Instructions for Authors

Scope

Zutot: Perspectives on Jewish Culture (ZUTO) aims to fill a gap that has become more and more conspicuous among the wealth of scholarly periodicals in the field of Jewish studies. While regularly celebrating large sized articles, Zutot aims to provide a platform for incisive usually shorter contribution. The substance of these contributions is derived from larger perspectives and, though not always presented in an exhaustive way, will have an impact on contemporary discussions. Thus, articles in Zutot will usually highlight a new or neglected document and historical source, expose a phenomenon which was overseen, provide a basic commentary on a scholarly debate, offer a new mode of evaluating an event, a literary piece and a social reality. Zutot covers Jewish culture in its broadest sense, i.e., encompassing various academic disciplines—literature, languages and linguistics, philosophy, art, sociology, anthropology, politics, and history—and reflect binary oppositions such as religious and secular, high and low, written and oral, male and female culture.

Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill’s publication ethics, which may be downloaded here: brill.com/page/ethics/publication-ethics-cope-compliance. 

Online Submission

ZUTO uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/zuto. First-time users of EM need to register first. Go to the website and click on the “Register Now” link in the login menu. Enter the information requested. During registration, you can fill in your username and password. If you should forget your Username and Password, click on the “send login details” link in the login section, and enter your e-mail address exactly as you entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are strongly encouraged to read the ‘Instructions for Authors’. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files. A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor’s request for revision and final decision, is sent by e-mail.
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Double-blinded Peer Review
ZUTO uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article via Editorial Manager, you will be asked to submit a separate title page that includes the full title of the manuscript, the names and complete contact details of all authors, the abstract, keywords, and any acknowledgement texts. This page will not be accessible to the referees. Please begin the manuscript file with the title of the manuscript, followed by the abstract and keyword texts, and then the body of the paper. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymized.

File Format
Please upload source files such as .doc, and not .pdf files. If your manuscript contains any non-Roman text such as Hebrew, please also upload a .pdf file.

Contact Address
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File Formats
Authors can submit files in Word, WordPerfect, RTF, TXT, and PDF.

Submission Requirements

Language
Manuscripts should be written in English. Spelling (British or American) should be consistent throughout.

Spelling
1. Regardless of British or American spelling we use single quotation marks ('single'). Double quotation marks are only used within quotations.
2. Generally hyphenate prefixed words (e.g. with anti-, co-, counter-, extra-, inter-, intra-, macro-, micro-, multi-, non-, over-, post-, pre-, pro-, pseudo-, re-, semi-, socio-, sub-, trans-, etc.). Also use a hyphen
   a. to avoid awkwardness, for long words, to avoid confusion, or to aid pronunciation (e.g. non-geographical, co-opt, re-creation);
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b. if the second part begins with a capital or number (anti-Jewish, pan-Indian ['pan' is always lowercase], mid-15th cent.);
c. with 'self' (self-understanding).

3. Compound nouns in common use are closed up (worldview, but: well-being). Those formed from a noun and gerund, two nouns, or noun and adjective are two words, not hyphenated (e.g. decision makers). Compound nouns/adjectives use a hyphen when preceding/modifying a noun (16th-century reform, late 20th-century thought, decision-making authority). No-hyphen is used when the combination is unambiguous (high school district), using most/least, or with an adverb ending in –ly (legally protected interest).

4. ‘Century’ is plural when multiple centuries are indicated (late 3rd and early 4th centuries), but singular when not inclusive (from the 3rd or 4th century).

5. The indefinite article ‘a’ (rather than ‘an’) is used before h-words like historical, heroic (but not ‘hour,’ ‘honorable’), and so on.

6. Do not use contractions (‘can’t’, ‘don’t’, etc.).

7. Singular possessive of name or word ending in s: s’s (not s’).

8. For ease of reading, use a comma after adverbial and introductory phrases unless very short.

9. For the spelling of modern-day place names Google Earth is the authority. For historical place names authors should attempt to use the names appropriate to the period under discussion. At the first mentioning the modern-day name may be added in parentheses.

10. For the spelling of personal names Encyclopedia Judaica (second edition) is the authority. In case the Encyclopedia Judaica has no entry, consult the YIVO Encyclopedia of Jews in Eastern Europe, the Encyclopaedia Britannica or Wikipedia.

