

SUBMISSION GUIDELINES FOR AUTHORS

General Submission Criteria

- The journal uses a double-anonymous review process; please remove all references to or clues about your identity as author(s) from the main text and footnotes.
- Tables, figures, appendixes, and photos must be submitted as separate files / documents from the article text.
- When providing images, charts, tables, and graphics, authors supply high-resolution (300 dpi) images with a width of at least 2.25 inches.
- Submissions should be accompanied by an Abstract of up to 200 words to be entered directly on the Editorial Manager submission page.
- Submit 1–5 key words.
- Submit an author biography of up to 75 words.
- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the Pennsylvania State University Press with the author's publication contract.
- Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.
- Authors provide alt text to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the PSU Press Alt Text Guide on page 7 for further information on writing alt text.

Manuscript Format

- Articles should be submitted as Microsoft Word files.
- All text, including notes and works cited should be formatted in Times New Roman font, size 12 point, with double line spacing throughout the body of the article.
- Length: Essays of 7,500 words or fewer, inclusive of notes, are given priority. No essay

should exceed 10,000 words, including notes.

- Paragraph indentation by tab only, not space bar or paragraph indent function
- Number pages at the bottom right.
- No function of “Track Changes” should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- “Style” field should read “Normal” throughout text.
- Use bold to indicate a Level 1 subhead and italics to indicate a Level 2 subhead.
- No automated lists – all numbers or bullets must be keyed.
- Use footnotes, not endnotes.
- Epigraphs and extracts from other texts should be set off with line spacing—do not format an indent. On the line after an epigraph, be sure to include the name of the author and the source; do not use a footnote.
- Manuscripts must be submitted with all characters/glyphs (diacritics, Greek, Hebrew, etc.) encoded according to the Unicode standard; that is, Unicode fonts must be used throughout.
- Hebrew texts may be transliterated or rendered with Hebrew characters. If Hebrew characters are used, unpointed Hebrew is preferred, unless the pointing makes a difference for the interpretation of a text.
- Tables / figures / appendixes:
 - Must be submitted as separate files / documents from the article text, **not inserted into MS Word File**.
 - An indication in the text for placement should be given, for example:
 - <Table 1>, <Figure 2>, <Appendix 1>
 - Figures must be submitted in the original format at the size the author would like them to appear.
 - Tables should be submitted in MS-Word. All tables may be included in one document.
 - Charts and graphs should be submitted in MS-Excel or its original source file.
 - Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.5 inches in width.
 - If possible, all digital files (photos) should be grayscale.

- Please provide alt text for all supplied images, charts, tables, and graphics. See PSU Press Alt Text Guide on page 7 for information on writing alt text.

Style

Use single spaces flowing periods between sentences throughout the manuscript.

- Ellipses:
 - When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (“ . . . and . . . ”).
 - If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above.
 - Use a four dot ellipsis if an entire sentence is omitted.
 - Do not use ellipses at the beginning or end of a quotation.
- Citations:
 - Manuscripts must consistently conform to Patrick H. Alexander, et al., eds., *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* (2nd ed.; Atlanta: SBL, 2014). Examples of reference citations for journal articles and books are shown below. For more examples, please check the SBL Handbook.
 - References citing source materials must include, in order, the following information:
 - Journal: First author’s first name, last name, and Second author’s first name last name, “Title of Article,” Title of Journal volume no. issue no (Year of publication): page numbers.

For example: Steven Maertens Bischoff, and Whitney Grimme,
“Airline Pricing Strategies Versus Consumer Rights,”
Transportation Journal 14.3 (2011): 232–50.
 - Books: Author’s first name, last name, Title of Book (City: name of publisher, Year of publication).

For example: Sophie Geary, and Kristoff Vitasek, *Performance-Based Logistics: A Contractor’s Guide to Life Cycle Product Support Management* (Bellevue, WA: Supply Chain Visions, 2008).

For example: Gottfried Benn, *Primal Vision*, ed. E. B. Ashton; trans. M. Hamburger (London: Bodley Head, 1961).

- All subsequent references should follow the SBL short title format: Author, abbreviated title, page number.

For example: Savage and Watson, *Biblical Interpretation*, 2.

- Manuscript references: When referring to manuscripts, the first citation must include the full manuscript information: City, Library, manuscript number, folio number.
- For other types of citations, please check the SBL Manual.
- Translations
 - Include translations for all quotations in languages other than English. Translations for individual foreign words, run-in quotes, and block quotes should be in parenthesis (quotation marks are not needed within the parenthesis).
 - Be sure to specify which translation of the Bible is being used. A single footnote to that effect at the first biblical quotation is sufficient for the entire essay (unless the translation changes).

Book reviews

- Review articles must be headed by the following information: name of author or editor; title of publication; publisher; publisher's address; date of publication; number of pages; ISBN number (if available in both hardcover and paperback, indicate numbers for both); and selling price(s).
- The text of the review must be double-spaced.
- The reviewer's name and employer affiliation must be indicated at the head of the review.

Tips for Writing an Abstract

Many online databases, such as the Scholarly Publishing Collective, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

Abstracts at a Glance:

- Condensed version of the article
- Highlights the major points covered
- Concisely describes the content and scope of the work
- Helps readers decide whether to read the entire article
- Provides readers with a preview of research
- Contains relevant keywords for searching and indexing

Writing Tips

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150–200 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)
- Thesis statement or question
- Summary of employed methods, viewpoint, or research approach
- Conclusion(s) and/or implications of research

Keep in Mind... Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Do

- Include your thesis, usually in the first 1–2 sentences
- Provide background information placing your work in the larger body of literature
- Use the same organizational structure as the original work
- Follow lucid and concise prose
- Explain the purpose of the work and methods used
- Use keywords and phrases that quickly identify the content and focus of the work
- Mimic the type and style of language found in the original article, including technical language

Do not

- Refer extensively to other works
- Add information not contained in the original work
- Define terms
- Repeat or rephrase your title
- Use first-person pronouns in abstract text (e.g., instead of “In this article, I outline,” use “This article outlines”)

PSU PRESS ALT TEXT GUIDE

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or “alt text”) will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and where necessary, extended descriptions) for all images and other graphic elements in their manuscripts.

General Guidelines for Composing Alt Text

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., US versus us);
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see [here](#).

Final Submission Checklist (SBL)

- All authors and coauthors are listed in the submissions interface.
- At least one author has been designated as the corresponding author with contact details:
 - E-mail address
 - Affiliation
 - ORCID number has been provided (if you have one)
- Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.
- All necessary files have been uploaded. Submission must include:
 - Abstracts (150–200 words)
 - Keywords (1–5)
 - Separate image files (tiff, jpg, include relevant captions, not inserted into Word file)
 - All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided.
- Journal policies detailed in submission guidelines have been reviewed and journal style guide has been followed.
- Manuscript has been checked for spelling and grammar.
- Manuscript and Notes and or Works Cited sections follow the most recent *SBL Handbook* (2nd ed.) for formatting and language.
- You have used footnotes and not endnotes.
- Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.
- All figures have been provided as individual image files (not inserted into Microsoft Word) and are 300 dpi at a sizing of at least 2.25 inches wide.
- Alt text has been provided to describe all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).
- You have saved your article in a docx file format, not as a PDF or other file format.