

Manuscript submission: Guidelines Right-To-Left Scripts

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BRILL

Instructions for Authors

Publishing editions containing Arabic, Syriac or other non-Western scripts requires a different way of organising and structuring the text, and making it accessible to readers. Before you finalise your manuscript, please check these guidelines and amend your text if necessary. Alternatively, please submit an accompanying letter with your files addressing any of the issues below.

More information regarding the use of the different scripts can be found at

<http://www.brill.com/resources/authors/publishing-books-brill/fonts-scripts-and-unicode>.

If you have any questions regarding the production of your manuscript, please contact scripts@brill.com.

- Is the overall reading order of the pages and chapters from right to left? Would the book need prelims in the 'back' of the book, i.e. an Arabic title page?
 - ☞ Please provide the title, subtitle and author information to this end in the relevant script in a separate document.
- Do you wish to include the contents of the RTL section in the English table of contents (usually p.v in a Brill publication)?
- Brill uses Arabic ('Western') pagination throughout the volume to preserve the correct reading order in print as well as in the e-book. We can add page numbers in a different numeral system at the bottom of the page if this is desirable.

| | | | |
|----------|--|-------------|--|
| Western: | 1, 2, 3, 4, 5 | Hindi: | १, २, ३, ४, ० |
| Roman: | I, II, III, IV, V (only used for front matter) | East Indic: | १, २, ३, ४, ५ |
| | | Abjad | ا, ب, ج, د, ه (used for Arabic front matter) |

- Does the work consist of a translation or transliteration that should be set on facing pages?
 - ☞ Usually the original text (in original script or transliteration) is set on the left hand (verso) pages and a translation on the facing right hand (recto) page. Clearly mark on your manuscript how you want to organise the content.
- Would you describe the work as a critical edition, and if yes, how many apparatuses have you included?
 - ☞ Please indicate which numeral system you would like to use for footnote numbering, critical apparatus etc. Note that if you have inserted foliation throughout the text, the typesetters will move the folio nos. to the outside margin and insert a vertical line | to indicate the page break in the text.
- Would you like the typesetters to add line numbers (usually in increments of 5)?
 - ☞ Please indicate which numeral system you would like to use for line numbering.
- Have you included classical poetry in your manuscript, ie. hemistichs?
 - ☞ If possible, please lay out the verses in a table consisting of three columns, with the right and left hemistichs on either side and the centre column empty.
 - ☞ Ideally we would like to receive a photo(copy) of the handwritten original so that the typesetters can match the kashidas.