

Style Sheet

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edited by Hany N. Takla, Stephen Emmel, and Maged S. A. Mikhail
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Articles accepted for publication, if they do not already adhere to the following guidelines, must conform to the specifications in this style-sheet prior to publication. It is the responsibility of the contributing author(s) to make any and all necessary changes to his/her manuscript.

Articles should be sent as a file attachment to htakla@CopticCongress2016.org

Please send both a DOC and a PDF version of your file. Do not add any end-of-line word breaks (hyphenation) to your text. At the beginning of the text, give the title of your paper and also your name as you want it to appear in the publication. Papers should not exceed 4,000 words in length.

General Guidelines

1. The whole manuscript should utilize a single font (except where non-Latin language fonts are needed; see below) in a uniform size (12 point for the text, 10 point for footnotes) and double spaced throughout.
2. Section headings should be in *italics*.
3. Avoid the use of **bold** face.
4. Unless explicitly stated otherwise, references to classical, patristic, and medieval texts are assumed to relate to standard Book.Chapter.Paragraph designations, *not* to page numbers of any edition of the text: e.g. Athanasius, *Life of Antony*, 3.2, wherein “3.2” means chapter 3, paragraph 2 in the standard divisions of this work.
5. For classical, patristic, and medieval authors, follow the abbreviations listed in H. G. Liddell and R. Scott’s *A Greek-English Lexicon* and G. W. H. Lampe’s *A Patristic Greek Lexicon*.
6. Do not use abbreviations for the titles of any journals, monograph series, or encyclopedias (the editors will introduce abbreviations uniformly).
7. Authors writing in French, German, or Italian will find some additional instructions at the end of the following guidelines.

Language Fonts

All fonts used should be Unicode. There are several web-based resources that can aid in this (e.g. www.typegreek.com; www.arabic-keyboard.org). For the Coptic font, the preference is for Antinoou (free download from <http://www.evertype.com/fonts/coptic>). Note that Antinoou includes also a complete polytonic Greek character set, as well as a Times Roman Latin character set including many characters that are typically used in transliterations from non-Latin writing systems.

Transliterations

If language fonts are not used, then Greek, Coptic, Hebrew, Syriac, and Ethiopic words or passages should be transliterated according to the guidelines in *The SBL Handbook of Style*, sec. 5.1–9. (This may be provided to an author upon request; please contact Mr. Takla).

Arabic should follow either a simplified transliteration (lacking macrons and diacritical marks) or a scientific transliteration. In either case, follow the standards of the *International Journal of Middle Eastern Studies*: https://ijmes.chass.ncsu.edu/IJMES_Translation_and_Transliteration_Guide.htm

Biblical Quotations

Unless translated by the author, or explicitly stated otherwise, quotations from the Bible should conform to the wording of the *New Revised Standard Version* (NRSV) or the *Revised Standard Version* (RSV). For translations from the Septuagint, use the *New English Translation of the Septuagint* (NETS), which may be accessed at: <http://ccat.sas.upenn.edu/nets/edition>

Papyri and Ostraca

Publications should be referenced according to the abbreviations in the standard checklists, in *italics*, with volume numbers in European digits (i.e., arabic numerals, not in Roman numerals): e.g. *P.Oxy.* 43.3130 (not: P.Oxy. XLIII 3130).

For Greek and Coptic papyri and documentary sources, see J. F. Oates et al., "Checklist of Editions of Greek, Latin, Demotic, and Coptic Papyri, Ostraca, and Tablets":

<http://library.duke.edu/rubenstein/scriptorium/papyrus/texts/clist.html>

For Arabic papyri, see P. M. Sijpesteijn, J. F. Oates, and A. Kaplony, "Checklist of Arabic Papyri":

www.naher-osten.uni-muenchen.de/isap/isap_checklist/index.html

Bibliographic References in the Footnotes

The following guidelines are based largely on *The Chicago Manual of Style*, 13th ed. (Chicago, 1982), chap. 17 "Note Forms," with a few purposeful modifications.

Provide a full bibliographic citation to a published source at the first reference; then utilize a shortened form of the citation for subsequent references (e.g., for a book: author's Last Name, *Short Title*, page number). Publisher information should be omitted unless there is some good reason for including it in a given citation. *Separate bibliographies will be included only with the plenary reports (for which authors will receive separate instructions).*

At the first occurrence of a given publication, an author's or editor's name should be given in full, in conformity with that author's/editor's own typical usage; e.g., James M. Robinson (not J. M. Robinson or J. Robinson); but, W. E. Crum (not Walter Ewing Crum or Walter E. Crum). Authors' (or editors') names are never inverted in a footnote citation. For two or more names, use the following formats:

two names, e.g.: Malcolm Choat and Rachel Yuen-Collingridge;

three names, e.g.: Iain Gardner, Anthony Alcock, and Wolf-Peter Funk;

four names and more, e.g.: Anne Boud'hors *et al.* (unless there is some good reason for listing more than just the first name).