ABC Spelling

Bible / biblical
genizah
humanism
Kabbalah / kabbalistic
Middle Ages / medieval
Midrash X / a midrash
the Mishnah / a mishnah / mishnaic
MS, MSS
Neoplatonism
rabbinic
the Sages
tannaim
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Capitalization

1. Headline-style capitalization is used for titles and for headings within articles: capitalize the first and last word, a word following a colon, and all nouns, pronouns, verbs, adjectives, and adverbs.

2. Of Hebrew book titles in transcription only the first word is capitalized, unless the first word is Sefer or if we are dealing with ‘famous books’: Biqoret mevuqeret; Sefer ha-Bahir; Shulhan Arukh; Moreh Nevukhim.

3. Do not capitalize articles (the, a, an), prepositions, conjunctions, to, as, and the second part of a prefixed hyphenated term if the prefix cannot stand alone (Anti-caste): Perspectives on Badly-punctuated Sentences: Grammar Lessons for a Linguist.

4. Words that are capitalized when following a specific name: churches, mosques, temples, and other buildings/monuments, political designations (empire, kingdom, sultanate, presidency, etc.), geographical designations (valley, plain, plateau, river, peninsula, lake, forest, desert, etc.), and so on (capitalized Mount may precede or Mountain/s follow a proper name, and Lake may precede or follow a proper name). The words festival, district, dynasty, school, basin, delta, glacier, age, procession, cave, hill, and period are lowercase.

5. In the context of monotheistic religions, God and Lord are capitalized in singular, lowercase in plural. Do not capitalize the divine or dominical pronoun he, him, or his.

6. Words like the absolute, the self, and the supreme being are lowercase.

7. Personal titles are capitalized if directly followed by a proper name (but not if in apposition): president, king, bishop, emperor, duke, earl, rabbi, rector, and so on (President Clinton, Bishop John, but the bishop of Rome, former president Clinton, the Indo-Greek king Agathokes). Titles of professional positions are given in lowercase (e.g. professor of ancient history), except when the position has a formal title (e.g. Taylor was appointed John V. Dougall Professor of Ancient History in 1942) or when the title directly precedes the name (Professor Taylor).

8. Do not capitalize the first word after a colon (unless it is a quotation or a series of questions, or if it appears in a title: see 1 above).

9. Words like book, chapter, section, act, and so on are lowercase even when followed by a number (book 15 rather than Book 15 – using Arabic, not Roman, numerals).

10. North, south, east, west are lowercase unless referring to a fixed title (South Africa, West Bengal before 1949) or recognized major region (the West, Southeast Asia, the Far East). Southwest, northeast, and so on are not hyphenated.

11. Subject areas such as ancient history, theology, mathematics, and so on are given in lowercase, except in reference to a specific title of a faculty or school (Department of Biblical Studies, University of Sheffield).

12. Only periods/movements/schools/organizations with a generally accepted starting date are capitalized (e.g. High Middle Ages, Enlightenment, Romanticism).
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Punctuation
1. The series (Oxford) comma is used (comma before ‘and’ in a list of more than two items): red, white, and blue rather than red, white and blue. (The exception to this is in lists of authors in bibliographical references or before et al.).
2. Quotation marks close after a period/full stop or a comma, but before a colon or semi-colon; a question mark or exclamation point is inside quotation marks only if part of the original quotation. ‘This,’ he said, ‘is the truth.’ Did he say ‘good morning’? But: He asked, ‘What time is it?’
3. Semicolons are used instead of a period to denote a connection between two independent (complete) clauses (This is the first thought; the second thought is related.). They are also used in complex lists when individual parts of the list contain commas (The list contained punctuation; verbs, nouns, and pronouns; and numbers.), but a list without internal commas, even if wordy, does not require semicolons.
4. En dashes (–) are formed with a space on either side (–) and are used to set off – for emphasis or clarification – a part of a sentence (no more than two of these may appear in a sentence). Em dashes (—) are not used. Please enter en dashes manually; for Windows computers: press Ctrl + the minus sign on the number pad to the right.
5. Quotation marks are not necessary after ‘so-called.’
6. Quotation marks (rather than italics) can be used when speaking of a term as a term.
7. A translation in parentheses of a term does not need quotation marks.
8. Square brackets are used only for parentheses within parentheses (...[…]...) or to indicate editorial additions to a quotation.
9. A comma is not used after i.e. or e.g., which are used in parenthetical text only.
10. A hyphen is appropriate when designating a dual-nature being (e.g. snake-god, buffalo-demon). However, in general, a hyphen is not necessary between adjective and noun or two nouns (e.g. alms bowl); in phrases of more than two nouns, however, it can help clarify the structure (e.g. ‘Foreign-language technical terms’).
11. Geography: if an abbreviation (state, province, country) is used (New York, NY is crowded.); and if the full name is used (Ann Arbor, Michigan, is a university town).
12. Lists (run-in or vertical) may use numbers or letters, set off by parentheses: (1), (2), (3), or (a), (b), (c), or bullet points (note: the punctuation – comma or semicolon – separating items in a list is not altered by the use of numbers/letters).

