



Submission Guidelines

Contributions to the journal should be sent to:

Charles Schlacks, Jr.
Editor-in-Chief CASS
P.O. Box 1256
Idyllwild, CA 92545-1256
USA

email: schlacks.slavic@greencafe.com

Manuscripts should be written in English. The text must be grammatically correct and in good literary style, using inclusive language. Articles should be typewritten, or in the form of a clear printout from a word-processor, on A4 or American-standard white paper, double-spaced (including footnotes, which should preferably appear at the bottom of the page), and on one side of the paper only.

The text should be sent to the Editor-in-Chief by email, on CD, or on USB stick. Send two hardcopy print-outs by regular mail. Submissions must include an abstract or summary of the article in not more than 250 words. The abstract should appear after the author's name and affiliation on the first article page. Four to eight keywords should be provided and placed below the abstract.

Articles should consist of 7,500-10,000 words (book reviews: 1,000-2,000 words, review essays 2,500-4,000 words). Articles should be complete, including all necessary footnotes, bibliographical references, tables, et cetera. Articles should be original work and may not have been published previously. Simultaneous submission of identical work to other journals is not acceptable.

Illustrations and photos, should be submitted in TIFF or JPG format, scaled at 100%, resolution at least 300 dpi (600 dpi is preferred). Number the files and clearly mark the spot where the illustration should be inserted ("insert ill. 2 here"). Provide the captions at the very end of the article.

Authors of accepted articles receive proofs for proofreading by email. These must be returned promptly within the period requested, and the publisher reserves the right to charge authors for changes to proofs other than corrections of compositor's errors. The page proofs are read by the editor.



Style Considerations

1. Spelling and transliteration

Either American spelling or British spelling is acceptable. American and British spellings should not be mixed. See also the note on punctuation in quotations (section 2 below). Where both -ise and -ize spellings are possible, the latter should be used, e.g. in standardize, italicize, realize; but note that exercise, circumcise, compromise and many other words must be spelled with -ise. For transliteration from Cyrillic, use the Library of Congress romanization table:

www.loc.gov/catdir/cpsol/roman.html.

2. Quotations

Quotations of more than four lines, which will be set as indented text in smaller type and line spacing, should not be preceded and followed by quotation marks, and they should be double-spaced. British and American styles are both acceptable: British style uses single quotation marks for the first level of quotation and double quotation marks for quotations within quotations. American style uses double quotation marks for the first level of quotation and single quotation marks for quotations within quotations. Note that in British-style quotations, punctuation appears outside the quotation marks, unless an entire sentence is being cited; in American-style quotations, punctuation appears within the quotation marks.

3. Footnotes

Footnotes (not endnotes) should follow the Chicago Manual of Style, 15th edition. Footnotes should be double-spaced.

Books must include names of publisher. If no publisher or no date of publication is known, use n.p. or n.d.

Examples of footnoting:

Book:

First name Last name, *Title in Italics* (City: Publisher, date), 25-81.

Ibid., 123-25 (use Ibid for an immediate reference to the same work)

Use a shortened title for a later reference to the same book.

Last Name, *Shortened Title*, 125-26.

Op.cit and *loc.cit* should not be used.

Editor:

First Name Last Name, *Title in Italics*, ed. First Name Last Name (City: Publisher, Date), 381-402



Instructions for Authors

Multivolume work:

First Name Last Name, *Title in Italics*, 5 vols. (City: Publisher, Dates), 3: 100-104

Journal:

First name Last name, "Title of article," *Journal Title in Italics* 94, no. 3 (Fall 2007): 246-51.

Pagination:

do not use p. or pp. Volume numbers are followed by a colon and page. Numbers ending in multiples of 100, use all digits: 100-102; 1200-1213. Numbers in 101 through 109, 201 through 209, etc.: 101-2, 1201-13

Archives:

Full Title of Archive (RGADA), and in italics *f.* 1609, *op.* 1, *l.* (or) *ll.* 6-7.

References to document numbers and their pages should read first the page followed by the number in parenthesis: ASEI, 25 (no. 6).

4. Non-Roman Scripts and Non-English Accents

Use of Cyrillic and Greek quotations is allowed. In non-English texts, diacritical marks should be used as appropriate (e.g. in German, umlauts should always be used where required, rather than spelling with an extra "e"; however, the Ringel-ß may be rendered by "ss"). Capitalized letters in French should not be accented.

5. Inclusive Language

Gender-inclusive language should be used; e.g. "the reader" must generally be referred to as "he or she" or "she or he" (not "he/she" or "she/he"); "humanity," "people", etc. should be used rather than "man" as a generic term.

6. Subheadings

Subheadings should be flush left, in boldface and preferably unnumbered. Boldface should not be used.

7. Bibliographic References in Text and Notes

Use the *social-scientific style*, in combination with a separate bibliography in the social-scientific style (see below).

References in text:

(von Rad 1975: 57) (Reploh 1969; Rohrbaugh 1987: 103-19) (Dewey 1989: 1 n. 2).

Bibliography:

The appended, separate bibliography should use the following style:



Instructions for Authors

Bibliography

Bal, M.

1988 *Murder and Difference: Gender, Genre, and Scholarship* (Bloomington: Indiana University Press).

1988 *Death and Dissymmetry: The Politics of Coherence in the Book of Judges* (Chicago: University of Chicago Press).

Green, W.S. (ed.)

1980 *Approaches to Judaism* (BJS, 9; Chico, CA: Scholars Press). Lichtenberg, H. and P. Smith

1980 "Atonement and Sacrifice," in W.S. Green (ed.), *Approaches to Judaism* (BJS, 9; Chico, CA: Scholars Press): 159-71.

Rad, G. von

1975 *Old Testament Theology* (trans. D.M.G. Stalker; 2 vols.; London: SCM Press, 1975 [German original, 1957]).

Reploh, K.G.

1969 *Markus: Lehrer der Gemeinde* (SBM, 9; Stuttgart: Katholisches Bibelwerk).

Rohrbaugh, R.L.

1987 "—Social Location of Thought|| as a Heuristic Construct in New Testament Study," *JSNT* 30: 103-19.

Note that if more than one article is cited from a volume, then the volume should be cited as a separate entry under the editor||s name in the bibliography, and it is then referred to using an abbreviated format. For example:

Lichtenberg, H., and P. Smith

1980 "Atonement and Sacrifice in the Qumran Community," in Green 1980: 159-71.

Electronic Submission

In any word processor: save and send the file in RTF format or Word DOC format. Use a unicode font, preferably Gentium Unicode (free download from <http://www.brill.nl/uploadedFiles/Gentium.zip>). If you use other fonts: send them along with the text file.

Formatting: keep this to an absolute minimum. Use consistently either underlining only or italics only in your files to format the text which has to be typeset as italics. Mark every other layout element (e.g., block quotations, tables) in the print-out. Indent paragraphs with a single tab.



Consent to publish

Transfer of copyright

By submitting a manuscript, the author agrees that the copyright for the article is transferred to the publisher if and when the article is accepted for publication. For that purpose the author needs to sign the **Consent to Publish** which will be sent with the first proofs of the manuscript.

Open Access

In case the author wishes to publish the article in **Open Access** he/she can choose the **Brill Open** option, which allows for a non-exclusive Open Access publication in exchange for an Article Publishing Fee, and sign a special **Brill Open Consent to Publish**.

More information on Brill's policy on Open Access can be found on <http://brill.nl/openaccess>. The Brill Open Consent to Publish can be downloaded from <http://brill.nl/downloads/BrillOpen-Consent-to-Publish.pdf>.