Style Sheet for DCLS and DCLY

Deuterocanonical and Cognate Literature Studies
Deuterocanonical and Cognate Literature Yearbook

**Book series of the International Society for the Study of
Deuterocanonical and Cognate Literature (ISDCL)**

1 Essential resources for publishing a monograph or collected volume in DCLS/DCLY

The SBL Handbook of Style Second Edition: For Biblical Studies and Related Disciplines (Atlanta: SBL Press, 2014) provides the foundations for the DCL style sheet.

For an introduction to some essential features, authors can consult the "Student Supplement for *The SBL Handbook of Style*, Second Edition" (edited by Joel M. Lemon and Brennan W. Breed; revised by SBL Press, February 2015) (https://www.sbl-site.org/assets/pdfs/pubs/SBLHSsupp2015-02.pdf).

This ISDCL Style Sheet identifies formatting features that either deviate from the *SBLHS 2nd edition* or require special emphasis due to uncertainty over current practice in the ISDCL series. The Style Sheet also provides an appendix that lists English style guides, dictionaries, thesauruses, and grammars, which the editorial board recommends to authors.

2 Formatting the body of a manuscript

2.1 Language, composition, and formatting

Each author will submit his or her manuscript in both Word and PDF format.

- The American spelling of English is standard for the ISDCL series; however, British English can also be used if it is consistent throughout a volume. In collected volumes, it suffices to have consistent spelling (either American or British) in each article.

- Use numbered subheadings to partition the main segments of the article. As a general rule, use only one level of subheadings.

- Capitalize only the first word and proper nouns in any subheading.

- As a general rule, each paragraph should not be more than 20 lines.

- Strive to make the article accessible to readers who are not specialists in the ancient languages. Avoid extensive insertions of texts in ancient languages.

- Avoid the use of citation shorthand like *ibid.* and *idem*.

The manuscript must use language that is free of prejudice against any religion, culture, or person. The language must be gender-inclusive. The manuscript must be free of expressions that maintain ethnic stereotypes, particularly any that would diminish Judaism and Jewish people. See *SBLHS 2nd edition* 4.3.1 (p. 23).

In terms of composition, the manuscript needs to meet the language standard of a graduate paper in an English-speaking university. Authors who are unsure of reaching this standard must have a native English speaker review the article and provide corrections of grammar, syntax, and diction before submitting the article to the editor.

2.2 For Articles in Collected Volumes

Provide an introductory paragraph that identifies the topic of the article and outlines the steps for addressing the topic.

Write a conclusion that summarizes the essential insights of the article.

2.3 Articles for the Deuterocanonical and Cognate Literature Yearbook

As a general rule, articles in the yearbook series will be between 6,000 and 8,000 words in length. Three additional pieces need to accompany each article:

- (1) the title, author, and his or her institution.

- (2) an abstract of the article in 100 words; and

- (3) a list of five keywords that identify the categories of research to which the article contributes.

2.4 Font and line spacing

Write manuscripts in Times New Roman font. The body of the text will be in 12-point font with the lines double-spaced. The footnotes are in Times New Roman 10-point font with the lines single-spaced.

Employ Unicode fonts for any words in the ancient languages (e.g., Hebrew, Greek, Syriac, Coptic, or Arabic). Use the SBL fonts for ancient languages and transliteration.

It is recommended that transliteration and transcribing of ancient languages follow the norms in Chapter 5 of the *SBLHS 2nd edition* ("Transliterating and Transcribing Ancient Texts," pp. 55-67), with Hebrew following the "Academic Style" if transliterated. Monograph authors and collected volume editors are welcome to adopt any academic standard that is appropriate for the material, ensuring that it is used consistently throughout the volume. Authors in collected volumes should consult with the volume editors about the standard to use in that volume.

2.5 **Punctuation and Dashes**

Place only one space between the period at the end of a sentence and the capital letter at the beginning of the next sentence (*SBLHS 2nd edition* §2.1.3.5).

In the matters of hyphens and dashes, the ISDCL series follow the practice established in *SBLHS 2nd edition* §2.1.3.4. Hyphens are used in words. En dashes (Alt+0150) must be used for number ranges (pages, years, etc.). Em dashes (Alt+0151) should be used for parenthetical dashes. Note that all hyphens and dashes should not have spaces before or after.

On punctuation, see *SBLHS 2nd edition* §4.1 (pp. 13–18).

2.6 **Technical words and references to ancient sources**

For the spelling of technical words in biblical studies, see the list of "Capitalization and Spelling Examples" in *SBLHS 2nd edition* §4.3.6 (pp. 37–52).