Italicization
1. Latin abbreviations are italicized: et al., idem (author cited immediately previously in same note), per se, ad hoc, de facto, a priori, a fortiori, vis-à-vis.
   a. We do not italicize i.e., etc., e.g., viz., c., vice versa.
   b. Avoid op. cit. and loc. cit.
   c. We do not use cf., eadem, ibid., passim.
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d. If with cf. is meant ‘confer,’ please write ‘compare.’ If ‘see’ is meant, please write ‘see’ or ‘see also.’

2. Titles of primary sources, sections/chapters of primary sources, hymns, songs, anthems, prayers, poems, and secondary literature (books) are italicized (headline caps). Reports are unitalicized, headline caps.

3. Foreign-language technical terms remain untranslated and in italics (*rapprochement, Hineininterpretation*). The plural of (italicized) foreign-language terms will be followed by a roman -s or -es.

4. We do not italicize foreign-language names of institutions, schools of thought, etc. (Académie Française).

Transliteration

An author's priority should be consistency; transliteration of words and proper names in Greek, Arabic, Hebrew, etc., should be consistent throughout.

If Hebrew or Yiddish text is included, the fonts should be embedded and if in doubt, a PDF provided as a reference.

Primary sources in Hebrew or Yiddish may be quoted in their original language. Hebrew vocalization is used only when necessary (and can be copied conveniently in the SBL Hebrew font directly from the web at [tanach.us/Tanach.xml](http://tanach.us/Tanach.xml)).

For Yiddish we follow the YIVO’s transcription system.

The following transcription should be used for Hebrew:

\[
\begin{align*}
\text{א} & \rightarrow \text{a} \\
\text{ב} & \rightarrow \text{b} \\
\text{ג} & \rightarrow \text{g} \\
\text{ד} & \rightarrow \text{d} \\
\text{ה} & \rightarrow \text{h} \\
\text{ו} & \rightarrow \text{v} \\
\text{ז} & \rightarrow \text{z} \\
\text{ח} & \rightarrow \text{kh} \\
\text{ט} & \rightarrow \text{t} \\
\text{נ} & \rightarrow \text{n} \\
\text{ס} & \rightarrow \text{s} \\
\text{נ} & \rightarrow \text{s} \\
\text{ע} & \rightarrow \text{u} \\
\text{פ} & \rightarrow \text{f} \\
\text{צ} & \rightarrow \text{ts} \\
\text{ק} & \rightarrow \text{k} \\
\text{ר} & \rightarrow \text{r} \\
\text{ש} & \rightarrow \text{sh} \\
\text{צ} & \rightarrow \text{ts} \\
\end{align*}
\]
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Gemination of dagesh is not represented. Qametz–patah (a) and tzere–seghol (e) are not distinguished. No macrons or breves are used, including in the transcription of hateph vowels (e.g. אָדָמָה ʾaḏamah, הַעִמיד heʾemid, צָהָרֵים tzohorayim). Shewa is transcribed by e when pronounced vocalic, otherwise it is left untranscribed. Prefixed prepositions, definite article and vav are separated from following word by hyphen.

