General conventions
It is vital to ensure consistency in your work from the outset, so that it will not be necessary to re-edit the complete manuscript at a later stage, which can be a laborious process. Please note that the volume editor(s) is/are responsible for ensuring this consistency throughout all chapters.

- If applicable, footnotes should be used, rather than endnotes.
- The numbering of footnotes should start with ‘1’ in every chapter, rather than being consecutive throughout the manuscript.
- Please make sure that the text is submitted in either the Brill typeface or Times New Roman. Chapter titles should be in i8 point font. Subheadings should be in bold; if applicable, the level of headings should be clearly marked.
- For the use of non-Latin scripts, please see this page for more information.
- Use British spelling, rather than American, throughout, e.g. use the ‘s’ spelling for all words ending in 'ise', 'isation', (scandalise, organisation), and use spelt, travelled and towards (rather than the American variants spelled, traveled, and toward).

Each chapter should begin with an Introduction subhead and end with a Conclusion subhead.

Quotation marks
- All direct quotations from a source to be written inside double quotation marks. For a quotation within a quotation, use single quotation marks. Quotation marks are not to be used for paraphrased speech.

“The transformation of mass and shape according with a recognisable motive or theme appropriate to the task, creates ‘the appearance of consciousness’” (Raab 1975: 70).

- Single quotation marks are to be used to signify unusual usage of a word. This may include jargon and special terminology, singling a problematic phrase such as a slang term, or indicating that a term is being used outside of its commonly accepted meaning.

As a system of ‘agricultural science’, it maintains ...

- Punctuation should be placed inside double quotation marks and outside single quotation marks. This includes the context of a list. When an in-text citation follows a word/phrase in double quotation marks, place the punctuation after the citation:

Nott states that when listening to Gurdjieff’s music “one did not wallow in emotional daydreams as one is apt when hearing music in general” (Nott 1978: 64-65).

- Quotations longer than five lines should be set as block indentations, without quotation marks.

- The first line of a paragraph should be indented except after a blank line, a heading, or a block quotation.
Serial commas are to be used at all times for the sake of clarity. For example: “item 1, item 2, and item 3” as opposed to “item 1, item 2 and item 3.”

**Quotation marks and italics**

Please use single quotation marks for:

- The names of art exhibitions
- Song titles and the names of poems

Please use *italics* for:

- Titles of newspapers
- Words and short phrases from languages other than English must be written in *italics*. Foreign words and phrases that have been formally adopted into the English language (for example, those that appear as English words in the *Oxford English Dictionary*) may be written normally. Do not italicise lengthy foreign language quotations.
- Books/specifically named chapters within sacred texts:

  The Bible imbues people with important roles in relation to “the ends of the earth” (*Acts* 1:8).

**In-Text Citation**

Always use in-text citations, and only minimal informational footnotes in your BHCR manuscript. Citations should follow the rule of (Author's Surname Year: Page Number): (Ouspensky 1977: 113).

- Multiple works by the same author are to be listed as follows: (Urban 1989; Urban 1998; Urban 2000).
- If an author is mentioned in the same sentence as the citation, an abbreviated version may be used:

  “… Wilson (1985: 13) argues that these themes parallel the main concerns of the Church.”

- If an author is not apparent, use the name of the organisation that wrote the text.
- When no author of any kind is given for a source, use the title of the text (in *italics*).
- In the case of a source with no known author or clear title (common with websites) use ‘Anon.’ in the place of the surname. Avoid this wherever possible, as it can be unclear.

- In the case of more than one source written by an author in a single year, use a letter after the year as explained in the bibliography rules.

- When a source has three or more authors, ‘et al’ should be used after the first author's surname when citing in-text. Refer to all authors in the bibliography.

- An interview/personal communication may be cited in-text in the form of (Author's Surname Year).

  For clarity, mention the interview context in the body of the chapter:

  “… in an interview he stated, “[t]he beach is an in-between space in Australian culture, it is the place of arrival for new immigrants and the place where ideas wash up” (George 2010).

To whatever extent possible, websites should be cited as other sources. If a website is cited that is cannot be put into the format of a published reference in the References (see below), it should be footnoted:

Abbreviations

- For texts that have a publication date (such as books, films, music albums, or artworks) the ideal format is *Name of Text (year)* for the first mention and *Name of Text* for every subsequent mention. The name of a text may be abbreviated if this is explained after the first mention:

  G. I. Gurdjieff's *Beelzebub's Tales To His Grandson* (1950) was published posthumously. *Beelzebub's Tales To His Grandson* (henceforth *Tales*) is a science fiction epic ...

