

# GUIDELINES FOR PREPARING A MANUSCRIPT FOR STAR

Based on the Brill Guidelines

## **General**

An author's priority should be consistency. Spelling should be consistent throughout; the structure of your manuscript (chapters, heading and subheadings) should be clear. For footnote references and bibliographies, Brill books generally follow the Chicago Manual of Style.

## **Headlines**

Please use headlines according to the various levels as follows (levels 1 and 2 centered):

### **HEADLINE LEVEL 1**

*Headline Level 2*

*Headline Level 3*

## **Fonts**

Brill books are typeset in MinionPro. As this is not a regular font, you can use Times New Roman, New Baskerville or Garamond.

A general note about type: **'bold'** and **'bold italic'** are normally not used. You can distinguish text that is to be *italicized* in print by using proper italics.

### **SPECIAL FONTS**

Brill requires currently that special scripts are typed in in Unicode fonts and Brill is developing its own fonts for Greek and Hebrew. As long as these fonts are not available the SBL Unicode fonts SBL Greek and SBL Hebrew can be used, which can be downloaded from:

<http://www.sbl-site.org/educational/biblicalfonts.aspx>

See for more information on special fonts the Author's Gateway on the Brill website:

<http://www.brill.nl/author-gateway/author-resource-center#fonts>

Please contact the chief editor if you have questions concerning special fonts.

### **BIBLIOGRAPHIC REFERENCES**

Bibliographic references should be included in footnotes. Titles are given in full in the first reference only; works already cited are abbreviated in keywords in next references to the same title. Titles of journals cited earlier are given in initials. Please do not use f. or ff. to indicate following page(s). Some examples of footnotes:

#### ***Books:***

#### **Example 1**

Jan N. Bremmer, *The Rise and Fall of the Afterlife* (London: Routledge, 2002)

To refer to (a) specific page number(s) in a monograph insert a comma after the parenthesis followed by a space and between page numbers always use the en dash:

The first time: Jan N. Bremmer, *The Rise and Fall of the*

*Afterlife* (London: Routledge, 2002), 68–87

Second time: Bremmer, *Rise and Fall*, 145

### **Example 2**

Jan N. Bremmer, Wout J. van Bekkum, and Arie L. Molendijk (eds.), *Paradigms, Poetics and Politics of Conversions* (Groningen Studies in Cultural Change 19; Leuven: Peeters, 2006)

#### **Articles:**

### **Example 1 (in a journal)**

Jan N. Bremmer, “The Rise of the Hero Cult and the New Simonides,” *Zeitschrift für Papyrologie und Epigraphik* 158 (2006): 15–26

To refer to (a) specific page number(s) in a journal article list full facts of publication the first time and add the specific page(s) between parentheses:

Jan N. Bremmer, “The Rise of the Hero Cult and the New Simonides,” *Zeitschrift für Papyrologie und Epigraphik* 158 (2006): 15–26 (19–21)

Second time: Bremmer, “Rise of the Hero Cult,” 24

### **Example 2 (in an edited volume)**

Jan N. Bremmer, “The Vision of Constantine,” in *Land of Dreams: Greek and Latin Studies in Honour of A.H.M. Kessels* (eds. A.P.M.H. Lardinois, M.G.M. van der Poel, and V.J.C. Hunink; Leiden: Brill, 2006), 57–79

The first time list full facts of publication and add the specific page(s) between parentheses:

Jan N. Bremmer, “The Vision of Constantine,” in *Land of Dreams: Greek and Latin Studies in Honour of A.H.M. Kessels* (eds. A.P.M.H. Lardinois, M.G.M. van der Poel, and V.J.C. Hunink; Leiden: Brill, 2006), 57–79 (68–71)

The second time: Bremmer, “Vision of Constantine,” 75–77

## BIBLIOGRAPHY

Please provide at the end of your contribution a bibliography with all the references given in your footnotes.

### Examples:

Corradini, R., M. Diesenberger and H. Reimitz, eds. *The Construction of Communities in the Early Middle Ages: Texts, Resources and Artefacts*. Leiden: Brill, 2002.

———. *The Construction of Communities in the Early Middle Ages: Texts, Resources and Artefacts*. Leiden: Brill, 2002.

## QUOTATION MARKS

In English text, please use these: “a quote” and ‘a word’, where applicable; should this be a problem for your computer system, this change may be skipped, and ‘straight’ quotes used (‘ and ’). In other languages: please follow current usage for that language, if it is the language of the main text. E.g., quotations in German should be set as „Anführung“, in French « une citation ».

### *Single versus double quotation marks:*

Quotation marks: Single quotation marks (‘ ’) are used to distinguish words, concepts, or short phrases under discussion. Direct quotations of fewer than twenty-five words should be

enclosed in double quotation marks (“ ”) and run on in the text. Double quotation marks should also be used for titles of articles from journals and reference works. For larger sections of quoted text (i.e. anything over two lines), set them off from other text by adding a blank line above and below the section and indent the block of text on the left. These larger sections, or ‘block quotations,’ should not be enclosed in quotation marks.]

### **EM-RULES**

An EM-rule (or EM-dash, a longish rule like this: —) should be used instead of a hyphen in those cases where the words enclosed between them are to be read parenthetically. There should be no spaces before or after an EM-rule. Then again, if your computer system or laser printer is incapable of generating EM-rules—a rare occurrence nowadays—use hyphens, but in that case there should be spaces surrounding the hyphen.

### **ILLUSTRATIONS, MAPS, DIAGRAMS**

- Line drawings (e.g. diagrams, maps): these should be supplied on clean white paper, with lines and/or hatchings drawn in black ink. Never use a pencil or colored ink.
- Photographs can be submitted as electronic files, slides, or glossy prints. All photographs should be clearly cross-referenced to the List of Illustrations (see below) by a number written on each slide frame, or a number written on the back of each print. When necessary, crops, horizontal or vertical orientation, enlargement of details, etc., should be indicated on a photocopy accompanying the original.
- When supplied as electronic files, line drawings should have a minimum resolution of 600 dpi (dots per inch). Photographs should have a minimum resolution of 300

dpi. The file format should be .TIF(F), .JPG or .EPS; a printout should always be supplied.

- A list of captions to illustrations, diagrams, maps, etc., should be included. Numbers should indicate clearly to which photograph each caption belongs. Credit lines and permissions should be included in the captions.

See for additional information:

<http://www.brill.nl/downloads/Manuscript-Preparation.pdf>