April 2020

EBR Review Guidelines for Editors

Tasks and Responsibilities

Providing the highest level of quality is paramount!

(***EBR*'s mission statement**)

This statement applies to **style** as well as **content**.

Editors are the gatekeepers and **Review 1 is the gate**.
- If you see an error in fact or style/usage, please **correct or query it**.
- **Do not assume** that it will necessarily be caught by someone else further along in the editorial process!

How to address particular *EBR* tasks – Best Practice

■ **Suggesting authors**
- Authors need to have **a clear brief**, i.e. the name of lemma, size limit, and deadline.
- If a sublemma or subsublemma is to be written, the **structure of the article** should be mentioned. (**Preview**).
- In order to **assign an article to an author**, the platform needs the following information: size limit and submission date agreed upon.
- If you are **commissioning a completely new author**, the platform needs the following information: name, contact details, incl. place of residence, and email address.

Have a look at the manual: "**EBR Editorial Platform - Notes for Editors**" (p. 17–22) on https://www.degruyter.com/dg/page/1997.

■ **Size limit**
- Editors need to ensure that the size limit allotted to a given subject is **appropriate to the significance of that subject** and **in proportion with the size limits of other articles in the entry**.
- Authors should **adhere to the size limits** assigned.
- There is some **room for flexibility**.
- For any written article, both the allotted size limit and current sign count can be seen via the "**Preview**" function.
- If an article is to exceed its allotted space by **50%**, the editor should **consult** their **main editor** and **Berlin staff** before approving it.

■ **Content-Editing**
- An article may need **drastic content-editing**.
- It is up to the editor to decide whether to send it back to the author for **revision** or to do the editing/rewriting her/himself.
- In many cases, it is preferable (and considerably quicker) to **do the revisions oneself**.
- Authors are within their **rights** to complain only when the meaning of their text has been distorted.

Style Editing
- Articles written by non-native speakers, or translated from a foreign language, often need **language polishing**.
- Nobody can do this better than the **Area Editors** who are most familiar with the topic.
- If the editor her/himself is not a **native speaker**, please indicate the fact that **###language polishing needed###** at the top of the article in Review 1.
- After the peer review process, the article **will be polished** by a native English speaker.
- It may even be necessary to return the article to the author and request that s/he **resubmit** it, possibly in their native tongue (Revise Submission).

■ **Revision**
- If an article is to be sent back for "**Revision**," the editor must ensure that s/he has indicated exactly what the author needs to revise.
- This should ideally be done by entering the request (e.g., **###Dear author, …###**) at the top of the article.
- It may be useful to send the author an email as well.
- Therefore, the platform should not be used for comments you intend to be private.
- Should you wish to share **serious concerns** about an article or author with other editors or the Berlin staff, this should always be done by e-mail.

■ **Review Process – 1, 2, 3**
- When completing the review process and **forwarding an article to** "**Copy Edit 2 - Preparation**," please ensure that the article is complete, i.e., it only requires a final style check (*EBR* style, bibliographical format, transliteration etc.).
- This means that **all of the points in ### have been dealt with**!

■ **Translations**
- If you have commissioned an article to be written in a **language other than English**, you will need to **approve it** ("**Approve for Translation**") upon submission (in this language) on the platform.
- Please **review the content** as far as possible and **approve** the article by forwarding it to the next step. Only then will the text be translated.
- If the content needs to be **revised before translation**, select "Revise Submission" and forward the article. Include the **specific requests** for changes in the article in ###.

Guidelines for Reviewing Articles

Focus / Content

■ **Reference to the Bible**
Every article must refer to the Bible and have, if possible, at least one **biblical reference** (if not considerably more).

■ **Accentuate the biblical**
- In all **areas of reception**, articles need to address the biblical.
- Stress **biblical connections, usage** in and **influence** on an author's, composer's, thinker's, artist's, director's, or choreographer's work.
- **Editors should remind authors** of this focus, when commissioning them and refer them to sample model articles on the *EBR* website – https://www.degruyter.com/dg/page/1997.
- **General information is not required** and it should be kept to a minimum, since it can be found in general reference works.
- Editors must try to ensure that articles in *EBR* provide information and insights that exceed what can be readily found in **general online sources**.

