



Instructions for Authors

Scope

Medieval Encounters (ME) promotes discussion and dialogue across cultural, linguistic and disciplinary boundaries on the interactions of Jewish, Christian, and Muslim cultures during the period from the fourth through to the sixteenth century C.E. Culture is defined in its widest form to include art, all manner of history, languages, literature, medicine, music, philosophy, religion and science. The geographic limits of inquiry will be bounded only by the limits in which the traditions interacted. Confluence is also understood broadly, to allow explorations of indirect intercultural interactions and exchange, and comparative approaches are also encouraged. Articles may deal with specific texts, events or phenomena, as well as theories of interpretations and analysis. The journal will actively promote a representative spread across all the humanistic disciplines and scholarly communities. All articles will be refereed by members of the editorial board and other scholars on the basis of their scholarly merit and the degree to which they promote our understanding of Jewish, Christian and Muslim relations in the Middle Ages. Articles may be written in English, French, German, Italian, or Spanish.

Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill's publication ethics, which may be downloaded here: brill.com/page/ethics/publication-ethics-cope-compliance.

Online Submission

Medieval Encounters uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/me. First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested. During registration, you can fill in your username and password. If you should forget your Username and Password, click on the "send login details" link in the login section, and enter your e-mail address exactly as you entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are strongly encouraged to read the "Instructions for Authors." When submitting via the website, you will be guided stepwise through the creation and uploading of the various files. A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.



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Double-blind Peer Review

ME uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article via Editorial Manager, you will be asked to submit a separate title page that includes the full title of the manuscript plus the names and complete contact details of all authors, the abstract, keywords, and any acknowledgement texts. This page will not be accessible to the referees. None of the other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymized. Authors should be sure not to name themselves in the first person in their texts or footnotes or give any other information about their identities (e.g. “See my article...” or “I would like to thank my colleague and neighbor at the University of...” etc.).

Contact Address

For any questions or problems relating to your manuscript please contact Professor Uriel Simonsohn at: usimonsohn@gmail.com. For questions about Editorial Manager, authors can also contact the Brill EM Support Department at: support-em@brill.com.

File Format

The word processing should be in Microsoft Word (.doc or .docx) format. Authors may also submit a pdf but are required to submit a file that can be edited as well.

Transliteration System for Arabic-Script and Hebrew-Script Languages

For Arabic, Ottoman Turkish and Persian, *ME* uses a slightly modified *IJMES* system. Authors should thus refer to the comprehensive transliteration chart available at:

web.gc.cuny.edu/ijmes/docs/TransChart.pdf.

As a general rule Persian must be transliterated according to the *IJMES* system, not that of the *Encyclopedia Iranica*, so *i* and *u* must be used, not *e* and *o*. Note that *ta marbuta* is rendered *a* in Persian. The unmarked *idāfa* is indicated by *-i*; the *idāfa* marked with *yā* is indicated by *-yi*. All *waws* are transliterated with *w* and not *v*.

For Ottoman Turkish, authors may either transliterate or use modern Turkish orthography as in the *Redhouse Turkish/Ottoman-English Dictionary* (1st edn Istanbul 1968). In distinction to the Redhouse dictionary, *ME* has the following rules: The letter ‘*ayn* is represented by ‘ throughout, and the letter *hamza* is represented in the middle or end of a word by ’ (e.g. ‘*ulema*’). *ME* does not use hatted vowels (e.g. â).

