



Instructions for Authors

These instructions cover the Sahidic dialect of the Coptic language; for any questions about glyph variants or diacritics found in Bohairic Coptic or other Coptic dialects, please contact your associate editor at Brill.

1 Word Processing

Windows users should use MS Office Word 2016 or later, or 365. Documents should be saved in .docx format. Mac users should use either MS Office for Mac, [Mellel](#), [Nisus Writer Pro](#), [Nisus Writer Express](#), or [Pages](#). Save (or export) in .doc or .docx format, but also submit the files in their original format (.mellel, .pages, etc.).

2 Input Fonts

Make sure you use a Unicode font, preferably [Antinoou](#). Brill uses Antinoou as default font for typesetting Coptic. 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: IFAO N Copte and IFAO-Grec Unicode. Please do not use these fonts: some of the rarer characters and glyphs in them are encoded in the Private Use Area, and these *will be lost* when the text is placed in the layout template by the typesetters, meaning they will not transfer to either print or online publications. Antinoou will render most of them using standard Unicode characters; should you need Coptic characters or glyphs that are not yet encoded in the Unicode Standard, please contact your associate editor at Brill.

3 Keying Coptic

3.1 Keyboards

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

Windows 7, 8 and 10: Michael Everson offers a (free) Windows version of his [Coptic keyboard](#), and although this is old software, it still works on newer versions of Windows and it is the most complete Coptic keyboard available. Other, less complete keyboards (lacking for instance the combining [left and right] macrons U+FE24, FE25 and FE26) are available on the [Logos Bible Software website](#) (free software); and another, also available

for free, 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.

MacOS X v. 10.4.x or higher: see [Michael Everson's page](#) for a .zip file containing Coptic keyboard based on several Western keyboards. A .zip file containing PDF files with descriptions of the Coptic keyboards can also be downloaded here. [Donald Mastronarde](#) provides a macOS version of his Coptic keyboard as well. We advise to use Everson's keyboards, since they are more complete and have a more logical layout than Mastronarde's keyboard.

3.2 Special Characters

Please pay attention to using the correct signs for special characters. Since not all keyboards mentioned above contain all Coptic letter variants, Nubian letters, or diacritics, you might need to manually insert special characters. These can be added via the Insert > Symbol or Special Character menu of your text processing application.

Windows users can insert special signs that cannot be found on a default keyboard also by typing the hexadecimal Unicode code point, leaving the cursor directly after the code point, and typing Alt X. So, for instance, in order to obtain a left angle bracket, key 27E8, leave the cursor directly after the 8, and subsequently hold down Alt and type X.

Mac users should first activate the Unicode Hex input keyboard, which is bundled with macOS. Go to System Preferences, click Keyboard, then click Input Sources. Click +, and in the search bar, start typing 'Unicode hex'. The keyboard will show on the right; select the keyboard and click Add. Make sure that 'Show Input in menu bar' is checkmarked. You can use the keyboard by clicking the Input menu in the menu bar in the top right of your screen. See also the [Apple support site](#). In order to insert the sign of your choice, select the Unicode Hex Input, hold down the Alt/Option ⌘ key on your keyboard, key the hexadecimal Unicode value of your choice while holding Alt/Option down, and release the Alt/Option key.

Superlinear Strokes

Coptic manuscripts show a large variety in forms of superlinear strokes. It is impossible to reproduce every stroke variation; therefore please adhere to the best practices listed below and make sure you use the correct encodings.

If a superlinear stroke is to be placed **above a single letter**, then the (short) stroke should be encoded as U+0304: $\bar{\text{N}}\text{C}\text{I}$; $\bar{\text{N}}\bar{\text{M}}\bar{\text{P}}\bar{\text{H}}\bar{\text{Y}}\bar{\text{E}}$; $\bar{\text{M}}$ (40) (avoid using $\bar{\text{N}}\text{C}\text{I}$; $\bar{\text{N}}\bar{\text{M}}\bar{\text{P}}\bar{\text{H}}\bar{\text{Y}}\bar{\text{E}}$; $\bar{\text{M}}$).

If a single, continuous superlinear stroke is to be placed **straddling two letters**, then the stroke should be encoded as U+FE24 (after the first letter) and U+FE25 (after the second letter): $\overline{\text{MN}}$, $\overline{\text{ZN}}$, etc.; $\overline{\text{ME}}$ (45), $\overline{\text{TME}}$ (345); $\overline{\text{QNT}}$; $\overline{\text{PZPB}}$; $\overline{\text{ZITMIPPO}}$.

