

Orientalia Suecana

Guidelines for Authors & Editors

A. *General Information*

- A.1. All articles accepted for publication are expected to conform to the requirements set forth in these guidelines. If the final version of the manuscript departs from them, it will be returned to the author for corrections before it is published.
- A.2. Manuscripts should be in either British or American English consistently throughout; if you are not a native speaker of English it is advisable to have your text checked by a native speaker before submission.
- A.3. The following instructions are based on the guidelines in *The Chicago Manual of Style* (<http://www.chicagomanualofstyle.org/home.html>) and *The SBL Handbook of Style* (Atlanta, GA: SBL Press, 2014).
- A.4. American English spelling is to follow *Webster's Third New International Dictionary of the English Language* (Springfield, MA: Merriam-Webster, 1993) or its revised abridgement, *Merriam-Webster's Collegiate Dictionary*. The on-line version of the latter may be found at <http://www.m-w.com>.
- A.5. Authors should not employ the term *man* generically (including also men, mankind, family of man, brotherhood, and so forth). Instead, inclusive terms (for example, human being, human, humanity, humankind, people, and so forth) should be used to designate individuals and groups. Moreover, translations of other texts (whether ancient or modern) should not be more gender specific than the originals are judged to be. If the originals are gender specific, translations should reflect this, rather than attempting to introduce inclusive or gender non-specific terms. If judged necessary, the author can discuss this detail of translation in the paper or footnotes to the translation.
- A.6. The title of the article should be simple. Only the title and subtitle are allowed. The use of questions in the title or quotations followed by a title and subtitle, etc. are discouraged. The title and subtitle may include only Latin characters. Use of any characters beyond the basic set of English letters is discouraged. Please use them only if absolutely necessary, for example, in writing personal names.
- A.7. Beside the main part, each paper should have an introduction and conclusion. The main section of the paper should be divided into smaller sub-sections with the relative sub-titles. After the conclusion follow in this order: acknowledgements, abbreviations, references.
- A.8. If you include any image or copyrighted material in your paper, please obtain copyright for it or permission to use it. Obtaining permission and paying any related fee to publish an illustration in *Orientalia Suecana* from a copyrighted source is the author's responsibility. The author should submit written confirmation from the copyright holder that permission has been granted to reproduce the illustration in *Orientalia Suecana*. For the format of images, please consult with the editors first.
- A.9. Please do not use the tab key to distribute text. If you need to do it, please use a table and choose no borders in the table properties.
- A.10. The length of articles (including footnotes and references) should not exceed 10 000 words. If you are going to submit a longer paper, please contact the editors in advance and explain the need for a longer contribution.
- A.11. Authors receive first proofs for correction, and corrected proofs for final checking. Proofs must be returned with corrections by the dates determined by the editor. Please indicate cor-

rections that should be implemented throughout only once, with a clear instruction that they should be processed throughout. If it is absolutely necessary to change larger chunks of text (i.e. more than just a few words), it is best to submit the changes digitally by email. The same holds for updated references. If, for whatever reason, existing items in the references section must be redone or new ones inserted, submit these electronically by email. Please limit corrections to the essential! It is at the editor's discretion not to implement substantial changes.

- A.12. *Orientalia Suecana* is a peer-reviewed journal. Manuscripts submitted to *Orientalia Suecana* are normally sent to at least two reviewers independent of the editorial team. Reviewers evaluate the paper based on such criteria as the importance of the topic, the originality of the research, the methodology of the author(s), and the quality and clarity of the writing. Ultimately, it is the responsibility of the editors to decide whether to accept or reject a paper. It is understood that acceptance of a manuscript is conditional until the editors consider the paper ready for publication and explicitly communicate this to the author.
- A.13. *Orientalia Suecana* will not accept an article that will appear, or has already appeared, in another publication (in printed form or online), whether in English or another language. Moreover, manuscripts submitted to *Orientalia Suecana* for consideration must not be simultaneously or concurrently submitted to another journal for consideration.
- A.14. *Orientalia Suecana* will not serve as the initial place of publication or announcement of any object acquired by an individual or institution after 30 December 1973. The only exceptions to this rule are if the object was in a collection as of 30 December 1973, or if it has been legally exported from the country of origin. In addition, an object or inscription from the antiquities market that can reasonably be considered to be a modern forgery may be published as a forgery.
- A.15. The instructions for articles apply also to book reviews, with the following major exceptions:
 - a) book reviews should not contain figures or tables;
 - b) book reviews are not subject to peer review;
 - c) *Orientalia Suecana* does not accept unsolicited reviews, nor does it print responses to reviews.