Editors should be aware of commissioned content and coverage
- If the article is a **sublemma/subsublemma**, editors should be attentive to **possible overlap** with other sections.
- For example, an HB/OT sublemma does not stray into literary reception, and, conversely, that a Literature sublemma does not simply repeat information already found in the biblical section.
- If the article is a **main lemma**, editors should ensure that both the biblical base material AND the **reception history** are included.

In General:
- **Editors should brief authors as clearly as possible when commissioning (invitation)** the article. They should know what exactly they should (and should not) be covering.
- Editors can check the **structure** of an entry via the "**Preview**" function.
- If you are not certain about any aspect of the **content** of an article you are reviewing, do not hesitate to **consult another editor** who is more familiar with the topic.

Style

■ **Encyclopedic style**
- Editing should have the appropriate language and be **in encyclopedic style** – concise, focused, and avoid polemical statements.

■ **Inclusive language**
- Wherever possible and appropriate, use **gender-neutral** and **inclusive** language.
- The possessive pronoun for God – "God's", not "his"

■ **American spelling**
- Use americanized (not British) spellings, i.e., "color," "theater," etc.
- Exception: original quotations and titles
- Spelling will be checked in copy-editing, but it is worth correcting it in advance.

■ **Consistency in spelling of term and names**
- If a term or name is referred to, the usage should be **consistent with other occurrences** in *EBR*. A full-text search is possible.
- If the term is **not already in the lemma list,** then a **standard spelling needs to be agreed upon**.
- To ensure consistency throughout *EBR*, make sure to keep the **Berlin staff** and your **Domain Editor** informed about decisions you take on the spellings of problematic names.

■ **Accuracy of romanization/transliteration**
- Make sure **non-English words, titles, works**, etc. are correct.
- **Transliteration** must comply with the "**EBR Transliteration Guidelines**."
- If you do not read the source language, **check with another editor** who does.
- Send queries about **Hebrew** and **Yiddish** names and terms to Barry Walfish (barry.dov.walfish@gmail.com).
- Greek is used and will be checked by copy-editors.

References and referenced material

- **Bibliographies**
  - Every article should have a bibliography, **except** possibly in the following cases:
    (i) the entry is **very short** and simply repeats **common knowledge** (i.e., the shorter HB/OT entries);
    (ii) there simply is **no secondary literature**.
  - **Every quotation in the article must have a bibliographical reference**.
  - Bibliographies should **not only** include citations of **other dictionaries or encyclopedias**.
  - Only in **exceptional cases** should a bibliography be **limited to online sources**.
  - **Suspicious citations** should be verified (e.g., if a reprint is cited as if it were an original edition, this should be corrected).
  - Formatting of bibliographies is done by in-house staff.
  - *EBR* **needs your help to ensure the accuracy of bibliographic citations**.

- **Accuracy of biblical citations**
  - Direct and indirect citation of sources should be **clearly documented**.
  - Use **²SBL.HS (and ³IATG)** and specifically "**EBR Abbreviations**."
  - **If a reference in the bibliography or its page numbers are missing, please include a note:**
    - ###please provide bibliographical reference###
    - ###please provide page numbers###
  - Use **NRSV** (New Revised Standard Version) of the Bible for biblical citations.
  - When deviations are warranted, the version used must be indicated.
  - **Remember: References and citations must be clearly understood – even by scholars from other disciplines**.

Extra Assistance for Editors and Authors

- *EBR* **Helpfiles**
  - Familiarize yourself with all the *EBR* **helpfiles**:
    - abbreviations
    - bibliographic guidelines
    - spellings and capitalizations
    - transliteration tables
  - All of these documents are periodically updated.
  - **Please remind authors to use them as well.**

Thank you for hard work on *EBR*!