

Submission Guidelines

I. Regulations

- All materials should be submitted electronically to the journal's editor at **JLS@vanleer.org.il**. Please do not send hard-copy manuscripts.
- All submissions will undergo a **blind peer-review** process. Authors should be careful to avoid any references in the text that might reveal their identity to referees. Please include a cover page with all submissions with the title of the submission, author's name, affiliation, email address, and telephone number.
- Please do not submit materials that have been published or are set to be published elsewhere, in English or otherwise.
- Please obtain permission from **copyright** holders where necessary: stanzas of a poem, maps, photographs, illustrations, posters, tables, figures, or text exceeding the maximum length permitted by copyright law).
- Articles should feature original research or analysis and should contain approximately 6,000 to 10,000 words (including endnotes and captions).
- Please include a short abstract (around 150 words) that summarizes the content and claim of your article.
- The author will receive a copy of the edited text for approval before the manuscript is prepared for printing. The author will also receive the first galley proofs for inspection—**at this stage, no changes may be made in the text or notes, except for corrections of errors.**
- The author will receive one copy of the book upon publication.

II. Style

- All submissions and citations should conform to *The Chicago Manual of Style* formatting standards. Please see http://www.chicagomanualofstyle.org/tools_citationguide.html for more information and follow the “notes” version for each type of citation.
- Please use Gregorian calendar (Common Era) dates and common Arabic numerals (0, 1, 2, 3...) in your own text. When quoting an author that utilizes the *Hijri* (Islamic) calendar, Eastern Arabic numerals, or another system, please provide the corresponding Common Era calendar date and/or Arabic numeral in brackets.
- American English is preferred when spelling varies.
- Tables and figures may be included in the text. They should be numerically ordered and may contain captions.

- **Font – style and size:**
 1. Always use **Times New Roman** font.
 2. For text use **size 12**; for main title use **size 16 bold**; for titles use **size 14 bold**; for subtitles use **size 12 bold**.
 3. The text should be **1.5 spaced** throughout.
 4. All paragraphs should be indented five spaces and all margins should be one inch in length (on standard 8.5”x 11” paper).
 5. Please place only one space between sentences.
 6. **Make sure all quotation marks are curved** (not straight): ‘ ’ ; “ ”.
 7. All periods and commas should appear **before** quotations marks.

- **Distinguish between the three types of dashes:**
 1. Hyphen: for compound words; ex: state-of-the-art
 2. En dash: to indicate a range or a relation between opposites: Indicate the dash by means of two consecutive hyphens:
pp. 10–14; Haifa–Tel Aviv Road
 3. Em dash: to amplify or explain: with no space
He accepted the proposition—that is, he said he would consider accepting it—but his reluctance was obvious.

- **Quotations:**
 1. In the text, enclose quotations in **double quotation marks**: “ ”. If the quotation is longer than three lines, it should appear as a block quotation.
 2. For block quotations, omit the quotation marks, indent the passage on the right, and skip two lines following it.
 3. **Do not incorporate passages in other languages into the text.** Translate such passages into English and cite the source.

- **Foreign languages and transliterations:**
 1. Terms from languages that utilize the Latin alphabet—including modern Turkish—should not be altered from their original form (for Ottoman Turkish, please transliterate in accordance with modern Turkish norms).
 2. Transliteration from Arabic should conform to the format followed by the *International Journal of Middle Eastern Studies*:
<http://web.gc.cuny.edu/ijmes/pages/transliteration.html>
 3. Transliteration from Hebrew should conform to the *Academy of the Hebrew Language’s* transliteration guidelines as outlined at <http://hebrew-academy.huji.ac.il/hahlatot/TheTranscription/Documents/taatiq2007.pdf>
 4. When commonly used transliterations of names or terms conflict with these official transliteration styles, the Editorial Board will allow for the use of the former.