B. Form of the Manuscript

- B.1. All article manuscript must be submitted in electronic form in both a document file format (.tex, .odt, .sxd, .rtf, .doc, or .docx) and a PDF version to orientalia.suecana@lingfil.uu.se. Please delete any personal comments so that these cannot mistakenly be typeset, and check that all files are readable.
- B.2. When naming your file please use a clear and consistent file naming convention. We suggest the following: OS.last name.date of submission. For example: OS.Blake.27.June.2017. Including the date is particularly important when submitting the revised versions of your manuscript.
- B.3. Ensure that the following features are turned off in your word processor when you prepare your manuscript: (a) automatic end-of-line hyphenation; (b) automatic superscripting of ordinal suffixes (for example, 1st, 3rd, 6th); (c) full justification (that is, justify left only, leaving the right margin of text ragged).
- B.4. Footnotes must be placed at the bottom of the page. Please use the automatic footnote commands of your word processor; please do not simply insert superscript numbers manually.
- B.5. Please use a minimum of page settings. The preferred setting is 12 pt Linux Libertine, double line spacing, 2 centimeters margins. The only relevant codes are those pertaining to font enhancements (italics, bold, caps, small caps, etc.), punctuation, and the format of the references. Whatever formatting or style conventions you use, please be consistent.
- B.6. Each article should start off with an abstract. The abstract must not exceed 200 words. The abstract should be:

- Accurate: Ensure that the abstract objectively reflects the purpose and content of your paper. Report rather than evaluate.
- Self-contained: Define abbreviations and unique terms, spell out names, and give reference to the context in which your paper should be viewed (i.e., it builds on your previous work, or responds to another publication)
- Concise and specific: Be maximally informative, use the active voice, and include the 4 or 5 most important key words, findings, or implications.

C. *Editing*

- C.1. An accepted style should be followed for formatting definitions (glosses) of foreign words (see CMS §7.52). *Orientalia Suecana* prefers the linguistic style for definitions (CMS §7.52, last paragraph). Example: *melek* 'king', מלך 'prince'.
- C.2. Other quotation marks (other than in § C.1) should be standard double quotation marks, with commas and periods inside quotation marks, in the American style. Use rounded quotation marks ("..."), not "straight" ones.
- C.3. Quotations within quotations should appear with single quotation marks. Quotations longer than 3 lines should be set as a block quotation, that is, have a blank line above and below, a left and right indent, without quotation marks, and the appropriate reference to the source and the end, not in the footnote. Quotations within the block quotation should then be enclosed in double 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 and omissions by ellipsis points within brackets.
- C.4. Always use the final serial comma. Example: "Hebrew, Aramaic, and Greek"; not "Hebrew, Aramaic and Greek".
- C.5. Spell out the English equivalent of i.e., e.g., cf., and viz. in formal prose. Note that cf. means "compare with"; most of the time it is more precise to use "see ..." than to use "cf. ..."
- C.6. In the rare case that i.e. or e.g. is used, the following typography guidelines should be used: (a) no space between letters, (b) periods always used, (c) comma preceding and following the abbreviation.
- C.7. Do not use vague cross references such as "see below"; if something is significant enough to cross reference, use "see p. 000 above/below".
- C.8. Do not use "we, us, our" when you mean "I, me, my".
- C.9. When the abbreviations OT (Old Testament), NT (New Testament), MT (Masoretic Text), and LXX (Septuagint) are used in formal prose, they should be preceded by the definite article *the*. *Orientalia Suecana* prefers that these be set in capital letters, not small caps.
- C.10. A space should be used between first and middle initials: for example, J.L. Malone should be J. L. Malone.
- C.11. Regarding representation of numbers with numerals or words, please spell out numbers below 10 and use numerals for 10 and above. However, if there are several numbers being cited in the same context, please make all numbers consistent with the largest number being used (for example, "one adze and three tablets"; but "3 lamps and 15 tablets"; this differs slightly from CMS §§9.3 and 9.7).
- C.12. For the citation of inclusive numbers, please refer to the guidelines in CMS §9.64. Examples: 71–72, 100–104, 101–8, 321–28.
- C.13. When citing plate numbers and figure numbers, we prefer to convert all roman numerals to arabic. Examples: "plate XXIV:2" becomes "plate 24:2", etc. This form is easier to read and is less distracting in print. (Stratum numbers and other archaeological numerical designations normally must be retained in the form assigned to them by the excavator.)
- C.14. All paragraphs should start with a tabulator (→).

