

Manuscript Submission: Use of Ancient Greek (Classical and Koine/Biblical)

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BRILL

Instructions for Authors

1 Introduction

This document covers instruction about input of Classical and Koine/Biblical Greek only; for input of Archaic Greek, please see the website dedicated to the [Brill Epichoric Greek font](#).

2 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 [Mellel](#), [Nisus Writer Pro](#), [Nisus Writer Express](#), or [Pages](#). Save (or export) in .docx format, but also submit the files in their original format (.mellel, .pages, etc.).

3 Input Fonts

We recommend that you submit your manuscript in the [Brill typeface](#), which includes Latin, Greek and Cyrillic. Apart from the usual ‘polytonic’ character set it features papyrological, epigraphical and metrical signs, as well as numerous symbols used in biblical scholarship.

Non-commercial use of the Brill fonts is free. Useful for its support of [Ancient Greek Musical Notation](#) is [New Athena Unicode](#) (v. 5.x), a free download.

Please be aware that some combinations of base letter + diacritic(s) are not defined separately as ‘precomposed’ characters: for instance, in epigraphic transcription, the combination ê must be composed of epsilon [03B5] and ̂ [0342 combining circumflex]. To find these essential combining diacritics, [the chart of the Unicode Range Combining Diacritical Marks 0300-036F](#) will prove helpful.

Please see the [Brill typeface website](#) for the complete list of characters as well as more extensive information on how to use the fonts.

4 Keying Greek

Keyboards

Both Windows (8, 10, 11) and macOS (v. 10.4.x through 13.x) provide ‘keyboards’ (‘IMEs’ or ‘Input Methods’) for classical and koine Greek – called ‘Polytonic Greek.’

4.1) Windows 10, [instructions for Windows 11 in square brackets]: Select **Start**, then **Settings** → **Time & Language** → **Language [& region]**. Click **Add a language** and

select **Greek**. Click **Options**, and click **Polytonic Greek**. Select **Next** and click **Install**. The CTSFW offers a [website](#) with detailed information about installing and using the Greek polytonic keyboard on Windows 10.

[You may be better off using the excellent illustration of the Microsoft Polytonic keyboard on the [Logos Bible Software support site](#).]

4.2) macOS 11, 12 [instructions for macOS 13 in square brackets]: **Apple menu** → **System Preferences** → **Language & Region** → **Keyboard Preferences...** [instead: **Keyboard** at the left side of the window → Scroll down to **Text Input**] → **Input Sources** (make sure that Show Input menu in menu bar is ticked) [click **Edit...**] → click + and select **Greek** → select **Greek – Polytonic** and click **Add**. For installation on macOS 13, see also the [instructions](#) offered by the ILRC of Miami University.

Several other IMEs are also available on both platforms, some free, some for a small charge. On the Windows platform [Antioch](#) is widely used; others prefer Tavultesoft [Keyman](#), or [MultiKey](#); please make sure you have an up-to-date version. In 2015, the excellent [GreekKeys Unicode 2015](#) software package has become available for Windows 7, 8, and 10; you can order it from the [SCS](#). (GreekKeys 2015 is free to members of the SCS.)

On macOS you may have become used to the GreekKeys layout: you can order a Unicode version of the excellent [GreekKeys Unicode 2015](#) software package.

Converting 'legacy data'

Many people still have (and work on) documents in which the Greek is in older 'legacy formats' (or rather, 'encodings'), i.e., pre-Unicode. Legacy encodings include: Beta Code, GreekKeys, SuperGreek, SPionic, WinGreek.

A macro package for MS Word (Windows: Word 2000 and upwards; Mac OS X: Word 2004 only) called [GreekTranscoder](#) allows for conversion between legacy formats and Unicode.

5 Sending Files

When you are ready to e-mail your files, please compress them first to a .zip or .rar folder. Do not exceed 20MB 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.

6 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. Alternatively, submit the hard copy itself.