

EBR General Guidelines

A Quick Guide for Contributors to the *Encyclopedia of the Bible and its Reception (EBR)*

Dear Author,

We welcome you as an author of the *Encyclopedia of the Bible and Its Reception (EBR)* and we look forward to working with you. Should you have any questions, please feel free to contact us (ebr@degruyter.com) or your respective *EBR* editor at any time.

In the following, you will find some **general guidelines for writing articles for EBR**. We would kindly ask you to follow them carefully.

[Further *detailed guidelines and helpfiles* can be found here: ebr.degruyter.de]

The Project

EBR will be the first comprehensive biblical research tool to incorporate fully the history of interpretation and reception into an encyclopedic treatment of the Bible. It will thus shape scholarship on the Bible and its cultural and historical reception.

EBR will, on the one hand, trace in comprehensive detail the impact of historical persons, places, topics, etc., *on* the Bible, and, on the other, the reception *of* the Bible (i.e., the reception of biblical books, persons, places, flora and fauna, realia, pericopes, topics, motifs, etc., in the history of Christianity, Judaism, Islam, other world religions, literature, visual arts, music, theater, and film).

It will be published in 30 volumes, between 2009 and 2024.

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A. General Information

1. All *EBR* articles should summarize the **current state of research** and are to be considered as contributions in their own right. Articles will bear the names of their authors.
2. A **select bibliography** should be appended at the end of each article to facilitate further research. The select bibliography is included in the size limit of the whole article and should cover, at maximum, 20% of the article. It should list:
 - the most important and/or most recent reference works, and
 - literature cited in the article.

If necessary, the bibliography may be divided into subsections (e.g., “Primary” and “Secondary” literature). “Works” (important paintings, musical pieces, etc.) should be listed separately.

All entries are listed in alphabetical order by authors’ surnames.

[For further details regarding bibliographies, please see the “EBR Bibliographical Guidelines**” (available here: ebr.degruyter.de).]**

B. Writing and Submitting Articles

3. *Manuscripts* are to be **submitted in electronic form**, preferably via the online editorial platform (see below), though submissions of Microsoft Word (.doc) files as e-mail attachments (ebr@degruyter.com) are also accepted. [Contributors working with other text editors (i.e., other than Microsoft Word) are kindly asked to submit their articles as Rich Text Format (.rtf) files.]
4. Please use a **Unicode compatible font** for Greek text, as well as for text in transliteration. For further information on Unicode please visit: <http://www.degruyter.de/cont/fb/th/thHinweiseAutorenEn.cfm>.
5. Please do not exceed the **size limit** agreed upon (given in characters, *including spaces*) and be sure to submit the article(s) no later than the agreed **deadline**.
6. Ideally, the **online platform** (<https://cms.degruyter.com/rsuite-cms>) should be used to submit all articles (you will receive log-in details). If this is not possible, you may send your article as an e-mail attachment (Microsoft Word [.doc] file) to: ebr@degruyter.com.

[For further details, please see the “EBR Editorial Platform - Notes for Authors**” helpfile (available here: ebr.degruyter.de).]**

C. Style for *EBR* Articles

7. The language used by *EBR* is **English (American orthography)**. Submission of articles in other languages will be accepted, though will be translated into English before publication.
8. Orthography and punctuation should comply with the *Chicago Manual of Style* (Chicago ¹⁵2003) [CMS].
9. **Cross-references** will *not* be set by the authors but by the editorial office (though suggestions are welcome).

10. Every **quotation** is to be followed by an exact reference of the source.

Sample: "Paul did not present a teaching about Christ" (Boers 2006: 342).

11. **Abbreviations:**

- a. The **subject of the article** should *not* be abbreviated (i.e., "Abraham" should *not* be replaced with "A."), but should always be written out fully.
- b. **Single words** will *not* be abbreviated, except for common abbreviations listed in *The SBL Handbook of Style* (Peabody, Mass. 1999) [*SBL.HS*].
- c. For **abbreviations of monographs, journals, collections of sources, etc.**, EBR will follow the *SBL.HS* and, for works not listed in the *SBL.HS*, S. M. Schwertner, *Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete* (Berlin/New York 2014) [*IATG*³]. It will also include *select abbreviations* of other frequently used works of reference.
- d. For abbreviations of **books of the Bible and other ancient sources**, please see the "EBR Abbreviations" helpfile (available here: ebr.degruyter.de).

[For further details about bibliographies, references, and citations, please see the "EBR Bibliographical Guidelines." For further details about abbreviations, please see the "EBR Abbreviations" helpfile. Both are available here: ebr.degruyter.de.]

D. Biblical References

12. **English quotations from the Bible** should follow the *New Revised Standard Version (NRSV)*. If an author presents a different translation, this should be indicated in parentheses. Abbreviations for modern versions of the Bible can be found in *SBL.HS*.

Sample a: "Early in the morning Laban rose up, and kissed his grandchildren and his daughters" (Gen 31:55).

Sample b: "And early in the morning Laban rose up, and kissed his sons and his daughters" (Gen 31:55 [KJV]).

