

Guidelines for Contributors to
*Conversations with the Biblical World:
 Proceedings of the Eastern Great Lakes
 Biblical Society and Midwest Region
 Society of Biblical Literature*

1. Send submissions to the *Conversations* General Editor, Prof. Sheila E. McGinn, at Proceedings@EGLBS.com. Other inquiries may be directed to the General Editor *via* that email address, by telephone (216-397-3087) or fax (216-397-4518), or by post at the following address:

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2. To be considered for publication, a paper must have been delivered that year at the regional meeting of one of the sponsoring societies (*i.e.*, EGLBS or MWSBL).
3. Submissions are due by June 1 of the year of the presentation. All five of the specified documents must be submitted simultaneously for the essay to be considered for publication.
4. Each submission should include five individual documents, named according to the following convention:
 YearPresented.Region.DocumentType.AuthorSurname.docx.
 - a. The essay headed by the title, *without* the author's name or any other identifying data. The essay file should be named, *e.g.*, 2012.EGLBS.Essay.McGinn.docx.
 - b. A PDF copy of the identical version of the essay, only with the author's name and contact information on the title page. The PDF file should be named, *e.g.*, 2012.EGLBS.Essay.McGinn.pdf.
 - c. An abstract of 100–150-words, with the essay title, and followed by the author's name, mailing address (institution, city, state/province, postal code, and country), and email address. Filename (*e.g.*): 2012.EGLBS.Abstract.McGinn.docx.
 - d. A brief statement (~50 words) identifying the author's name, institutional affiliation, and title. It also may include publication information on the author's most recent book or other significant scholarly contribution. Filename (*e.g.*): 2012.EGLBS.Bio.McGinn.docx.
 - e. A cover letter indicating the date the paper was presented, to which society, and at what venue, and certifying that the article has not been published previously, has not been accepted for publication elsewhere, and is not being submitted simultaneously to another journal. If the essay won some sort of prize at the regional meeting, so state. Filename (*e.g.*): 2012.EGLBS.CoverLetter.McGinn.docx.
5. Page numbers following the form "Page X of Y" should appear on the bottom center of each page of the manuscript. No other header or footer information should appear.
6. TURN OFF your word processor's automatic hyphenation feature.
7. DO NOT individually format paragraphs, footnotes, *etc.* Instead, use the "style" settings on your word processor.
8. Follow American conventions for spelling and punctuation.

9. Use a 12-point Times New Roman font throughout the essay (in the body, footnotes, *etc.*), except for non-Roman-alphabet foreign-language terms.
 - a. Hebrew or Greek terms should be transliterated or rendered in the respective SBL Unicode fonts (available at <http://www.sbl-site.org/educational/biblicalfonts.aspx>).
 - b. Typically, other non-Roman-alphabet terms should be transliterated. Consult the General Editor if you have specific concerns in this regard.
10. If section headings are used within the essay, they should be preceded and followed by an extra blank line. Take care to follow a consistent hierarchy if using multiple levels of headings.
11. If the essay discusses biblical verses, include the text of the verse(s), at least in English translation, at the beginning of the discussion. In the parenthetical note with the verse reference, include the initials for the translation (*e.g.*, Gen 1:26–28; NRSV).
12. Ordinarily, citations of biblical materials and other ancient literature should appear in parentheses in the body of the text.
 - a. If the list of references is numerous, a footnote may be used.
 - b. When quoting an ancient non-biblical text in a particular edition or translation, use a footnote at the first reference to provide the pertinent publication information on that edition of the text.
 - c. Do not combine a footnote with a parenthetical note.
13. Footnotes, not endnotes, should be used throughout the essay.
 - a. Use a footnote style that marks the note with a superscript Arabic numeral after the appropriate word in the text, or after the ending punctuation for a given sentence. The anchor numbers in the footnotes themselves likewise should be superscripted.
 - b. In an expository note that includes a bibliographic reference, the citation should be set in parentheses at the end of the sentence.
 - c. Ensure that each footnote begins on the page that references it. A lengthy note may carry over to the following page(s).
 - d. DO NOT add extra manual line breaks between footnotes.
14. Make sure your references are complete, including:
 - a. The volume number for a work in a series;
 - b. Inclusive page numbers for an essay in a collected volume (not simply the page you are citing);
 - c. Full names for authors and editors (not initials); and
 - d. Full titles, NOT abbreviations, for any non-biblical primary text, journal, commentary series, dictionary, encyclopedia, or other non-biblical work cited, even if you think the abbreviation a matter of common knowledge.
15. The *SBL Handbook of Style* should be followed when formatting citations or, for questions that are not addressed by the *Handbook*, consult the *Chicago Manual of Style* on humanities-style citations. *NB*:
 - a. *CMS* provides different options for how to cite an essay that appears in an edited volume. *Conversations* uses the following format: Author'sFullName, "Essay Title," full-page-range-of-essay in Editor'sFullName, ed., *BookTitle* (City: Publisher, Year), page-of-reference. For example: Amelie Kuhrt, "Non-Royal Women in the Late Babylonian Period," 215–39 in Barbara S. Lesko, ed., *Women's Earliest Records: From Ancient Egypt and Western Asia. Proceedings of the Conference on Women in the Ancient Near East, Brown University, Providence, Rhode Island, November 5–7, 1987* (Brown Judaic Studies 166; Atlanta: Scholars Press, 1989), 225.
 - b. As in the example just provided, series titles should appear within the parentheses, followed by a semi-colon and the publication information. The number of the particular volume you are citing should always follow the series title. If the series does not use volume numbers, use "nv" to indicate this. For example, Gordon D. Fee, *The First Epistle to the*

