

# Manuscript Submission: Use of Hebrew (including transcriptions of Dead Sea Scrolls)

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BRILL

## Instructions for Authors

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### 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 [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.).

### 2 Input Fonts

Make sure you use a Unicode font. Most fonts bundled with a modern operating system are Unicode fonts. By far the best font for biblical Hebrew is [SBL Hebrew](#), and it is the only font to contain the diacritics necessary in Dead Sea Scrolls texts. While most fonts can be used without reading any manuals, you are advised to make an exception for the [SBL Hebrew User Manual](#): it is extremely well written and it provides vital information on the use of biblical Hebrew on modern computers.

### 3 Keying Unicode Hebrew

#### Keyboards

Both Windows (8, 10) and macOS (v. 10.4.x–11) provide ‘keyboards’ (‘IMEs’ or ‘Input Methods’) for typing Hebrew.

While these are fine for consonantal and vocalised Hebrew, if you also want to add ‘accents’ (תעמ״ם טעמ״ם), *puncta extraordinaria* and so on, or Dead Sea Scrolls diacritics, you need a special ‘keyboard’. [Not a physical keyboard, but a piece of software mapping the physical keys to characters.] There are two versions of the SBL Hebrew Keyboard, with different layouts called [SIL](#) and [Tiro](#). Both are accompanied by a manual. The SBL Hebrew Keyboard Driver Manuals ([SIL](#) and [Tiro](#)) are essential reading, because they very clearly describe all aspects of keying Hebrew on a Windows computer. In 2008, [Macintosh versions of the SBL Hebrew Keyboard layouts](#) have become available.

#### Inserting Unicode Code Points

**Windows users** can insert special signs that cannot be found on a default keyboard by typing in the hexadecimal Unicode code point, leaving the cursor directly after the code point, and pressing Alt and X simultaneously. So, in order to obtain a white circle indicating a remnant of an undetermined letter (◊), one keys 25E6, leaves the cursor

directly after the 6, and subsequently presses Alt and the lowercase letter x at the same time.

**MacOS users** can use the *Unicode Hex Input method*: Go to System Preferences to activate the Unicode Input Method: 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 ticked. 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, tap the hexadecimal Unicode value of your choice while holding Alt/Option down, and release the Alt/Option key.

### Encoding Dead Sea Scrolls Diacritics

A few special diacritics are used in the transcription of Dead Sea Scrolls texts. The principal ones indicating the degree of certainty regarding the identification of letters are shown in the table below, together with their proper encoding. One should also not fail to consult John Hudson, [SBL Hebrew Font User Manual](#), v. 1.51, February 2008 (especially p. 17).

Input of most of the diacritics below is possible using either one of the SBL Hebrew keyboard drivers for Windows (see above); users should consult either of the two corresponding manuals: the [SBL Hebrew Tiro Keyboard Driver Manual](#) and the [SBL Hebrew SIL Keyboard Driver Manual](#). MacOS users will be able to input the diacritics using the [Macintosh versions of the SBL Hebrew Keyboard layouts](#).

### *Gereš* and *Geršayim*

Please make sure not to confuse quotation marks with *gereš/geršayim* and vice versa. Quotes and citations should go between quotation marks (either single or double quotation marks). Abbreviations or initialisms, single-digit Hebrew numerals, and the modification of the pronunciation of certain Hebrew letters (modern Hebrew only) should be marked with a *gereš* ('). Acronyms, multi-digit Hebrew numerals, and Hebrew word roots should be marked with *geršayim* ("). Default Hebrew keyboards do not contain these glyphs, but the aforementioned SBL Hebrew SIL keyboard does: key Alt-Ctrl / (Alt-Ctrl forward slash) for *gereš* and Shift ; (Shift semicolon) for *geršayim*. The Tiro keyboard only contains *gereš* (under W), but no *geršayim*. You could also directly insert the Unicode code points: *gereš* = U+05F3 and *geršayim* = U+05F4.

symbol	description or meaning	Unicode code point(s)
א	certain letter	U+05D0 [the Hebrew letter 'aleph]
א̇	probable letter	U+05D0.U+0307 [the Hebrew letter 'aleph plus the upper dot – which is otherwise also used as the masora dot]
א̆	possible letter	U+05D0.U+030A [the Hebrew letter 'aleph plus the ring above]
○	remnant of an undetermined letter	U+25E6 [white circle]
•	a legacy character, used to indicate traces of a letter in early volumes of <i>Discoveries in the Judaean Desert</i>	U+2022 [black circle]
א̣, א̤, א̥	the small rule indicates uncertainty concerning the distinction between <i>waw</i> and <i>yod</i> and also, rarely, between final and non-final <i>mem</i>	U+05BF [rafe]
א̄	strikeout: a letter or a word has been crossed out by the scribe	U+05D0.U+0336 [the Hebrew letter 'aleph plus combining long stroke overlay: this character will survive text interchange even in plain text]
א̇	deletion dot	U+05D0.U+05C4 [ <i>rare</i> ; the Hebrew letter 'aleph plus Hebrew mark upper dot; do not confuse with the much more frequent upper dot, U+0307]
א̈	deletion dot	U+05D0.U+05C5 [ <i>very rare</i> ; the Hebrew letter 'aleph plus Hebrew mark lower dot]
[א]	brackets enclose reconstructed text	U+005B.U+05D0.U+005D [the Hebrew letter 'aleph between square brackets]
{א}	braces indicate erasures; rarely, other deletions by the scribe such as crossings-out, or deletions using overdots and/or underdots	U+007B.U+05D0.U+007D [the Hebrew letter 'aleph between braces]

#### 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 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.

#### 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. Alternatively, submit the hard copy itself.