

# Instructions for Producing a Camera-Ready Copy

## 1. Division of the Book

### *1.1 Pages numbered in Roman numerals*

Since there may be changes in the *front matter* of a book up to the very last minute, it is advisable to number these pages separately.

(1) The *front of the book* will be typeset by the publisher and sent to the author to be proofread. As a rule this includes the series title, a blank, the full title and the page with the imprint.

(2) The *preface*, if possible no longer than two pages, is to begin on page V. It should contain, in either the first or the last paragraph, a short explanation of when and how the book being published resulted from a doctoral or a postdoctoral thesis. (2) If the book is to be preceded by a dedication, this is to be put on page V, the following page will be blank. The preface will begin on page VII.

(3) The *table of contents* begins on a new right-hand page, usually on page VII. The heading is the same as a chapter heading. The chapters should be listed in 14 pt, all other subsections in textsize (12 pt).

(4) A *list of tables* is usually unnecessary, but if there is one it begins on a new page either on the left or the right.

(5) A *list of illustrations* is almost always unnecessary, but if there is one it begins on a new page either on the left or the right.

(6) A *list of abbreviations* is only necessary for uncommon abbreviations, and begins on a new page either on the left or the right.

(7) A *list of symbols* is only necessary for uncommon symbols, and begins on a new page either on the left or the right.

### *1.2 Pages numbered in Arabic numerals*

The actual systematic part of the book has page numbers in Arabic numerals due to the references to the index and the use of quotations.

(1) The *introduction* starts on page 1, i.e. on the right.

(2) The *first chapter* starts on a new right-hand page.

(3) *Further chapters* start on a new right or left-hand page.

(4) *Appendixes* start on a new right-hand page, further appendixes then on a new right or left-hand page.

(5) The *bibliography* starts on a new right-hand page.

(6) The *indexes* begin on a new right-hand page, further indexes then on a new (right or left-hand page), the subject index comes at the end.

## 2. Margins

Regardless of whether or not PDF-/Postscript data or laser printouts on paper are used for printing, the printed area is 13.3 x 21.2 cm in size (width x height), plus the chapter heading. If PDF data are used for printing instead of a laser printout on paper, all the fonts used have to be embedded in the PDF. If the Adobe Acrobat is used, this can be done with the Distiller option "Print". The paper printout which has to be submitted in addition to the PDF data has to be created by the PDF data which have been chosen for the printing and to be checked carefully for mistakes in the layout before it is submitted.

For A4-paper the following margins are necessary (when using "Word für Windows"):

*top margin: 4,0 cm – bottom margin: 4,5 cm – left margin: 3,0 cm – right margin: 4,7 cm – header at 2,9 cm.*

## 3. Fonts and linespacing

### 3.1 Fonts

Please automatically use *Times New Roman*, unless you have made other arrangements with the publisher, since this has the most special characters and matching foreign-language alphabets.

#### 3.1.1 Intercharacter spacing

The intercharacter spacing in all type sizes should be widened by 0.2pt (this does not apply to MacWord).

#### 3.1.2 Foreign Language Alphabets

Those foreign-language alphabets such as Hebrew, Greek or a transcription/transliteration in the text, small print or footnotes are to be adjusted optically to conform to the basic typeface. In Greek the x-heights are the standard for conforming to the basic typeface. Hebrew characters have a special status here, since they give the impression of being especially heavy in comparison to the basic typeface. If the Hebrew type

has been vocalized, the line spacing is to be increased by 1pt. If you are going to use any of the above please send samples to the publisher before doing the final work.

### 3.2 Type Sizes

For the normal text 12pt, line spacing 14pt; for footnotes, small print (petit), running headlines, bibliography, indexes 10pt, line spacing 12pt.

### 3.3 Headings

*Chapters* begin on a new page, please put “chapter” and chapter number in 12pt in the middle of the fourth line of text (= 42pt before), the chapter heading should be in 16pt (linespacing 18pt) in the middle with 1 line space (14pt) before and 2 lines (28pt) after.

The heading of the *sections* is to be in 14pt (linespacing 16pt), placed in the middle, 2 line spaces (28pt) before them and 1 line space (14pt) after.

The heading of the *subsections* is to be in *italics*, the same size as the text (12pt), range left without indentation, 1 line space before, 7pt after.

If two headings *follow* each other directly, the space between the headings should be the same as the space which is usually designated to follow the first heading. The spaces after the first and before the second heading are not added together.