For Hebrew, please use the following system:



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HEBREW

	l	ל		'	א		i	י	יְ	יִ
	m	מ	v	ב	b	ב	e	ע	עֵ	עִ
	n	נ		g	ג		ei	יֵ	יִ	
	s	ס		d	ד		a	אֵ	אִ	
	c	ע		h	ה		ay	יֵ	יִ	
f	פ	p	פ	w	ו		o	וֵ	וִ	
	ṣ	צ		z	ז		u	וֵ	וִ	
	q	ק		ḥ	ח	(mobile <i>shewa</i>)	e	עֵ	עִ	
	r	ר		ṭ	ט					
s	ש	sh	ש	y	י					
	t	ת	kh	כ	k	כ				

Manuscript Preparation

Language

Articles should be written in American English, but will be accepted in German, Spanish, and French. Articles in languages other than English, however, should still attempt to follow *Medieval Encounters* style, except in questions of capitalization, where the norms of the language of writing should be followed. Titles of English publications that are cited in the notes should be in *Headline Style*, i.e. should capitalize all nouns, pronouns, verbs, adverbs and adjectives, as well as the first and last words of a title and subtitle (See *Chicago Manual of Style*, 16th ed., 8.157, for full explanation). Whatever language is used, the spelling should be consistent throughout. If the author is not a native speaker of English, it is his or her responsibility to have the text checked over and polished by a native speaker prior to submission. Submissions can be rejected if the syntax is too poor or the language is otherwise incorrect or unintelligible.

Title

Do not use a title page, and at the top of page one, center, put the following:

- TITLE (caps)
- NAME (caps)
- Affiliation, academic address, and email (if you wish, not in caps)
- ABSTRACT (caps)

Font

Submissions should preferably be in 12 pt. Times or Times New Roman.

Abstract

Authors should provide an abstract of between one hundred and one hundred and fifty words; a few



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sentences should suffice. Articles written in other languages should still have an abstract in English.

Headings and Text Divisions

Headings are best avoided, but the instructions are:

Heading 1

Heading 2

Heading 3: do not even dream of it.

Paragraphs

Do not indent the first line of the first paragraph of the article, but please indent the first lines of all subsequent paragraphs (except after white line breaks, where there should be none). When indenting paragraphs, etc., use a tab, not spaces on the space bar. There should be no extra lines between paragraphs except where there is a section heading.

Quotations

Follow American rather than British style in using double (“ ”) rather than single (‘ ’) quotation marks for primary quotations and single rather than double for quotations within quotations. Please do not use single quotation marks for “scare quotes” denoting irony or distance (e.g. The margins of medieval maps often included vivid depictions of ‘monstrous’ races...). Such usage should be in double marks like regular quotations (and you should keep this practice to a minimum anyway). Long quotations running to several lines should NOT be enclosed in quotation marks, and should be block quoted or indented on the left margin only. Any quotations within indented long quotations should use double quotation marks. Primary source quotations in the notes should not be in italics but italicized words within parenthesis and without quotation marks can be used for short phrases of original text incorporated into the main text for clarification (e.g. The author carefully distinguishes between fifteenth-century notions of “purity of blood” (*limpieza de sangre*) and modern notions of race). English translations should be provided in the text for all passages in foreign languages that run to more than a few words.

Figures

We can publish illustrations in black-and-white in print and in color in the online version. Authors are responsible for obtaining the illustrations themselves and paying for all permissions. Permissions should allow a print run of up to 250, both online and print rights, and worldwide distribution. Put figure captions on a separate page at the end of the manuscript. All figures and tables must be cited consecutively in the text. Figures should be submitted as separate source files in .eps, .tif, or .jpg format, in a size suitable for the typesetting area of the journal. The resolution of these files should be at least 300 dpi for half-tone figures, and 600 dpi for line drawings. Number the files, and indicate in the manuscript where they are to appear (e.g. “Fig. 1 here”). The text in a figure must be legible, and should



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not be smaller than corps 9. The size of this lettering for any text in a figure should be the same for all figures in the manuscript.

Notes, References, and Bibliographies

Please use footnotes rather than endnotes. Notes should be numbered consecutively, and the first line of the note, the line where the note number appears, should be preceded by a tab or automatic indent, and should not be indented in the second and third and subsequent lines. A further indent or tab should separate the footnote number from the first letter of the footnote

i.e., “ See” rather than “See”). There should be no extra lines between notes.

