | sh |
| שׂ | ś |
| ת | t |
| ת | t (in Yiddish, `s) |

Vowels

| | |
|---|---|
| ֡ | a |
| ֭ | a or o |
| ֱ | e |
| ֢ | e |
| ֬ | i |
| ֫ | o |
| ֗ | u |
| אֶ | e |
| אַ | ai |
| אֱ | e |
| אִ | i |
| אֹ | o |
| אוּ | u |
| ְ | e or disregarded |
| ֲ | a |
| ֳ | e |
| ֳ | o |

- A single prime ( ' ) is placed between two letters representing two distinct consonantal sounds when the combination might otherwise be read as a digraph.

    his'hid   הסהיד

## Arabic

| | |
|---|---|
| ء | ' |
| ا | ā |
| ب | b |
| ت | t |
| ث | th |
| ج | j |
| ح | ḥ |
| خ | kh |
| د | d |
| ذ | dh |
| ر | r |
| ز | z |
| س | s |
| ش | sh |
| ص | ṣ |
| ض | ḍ |
| ط | ṭ |
| ظ | ẓ |
| ع | ' |

| غ | gh |
|---|---|
| ف | f |
| ق | q |
| ك | k |
| ل | l |
| م | m |
| ن | n |
| ه | h |
| و | w, ū |
| ي | y, ī |
| ة | h, at |

- Also, when transliterating, don't forget to properly assimilate all sun letters to the definite article *al-*: For example, "The Nile" should be transliterated *An-Nīl,* not *Al-Nīl*. When not at the beginning of the sentence, the definite article *al-* does not take a capitel A.

   The Sun Letters: ت ث د ذ ر ز س ش ص ض ط ظ ل ن

- For your convenience, a useful number of web-based generators will do the transliteration you: "Transliterating Arabic to English in One Step" (http://www.stevemorse.org/arabic/ara2eng.html) ; the Google Transliterator (https://www.google.com/inputtools/try/

## 12. Tables, figures, and illustrations
- Tables and figures should be numbered consecutively throughout a monograph and be given titles. The title of a table should appear above the table, the title of a figure below the figure.
- Please insert tables and figures (photographs, scans) directly into the text file. Additionally, please provide us with separate high resolution TIFF or JPG files (300 dpi).
- If photographs are to be inserted from hard copy rather than digital, good quality prints and, when in doubt, the negatives or slides should be provided.

## 13. Appendix
- An appendix is placed at the end of the text, before the bibliography.

## 14. Index
- Indices will be typeset on the basis of a file provided by the author, listing all entries and the corresponding page numbers. Please separate entry and page number by a tab
- Please bear in mind that both the quality and the usability of the index depend crucially on the careful selection of keywords.
- When indexing phrases, please chose an appropriate keyword under which the phrase is to be sorted, i.e., you have to decide whether *conceptual structure* is to be sorted under *conceptual* or under *structure, conceptual*.
- In some instances, you will want to index a passage with a particular keyword which is not directly used in this passage. In this case, please add the respective keyword and the page number(s) to your list of entries.
- Similarly, if you want to index a passage which extends over several pages, just add the keyword and the page range, e.g., *conceptual structure, 130–142*.

## 15. Title
- The main title of each chapter will be standardized [The Concept of … in …], but it is possible to add a subtitle.

**16. Life Data**

- Please add the year of birth and the year of death of historical persons in your text.
- The data should be added in round brackets when the person is mentioned in the text for the first time.
- If life data are uncertain they should be dropped. If only one data is known please add "b." for "year of birth" or "d." for "your of death", e.g. Francis of Assisi (e.g. d. 1226).
- The dates should follow the Common Era (Gregorian calendar); don't add "CE" or something similar.
- If your chapter deals with a concept in Islam, please add, in addition to the date according to the Common Era, the data "Anno Hegirae", i.e. the year of Hijri, e.g. Sayf ad-Dīn al-Āmidī (e.g. 1156–1233/551–631).

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