



### 1) Operating Systems

Make sure you use an appropriate operating system, such as Windows XP, Vista, or 7; or Mac OS X v.10.4.x, 10.5.x, or 10.6.x. Although we have not tested this, the combination Linux-and-OpenOffice should also work well.

### 2) Word processing

Windows users should use MS Office Word 2003 or Word 2007; Word 2007 users should save their documents in .doc (not .docx) format.

Macintosh users should use either MS Word 2004 (version 11.x), 2008 (version 12.x), [Mellel](#), [Nisus Writer Pro](#), [Nisus Writer Express](#), or [Pages](#). As to the MS Word version designated as 'X' (version 10): this is not Unicode-capable and it can therefore not be used.

### 3) Fonts

Make sure you use a Unicode font, such as [New Athena Unicode](#) (v. 3.x) or the Unicode version of [Linguist's Software's](#) CopticLS (called 'CopticLSU'), part of the 'LaserCoptic in Unicode' product. A new Coptic font (first called Keft, but now renamed [Antinoou](#)) has been developed by Michael Everson under the auspices of the [International Association for Coptic Studies](#). The [Institut français d'archéologie Orientale](#) (IFAO) provides a couple of Coptic fonts at no charge: [IFAO N Copte](#). Other Coptic fonts are available from [typographies.fr](#).

### 4) Keying Unicode Coptic

Out of the box Windows and Mac OS X do not provide 'keyboards' ('IMEs' or 'Input Methods' or 'Input Sources') for Coptic, but fortunately there are a few available as free downloads.

4.1) Windows XP: one is available on the [Logos Bible Software](#) website; and another on the [Coptic Unicode page](#) by Donald Mastronarde (on behalf of the Center for the Tebtunis Papyri).

Buyers of the Unicode version of [Linguist's Software's](#) CopticLS, part of the 'LaserCoptic in Unicode' product, get two 'keyboards' for Coptic: 'CopticLSU DK' and 'CopticLSU OT'. Only use the 'DK' version ('DK' stands for 'deadkey'), otherwise your documents will not translate well to the page layout programs which are used by typesetters.<sup>1</sup>

4.2) Mac OS X v.10.4.x or higher: see Donald Mastronarde's [Coptic Unicode page](#).

### 5) File format

You should always submit your files in .doc format (not .docx!) and add copies in RTF format. In certain circumstances you need to tell your word processor to 'Save As' in a different file format; sometimes it is a matter of choosing the 'Export' menu command. Should your word processor have another 'native' file format, such as '.mellel' or '.pages', please include a copy of your file(s) in that format as well.

---

<sup>1</sup> See Philip Barton Payne, *LaserCOPTIC® in Unicode™ for WINDOWS® USER'S MANUAL*, Edmonds, WA (Linguist's Software, Inc.) 2006, pp. 10-11.

## 6) Sending files

Please send files on a CD-ROM or DVD. If you need to send the files by electronic means, first compress the files. Windows users should use the .zip format, whereas Macintosh users should preferably use the .sit or .sitx formats. Attachments to email messages should not exceed 4 MB in size per message; if necessary, contact your editor or editorial assistant for access to our FTP site.

## 7) Print-out

Always submit a physical print-out of your files. Despite the great advances in software, the only sure way for Brill and its typesetters to know what text has to be 'typeset', or rather 'laid out', is to refer to this print-out.