Bibliographic references belong in notes, and not in the text. References in notes are expected and while a bibliography may be included at the end of a text, it is not necessary. Be sure to format all references properly and if a bibliography is included, be sure to distinguish between references formats in notes and in bibliographies. **Please follow the most recent edition of *Chicago Manual of Style* for all questions about formatting references not addressed here.** Below are a few examples and comments concerning the most common questions about citation and references. Please add a DOI whenever available.

Books

Jeremy Cohen, *The Friars and the Jews: The Evolution of Medieval Anti-Judaism* (Ithaca, 1982; or preferred Ithaca: Cornell University Press, 1982).

Journal Articles

Ora Limor, “Missionary Merchants,” *Journal of Medieval History* 17 (1991): 35–51. DOI: 10.1163/15700674-12342188.

Chapters in Multi-Volume Books

Author, Title, 4 vols. (Place: Publisher, Date), 3:115 (meaning volume 3 and page 115).

Chapters with Multiple Authors or Editors

Chaim Milikowsky and Margarete Schlüter, “*Vayyiqar Rabba* through History: A Project to Study Its Textual Transmission,” In *Jewish Studies at the Turn of the Twentieth Century. Proceedings of the 6th EAJS Congress, Toledo 1998*, 2 vols., ed. Judit Targarona Borrás and Ángel Sáenz-Badillos (Leiden: Brill, 1999), 1:311–321.

(note the use of “ed.” rather than “eds.” here).

With the exception of reg. for register, MS and MSS for manuscript and its plural, fol. and fols. for folio and its plural, r and v for recto and verso, and p. and pp. for page and pages of manuscript material as appropriate, it is best to avoid most abbreviations, especially given the enormous diversity of themes,



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regions, and periods covered in this journal. It is not necessary to use p. and pp. of published work except where it is otherwise unclear. **Avoid** *ibid.*, *idem*, *id.*, *loc. cit.*, and related abbreviations; utilize instead last name, short title, page numbers, and repeat information even if multiple articles by the same author or in the same volume are cited in a row. In other words, treat each reference individually and do not use abbreviations to shorten references according to what precedes or follows them. It is better to have lengthier notes and to spell out or abbreviate clearly various identifications, as for example with chapter, book, or column numbers, than to have a profusion of numbers and letters incomprehensible to the reader; the goal is to enable others to locate the source and place within a source which you are citing.

If a source is repeated many times it is acceptable to identify the source in full the first time and then add [hereafter “ACA” etc.].

Archival or manuscript sources should be cited in order by city, archives or library, section, volume or shelf number, folio number; an example would be:

Barcelona, Archives of the Crown of Aragon, Cancillería real, reg. 91, fol. 88r. Use n. as abbreviation for note, as in 165 n. 7 (note spacing). If you want to list complete page numbers and make reference to a specific quoted page, use 173–97 (183).

Punctuation

Follow all punctuation rules as explained in the *Chicago Manual of Style*, 16th ed., chapter six. Note the following rules in particular:

- Distinguish between the use of the hyphen (-), en dash (–), and em dash (—), being sure to use the en dash for all number spans and the em dash for all remarks set aside with dashes. See *Chicago Manual of Style* 7.75–6.91
- Place all final commas and periods within quotation marks and all final colons and semicolons outside of them. See *The Chicago Manual of Style* 6.9
- When a conjunction (*and*, *or*, etc.) joins the last two elements in a series of three or more, place a comma before the conjunction. For example, “I like carrots, peas, and beans.” Also: “The comma in a series of three or more elements is known as a serial comma, a series comma, or an Oxford comma.” See *Chicago Manual of Style* 6.18.

Publication

Proofs

Upon acceptance, a PDF of the article proofs will be sent to authors by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and must make all corrections either by marking a hardcopy and then sending a scan of it as a PDF document or by making use of the “Notes” or “Comment & Markup” toolbars in their pdf readers (Adobe works well for this) to note their corrections directly on the PDF proofs. At this stage in the production process only *minor* corrections are allowed. Alterations to the original manuscript at this stage will result in considerable



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delay in publication and, therefore, are not accepted unless charged to the author. Proofs should be returned promptly. The second proofs are read solely by the Editors.

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