- C.15. Italics should be used for words, phrases, and sentences treated as linguistics examples and for foreign-language expressions.
- C.16. Italics may be used to draw attention to significant terms at the first mention only and to emphasize a word or phrase in quotation, if so add “[emphasis mine]”.
- C.17. Boldface type may be used sparingly to draw attention to a particular linguistic feature in numbered examples, not in running text. Please do not use any other kind of emphasis. Italics, boldface type, underlining or capital letters used for emphasis in running text are not allowed.
- C.18. All linguistic and other specialized abbreviations (including names of languages) should be provided with definitions at the end of the paper. This includes also abbreviations common in linguistics (NP, V, ACC). They may be used in numbered examples but the terms should be written out in full in the text whenever possible. Do not use sequences of letters to represent names of theories; thus: “the Spatialization of Form Hypothesis”, not “the SFH”.
- C.19. If you discuss textual examples, number them consecutively throughout the paper.
- C.20. Acknowledgements should be placed at the end of the text, before the abbreviations and references.
- C.21. For percent and degrees, use the symbols % and ° in both the text and in headings for graphs or tables.
- C.22. Use Roman numerals for rulers (e.g., Amenhotep III, Yarimlim I).
- C.23. Use the metric system with all measurements (e.g., 7 km, 0.4 m).
- C.24. Write out points of the compass (e.g., northwest corner, east–west wall).

D. Documentation

- D.1. Documentation guidelines can be rather complex and involve a great deal of minutiae. Consistency in documentation format is very important.
- D.2. Multiple footnotes within one sentence must be avoided. Example of style to avoid: “Barr,⁶ Goshen-Gottstein,⁷ Talmon,⁸ and Tov⁹ all agree on this matter”. Instead, put a note at the end of the sentence or paragraph, such as, “Barr, Goshen-Gottstein, Talmon, and Tov all agree on this matter”,⁶ and then combine the bibliographical data into a single note.
- D.3. *Ibid.* is used to refer to both the author and the work immediately preceding. It has a period and is not underlined or italicized.
- D.4. *Idem* is used to refer to just the preceding author’s name; there is no period, and it is not underlined or italicized.
- D.5. Do not use “op. cit.” or “loc. cit.”
- D.6. Do not use “f.” and “ff.” Include the page numbers being cited, or if citing an article in a book or journal, include all pages of the article.
- D.7. For simple references, please use in-text notes in format of (author year: pages–pages). For example: (Kouwenberg 2017: 343–351). Please use footnotes only for references that contain additional observations and discussions.
- D.8. When a footnote comments on an issue and includes a bibliographical reference within a sentence, the reference should be set entirely within parentheses, not commas, and if possible at the end of the sentence. Example: But C. C. Torrey thinks that the name “Cyrus” has been interpolated in Isa 45:1 (Torrey 1947: 253). Note that square brackets are used for parentheses within parentheses.
- D.9. *Orientalia Suecana* prefer initials instead of first names in citations (e.g., J. Blau instead of Joshua Blau).
- D.10. Do not include the words “Press”, “House”, “Inc.”, and so forth in the name of the publisher, except in the names of university presses. Examples: Baker (*not* Baker Book House); *but* University of Chicago Press (see *CMS* §§17.103–4). There are a few exceptions to the rule about shortening publishers’ names (for example, JSOT Press and Neukirchener Verlag).

- D.11. References should be at the end of the manuscript and must follow the author-date format. Do not include publications that may have been used in preparation of the paper but are not cited in it.
- D.12. Please do not abbreviate the names of journals and series but spell them fully.
- D.13. *Examples of Bibliographical Entries Formatted in Social-Science (also called Author-Date)*

- Achtemeier, E. 1982. *The Community and Message of Isaiah 56–66*. Minneapolis: Augsburg.
- Ackroyd, P. R. 1979. The History of Israel in the Exilic and Post-exilic Periods. Pp. 320–50 in *Tradition and Interpretation: Essays by Members of the Society for Old Testament Study*, ed. G. W. Anderson. Oxford: Clarendon.
- Ahl, Sally W. 1973. *Epistolary Texts from Ugarit: Structural and Lexical Correspondences in Akkadian and Ugaritic*. Ph.D. dissertation. Brandeis University.
- Andersen, Francis I., and Freedman, D. N. 1980. *Hosea: A New Translation with Introduction and Commentary*. Anchor Bible 24. Garden City, NY: Doubleday.
- Dothan, T., and Gitin, S. 1990. Ekron. Pp. 415–22 in vol. 2 of *The Anchor Bible Dictionary*, ed. D. N. Freedman. 6 vols. New York: Doubleday.
- Edwards, I. E. S.; Gadd, C. J.; and Hammond, N. G. L., eds. 1970. *The Cambridge Ancient History*, vol. 1/1: *Prolegomena and Prehistory*. 3rd ed. Cambridge: Cambridge University Press.
- Esse, D. L. 1980. Review of *Byblos in the Third Millennium B.C.: A Reconstruction of the Stratigraphy and a Study of the Cultural Connections*, by M. Saghieh. *Journal of Near Eastern Studies* 51: 141–43.
- Gitin, Seymour. 1990. *Gezer III: A Ceramic Typology of the Late Iron II, Persian and Hellenistic Periods at Tell Gezer*. 2 vols. Jerusalem: Hebrew Union College.

