Sheffield Phoenix Press

Memo to Editors of Multi-Authored Volumes

As you prepare your volume for us, here are some matters in which we would appreciate your co-operation. If the preparation of your volume is already well advanced and you cannot put all of these requests in place, we will understand that, but would like to know from you the extent to which you may not be able to meet our needs.

Link person
In the case of a collective volume that has more than one editor, we want to be able to correspond with just one of the editors. We will assume that is the first person named unless you tell us otherwise. We will rely on you to keep the other editors and the contributors to the volume informed about our communications with you.

Deadlines for contributing authors
If your volume is to be ready by the date you need or expect it, you should give your contributors several reminders of their deadline as it approaches (contributors respond to the assurance that the book is really going to be published and that the deadline is serious). Be prepared to tell a contributor if necessary that their paper is too late. If they agreed to a deadline, you are under no obligation to wait for their paper beyond the deadline.

Wordprocessing software
We expect all submissions to come to us as Microsoft Word documents. If that creates a problem for you, please let Ailsa Parkin (phoenix.bibs@sheffield.ac.uk) know well ahead of the time of submission, and we will see if we will be able to read your files.

Fonts
Obviously, the book must use the same Roman, Hebrew and Greek fonts throughout, and it is the editors' responsibility to ensure that contributors know which fonts have been decided on for the book and that they deliver their papers in the agreed fonts.

We will try to be accommodating to your wishes, but you as editors need to be firm with contributors over the fonts permitted. Below are details of the fonts we can work with, and you should decide which among them you will require of your contributors. We don't recommend that you give contributors a choice, though you might like to take a straw poll of what is preferred by the majority of them.

For the **Roman** font (in which English and other European languages will be set), any well-known font is acceptable; we will probably set the book in Book Antiqua or Goudy or Times New Roman, so one of those is a good choice.

As for Hebrew and Greek, in most cases, especially in the monograph series, we prefer Hebrew and Greek fonts to transliterations. If transliterations are used, please have contributors use the 'scientific' system with diacritics, though common Hebrew words such as *hesed* and *berit* can be used in a non-scientific transliteration.

For **Hebrew,** we prefer unvocalized Hebrew unless the vocalization is significant. For the font, please use either Hebraica II (from Linguists' Software), which is our preferred Hebrew font, or SPTiberian (from the SBL), or BWHebb (Bible Works font). All the contributions in the volume should use the same Hebrew font. Please be sure to remind contributors that if they are using vocalized Hebrew there are different keystrokes for vowels depending on whether the letter they accompany is wide or narrow, balanced or unbalanced.

For **Greek,** please use either Graeca II (from Linguists' Software), which is our preferred Greek font, or SPIonic (from the SBL), or BWGrkl (Bible Works font). All the contributions in the volume should use the same Greek font. The Greek should be accented. Please be remind contributors that if they are using SPIonic there are different keystrokes for accents depending on whether the letter they accompany is wide or narrow.

For **Transliteration** (which we require for non-Roman scripts other than Hebrew and Greek), when diacritics on letters are needed for the transliteration of Hebrew, other Semitic languages, etc., most are available in the latest versions of Microsoft Word. When for example you want a macron over an 'a', you hold down the 'a' key a little longer than usual and a series of diacritics offers itself; click on the one you want. For diacritics you cannot get in this way, please use TranslitLS or TranslitPala (from Linguists' Software). SPAtlantis (SBL transliteration font) is not now to be used. If you are using TranslitLS or TranslitPala, the whole word should be in the transliteration font. All the contributions in the volume should use the same transliteration font.

Housestyle

Authors should follow the instructions in our Short Style Guide for Authors (www.sheffieldphoenix.com/authors.asp), on such matters as abbreviations of biblical books, footnote and bibliography style, and the like. Note that different rules apply for manuscripts in UK or US style, either of which is acceptable. A book may use a mixture of UK and US spelling, but not of course within one article. If further detail is required, please consult the Sheffield Manual for Authors and Editors in Biblical Studies, which can be downloaded from the same web page.