Manuscript Structure

Wide margins of at least 2.5 cm (1 inch) are to be left on all edges of the page. All parts (abstract, body, footnotes, etc.) must be double-spaced. The author’s affiliation should be placed under their name on the title page file only.

Abstract and Keywords

There should be an abstract of not more than 150 words, and 3–8 keywords.

Footnotes

This journal uses footnotes and not endnotes.

Some Rules

- No first names, no space between initials, but one space between last initial and surname. Surname prefixes (e.g. ‘von’) are not abbreviated.
- Translate titles in languages other than English, French, and German between square brackets; for publications in Hebrew use the English title if available and add ‘in Hebrew’ in round brackets after the title; in all other cases transcribe the Hebrew title.
- Do not use abbreviations for names of journals.
- Use suffixed letters a, b, c, etc. after the publication year to distinguish more than one item published by a single author in the same year.
- Indicate place of publication in the English form (Rome, Moscow etc.).
- Two authors are separated by an ‘and’ (e.g. P. Borscheid and H.J. Teuteberg, eds, Title). More than three authors/editors: 1 name + et al. (e.g. M.H. van Leeuwen et al., eds, Title).
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- The first time give the reference as completely as possible. Thereafter a short form of the reference can be used: Surname, Title, p. x.

Books

Give the main city for the publisher.

Edited Volume

Journal Articles
Where a doi number is available, please insert it.
H. Ben-Shammai, ‘On a Torah Case with Ornaments and a Bar Mizva (?) Ceremony in a Karaite Synagogue in Egypt in the 12th Century,’ *Pe’amim* 104 (2005) 5–10, esp. 5 n. 2 and 6 n. 5.

Dissertation

Citations in Text
- Primary sources in Hebrew or Yiddish may be quoted in their original language. An English translation should always be provided. The text is indented and has a blank line above and below. No quotation marks are necessary.
- Hebrew vocalization is used only when necessary.
- For transcription rules, see under Transliteration.
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Abbreviations

1. For the sake of readability, only standard abbreviations in common use or in line with academic norms should be used.
2. Abbreviations are not used in running text (with a few exceptions; see below), but only in parentheses or bibliographies. In main text (as opposed to text in parentheses):
   a. ‘for example’ or ‘for instance’ are used instead of e.g.,
   b. ‘that is,’ instead of i.e.,
   c. ‘namely’ instead of viz.,
   d. ‘see’ instead of s.,
   e. ‘among others’ instead of i.a. (inter alia).
   f. In parenthetical text e.g. and i.e. are not followed by a comma.
3. Do not start a sentence with an abbreviation.
4. Abbreviations generally end with a period, with the exception of acronyms and measurements.
5. Mishnah: mPes 2:1; Yerushalmi: ySan 3.8; Bavli: bSan 29a; Tosefta: tSan 1.1; Mekhilta: Mekh, Ki tissa’ 1; Genesis Rabbah: GenR 68:9.
6. BCE and CE (rather than BC and AD) are used in running text and parentheses. However, ‘Common Era’ and ‘before the Common Era’ are spelled out if not preceded by a year.
7. Century/millennium in the main text are written out in full: 11th century, 3rd millennium. Within parentheses/brackets, they are abbreviated to cent. or cents. and mill. (e.g. 11th cent., 11th-cent. philosopher, 11th–12th cents., 3rd mill. BCE). Numerals are always used with century/millennium.
8. Measurements are abbreviated and not punctuated (km rather than kilometer, km² rather than sq. km), unless not following a numeral (‘a journey of several kilometers’ vs. 158 km) or if necessary for ease of reading in running text (‘5,000-meter-high pass’).
9. The degree symbol is used for temperatures and latitude/longitude (‘situated between 12° and 18° north latitude and 74° and 78° east longitude’).
10. Metric measurements are always used; English measurements must be converted if used.
11. c. and approx. (only to be used in parenthetical text): c. for circa (not italicized) is used for dates; approx. for other numbers or measurements (‘around’ or ‘some’ are often good alternatives).
12. Names of languages are spelled out, except in parentheses when identifying the language of a term (Lat., Skt.).

Headings

The First Level Heading
[blank line]
The text.

