

PREPARING A MANUSCRIPT FOR PUBLICATION

Technical Instructions

The World Union of Jewish Studies

1. Size

Papers should include no more than 40,000 characters, including bibliography, footnotes and spaces between words, except space between paragraphs.

You may count your characters by the following options:

- ◀ In Office package of **OpenOffice.org**: [top menu] **tools** > **character count**.
- ◀ In Office package of **Microsoft**: [top menu] **tools** > **character count**. Mark **include footnotes and endnotes**.

2. Submission

Please submit your paper in hard copy as well as digital copy on a 1.44MB disk or CD to the following address:

World Union of Jewish Studies

The Hebrew University, The Rabin World Center for Jewish Studies

P.O.B. 24020

Mt. Scopus, Jerusalem 91240, Israel

You may also send the digital copy via e-mail: jewishst@vms.huji.ac.il

Combined graphic elements (pictures, graphs, external tables) are to be attached as a separate file.

3. File Format

Please use the following options:

1. **.odt** (OpenDocument) (latest international standard) – To use with **OpenOffice.org** package, which is [available on the net](#) and suitable for all computer platforms: PC, MAC, UNIX, and Linux.
2. **.rtf** (Rich Text Format) – To use with **OpenOffice.org** package (see above) or with Office package of **Microsoft** on PC and MAC computers.

Note: The file format can be recognized by following the suffix of the filename (e.g., name.odt, name.rtf).

4. Design

Page Definitions

Top/bottom margins: 3.5 cm = 1.3 inch minimum.

Right/left margins: 4 cm = 1.5 inch minimum.

Paragraph

Double spaced paragraph.

Fonts

Use one of the fonts mentioned in the list below:

- ◀ Arial Unicode MS (preferable for a multilingual paper and/or a paper using many special signs.
- ◀ Times New Roman.

Papers using exclusive MAC fonts or other none-suitable fonts for PC computers will be returned for corrections.

Font Size

Body:	12 points
Footnotes:	10 points
Headlines:	14-18 points

Numbers

In order to prevent disorder of figures, please use the 'n-dash' (type 'Ctrl' and the '-' key on the right end of the keyboard simultaneously)

Title and Headlines (recommendation only)

Please design the headlines as 'Headline 1/2/3', according to function.

- ◀ In **OpenOffice.org** office package choose: [top menu] **design > designs and styles**, mark 'Headline 1'/'Headline 2' etc.
- ◀ In **Microsoft office** package choose: [top menu] **design > styles and design**, mark 'Headline 1'/'Headline 2' etc.

Graphic Elements

You may combine graphic elements in BMP, JPEG, GIF, PNG format and Excel tables (**Microsoft office** package) or Calc tables (**OpenOffice.org** office package).

(see also above no. 2 'Format of Submission')

5. Additional general instructions

Please follow the instructions of:

The SBL Handbook of style: For Ancient Near Eastern, Biblical, and Early Christian Studies, Peabody, Mass. 1999.

6. Personal Information

Please add a separate sheet including updated personal information:

Full Name, Title, Institutional affiliation, Mail address, E-mail address, and Phone numbers.