Yale UNIVERSITY PRESS

Guidelines for Manuscripts with Special Characters

Consult these guidelines only if your manuscript contains non-Latin alphabets, unusual diacritical marks, or other special characters. Accent marks used in French, Spanish, German, Italian, and Portuguese, if accurately typed in the same font as the text, do not need special consideration.

The use of special characters, no matter how well prepared, poses typesetting challenges and can lengthen the production process. Despite the best efforts of typesetters, proofreaders, and authors, font and software incompatibilities can cause embarrassing errors to make their way into the book. If you and your editor decide that special characters must be used, bear in mind that although the Press makes every effort to set these characters correctly in type, checking their accuracy is the author's responsibility.

Transliteration

- For most books, including those in the Anchor Yale Bible series, our preference is for authors to transliterate rather than use characters that will not be familiar to most readers of English.
- We recommend omitting Eastern European diacritics.
- In transliterations of Greek, do not use a macron or an accent to distinguish eta from epsilon or omicron from omega unless your book is a study of ancient languages or cultures. It is standard to transliterate these letters without diacritics.
- For works in Russian studies, we recommend a modified Library of Congress transliteration system that simplifies some vowels—making certain combinations more accessible and easier for nonspecialists to pronounce—and avoids the use of diacritics and ligatures. Contact your acquisitions editor for detailed guidelines to the modified transliteration system.
- In transliterations of Hebrew and Arabic, we recommend using Unicode number 02BF for ayn/ayin and Unicode number 02BE for hamza/alef. It is also acceptable to use the apostrophe and opening single quotation mark, especially in nonspecialized works.

Unicode Fonts

- If your manuscript requires use of unusual diacritical marks, special characters (e.g., Chinese), or non-Latin alphabets (Hebrew, Greek, Cyrillic, Arabic, etc.), you must use a font that supports Unicode, an encoding system with all the diacritics and special characters a language needs.
- Some examples of Unicode fonts are Gentium (for most transliterated languages, polytonic Greek, and Cyrillic), PMingLiU (for Chinese traditional), and SimSum (for Chinese simplified).
- The Society of Biblical Literature has developed fonts for scholars of biblical studies. Its website also includes a FAQ page that deals with some common font problems. See http://www.sbl-site.org/educational/biblicalfonts.aspx.
- The Accordance system of biblical software makes use of proprietary fonts (e.g., Yehudit) that are not Unicode, so we advise authors not to use it. If you have already prepared files in Accordance, then you must export to Unicode and recheck all special characters before submission. Consult the Accordance Help files or use the following link: http://accordancefiles2.com/helpfiles/OSX/content/topics/10_ref/unicode_fonts.htm

Right-to-Left Languages

- Languages that read right to left pose particular problems in typesetting. If at all possible, avoid the use of Hebrew and Arabic words within an English left-to-right context, either by transliterating (our preference) or through the use of block quotations.
- If Hebrew or Arabic phrases must be embedded within an English paragraph, be prepared to check these characters scrupulously and to fix errors in word order and line division at every stage of production.

Submission of Files and Printout

- Follow our guidelines for <u>Preparing Your Files and Printout</u>.
- On your <u>Manuscript Submission Checklist</u>, supply a list of the fonts used in your manuscript
- If possible, supply the required font files with the rest of your electronic files.
- Double-check that your manuscript printout shows all the special characters exactly as you intend them to appear in the book. Your printout will be used as a reference for our editors, designers, and typesetters.
- If possible, supply a pdf file of your manuscript along with your word-processing files. The pdf, like the printout, must show all the special characters exactly as you intend them to appear in the book.
- If you must use diacritical marks or special characters that you cannot type or print accurately, use a code within angle brackets, such as <eth> for the letter ð. For diacritics, the code should appear before the relevant letter (e.g., "<macron>u" before letter "u" with a macron over it). With your manuscript, provide a list of characters for which you have used codes.