The Second Level Heading
The text.
1. In main text, the numbers from one to ten (only) are written out in full. However, when comparing numbers, digits are used (12 years in exile and 1 year in disguise; exception: if all of the compared numbers would normally be spelled out, then they may be spelled out when being compared). Digits are always used for designating book, chapter, and other such numbers (book 3, chapter 12).

2. Commas are used in numbers with more than three digits (1,000), except page numbers and dates. Please replace the German full stop in numerals by comma in numbers greater than 1,000.

3. In decimals, a zero precedes the decimal (0.16%).

4. For percentages, use the percentage sign if using digits, but spell out percent if spelling out the number (ten percent, 27%, 9% compared to 12%).

5. Large, round numbers of more than three digits, but fewer than three words (eight thousand or 80 thousand, but 800,000), are spelled out thus: numbers one to ten spelled out, 11 and above numerals, and thousand, million, billion, and so on are spelled out (ten million, 11 million, etc., but 9,333,433), with the exception of dates and page numbers. If large, round numbers are mentioned in an inexact sense in running text (e.g. a few hundred, a thousand), these need not be changed to digits. Age in decades (‘in his twenties’) may be spelled out, but a decade (the 1920s) is not.

6. Do not start a sentence with a numeral. Instead, spell out number (if reasonable) or reword to avoid starting with a number.

7. Full ranges are used for numbers/years, rather than abbreviated forms (1371–1379 rather than 1371–79). Note that we use either an en dash between dates or the words ‘from’ and ‘to’: ‘1378–1383’ or ‘from 1378 to 1383,’ but not ‘from 1378–1383.’ Also use ‘between 1378 and 1383,’ not ‘between 1378–1383.’

8. Digits are used in measurements (e.g. 9 km), which must be metric. Measures are not anglicized, so it is meters/kilometers.

9. Common fractions (one-third, three-quarters, etc.) are spelled out and hyphenated. But complex or uncommon fractions are digits (4¾).

10. Decades add s, not ’s (1370s, not 1370’s).

11. Dates: Month day, year. Months are always spelled out, in running text and if part of a date: December 6, 1393; December 1393. Punctuation in a sentence: On June 1, 1268, they began...

12. If a date range includes BCE/CE designations, a space is left on either side of the en dash: (3rd cent. BCE – 4th cent. CE). However, if the dash is between numbers, there are no spaces: (10th–11th cents. CE).

13. Time: 9:30 am or pm (not 9:30).

14. Ordinal numbers are not elevated/superscripted (e.g. 1st, 2nd, not 2nd). In running text, these numerals are used only with centuries or millennia. Otherwise the ordinals first to tenth are written out in full. Use ‘early/mid- (always hyphenated)/late’ rather than ‘in the beginning of/in the middle of/at the end of.’
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Figures
Figure files must be sent as source files (.jpeg, or .tif), and not .pdfs. The size of the figure must be appropriate for the journal. The quality of the figure must be suitable for printing—the resolution should be a minimum of 300 dpi (minimum 600 dpi for line art) and a minimum size of 11 x 19 cm. (A small photograph scanned at 300 dpi cannot be enlarged without significant loss of quality!) The image itself must be sharp, and any text in the figure should be legible (at least corps 7 or larger). Images downloaded from the Internet are not usable (they are usually only 72 or 96 dpi). Images/Figures should always be submitted as separate files, never pasted into an MS Word document. Clearly mark in the text where each Image/Figure needs to be inserted. This will be an approximate location as exact placement can only be determined at the time of typesetting. Make sure that the Images/Figures are clearly numbered and that the same number is used in the text and in a list of figures. Always provide captions for your illustrations. Source information or copyright credits should also be included in the caption.
It is the responsibility of the author to secure all rights and permissions necessary to use images in Zutot.

Publication

Proofs
Upon acceptance, a PDF of the article proofs will be sent to authors by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are allowed. Alterations to the original manuscript at this stage will result in considerable delay in publication. Proofs should be returned promptly.

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Instructions for Authors

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 form, which will be sent with the first proofs of the manuscript.

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Should the author wish to publish the article in Open Access he/she can choose the Brill Open option. This allows for non-exclusive Open Access publication under a Creative Commons license in exchange for an Article Publication Charge (APC), upon signing a special Brill Open Consent to Publish Form. More information on Brill Open can be found on brill.com/brillopen.