If the superlinear stroke is to be placed **above three (or more) letters**, then it is to be encoded as U+FE24 (after the first letter), U+FE26 (after the second and third, fourth, etc.) and U+FE25 (after the last letter): $\overline{\text{PNA}}$ (= $\overline{\text{PNEYMA}}$: “[holy] spirit”) and other *nomina sacra*; $\overline{\text{BAPBHΛΩ}}$ “Barbelo,” $\overline{\text{MNN}}$ “the (god) Min”.

Please avoid using superlinear strokes consisting of long overlines only (U+FE26 or U+0305, the latter to be omitted altogether), both in strokes over several letters in succession and over single letters, in numerals or syllabic consonants and consonant clusters (so, avoid $\overline{\text{MN}}$ and $\overline{\text{MNN}}$; $\overline{\text{ZITMIPPO}}$; $\overline{\text{PNA}}$; $\overline{\text{BAPBHΛΩ}}$; $\overline{\text{M}}$ = 40, $\overline{\text{ME}}$ = 45).

Variants of the Morpheme Divider

Punctuation ending prosodic units to aid reading or marking morpheme boundaries (for example at the end of syllables after certain letters, and separating double consonants) can have many glyph variants; the most common are the high point (· U+00B7); apostrophe (’ U+2019); the grave accent (˘ U+0060), and backstroke serif at the end of the letter (U+2CFF: ˘ ‘Coptic morpheme divider’). Please use the encodings mentioned above.

Transliteration, Glossing, and Sigla

Please take notice of the following glyphs and their confusables:

- (1) **Clitic boundary marker** (≠ U+2E17: double oblique hyphen), easily confused with = (equals sign).
- (2) **Zero-morpheme** (∅ U+2205: empty set), easily confused with Ø (U+00D8: capital letter O with stroke) or ∅ (U+2300: diameter sign).
- (3) **Angle brackets** (< and >: U+27E8 and U+27E9) for indicating editorial insertions; do not use < and > (less-than sign and greater-than sign).

Egyptological Glyphs

In the context of discussing Coptic text, it is not unlikely that any comparisons with Egyptian text be made. Please make sure to encode the following glyphs correctly .

- (1) **Egyptological aleph** ; is U+A723 (lowercase); ;̣ is U+A722 (uppercase); both normally in italics. Please mind the difference between the (larger) uppercase instead of the lowercase, which should be reserved for other instances (mainly when they occur as the first character in a proper name).

(2) **Egyptological ain** ρ is U+A725 (lowercase); ϱ is U+A724 (uppercase); both normally in italics. Again, please mind the difference between the (larger) uppercase and the lowercase.

(3) **Egyptological yod** has various encodings: *ȳ* (ȳ followed by U+0486, a combining character) for the lowercase and *Ȳ* (Ȳ plus U+0486 – note that the diacritic should traditionally appear *to the left* of the uppercase Ȳ) for the uppercase; both are normally typeset in italics). Version 12 of the Unicode Standard encoded the uppercase and lowercase of the Egyptological yod as single characters: *ȳ* (U+A7BD) and *Ȳ* (U+A7BC), and these are available in the Brill fonts from version 4.00.

3.3 Emphasis

Please do not use underlines for marking emphasis in Coptic text, since underlines can intersect the letters (and any diacritics) and obscure the text. Use italics or color (red and blue are deemed appropriate) to mark emphasis in Coptic text.

4 Sending Files

When you are ready to e-mail your files, please compress them first to a .zip, or .rar folder. Do not exceed 20 MB when sending files electronically; if necessary, contact your editor or editorial assistant for access to our FTP site.

Files sent on a CD-ROM, a DVD or a USB stick are also acceptable; note that Brill cannot return your media.

5 PDF and Print-out

Once they have converted the source files, our typesetters will refer to your manuscript to check which characters and encoding have been used. Please always submit a PDF version of your files and check that all the necessary fonts are embedded in the PDF. If they are not, some characters will appear corrupted on different computers (depending on whether the recipient has the font installed).

If you cannot embed the fonts, please print and scan your manuscript to accompany the source files.