



## *Instructions for Authors*

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### 1 Word Processing

Windows users should use MS Office Word 2013 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 .doc format, but *also* submit the files in their original format (.mellel, .pages, etc.).

### 2 Input Fonts

Make sure you use a Unicode font, preferably [Scheherazade](#) when keying in Persian, which can be downloaded for both Windows and Mac. For typing the English (or Western) text, please use the [Brill typeface](#), which contains the full range of diacritics and linguistics (IPA) characters used to display transliteration of Persian.

Please note that although Scheherazade has the great advantage of allowing orthographically correct input and encoding, it is unfortunately not really suitable as an output font. Once your manuscript is ready for typesetting, the production editor will analyse the texts and select the appropriate font. Generally we try to avoid underlined text (and bold to a lesser extent) for reasons of readability. If you wish to emphasize certain words, they can be typeset in a different colour or in a different font.

### 3 Keying Persian

#### 3.1 Keyboards

**Windows** users may first – and only once – have to [Enable keyboard layouts for different languages](#) in the Control Panel and activate the Persian keyboard.

You can either use Microsoft's 'Persian' keyboard (Windows 8, Windows 8.1), or one of the alternatives found on the [Persian Computing Community's wiki](#):

[Iranian Standard Persian Keyboard \(ISIRI 9147\), version 2.0](#); or

[Enhanced Microsoft Persian Keyboard, version 2.0](#).

'**Half space**': the latter two keyboards support the important Zero Width Non-Joiner character (ZWNJ, فاصله‌ی مجازی) mapped on Shift+Space; the Windows 8 and 8.1 Persian keyboards also support this character. For ZWNJ, also know as the 'half space', see below, 3.2 Encoding.

**OS X** provides several Persian keyboard layouts: Persian, Persian - ISIRI, Persian - QWERTY, as well as Afghan Dari. Users may activate one or more of them through System Preferences.

**OS X v.10.7.x and 10.8.x:** Apple menu → System Preferences → Personal: Language & Text → Input Sources button → Checkmark "On" next to "Persian - QWERTY" (or any other keyboard file you prefer). Checkmark "Show Input menu in menu bar." Quit System Preferences. If it was not visible already a flag menu appears in the menu bar near the right-hand side; the Persian - QWERTY keyboard on older versions of OS X has an icon showing a green map of Iran with a purple diamond inside it. (The icon of the Persian keyboard is similar but without the purple diamond, and the Persian-ISIRI icon is the Iranian national flag.)

**OS X v.10.9.x and 10.10.x:** Apple menu → System Preferences → Keyboard → Input Sources button → Checkmark “Show Input menu in menu bar”; click on the “+” button, and in the language list, click on Persian; then, in the right-hand list, select “Persian - QWERTY” (or any other keyboard file you prefer), and click “Add”. Quit System Preferences. If it was not visible already a flag menu appears in the menu bar near the right-hand side. The Persian, Persian - QWERTY, and Persian - ISIRI keyboards all have an icon of a dark square with rounded corners and with the letter ف inside it; the Afghan Dari keyboard is similar, but has a ﺩ inside it.

The so-called ‘half space’, or more properly the Zero Width Non-Joiner character (ZWNJ, فاصله‌ی مجازی) is mapped on Shift+Space in all OS X Persian keyboards, as well as in the Afghan Dari keyboard. See below, 3.2 Encoding.

### 3.2 Encoding

Please ensure your manuscript text contains the correct Unicode for the characters you wish to display. Using a Persian keyboard, not an Arabic one, is fundamental. Below are a few commonly known issues; if your manuscript contains more complicated orthography, please feel free to contact [scripts@brill.com](mailto:scripts@brill.com).

- Key Persian kef as such (ک, U+06A9), not as Arabic kāf (ك, U+0643). Use a Persian keyboard.
- Key Persian yeh and alef-e maqṣūr always as ی (U+06CC), never as Arabic yā’ (ي, U+064A), and never as alif maqṣūra (ى, U+0649). Use a Persian keyboard.
- The so-called ‘half space’: use ZWNJ (ZERO WIDTH NON-JOINER, U+200C) inside Persian words to break character connections when Persian orthography dictates this. Although this device is commonly known as a “half space” (nīm fāṣeleh, نیم فاصله), it has no visible width. It is also known as a “virtual space”, fāṣeleh-ye majāzī, فاصله‌ی مجازی, which is the recognized computer term; and as a “zero space”, fāṣeleh-ye ṣefr, فاصله‌ی صفر. Never use a regular space to break character connections!

### 3.3 Theonym

Keyed in as alif-lām-lām-hā’, the text will be rendered as الله in most fonts, automatically adding a šadda (◌◌) and dagger alif (◌◌). In Scheherazade it is possible to type variant spellings, for example without diacritics or with šadda and faṭḥa (◌◌) as in modern editions of the Qur’ān. Please check that your manuscript is correctly encoded and displays the desired form of the theonym.

Please consult [Brill’s Author Guide](#) for more general information about preparing your manuscript.

## 4 Sending Files

When you are ready to e-mail your files, please compress them first to a .zip, .rar or .sit folder. Do not exceed 5 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. Alternatively, submit the hard copy itself.