- Organisations may also be abbreviated in a similar manner. Please opt for the conventional abbreviation if available.

  Church of Jesus Christ of Latter-day Saints (henceforth LDS).

- Phrases such as ‘for example’ and ‘that is’ must be written out in full as opposed to using ‘e.g.’ and ‘i.e.’.

- Avoid the use of contractions. Spell out words such as table, percent, figure. Abbreviations are acceptable in tables so long as they are used consistently throughout.

- All numbers under one hundred are to be spelled out in words. Larger numbers may also be spelled out so long as it does not become unwieldy. This rule does not apply if the reference is to a specific quantity (such as 60 cm).

- Dates should be written in the form of ‘nineteenth century’ and not ‘19th century’. For decades, use ‘1920s’ and not ‘twenties’ ‘20s’ or ‘1920’s’.

- Latin terms such as *ibid.*, *op. cit.*, and *loccit*, are not to be used in the Brill Handbooks series.

Illustrations

*Illustrations* should always be directly relevant and should be referred to in the text. They should be submitted separately from the manuscript, NOT just pasted in the manuscript, as this will result in a major loss of quality, i.e. low resolution. Please submit them in their original format as high quality illustrations, with a minimum of:

- Regular photos/images: .tif or .jpg 1330 x 2000 pixels at 300 dpi for full page
- Line drawings: .ai or .eps 2640 x 4000 pixels at 600 dpi for full page

You can view the size of an illustration by right-clicking the image in Explorer > Properties > Details where the illustration’s width and height are shown.

You may indicate the location of the illustration in the manuscript as follows (in red):

*PLACE ILLUSTRATION 1.1 HERE*.

If you include any illustrations, please read the information under this link carefully.

- Illustrations should be numbered per chapter (fig 1.1, fig 1.2, etc.).
- Please include a List of Illustrations with full source and permission information.
- Please include captions for all illustrations, containing only a description of the illustration and either very brief or no source/credit information.
If you include any illustrations or previously published/copyrighted material, please follow this link for extensive information on copyright and permissions. Also note the following:

- Please make sure any required credit lines are included in your manuscript.
- Please note that upon acceptance of your manuscript you will be asked for a separate document detailing the permission information for all illustrations, as well as scans or e-mails of the obtained permissions.

Copyediting & proofs

It is the author's/ editor's responsibility to ensure the manuscript reaches us as clean as possible, and we recommend having your manuscript copy-edited before submitting it for peer review. If your manuscript is accepted after peer review, please note that the version you submit to us for production must be the final version which has been carefully checked for language errors and copy-edited if necessary; our Author Services website can help you find professionals to help you prepare your manuscript. The proof process only leaves room for very minor corrections such as typesetting errors and the occasional typo. Corrections at this stage are very expensive and if many are required, Brill reserves the right to charge you for them.

Bibliography Conventions

Please do not use dashes for repeated author names. All multiple references should be organised by year in ascending order. References from the same author and same year should be differentiated by a letter in the order of a,b,c, et cetera. All sources should be placed in the same bibliography. Do not separate primary and secondary, or online and printed.

Bibliography Examples

Book:
Surname, Initial. Year. Title. Location of Publication: Publisher. Series information is not required. The edition statement is to be placed after the title of the work. This is not necessary for a first edition.


Chapter in an Edited Volume:


Journal Article:


Magazines (Including Newspaper Supplements):

Online Sources:

If not all details are available, supply as many as possible. The URL and date accessed are essential; strive to conform references to resemble print sources.


Conference Paper:
For a published conference presentation, cite in the style of a journal or book (depending on how it is published). For unpublished:
Surname, Initial. Year. “Title of Paper.” Paper presented to [Name of Conference], conference venue, city, date(s)

Unpublished Thesis:
Surname, Initial. Year. “Title of Thesis.” Award Type. Institution Issuing Degree, Location of Institution.

Films/Television Series:
Name of Text. Year. Created by [name of producer/director/writer]. Format of text, number of episodes/volumes (if applicable). Name of Studio and format.
Individual episodes of television series should be given in plain text and double quotation marks.

Personal Communication/Interview:
(This may be added in to a separate part of the bibliography)
Surname, Initial. Nature of Discussion with [Communicant’s Name], Location of Discussion, Date

This source may be cited in the text as (Roberts 2010).
When personal communications are cited in footnotes the format is as follows:


If any of these sources have an editor, translator, or compiler instead of an author, include these names where the author's name would usually be placed. Follow this with ‘ed.’, ‘trans.’, or ‘comp.’ as required.
Please note that abbreviations such as ‘eds’ do not require a full stop.