13. **Chapter and verse numbering** from the Bible should follow the *New Revised Standard Version (NRSV)*. If an author uses different numbering (e.g., following the Masoretic Text [MT]), this should be indicated in parentheses. Where possible, the equivalent *NRSV* numbering should be indicated first with the MT numbering in parentheses. Relevant abbreviations can be found in *SBL.HS* (MT, LXX, etc.).

Sample a: "Early in the morning Laban rose up, and kissed his grandchildren and his daughters" (Gen 31:55).

Sample b: "Early in the morning Laban rose up, and kissed his grandchildren and his daughters" (Gen 32:1 [MT]).

Sample c: "Early in the morning Laban rose up, and kissed his grandchildren and his daughters" (Gen 31:55 [MT 32:1]).

Sample d: So, as we can see from Gen 31:55, ...

Sample e: So, as we can see from Gen 32:1 (MT), ...

Sample f: So, as we can see from Gen 31:55 (MT 32:1), ...

14. **Etymology** (in either Hebrew transliteration or Greek characters) should likewise indicate “MT” for Masoretic Text or “LXX” for Septuagint. Where the Hebrew or Greek is not actually attested in the MT or LXX, “Heb.” or “Gk.” should be used instead.

Sample: So, for example, Adamah (MT *ʾĀdāmā*; LXX Αδαμ) ...

Note that the first letter of Hebrew transliterated proper names should be capitalized (e.g., *ʾĀdāmā* [not *ʾādāmā*]), and the first letter of Greek proper names should likewise be capitalized, though without spiritus or accent (e.g., Αβιδαν [not Αβιδαν, Αβιδαν or Αβιδαν]).

[For further details on transliteration, please see the “EBR Transliteration Guidelines” (available here: ebr.degruyter.de).]

E. Foreign languages

15. **Quotations in a foreign language** should always be accompanied by an English translation.
16. **Greek quotations** (e.g., from LXX) will be printed in Greek characters without transliteration (but see #4 and #14 above).
17. **Latin quotations** should *not* appear in italics (though individual terms and concepts may still appear in italics).
18. The following should be given in **transliteration** (in *italics*) (but see #4 and #14 above):
- Hebrew, Aramaic, and Arabic**
 - Akkadian, Armenian, Coptic, Egyptian, Elamite, Ethiopic, Hittite, Hurrian, Iranian, Persian, Phoenician, Sumerian, Syriac, and Ugaritic.**

[For further details on transliteration, please see the “EBR Transliteration Guidelines” (available here: ebr.degruyter.de). Transcription lists for further rarely cited languages will be made available upon request.]

F. Illustrations

19. **Images and Plates:** Each volume of EBR will have space for **16 full-color high-gloss pages** and approximately **50 (ordinary) pages worth of black-and-white photos or line-drawings** (maps, diagrams, sketches, etc.) which may be inserted within the articles. Contributors are *strongly encouraged* to suggest one or more images to accompany each of their articles (the number of images eventually accepted will depend upon the number of suggestions received per volume). Contributors wishing to make use of the full-color plates are requested to discuss the matter with the editorial office as soon as possible. **Contributors must either (i) assure the editorial office that they hold the rights to the images, (ii) certify that they are in public domain, or (iii) inform the office as to where the rights might be obtained.** Contributors should, if possible, also provide a reproducible copy of the material.

G. Corrections and Revisions

20. **Workflow:** Articles should be submitted to the editorial office in electronic form (see #3 and #6 above). Within the process of reviewing articles, the editors may contact contributors and ask them to reshape their articles or make revisions.

- All revisions *must* be made to the current (edited) version of the file, which will be available via the online platform (<https://cms.degruyter.com/rsuite-cms>).
- Minor changes are typically carried out by the editors without prior notification to the author.

In the final stage, contributors will get their articles for proofreading and are asked to send the corrected proofs back to the editorial office within a period of two weeks.

[For further details on revising edited articles, please see the “EBR Editorial Platform - Notes for Authors” helpfile (available here: <http://ebr.degruyter.de/>).]

H. The Online Platform

21. The **EBR online editorial platform** is accessible at:

<https://cms.degruyter.com/rsuite-cms>

You will have a personalized account with log-in and password (you will receive log-in details and an invitation to write the article automatically). Please change your password during your first visit to the platform. The platform should be used for writing, submitting, and/or revising your article/s. Please note that Chrome is the best browser to use. Your browser must allow pop-ups in order for you to successfully work on the editorial platform. A user guide is available here: ebr.degruyter.de (EBR Editorial Platform - Notes for Authors).

22. If you forget your password or have any other problems or questions, please contact: ebr@degruyter.com.

All EBR helpfiles and guidelines can be accessed here:

ebr.degruyter.de

Further information about EBR can be found here:

<http://www.degruyter.com/ebr>

Thank you very much indeed for your valuable contribution.

De Gruyter Publishers
Dept. of Theology – EBR
Genthiner Str. 13
10785 Berlin
Germany

Dr. Nicole Rupschus
nicole.rupschus@degruyter.com
Phone: +49 (0)30 26005 320

Gary S. Helft
gary.helft@degruyter.com
Phone: +49 (0)30 26005 346