Note the distinction above in formatting entries for books that are part of a multivolume set: some titles, particularly archaeological final site reports, include the volume number as a part of the title (for example, the *Gezer* reports) and some do not (for example, *Anchor Bible Dictionary* and *Cambridge Ancient History*).

- Grayson, A. K. 1975. *Assyrian and Babylonian Chronicles*. Texts from Cuneiform Sources 5. Locust Valley, NY: Augustin. Repr., Winona Lake, IN: Eisenbrauns, 2000.
- Grimal, N. 1992. *A History of Ancient Egypt*, trans. I. Shaw. Cambridge, MA: Blackwell.
- Jeremias, Joachim. 1971. Characteristics of the *Ipsissima Vox*. Pp. 29–37 in *New Testament Theology: The Proclamation of Jesus*. New York: Scribners. Repr., pp. 107–14 in *The Historical Jesus in Recent Research*, ed. J. D. G. Dunn and S. McKnight. Sources for Biblical and Theological Study 10. Winona Lake, IN: Eisenbrauns, 2005.
- Mallowan, M. 1978. Samaria and Calah Nimrud: Conjunctions in History and Archaeology. Pp. 155–63 in *Archaeology in the Levant: Essays for Kathleen Kenyon*, ed. R. Moorey and P. Parr. Warminster: Aris & Phillips.
- Sanders, Donald, ed. 1996. *Nemrud Dagi: The Hierothesion of Antiochus I of Commagene*. 2 vols.. Winona Lake, IN: Eisenbrauns.
- Skehan, Patrick W. 1955. Exodus in the Samaritan Recension from Qumran. *Journal of Biblical Literature* 74: 182–87.
- Talmon, Shemaryahu. 1986a. Emendation of Biblical Texts on the Basis of Ugaritic Parallels. Pp. 279–300 in *Studies in Bible*, ed. Sara Japhet. Scripta Hierosolymitana 31. Jerusalem: Magnes.
- 1986b. *King, Cult and Calendar in Ancient Israel: Collected Studies*. Jerusalem: Magnes.
- 1989. *The World of Qumran from Within: Collected Studies*. Jerusalem: Magnes / Leiden: Brill.

Note that when there is more than one entry in the same year (requiring tags such as 1986a and 1986b) the titles are alphabetized by the first main word (excluding articles, “a”, “an”, and “the”).

Troxel, R. L.; Friebel, K. G.; and Magary, D. R., eds. 2005. *Seeking Out the Wisdom of the Ancients: Essays Offered to Honor Michael V. Fox on the Occasion of His Sixty-Fifth Birthday*. Winona Lake, IN: Eisenbrauns.

Singer, Aharon M. 1983. עיון במשלי שועלים בספרות חז"ל. מחקרי ירושלים בפולקלור יהודי. Jerusalem: Mandel Institute for Jewish Studies.

Engel, Edna. 1995. לשאלת זמנו ומוצאו של כתב-יד ברלין 160. *Italia* 28: 67-79.

Google. 2009. “Google Privacy Policy.” Last modified March 11. <http://www.google.com/intl/en/privacypolicy.html>.

McDonald’s Corporation. 2008. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19. <http://www.mcdonalds.com/corp/about/factsheets.html>.

Posner, Richard. 2010. “Double Exports in Five Years?” The Becker-Posner Blog, February 21. <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.

When making a text-references to electronic sources, use only (author year) format. For example: (Google 2009) or (Posner 2010).