Bibliography and footnote style

As editor(s), you need to establish early on which style your contributors are to use for their Bibliographies and footnotes. The choice is between the traditional style and the author–date style. Sufficient description of each system is given in our Short Style Guide for Authors (www.sheffieldphoenix.com/authors.asp), and there are further details in the Sheffield Manual for Authors and Editors in Biblical Studies on the same web page.

The same style must be used consistently throughout the book.

Bibliographies

If a book has a strong unifying theme, we would expect a single Bibliography for the end of the book, combining the Bibliographies of the various articles. The Editor(s) should prepare that. If, however, the book is a collection of more or less disparate articles, each article should be followed by its own Bibliography. The editors should check that contributors have followed the Press's guidelines for the preparation of bibliographies, returning the article to the contributor for revision if necessary.

Your task as editor(s)

The editor(s) should edit the contributions for sense and accuracy, referring them back to contributors when necessary, and seeking the approval of authors for any proposed changes of wording to the author's text. The editor(s) guarantee(s) to the Press the academic quality of the work.

Editors are not copy-editors, so they should not have to do busy work on authors' manuscripts to make them conform to the publisher's housestyle. When the manuscripts are received by the Press, they will be further edited by a professional copy-editor. But if you as editor see that a contributor has, for example, failed to use the Press's conventions for the abbreviation of biblical book names, or has not prepared their Bibliography correctly, you should mention that when you send the manuscript back to the author for revision. See further our Checklist for Authors and Copy-editors/Typesetters, which sets out the responsibilities of authors, and lists the tasks copy-editors and typesetters will perform.

Items needed from the Editor(s)

The Editor(s) should provide for the Press, in addition to the contributions of the various authors, the following items:

1. The title page of the book with exact title, subtitle, and correct form of the name(s) of the editor(s)
2. Contents page checked for consistency with chapter titles (including capitalization)
3. List(s) of Tables, Figures, Maps (if any)
4. List of Abbreviations
5. List of short titles for each chapter (to appear in the header on each right-hand page)
6. List of contributors with their institutional affiliations.

Sending final files to us

When you have the final version of all the contributions, we would prefer it if you can combine all the files into a single file. If you find it easier to send each contribution as a separate file, please label each electronic file 01, 02, etc., followed by just the surname of the author. The front matter can all be gathered together in a single file, labelled 00 Prelims.

Send the files as email attachments to the Manager of the Press, Ailsa Parkin (phoenix.bibs@sheffield.ac.uk) and to David Clines (d.clines@sheffield.ac.uk). If any article contains a table or a complicated layout, please also send a hard copy of the relevant pages. Otherwise, a hard copy is not needed.

Proofreading
When the volume has been copy-edited and typeset, you will be sent a copy of the proof (usually as a pdf file), and asked to send on a copy of each contributor's article to that person (in some cases, the copy-editor deals directly with the authors). Contributors should print out a hard copy of the file, and mark their corrections on that (if there are only a few corrections, an author can list them in an email to you, if you like). They should then return their hard copy proofs to you, not to the Press. You should read the entire proof yourself, and add the contributor's corrections to your proof (or, yours to theirs, as you please). Return the corrected proof to the Press.

Indexing
By this point, you will be sorry you ever undertook to edit a volume! If the volume calls for an index or indexes (and it is the publisher who makes that decision, though of course in consultation with you), it is your contractual duty to furnish it. If you can't do that, the Press will arrange for it to be done, but at your expense. But it is not a great labour to make a index, especially if it is only an index of authors cited that is needed. Please consult our procedures for making an index in our Sheffield Manual for Authors and Editors (www.sheffieldphoenix.com/authors.asp) before deciding that you cannot do one. You can do most of the work for an index in the period between submitting the manuscript to the Press and receiving the page proofs, though you cannot of course finalize it until you get those proofs with the definitive page numbers.

Any other matters
Please consult Ailsa Parkin (phoenix.bibs@sheffield.ac.uk).

David Clines
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