After an editor's name at the beginning of a bibliographic citation, "ed." (between commas) stands for "editor," the plural of which is "eds.", for "editors" (see examples below). After a book title (as in a citation of an article in an edited volume, for example), "ed." stands for "edited by" (and so there is no corresponding plural form). Similarly, "trans." stands for either "translator", "translators", or "translated by", depending on where it is used in a given citation.

The guidelines specify that page number references should normally not be preceded by any abbreviation for "page" or "pages". But when necessary, the following abbreviations should be used for referring to the different parts of a published source (*Chicago Manual*, par. 17.16): app., bk., chap., col., fig., fol., n. (*pl.* nn.), no., p. (*pl.* pp.), par., pl., pt., sec., vol. Plurals add "s" for all but "n." and "p." The abbreviation l. (ll.) for line(s) should be avoided. For referring to pages in a specific volume of a multivolume publication, see examples below.

References to a passage extending over several pages should give the first and last page numbers, joined by an en dash without any spaces; do not use a hyphen for this purpose. The use of f. ("and the following page") or ff. ("and the following pages"), or the like, after any number is discouraged. All digits of continuing (inclusive) numbers should be given (e.g., 71–72, 100–104, 107–108, 505–517, 415–532) except for numbers of four digits or more where the first two digits remain unchanged (e.g., 1536–38, 1379–80, 1926–33; but 2787–2816). These rules apply to all occurrences of continuing numbers, whether they are page numbers, or dates, and so on.

Ibid. (*ibidem*) may be used in a footnote if it relates to a reference in the immediately preceding note (where only one source is cited), but do not ever use "op. cit." or "loc. cit." or the like. Use "cf." (*confer*) to mean "compare," but not to mean "see."

At the end of the following set of examples of different types of bibliographic citations, there are the corresponding examples of subsequent short-title references.

Examples:

First footnote reference, monograph or edited book

Gawdat Gabra, *Coptic Monasteries: Egypt's Monastic Art and Architecture* (Cairo and New York, 2002), 38–40.

without any specific pages being cited:

Roger S. Bagnall, *Egypt in Late Antiquity* (Princeton, 1995).

edited book:

Karl-Wolfgang Tröger, ed., *Gnosis und Neues Testament. Studien aus Religionswissenschaft und Theologie* (Berlin, 1973).

First footnote reference, book in a monograph series

Do not abbreviate the title of any monograph series.

Hans Quecke, *Untersuchungen zum koptischen Stundengebet*, Publications de l'Institut orientaliste de Louvain 3 (Louvain, 1970), 81–86.

Bentley Layton, *A Coptic Grammar with Chrestomathy and Glossary: Sahidic Dialect*, 3d ed., *Porta Linguarum Orientalium*, n.s., 20 (Wiesbaden, 2011), par. 427(b).

Note the style for citing an edition other than the first: 2d ed., 3d ed., 4th ed., and so on; as well as the style for citing a series (whether of a monograph series or of a journal) other than the first: n.s. = "new series", which may also be cited as "2d ser."; thereafter, 3d ser., 4th ser., and so on.

edited book (with two editors) in a monograph series:

Anne Boud'hors and Catherine Louis, eds., *Études coptes XIV. Seizième journée d'études (Genève, 19–21 juin 2013)*, *Cahiers de la bibliothèque copte* 21 (Paris, 2016).

book in a series within a monograph series, or in a subseries of a monograph series:

Gesa Schenke, *Das koptische hagiographische Dossier des heiligen Kolluthos, Arzt, Märtyrer und Wunderheiler, eingeleitet, neu ediert, übersetzt und kommentiert*, *Corpus Scriptorum Christianorum Orientalium* 650 = *Subsidia* 132 (Leuven, 2013).

First footnote reference, multivolume book (here, also a reprint edition)

Hugh G. Evelyn-White, *The Monasteries of the Wadi 'n Natrûn*, 3 vols., vols. 2 and 3 ed. Walter Hauser, Publications of the Metropolitan Museum of Art Egyptian Expedition 2, 7, and 8 (New York, 1926–33; reprint, New York, 1973), 2: 24–27.

the same, but citing only one volume of the multivolume book:

Hugh G. Evelyn-White, *The Monasteries of the Wadi 'n Natrûn*, vol. 2, *The History of the Monasteries of Nitria and of Scetis*, ed. Walter Hauser, Publications of the Metropolitan Museum of Art Egyptian Expedition 7 (New York, 1932; reprint, New York, 1973), 24–27.

OR:

Hugh G. Evelyn-White, *The History of the Monasteries of Nitria and of Scetis*, ed. Walter Hauser, vol. 2 of *The Monasteries of the Wadi 'n Natrûn*, Publications of the Metropolitan Museum of Art Egyptian Expedition 7 (New York, 1932; reprint, New York, 1973), 24–27.

First footnote reference, academic article in a journal

Do not abbreviate the title of any journal.

James E. Goehring, "Abraham of Farshut's Dying Words: Reflections on a Literary Motif in the Ascetic Literature of Early Christian Egypt," *Coptica* 8 (2009), 21–39.

Elizabeth A. Clark, "John Chrysostom and the 'Subintroductae'," *Church History* 46 (1977), 171–185.