D.14. The following examples show how to cite works within the body of a manuscript that uses social-science (author-date) form (*note well*: there is a space after the date and colon):

- “As has been shown (Sanders 1996: 58), this wall. ...”
- “As Sanders (1996: 58) has shown, this wall. ...”
- “Previous discussion of these scrolls (Talmon 1986a: 22; 1989: 59) has shown. ...”
- “Examples can be found at Bethel (Dahood and Penar 1972: 1:71–72), Shiloh (Ahl 1973), Jericho (Skehan 1955: 184), and elsewhere.
- “Since 1960, a Dutch team directed by H. J. Franken (1961, 1962, 1964a) has been excavating. ...”
- “On John’s arrest, see Isa 40:9 (see also Charlesworth 1997, 1998; Taylor 1997, 2000).”

D.15. E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed ...”), and they are not to be listed in a reference list. In parenthetical citations, the term personal communication (or pers. comm.) can be used.

D.16. Keep tables as simple as possible. Captions should be short and explicit; explanatory material may be included in a note appended to the table.

E. Citations of Texts

E.1. Ordinarily, citations of ancient literature should be included in the text itself, enclosed in parentheses. A footnote may be used for them when they are numerous in a given instance.

E.2. *Classical Literature*. In references to classical and patristic literature, the current English or Latin titles are to be used (italicized and abbreviated, if possible), followed by appropriate book, chapter, and paragraph numbers (where available). Thus, Homer, *Il.* 24.200; Eusebius, *Hist. eccl.* 3.3.2; 4.15.3–5. For Josephus, the following form is to be used: J.W. 2.8.16 §160 (abbreviations: *Ant.*, *Ag. Ap.*, *J.W.*, *Life*). Please use the abbreviations listed in SBL §§8.3.6–13, 9.3.11, and appendixes F and H. For additional references, see the *Oxford Classical Dictionary*.

E.3. *Abbreviations of the Names of Biblical Books (with the Apocrypha)*. The names of biblical books are not to be italicized. The abbreviations for them listed in § E.4 are to be used without periods. Chapter and verse numbers should be separated by a colon, with no intervening space (for example, Gen 1:2). Use commas wherever possible (instead of semicolons) in lists of scriptures references: for example, Gen 1:2, 3:4, 5:16; Exod 1:2; Lev 1:2, 3:4; and Gen 1:2, 8, 24; 2:6,

10; and Gen 1:2, Exod 1:2, Lev 1:2. Spell out the name of the book fully when only chapters are used: Genesis 11–13. The abbreviation for verse and verses is v. and vv. Note the use of periods. The abbreviation for chapter(s) is chap(s). For most academic works dealing with the Hebrew text, when Hebrew and English versification do not match, cite the Hebrew (MT) chapter/verse numbers, with the English numbers following in square brackets: Jonah 2:1[1:17]. If the chapter number is the same, then repeat only the verse number: Jonah 2:11[10], Ps 75:10[9].

E.4. *Abbreviations of the names of the books of the Hebrew Bible, LXX, Apocrypha, and New Testament.*

Gen	Mic	Add Dan	John
Exod	Nah	Pr Azar	Acts
Lev	Hab	Bel	Rom
Num	Zeph	Sg Three	1-2 Cor
Deut	Mal	Sus	Gal
Josh	Ps	Ass Esth	Eph
Judg	Job	Bar	Phil
1-2 Sam	Prov	Ep Jer	Col
(1-2 Kgdms, LXX)	Ruth	1-2 Esd	1-2 Tess
1-2 Kgs	Cant (or Song)	Jdt	1-2 Tim
(3-4 Kgdms, LXX)	Qoh (or Eccl)	1-2 Macc	Titus
Isa	Lam	Pr Man	Phlm
Jer	Esth	Ps 151	Heb
Ezek	Dan	Sir	Jas
Hos	Ezra	Tob	1-2 Pet
Joel	Neh	Wis	1-2-3 John
Amos	1-2 Chr	Matt	Jude
Obad		Mark	Rev
Jonah		Luke	

F. *Foreign Languages*

- F.1. Whether or not one transliterates, an English translation should normally accompany at least the first occurrence of any foreign word.
- F.2. Names of Hebrew Consonants: *’alef, bet, gimel, dalet, he, waw, zayin, het, tet, yod, kap, lamed, mem, nun, samek, ’ayin, pe, sade, qoṭ, res, šin, šin, taw.*
- F.3. Names of Hebrew Vowels: *pataḥ, qameṣ, segol, šere, hireq, hatuf, ḥolem, qibbuṣ, šureq, šewa, hatep.*
- F.4. Hebrew and Aramaic verb stems should be spelled out as follows: Qal, Niphal, Piel, Pual, Hiphil, Hophal, Hithpael, Afel, Hafel. Be sure to distinguish between *’alep* and *’ayin*.