There should not be any hyphenation in headings, and any new line deemed necessary should be started according to the context of the meaning.

### 3.4 Paragraphs

Paragraphs have the same line spacing but their first line is indented by 0.5 cm. This gives the impression of uniformity while also giving the eye a point at which it recognizes that a new thought is about to begin. A blank line between paragraphs is appropriate for large paragraphs only. In this case the first line is not indented but starts at the beginning as it does after a heading or smallprint.

### 3.5 Small print

Passages in small print (.e.g. lengthy quotations from secondary literature, quotations of a source, examples, additional explanations) are separated from the rest of the text by additional spaces of 7 pt each before and after the small print.

This does not apply to spacing within the small print. The second and all further paragraphs of a passage in small print are indented by 0.5 cm in the first line as well. There should be no further indentations.

### 3.6 Highlights (“Display”)

Highlights in the text should be italicized. **Boldface type** is ugly if it is not used without careful consideration beforehand. Underlining is not suitable for a book. Names of authors in the text should be in normal type.

### 3.7 Chapter Heading (“Running Headline, Running Header”)

The chapter heading helps the reader who is looking for something specific when leafing through the book. It consists of the page number, which is the same type size as the text, and, in the middle in small print and italics, of a piece of information telling the reader where he/she is in the book's system. For this last item it is best to put the chapter heading on the left, the section heading on the right. Both of these should be shortened if necessary.

### 3.8 Footnotes

Annotations must always be at the bottom of the page. They are separated from the text by a short and fine line. In order to avoid four-digit footnotes, these should start with the number 1 in each chapter.

*Type size:* 10pt, letter spacing increased by 0.2pt, line spacing 12pt, first line indented by 0.5 cm.<sup>1</sup>

## 4. Other Additions to the Text

### 4.1 Tables

Headings the size of the text, the table itself the size of the footnotes. If possible, reduce lines to a few which are horizontal and fine. *Example:*

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<sup>1</sup> The footnote numbers in the text and in the annotations are all to be superscripted. As a rule, this is also the standard formatting in the text processing programs. If possible, a non-breaking space should be entered between the footnote number and the following footnote text.

Table 1: Table of Markan passages that have echoes in John 6

<i>Feeding</i>	<i>Response</i>	<i>Transit</i>	<i>Discourse</i>	<i>Defection</i>	<i>Confession</i>
Jn 6:1–3	Jn 6:14–15	Jn 6:16–25	Jn 6:25–58	Jn 6:59–66	Jn 6:14,67–71
Mk 6:35–44	Mk 6:30–34	Mk 4:35–41	Mk 4:1–34	Mk 4:16–17	Mk 1:24
Mk 8:1–9	Mk 6:54–56	Mk 5:25–34	Mk 7:1–23	Mk 6:1–6	Mk 3:11
Mk 11:12–25	Mk 8:1–3	Mk 6:45–53	Mk 8:11–21	Mk 14:50–52	Mk 5:7
Mk 14:22–25		Mk 8:10–21		Mk 16:8	Mk 6:14–16; 8:27,29; 15:39

## 4.2 Figures

Figures, no larger than necessary, are to be pasted in in a reproducible form (sharp black and white drawing) or printed out as a file. *Weights*: Thin strokes should be at least as thick as a dash “–”, thick strokes maximally as thick as the vertical stroke of a large “L” printed in bold face.

If figures are scanned by the author and sent in an electronic form, the following applies:

Halftone figures (= black-and-white figures with grey scales, e.g. black-and-white photographs) Please scan these in a grey scale mode, resolution 300 dpi. The size should correspond to the planned print size. This is determined by the publisher, and for this reason it is always necessary to agree on this here beforehand.

Line artwork/drawing (= black-and-white figures, which only recognize the “color” black as a whole tone, e.g. pencil drawings, ground plans, graphic diagrams) should be scanned as bitmaps at resolutions as high as possible (at least 600 dpi, 1200 dpi or more is better). Here as well the size should correspond to the planned print size.

The data should always be stored in a .tif-file format, the file names should give sufficient information on the contents but should not contain more than eight characters. Storage media which may be used are discs, Zip discs and CDs. Printouts of the figures are also necessary.

*Lettering*: It is necessary to use the same fonts/characters (straight, italics) as in the text and the tables. The size should be no larger than the text size (12 pt).