Do not give an individual issue (fascicle) number within a volume unless it is bibliographically necessary (for example, if the issues are paginated separately from one another). However, if the volume and issue numbers of a journal are both cited, use the form 45.3 (meaning vol. 45 issue 3).

First footnote reference, article in an edited book

Sarah J. Clackson, "Monasteries of Middle Egypt," in *Egypt from Alexander to the Early Christians: An Archaeological Guide*, ed. Roger S. Bagnall and Dominic W. Rathbone (London and Los Angeles, 2004), 174–182, at 177.

David Brakke, "'Outside the Places, within the Truth': Athanasius of Alexandria and the Localization of the Holy," in *Pilgrimage and Holy Space in Late Antique Egypt*, ed. David Frankfurter, Religions in the Graeco-Roman World 134 (Leiden etc., 1998), 445–481.

First footnote reference, entry in a well known standard encyclopedia

Pierre du Bourguet, "Art, Historiography of Coptic," in *The Coptic Encyclopedia* 1 (1991), 254–261.

First footnote reference, book review

Jitse H. F. Dijkstra, review of *Shenoute of Atripe and the Uses of Poverty: Rural Patronage, Religious Conflict, and Monasticism in Late Antique Egypt*, by Ariel López, *Vigiliae Christianae* 69 (2015), 97–101.

Subsequent footnote references (short-titles) corresponding to the examples given above:

Gabra, *Coptic Monasteries*, 38–40.

Bagnall, *Egypt*.

Tröger, *Gnosis und Neues Testament*.

Quecke, *Stundengebet*, 83–84.
 Layton, *Grammar*, par. 101.
 Boud'hors and Louis, *Études coptes XIV*.
 Schenke, *Kolluthos*, 150.
 Evelyn-White, *Wadi 'n Natrûn* 2: 88, 3: 67.
 Evelyn-White, *Wadi 'n Natrûn*, 26.
 Evelyn-White, *History*, 26.
 Goehring, "Abraham of Farshut," 22.
 Clark, "John Chrysostom," 171–173.
 Clackson, "Middle Egypt," 180.
 Brakke, "Outside the Places," 445.
 du Bourguet, "Historiography," 256.
 Dijkstra, review of *Shenoute of Atripe*, 100.

Citing Electronic Resources

Cite printed publications whenever possible. If a source is *only* available online, then follow this format:

First Name Last Name, "Title of the Website," <full URL>, accessed yyyy-mm-dd.

Do not cite any page numbers with an electronic resource, even if page numbers appear there; only paragraph numbers may be cited (or some other fixed part of the text), if they are provided in the document at the site. For example:

P. M. Sijpesteijn, J. F. Oates, and A. Kaplony, "Checklist of Arabic Papyri," <www.naher-osten.uni-muenchen.de/isap/isap_checklist/index.html>, accessed 2016-11-01.

Images

Images will be printed in black-and-white/grayscale. Illustrations may be sent as high resolution images. The editors may not be held responsible for lost or damaged originals, nor for the quality of the final, printed image. It is the author's responsibility to obtain any necessary copyright permission(s) for any image(s) provided.

Additional Notes for Authors Writing in French, German, or Italian

As a general rule, of course these guidelines are to be followed *mutatis mutandis* with respect to the conventions of the language of your article. However, we do ask you—for the sake of consistency in the publication as a whole, and in conformity with the wishes of the publisher—to follow the basic formats of the different types of bibliographic citations as closely as possible.

A few examples:

French

Anne Boud'hors et Catherine Louis, éd., *Études coptes XIV. Seizième journée d'études (Genève, 19–21 juin 2013)*, Cahiers de la bibliothèque copte 21 (Paris, 2016).

Sarah J. Clackson, "Monasteries of Middle Egypt", dans *Egypt from Alexander to the Early Christians: An Archaeological Guide*, éd. Roger S. Bagnall et Dominic W. Rathbone (Londres et Los Angeles, 2004), 174–182.

German

Anne Boud'hors und Catherine Louis, Hrsg., *Études coptes XIV. Seizième journée d'études (Genève, 19–21 juin 2013)*, Cahiers de la bibliothèque copte 21 (Paris, 2016).

Sarah J. Clackson, "Monasteries of Middle Egypt", in *Egypt from Alexander to the Early Christians: An Archaeological Guide*, hrsg. Roger S. Bagnall und Dominic W. Rathbone (London und Los Angeles, 2004), 174–182.

Italian

Anne Boud'hors e Catherine Louis, edd., *Études coptes XIV. Seizième journée d'études (Genève, 19–21 juin 2013)*, Cahiers de la bibliothèque copte 21 (Parigi, 2016).

Sarah J. Clackson, "Monasteries of Middle Egypt", in *Egypt from Alexander to the Early Christians: An Archaeological Guide*, ed. Roger S. Bagnall e Dominic W. Rathbone (Londra e Los Angeles, 2004), 174–182.

For any questions that arise concerning this section, you should contact Stephen Emmel at the following email address: emmstel@uni-muenster.de