European Judaism

SUBMISSION INFORMATION FOR CONTRIBUTORS

The Editorial Board welcomes articles, letters and comments for publication. Authors should submit articles as Microsoft Word or Rich Text Format (rtf) files by email, accompanied by one double-spaced hard copy and a PDF version to ensure the readability of any Hebrew text.

Please email submissions to the editor at european.judaism@lbc.ac.uk. Please mail submissions to:

> The Managing Editor, *European Judaism*
> Leo Baeck College
> The Sternberg Centre for Judaism
> 80 East End Road
> London, N3 2SY United Kingdom

FORMATTING
The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes and references. Any unusual characters or diacritics should be flagged by placing the entire word in red type.

COVER PAGE
The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and email), biographical data of approximately 50 words for each author (including an ORCID if applicable), a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS
The article must include an abstract of **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalised.

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ARTWORK
For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our Artwork submission webpage.

PUBLICATION
Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors of article-length pieces will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

Have other questions about submitting your manuscript? Please refer to Berghahn's <u>Journal Author FAQs</u> **for additional information.**

STYLE GUIDE

The *European Judaism* style guide is based on the **New Oxford Style Manual** and **New Hart's Rules**, with some deviations for house preferences. Please note that the journal uses **UK punctuation and spelling** (including a preference for –ise over –ize endings), following *The Oxford English Dictionary*.

CITATION SYSTEM

European Judaism follows the **endnote system**. Endnotes must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form. Every quotation must be cited.

The first mention of an author in the main body text should include the first and last name.

Please note that translations of all non-English quotations and primary-source titles are required for indexing/abstracting purposes (see the translated title examples provided below).

CITATION EXAMPLES
Book with one author/editor
First note citation
> 1. Rosamond Faith, *The English Peasantry and the Growth of Lordship* (London: Leicester University Press, 1997).

Later citations
> 4. Faith, *The English Peasantry*, 112.
> 5. Ibid., 145–169.

Book with one editor
First note citation
> 1. Wayland D. Hand, ed., *American Folk Legend: A Symposium* (Berkeley: University of California Press, 1971), 26.

Later citations
> 4. Hand, *American Folk Legend*, 42.

Book with two authors/editors
First note citation
> 8. Frederique Apffel-Marglin and Stephen A. Marglin (eds), *Decolonizing Knowledge: From Development to Dialogue* (Oxford: Clarendon Press, 1996), 45.

Later citations
> 11. Apffel-Marglin and Marglin (eds), *Decolonizing Knowledge*, 154.

Book with more than two authors/editors
First note citation
> 8. Anne Magnussen, Erin La Cour and Rikke Platz, eds, *Comics and Power: Representing and Questioning Culture, Subjects and Communities* (Cambridge: Cambridge Scholars Publishing, 2015), 87.

Later citations
> 11. Magnussen et al., *Comics and Power,* 102.

Chapter or other part of a book

First note citation

> 12. 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, KY: Westminster John Knox Press, 1996), 11–32, here 14.

Later citations

> 18. Carr and Schuurman, "Religion and Feminism," 29.

Translations

First note citation

> 25. Jurgen Habermas, *The Structural Transformation of the Public Sphere: A Category of Bourgeois Enquiry*, trans. Thomas Burger and Frederick Lawrence (Cambridge: Polity Press, 1989), 27.
> 27. Guy Peellart and Pascal Thomas, *Pravda la survireuse* [Pravda the oversteerer] (Paris: Eric Losfeld, 1968).

Later citations

> 28. Habermas, *The Structural Transformation of the Public Sphere*, 26.
> 29. Peellart and Thomas, *Pravda la survireuse*, 33.

Journal article (always include the doi)

First note citation

> 19. Chris Gavaler, 'Refining the Comics Form', *European Comic Art* 10, no. 2 (2017): 1–23 (22), https://doi.org/10.3167/eca.2017.100202.

Later citations

> 21. Gavaler, 'Refining the Comics Form', 16.

Article in a newspaper or magazine

First note citation

> 29. Michel Faber, '*Heart of Darkness* by Joseph Conrad, adapted by Catherine Anyango and David Zane Mairowitz', *Guardian* (25 September 2010).

Later citations

> 35. Faber, '*Heart of Darkness*'.

Paper presented at a meeting or conference

First note citation

> 36. Marta Szebehely**,** 'Carework in Scandinavia: Organisational Trends and Everyday Realities', paper presented at the 5th Annual ESPAnet Conference, Vienna (20–22 September 2007).

Later citations

> 37. Szebehely, 'Carework in Scandinavia'.

Thesis, dissertation or unpublished manuscript

First note citation

> 40. Danielle Thom, 'Visualising Politeness and Patriotism: The Public Sphere in English Satirical Prints', 1745–1784 (PhD diss., University College London, 2013).

Later citations

> 51. Thom, *Visualising Politeness and Patriotism*, 30.

Archive materials

Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives.

First note citations

1. Patrick Scott to Duchess of Atholl, 15 July 1706, Blair Castle Archives Manuscripts 45.(6).73, Blair Atholl, Scotland (hereafter cited as Blair MSS).

4. Claudia Dedyk, Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv (RGIA), fond 1129, opis 1, delo 491 (11 February 1933), 74–83.

Later citations from the same collections

26. Duke of Atholl to Duchess of Atholl, 19 October 1706, Blair MSS 45.(6).121.

38. RGIA 1129-1-491: 81.

Websites and blogs

First note citations

32. WHO (World Health Organization), 'Committee on Technical Barriers to Trade – Notification – Mexico – Tequila', http://docsonline.eto.org/TBT/Notif.00/168 (accessed 9 April 2000).

33. Ruth Marshall, 'Falling on the Sword of the Spirit', *Immanent Frame* (28 February 2011), http://blogs.ssrc.org/tif/2011/02/28/falling-on-the-sword-of-the-spirit.

Later citations

38. WHO, 'Committee on Technical Barriers to Trade'.

41. Silman, 'A Brief History'.

ARTICLE SUBMISSION CHECKLIST

- ☐ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
- ☐ **Cover sheet** is included and provides:
    - o **Title** of the article;
    - o An **abstract** of 125 words, is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
    - o Five to eight **keywords** that are in alphabetical order and separated by commas (with only proper nouns capitalised);
    - o Complete **contact information** for each author (mailing address, phone number and email);
    - o A **bio** of approximately 50 words for each author (including an ORCID if applicable);
    - o Total **word count**, the number of tables and/or figures included and any acknowledgements.
- ☐ For any **figures**, ensure that:
    - o **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
    - o Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.

PLEASE ENSURE THAT:

- The style guide has been followed;

- All text, including headings, notes and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;

- UK spelling is used throughout, and a spellcheck has been performed;

- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use ***bold italic*** for a ***B head*** (a first-level subheading). Use *non-bold italic* for a *C head*;

- Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs or the contributor's name;

- Contributions are referred to as articles (not essays or papers);

- Numbers 0–100 are spelled out, as are large whole numbers (e.g., fourteen hundred), and all number ranges are non-abbreviated;

- Foreign-language words that are not common in UK usage are italicized on every instance;

- Single quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 60 words are indented as extracts with no quotation marks;

- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;

- Abbreviations such as e.g., i.e., etc. and et al. are not used in the main text (except in parentheses);

- Every quotation is cited.