

Submission Guidelines

Contributions to the journal should be sent to the editorial assistant: Sara Barbieri, Editorial Assistant *Southeastern Europe*, Corso della Repubblica 88/A, Forlì 47100, Italy. Email: UNIBO.EDITORIAECECOB@UNIBO.IT

Manuscripts should be written in English. The text must be grammatically correct and in good literary style, using inclusive language. Articles should be typewritten, or in the form of a clear printout from a word-processor, on A4 or American-standard white paper, double-spaced (including footnotes, which should preferably appear at the bottom of the page), and on one side of the paper only.

The text should be sent to the editorial assistant by email, on CD, or on USB stick. Send two hardcopy print-outs by regular mail. Submissions must include an abstract or summary of the article in not more than 250 words. The abstract should appear after the author's name and affiliation on the first article page. Four to eight keywords should be provided and placed below the abstract.

Articles should consist of 7500-10000 words (book reviews: 1000-2000 words, review essays 2500-4000 words). Articles should be complete, including all necessary footnotes, bibliographical references, tables, et cetera. Articles should be original work and may not have been published previously. Simultaneous submission of identical work to other journals is not acceptable.

Illustrations and photos, should be submitted in TIFF or JPG format, scaled at 100%, resolution at least 300 dpi (600 dpi is preferred). Number the files and clearly mark the spot where the photo should be inserted ("insert ill. 2"). Provide the captions at the very end of the article.

Authors of accepted articles receive proofs for proofreading. These must be returned promptly within the period requested, and the publisher reserves the right to charge authors for changes to proofs other than corrections of compositor's errors. The page proofs are read by the editor.

Style Considerations

1. Spelling and transliteration

Either American spelling or British spelling is acceptable. American and British spellings should not be mixed. See also the note on punctuation in quotations (section 2 below). Where both -ise and -ize spellings are possible, the latter should be used, e.g. in standardize, italicize, realize; but note that exercise, circumcise, compromise and many other words must be spelled with -ise. For transliteration from Cyrillic, use the Library of Congress romanization table: WWW.LOC.GOV/CATDIR/CPSO/ROMAN.HTML

2. Quotations

Quotations of more than four lines, which will be set as indented text in smaller type and line spacing, should not be preceded and followed by quotation marks, and they should be double-spaced. British and American styles are both acceptable: British style uses single quotation marks for the first level of quotation and double quotation marks for quotations within quotations. American style uses double quotation marks for the first level of quotation and single quotation marks for quotations within

quotations. Note that in British-style quotations, punctuation appears outside the quotation marks, unless an entire sentence is being cited; in American-style quotations, punctuation appears within the quotation marks.

3. Footnotes

Notes will be typeset as footnotes rather than endnotes. They should be numbered consecutively, double-spaced, and in the same font size as the main text. A note number may be used only once: sub-numbering of notes (e.g. note 30a) is not acceptable.

4. Non-Roman Scripts and Non-English Accents

Use of Cyrillic and Greek quotations is allowed. In non-English texts, diacritical marks should be used as appropriate (e.g. in German, umlauts should always be used where required, rather than spelling with an extra “e”; however, the Ringel-ß may be rendered by “ss”). Capitalized letters in French should not be accented.

5. Inclusive Language

Gender-inclusive language should be used; e.g. “the reader” must generally be referred to as “he or she” or “she or he” (not “he/she” or “she/he”); “humanity,” “people”, etc. should be used rather than “man” as a generic term.

6. Subheadings

Subheadings should be flush left, in boldface and preferably unnumbered. Boldface should not be used.

7. Bibliographic References in Text and Notes

Use the *social-scientific style*, in combination with a separate bibliography in the social-scientific style (see below).

- Examples: references in text: (von Rad 1975: 57) (Reploh 1969; Rohrbaugh 1987: 103–19) (Dewey 1989: 1 n. 2).

- Examples Bibliography

The appended, separate bibliography should use the following style:

Bibliography

Bal, M.

1988 *Murder and Difference: Gender, Genre, and Scholarship* (Bloomington: Indiana University Press).

1988 *Death and Dissymmetry: The Politics of Coherence in the Book of Judges* (Chicago: University of Chicago Press).

Green, W.S. (ed.)

1980 *Approaches to Judaism* (BJS, 9; Chico, CA: Scholars Press). Lichtenberg, H. and P. Smith

1980 “Atonement and Sacrifice,” in W.S. Green (ed.), *Approaches to Judaism* (BJS, 9; Chico, CA: Scholars Press): 159-71.

Rad, G. von

1975 *Old Testament Theology* (trans. D.M.G. Stalker; 2 vols.; London: SCM Press, 1975 [German original, 1957]).

Reploh, K.G.

1969 *Markus: Lehrer der Gemeinde* (SBM, 9; Stuttgart: Katholisches Bibelwerk).

Rohrbaugh, R.L.

1987 “‘Social Location of Thought’ as a Heuristic Construct in New Testament Study,” *JSNT* 30: 103–19.

Note that if more than one article is cited from a volume, then the volume should be cited as a separate entry under the editor's name in the bibliography, and it is then referred to using an abbreviated format. For example:

Lichtenberg, H., and P. Smith
1980 "Atonement and Sacrifice in the Qumran Community," in Green 1980: 159-71.

Electronic Submission

1. In any word processor: save and send the file in RTF format or Word DOC format. Use a unicode font, preferably **Gentium Unicode** (free download from <http://www.brill.nl/uploadedFiles/Gentium.zip>)
2. Formatting: keep this to an absolute minimum. Use consistently either underlining only or italics only in your files to format the text which has to be typeset as italics. Mark every other layout element (e.g., block quotations, tables) in the print out. Indent paragraphs with a single tab.
