



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 [MS Office Word 365](#), [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.

2.1) MS Windows comes bundled with Estrangelo Edessa, which will be a good starting point for many; other than that, the large range of the excellent [Meltho fonts](#) will meet most demands, and their download from the Beth Mardutho site is free. Please read the Meltho user manual (only available as part of the [Meltho fonts package](#)) carefully.

2.2) Recent versions of macOS (at least version 10.15.x 'Catalina') can activate the Noto Sans Syriac font when Syriac text is input.

2.2.1) It is possible to use the [Meltho fonts](#) on macOS X in the word processors mentioned above. Please read the Meltho user manual carefully.

Brill uses Estrangelo Talada, Serto Batnan (and Batnan bold), and East Syriac Adiabene for the three main Syriac styles.

3 Keying Unicode Syriac

For all users of Syriac the Meltho user manual (only available as part of the [Meltho fonts package](#)) is essential reading because it discusses all the most important aspects of Syriac computing, including input.

Keyboards

3.1) Windows users may first – and only once – have to [Enable keyboard layouts for different languages](#) in the Control Panel and [activate](#) a Syriac keyboard. For Windows 10: Click Add a preferred language: "Syriac"; Install. Select "Syriac" in the list of installed languages and choose Options; "Add a Keyboard". For installing keyboards in Windows 7 and 8.1, see the [documentation online](#).

Windows 8 and 10 provide two 'keyboards' ('IMEs' or 'Input Methods') for keying Syriac. One is the Syriac 101 Standard Keyboard, modeled after the Arabic keyboard, and the

other is the Syriac Phonetic Keyboard, which matches Syriac consonants as closely as possible with Latin keys on a QWERTY keyboard. Logos Bible Software also provides a useful [Syriac keyboard](#) as a free download, which includes a complete user manual.

3.2) macOS does not currently provide a Syriac keyboard. Mac users can use two methods to key Syriac text:

3.2.1) Syriac text can be keyed online with so-called ‘character pickers,’ and copied-and-pasted into a text processor. Useful character pickers are [Richard Ishida’s character picker](#) and [Lexilogos](#).

3.2.2) Use Keyman (created by SIL International) with a Syriac keyboard. The free application [Keyman \(for Mac\)](#) must be installed first; subsequently, a [Syriac keyboard](#) needs to be [installed and activated](#). There are several keyboard layouts available. Some are based on Hebrew or Arabic keyboards, and others have a phonetic layout, trying to match the Syriac as closely as possible with Latin keys on a QWERTY keyboard.

Emphasis

For marking emphasis in Syriac text please use color; red and blue are deemed appropriate. Please do not use underlining, since the lines can intersect the letters and obscure the text.

When using Serto Batnan, Batnan bold is available to mark emphasis.

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 20 MB when sending files electronically; if necessary, contact your editor or editorial assistant for access to our FTP site.

Files sent on 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.