When referencing ancient texts, consult *SBLHS 2nd edition* §8.3 ("Primary Sources: Ancient Texts," pp. 124–71).

3 Images

Images can be included in monographs and collected volumes in both black-and-white and color. The images should be relevant to the material and discussed in the text, not merely decorative.

Authors must provide high-resolution images for printing; these should be in separate files with placeholders in the manuscript.

Authors are also responsible for securing any needed copyright permission to use images or other borrowed material. Permissions must cover print and digital editions, at least 500 combined copies, and global distribution, and they cannot be limited to a certain number of years. If an author is publishing a book in open access, this needs to be reflected in the copyright permissions for borrowed materials.

Images should include captions below the image; ex. "Figure 1. 'Title.' Source. Permission."

Images must also include alt texts, which are short descriptions of the image (<150 characters) for persons with a visual impairment. These are not printed but are embedded as hidden text in the ebooks. Alt texts can be added directly in MS Word or collected in a separate document.

4 Footnotes

The footnotes do not follow the style of *SBLHS 2nd edition* because a bibliography of works cited follows each article or book manuscript. Thus, please use short citations from the first instance in the footnotes. This allows the footnotes to be as brief as possible.

A short citation should provide the author's surname, the first noun that distinguishes the particular source from all others in the bibliography, and the page number(s) of the reference.

Example:

> Corley, "Transformation," 233.

> Knoppers, *1 Chronicles 10–29*, 752.

5 Formatting the bibliography

In a departure from *SBLHS 2nd edition*, a bibliography follows each article in a collected volume. This bibliography is a list of works that are cited in the article. For a monograph, one bibliography comes at the end. Bibliographies must not include material that did not directly influence the content of the manuscript.

In a bibliography:

- List the references according to the alphabetical order of the authors' last names.

- The first author's full first name and middle initial follow the surname. Subsequent author names are given in regular order.

- Include all author/editor names for each reference.

- An en-dash (ALT+0150) separates the first and last pages of an article.

- For multiple sources from the same author(s), give the full author names for each reference (do not use 3 em dashes).

- The title of a book will appear in *italics*; the title of an article will appear in quotation marks; and the abbreviation of journals will be in *italics*.

All other features of the bibliographical references conform to the directives in Chapter 6 of the *SBLHS 2nd edition* ("Notes and Bibliographies," pp. 68–108).

For a full list of secondary sources, consult *SBLHS 2nd edition* §8.4 ("Secondary Sources: Journals, Major Reference Works, and Series," pp. 171–260). *SBLHS 2nd edition* §8.4.1 lists the titles of sources in alphabetical order. *SBLHS 2nd edition* §8.4.2 presents the abbreviations of sources in alphabetical order. If a title or series is not in the SBL list, write the full name of that title in the bibliography.

When referring to the Dead Sea Scrolls, consult *SBLHS 2nd edition* "Appendix C: Texts from the Judean Desert" (pp. 269–330).

Examples:

> Allen, Nicholas P. L., and Jacob J. T. Doedens, eds. *Turmoil, Trauma and Tenacity in Early Jewish Literature*. DCLS 50. Berlin: De Gruyter, 2022.

> Beentjes, Pancratius C. "A Closer Look at the Newly Discovered Sixth Hebrew Manuscript (MS F) of Ben Sira." *EstBib* 51 (1993): 171–86.

Corley, Jeremy. "Emotional Transformation in the Book of Baruch." Pages 225–51 in *Emotions from Ben Sira to Paul*. Edited by Renate Egger-Wenzel and Jeremy Corley. Deuterocanonical and Cognate Literature Yearbook 2011. Berlin: De Gruyter, 2011.

Gilbert, Maurice. "Jesus Sirach." *RAC* 17:878–906.

Knoppers, Gary N. *1 Chronicles 10–29: A New Translation with Introduction and Commentary*. AB 12A. New York: Doubleday, 2004.

Appendix: Resources for Biblical Studies in English (Reference Works)

Aarts, Bas. *Oxford Modern English Grammar*. Oxford: Oxford University Press, 2011.

The Chicago Manual of Style. 18th ed. Chicago: University of Chicago Press, 2024.

Collins, Billie Jean, et al., eds. *The SBL Handbook of Style*. 2nd ed. Atlanta: SBL Press, 2014.

Oxford Thesaurus of English, 2nd ed. Oxford: Oxford University Press, 2004.

Shorter Oxford English Dictionary. 5th ed. 2 vols. Oxford: Oxford University Press, 2002.

Strunk, William Jr., and E. B. White. *The Elements of Style*. New York: Penguin Books, 2007 (original edition, 1919).

Webster's New World College Dictionary. 4th ed. Cleveland, OH: Wiley Publishing, 2008.

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