



1) Operating Systems

Make sure you use an appropriate operating system, such as Windows 7, XP or Vista, or Mac OS X v.10.4.x or 10.5.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 2007 or 2010; please save your documents in .doc (not .docx) format.

Macintosh users should use *either*

1. [Mellel](#) with one or more of the [Meltho fonts](#), or
2. [Nisus Writer Pro](#), [Nisus Writer Express](#), or [Pages](#) in conjunction with the [Syriac Language Kit](#) by XenoType Technologies.

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 X, 2004 and 2008 do not handle Syriac at all!]

3) Input Fonts

Make sure you use a Unicode font.

3.1) 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 a .rar package) carefully.

3.2) Mac OS X (incl. version 10.5.x) lacks both fonts and Syriac support at the system level.

3.2.1) It is possible to use the [Meltho fonts](#) on Mac OS X in the word processor [Mellel](#). Please read the [Meltho user manual](#) carefully.

3.2.2) In January of 2009, XenoType Technologies published the [Syriac Language Kit](#) for Mac OS X (from v.10.4.x). The initial release, version 1.0, comes with three Syriac fonts, XenoType SY Darmasuq (in the Serṭō style), XenoType SY Estranghela (in the Eṣṭrangēlā style), and XenoType SY Nineveh (also Eṣṭrangēlā). These fonts work with [Nisus Writer Pro](#), [Nisus Writer Express](#), and [Pages](#) (and in Safari and Mail as well) but not with Mellel or with any version of MS Word. The initial release has some limitations, which may prove troublesome for some users.¹

4) Keying Unicode Syriac

4.1) Windows XP and Vista 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

1. Only the Darmasuq font has vowel support (West Syriac vowels only, in version 1.0) and its refined diacritics support is limited to *seyāmē*, *quššāyā* (only for the letters ܥܘܣܝܐ), *rukkākā* (only for the letters ܪܘܟܟܐܐ), the horizontal line below letters (most often used as *linea occultans*, but which could also be used for ܪܘܟܟܐܐ or ܪܘܟܟܐܐ), the oblique line above letters (for ܪܘܟܟܐܐ), and the oblique line below letters (for ܪܘܟܟܐܐ). See for fuller information XenoType's [Syriac Language Kit Manual](#).

Syriac Phonetic Keyboard, which matches Syriac consonants as closely as possible with Latin keys on a QWERTY keyboard. For all users of Syriac the [Meltho user manual](#) is essential reading because it discusses all the most important aspects of Syriac computing, including input. Logos Bible Software also provides a useful [Syriac keyboard](#) as a free download, which includes a complete user manual.

4.2) Mac OS X v. 10.4.x and 10.5.x users should download one or more of the freely available Syriac ‘keyboards’, for example the ‘[Syriac-QWERTY keyboard](#)’ (Syriac characters are matched to Latin characters on the QWERTY keyboard) made by Michael Reißer. Mac users should also read the [Meltho user manual](#).

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 DVD or USB stick. If you need to send the files by e-mail, first compress the files. Windows 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 PDF or 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.