## 5. Indexes

### 5.1 Index of Sources

As a rule an index of sources should always be part of the book. The formatting could be as follows:

### Old Testament

<i>Genesis</i>		<i>Leviticus</i>	
2,16 f.	52	7,18	101
3,14	166	18,5	95, 124, 131, 135, 143, 145–150, 253 f.
3,17	23, 34, 45 ff., 56, 78 f., 112, 114, 134, 144 ff.	18,24–30	146, 175
12,1–3	120–123	18,29	146, 78, 90, 93, 234, 345 ff.
<i>Exodus</i>		26,16	23, 43, 48, 57, 79, 81 ff., 170–173, 201 ff., 209
12,40	186	28,58	55
15,17 f.	25, 56, 87, 90 ff., 101– 110, 243	25,22	59, 67
24,7	6, 8, 90, 58, 213 f.,	31,18	12, 40, 52, 56 ff.

### Ancient Autors

Josephus		III, 97 ff.	162
<i>contra Apionem</i>		IV, 12	34, 67, 91 ff.
1, 119	266	Plato	
Philon		<i>Cratylus</i>	
<i>de virtutibus</i>		442 A	213
18	209	<i>Epistulae</i>	
<i>legum allegoriam</i>		VII	218, 222, 234 f., 255, 301
I, 47 f.	209, 213, 305	<i>Respublica</i>	
I, 76	212	362	41
II, 42	209		

### 5.2 Index of Names

The index of names can if necessary offer a selection, e.g. those names found in the text only, and not those found in the footnotes.

### 5.3 Subject Index

The subject index is indispensable for a book that wants to be quoted later. When compiling the index please try to think of a reader doing research in a related field who is looking into another question and wants to take a quick look at your book to see if he/she can find something of relevance in it for his/her research. On each page of the book there should be a minimum of one and a maximum of three entries for the subject index.

The indexes are printed in the same size as the footnotes. They are in two columns and do not have a right-hand justification. The columns on the last page are to be divided so that both columns finish on the same line.

*Example:*

Abba 171, 184–186, 193, 210	Beloved Disciple 6–9, 23, 78, 94
Amen 171, 201 f., 204, 215, 225, 266	Blasphemy 3, 197, 199 f., 232, 235, 238
Authenticity	Christology 22, 55, 65, 68, 82, 84, 95, 102, 126–129, 143, 151, 167 f.
– burden of proof for 27, 38–40, 47	Creation 102, 122, 126–129, 182
– concept of 1, 5, 26–48, 264 f.	Crucifixion of Christ 61, 65 f., 80, 116, 118, 124, 151, 187 f., 248
– of Jesus' Johannine sayings 1, 4 f., 13, 21, 24–26, 38, 57 f., 162, 164, 211, 234–244, 246, 251, 259 f., 301, 304, 456	

## 6. Typographical particularities

### 5.1 Quotation Marks

In a German-language book please use the German quotation marks „bottom and top“, or »the other way around as in French« In an English-language book these should be “top and top”. If a great many individual words are being ‘listed’, ‘single’ quotation marks should be used. The double quotation marks should be reserved for actual quotations.

### 5.2 Dashes

For dashes – please also put a space before and after the next word – the longer line (en dashes) should be used. This should also be used for “up to and including”, for example “page 13–45”. Hyphens and replacement hyphens on the other hand are short.

### 5.3 Page References

Page references in the book should be used with care. These are a constant source of errors even in the automatic page make-up. These can be shortened in the same manner as the bibliography, i.e. by using “p.”, intelligent spacer (in Winword this is Shift + Ctrl + space key) and the

page number(s). “No” (number) should also be protected from separation from the numbers which belong to it in the same way. There is an intelligent spacer between the number and the following “f” or “ff” for the same reason.

#### *5.4 Numbers vs Letters*

Please differentiate clearly between “1” (“one”) and “l” (small “el”) and between “0” and “O” (capital “oh”), in particular when doing formulas and tables.

#### *5.5 “Widows”*

In this case a short line which ends a paragraph appears at the top of a page or column. This unsightly page make-up can be avoided by taking the “widow” back to the bottom of the previous page or by adding one more line of the previous page to the top of the page concerned. Sometimes the only way to attain the necessary space is to shorten slightly the text of the pages concerned so that one line can be saved. The footnotes of a page as well should not begin with a “widow”.