Corinthians (New Interpreter's Commentary on the New Testament [nv]; Grand Rapids: Eerdmans, 1987).

16. Accuracy in *verbatim* quotations demands that all features of the original text (abbreviations, capitalization, punctuation, and spelling) are reproduced exactly, even if they diverge from the specifications of this style sheet. If a quotation contains an error, indicate this by [*sic*].
17. Take care to follow the current standards for citing biblical texts:
 - a. Titles of biblical books are NOT italicized, whereas all other titles of other texts (apocryphal, classical, modern, *etc.*) are italicized (*e.g.*, Micah; Tobit; *1 Enoch*; *Contra Celsum*).
 - b. Use the abbreviation for a biblical book only when followed by a specific chapter and verse citation; otherwise the complete title of the book should be provided (*e.g.*, Genesis 2, *but* Gen 1:26–28).
 - c. Abbreviations of biblical books do not take periods (*e.g.*, Gen 2:2 *not* Gen. 2:2).
 - d. When citing a biblical passage, use a non-breaking space between the book title and the chapter number (*e.g.*, Gen 2:3). Likewise, if the biblical book has more than one part, use a non-breaking space between the number and the book title (*e.g.*, 2 Kings).
 - e. The en-dash (–), not a hyphen (-) is used to indicate consecutive chapters in a book, consecutive verses in a scriptural text, consecutive page numbers in the secondary literature, consecutive years in a date, *etc.*
18. Other common stylistic mistakes to be avoided:
 - a. Give an author's full name (not only the surname) at first mention in the body of the text.
 - b. Initials in an individual's name always are separated by a space (*e.g.*, F. C. Baur *not* F.C.Baur).
 - c. Omit spaces before and after an ampersand that appears in a publisher's name (*e.g.*, T&T Clark, *not* T & T Clark).

- d. Follow a period or other ending punctuation mark with a single (not double) space.
 - e. Do not use "*op. cit.*," "*ibid.*," or *idem*. To refer to a previously-mentioned work or author, use the respective short title/surname.
 - f. Dates AD/CE *follow* the abbreviation for the era; dates BCE/BC precede the abbreviation (*e.g.*, 6 BCE *but* CE 6).
 - g. Avoid intervening periods for AD/CE, BC/BCE, ANE, or AM/PM.
 - h. Do not use "man," "mankind," *etc.*, generically; instead, use inclusive terms (*e.g.*, "humanity," "humankind"). Translations of other texts, whether ancient or modern, should not be more gender-specific than the originals.
19. Customarily, papers must be limited to 7500 words (including block quotations, notes, and abstract). The presidential address and invited papers may have up to 10,000 words.
 20. Submissions undergo blind review by members of the *Conversations* editorial board. A submission may be accepted or rejected as is, or the author may be asked to make editorial changes to the text and resubmit the essay. If an essay is not resubmitted within six weeks of the requested changes, the author forfeits the opportunity to publish it in *Conversations*.
 21. If an essay passes editorial review and is accepted for publication, the author is to incorporate all the editorial suggestions and then re-submit the essay in a form that fits all the foregoing style instructions except #5. The new file should have NO headers, footers, or page numbers.
 22. The journal is printed in greyscale. Any author who deems color to be essential to convey the content of a particular essay may request special handling. However, the author may be asked to bear any extra expense incurred for producing the color copy.
 23. Authors will receive two offprints of their published essays.