5. Titles in uncommon languages (e.g. Slavic languages) should be transliterated to English, followed by a translation in brackets. The translation should be capitalized sentence style, and NOT italicized. At end of citation include original language in brackets: [Greek]; [Arabic]; etc.
6. For questions regarding the transliteration of languages not listed here, please contact us at JLS@vanleer.org.il

III. References

- For references use endnotes only.
- For both citations and author's notes, please use in-text superscripted numerals to refer the reader to the appropriate endnote. Citation style should be consistent and accurate throughout.
- Complete references should appear in endnote from the first time the item is cited; short references should be used for additional citations (see examples below).
- **Internet sites:**
 1. Add URL when no hard copy is available. If there is a print edition refer to it and not to URL.
 2. If quoting news item, only give URL if it is an online publication.
 3. When giving **specific** URL, add date checked: (accessed Oct. 20, 2009).

Examples:

Book: first note

¹ David S. Luft, *Robert Musil and the Crisis of European Culture* (Berkeley: University of California Press, 1980), 34.

¹ Pierre Bourdieu, *Distinction: A Social Critique of the Judgment of Taste*, trans. Richard Nice (Cambridge: Harvard University Press, 1984).

Chapter in a book: first note

¹ Brendan Phibbs, "Herrlisheim: Diary of a Battle," in *The Other Side of Time: A Combat Surgeon in World War II* (Boston: Little, Brown, 1987), 117-63.

Contribution to a multi-author book

¹ Anne Carr and Douglas J. Schuurman, "Religion and Feminism: A Reformist Christian Analysis," in *Religion, Feminism, and the Family*, ed. Anne Carr and Mary Stewart Van Leeuwen (Louisville: Westminster John Knox Press, 1996), 14.

Article in a Journal: first note

¹ David Ohana, “J. L. Talmon, Gershom Scholem and the Price of Messianism,” *History of European Ideas* 3, no. 2 (2008): 169-189.

¹ C. Daniel Batson, “How Social Is the Animal? The Human Capacity for Caring,” *American Psychologist* 45 (March 1990): 336.

Master’s thesis or doctoral dissertation: first note

¹ David E. Sklare, “The Religious and Legal Thought of Samuel ben Hofni Gaon: Texts and Studies in Cultural History” (PhD dissertation, Harvard University, 1992), 56-97.

Daily newspaper: first note

¹ “Israelis Voice Concern over Terms of Free Trade,” *The Canadian Jewish News*, February 22, 1996.

¹ Zeev Schiff, “Israeli Policy is Immoral,” October 10, 1999, p. B1 [Hebrew].

Internet site: first note

¹ Giorgio Agamben, “The State of Emergency,” lecture given at the Centre Roland-Barthes at the University of Paris, 2006, <http://www.generation-online.org/p/fpagambenschmitt.htm> (accessed Feb. 11, 2009).

¹ Philip Webster, “We Won’t Fight a Class War with Tories, Says Ed Balls,” *Times Online*, December 29, 2009, <http://www.timesonline.co.uk/tol/news/politics/article6969068.ece> (accessed Jan 10, 2010).

Archive: first note

¹ Jacob Klatzkin, “Damals und Jetzt,” *Frankfurter Israelisches Familienblatt*, The Central Zionist Archives, Klatzkin Archive (A: 40), file 22 (29).

Note style for additional references:

If only one work by this author is used, cite **last name, title if necessary, and page number:**

2 Luft, *Robert Musil and the Crisis of European Culture*, 14.

2 Bourdieu, *Distinction*, 130.

2 Weber, “Wissenschaft als Beruf,” 590.

Book Reviews and Review Essays – Additional Requirements

Book reviews should contain approximately 1200 words. Review essays that offer a comparative review of several books or articles should total 3,000 to 5,000 words.

All reviews should begin with the bibliographical information of the book(s) or essay(s) being reviewed (in *Chicago Manual of Style* format, “bibliography” type; see: http://www.chicagomanualofstyle.org/tools_citationguide.html), followed by the number of pages and price of the item. Example:

Al-Fatih, Bashir M., *Workers’ Movements in Lebanon*, Beirut: Nur Publishing, 2002.
314 pages
\$24.99 hardcover, \$15.99 paperback

Writers may submit reviews of new or established publications.

If you would like to recommend your own book or someone else’s for review, you may send a note to JLS@vanleer.org.il and/or a copy of the book to:

(For national mail carriers and standard ground mail services):

Journal of Levantine Studies
The Van Leer Jerusalem Institute
PO Box 4070
Jerusalem 91040
Israel

(For delivery services like FedEx, UPS, or DHL):

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43 Jabotinsky Street
Jerusalem 91040
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