

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

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BRILL

Instructions for Authors

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; Word 2007 users should save their documents in .doc (not .docx) format.

Macintosh users should use either [Mellel](#), [Nisus Writer Pro](#), [Nisus Writer Express](#), or [Pages](#). Save (or export) in .doc format, but also submit the files in their original format (.mellel, .pages, etc.). [MS Word for Mac OS X versions 2004 and 2008 do not handle Hebrew at all!]

3) 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.

4) Typing Unicode Hebrew

Both Windows (XP, Vista, 7) and Mac OS X (v. 10.4.x-10.6.x) 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' (תְּעִמִּים טעמים), *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.

5) File format

You should always submit your files in .doc format 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.

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 XP users should use the .zip format, whereas Macintosh users should 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.

8) 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).

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]
א̈	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]
א̄, א̅, א̆	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]
א̃	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 [rare; 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 [very rare; 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]

Input of most of these diacritics is possible using either one of the SBL Hebrew keyboard drivers for Windows (the [Tiro version](#) and the [SIL version](#)); users should consult either of the two corresponding manuals: the [SBL Hebrew Tiro Keyboard Driver Manual](#) and the [SBL Hebrew SIL Keyboard Driver Manual](#). Mac OS X users will be able to input the diacritics using the [Macintosh versions of the SBL Hebrew Keyboard layouts](#), or the *Unicode Hex Input method*¹ and the Unicode values listed above.

¹ Go to System Preferences to activate the Unicode Input Method: Personal:International: Input Menu button: Checkmark “On” next to “Unicode Hex Input.” (In Mac OS X v.10.6.x: Personal:Language & Text: Input Sources button: Checkmark “On” next to “Unicode Hex Input.”)