

December 2018

## 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**.

Review 1 is the gate and **editors are the gatekeepers**.

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

##### ■ Commissioning authors

Authors need to have a **clear brief**, i.e. the name of the lemma, size limit, and deadline.

If a sublemma or subsublemma is to be written, the **structure of the article** should be mentioned.

In order to **assign an article to an author**, in-house staff needs the following information:

name of lemma (sublemma or subsublemma), due date, and size limit.

If you are **commissioning a completely new author**, in-house staff needs the following information:

name, contact details incl. place of residence and email address.

##### ■ 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 those of other entries**.

Editors should ensure that authors **adhere to the size limits** assigned.

There should be some **room for flexibility**, but always within the confines of the medium.

For any article, both the allotted size limit and current sign count can be seen via the **“Preview”** function.

If there is no size limit allotted, please check in other sub- or subsublemmas of the article and allot an appropriate limit. If an article is to exceed its allotted space by **50%**, the editor should **consult** with the main editors before approving it.

##### ■ Drastic Content Editing

Sometimes, 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 him/herself.

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 serious **style editing**.

Nobody can do this better than the **Area Editors** who are most familiar with the topic.

**If an article is understandable and its content appropriate, but the language needs to be polished, please add ###Language polishing needed!### at the beginning of the text.** The in-house team will take care of it.

If the editor him/herself is not a **native speaker**, the article should be referred to another editor who is. In extreme cases, it may even be necessary to return the article to the author and request that s/he **resubmit** it in their native tongue.

### ■ Revision

If an article is to be sent back in “**Revision**,” the editor must ensure that he/she has included a note for the author detailing the necessary revisions.

This is done using the “**Memo**” function, or, preferably, by adding a note within the article itself with three **hashes** on either side (e.g., **###Dear author, ...###**).

[Note that the **memo field is viewable** to everyone, and thus 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

When completing the review process and setting an article in Copy Edit 2, please ensure that the article is complete and only requires a final style check.

This means that **all of the points in memos or in ### have been dealt with!**

### ■ Translations

When you have commissioned an article to be written in **a language other than English**, the Berlin office will send it to **upon submission** (in this language).

Please **review the content** as far as possible and **approve** the commissioning of a translation by informing the in-house team. Only then will the text be translated.

If the content needs to be **revised before translation**, please advise the Berlin office with **specific requests** for changes.

## Guidelines for Reviewing Articles

### Focus / Content

#### ■ Reference to the Bible

It is important that every article refers to the Bible and have, if possible, at least one **biblical citation** (if not considerably more).

#### ■ Accentuate the biblical

In all **areas of reception**, articles need to accentuate the biblical.

It is important to 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 when commissioning them and refer them to sample model articles on the *EBR* website – <http://ebr.degruyter.de>.

**Little general information** is required and 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 **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 (e.g., ensuring that a 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. Too many main lemmas in HB/OT, for instance, do not deal with reception, even when there is some.

Ideally, **editors should brief as clearly as possible the authors 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

- **Encyclopedia style**

Editing should include tightening up the language and assuring that articles are written in **encyclopedia style**—concise, to the point, avoiding polemical statements.
- **Inclusive language**

Editors should strive to ensure that wherever possible and **appropriate, gender-neutral** and inclusive language is used by all authors.
- **American spelling**

Except in quotations and titles, make sure to Americanize all British spellings, changing “colour” to “color,” “theatre” to “theater,” etc.  
Spelling will also be checked in copyediting, but it is worth correcting this in advance just to be sure.
- **Consistency in spelling** of term and names

If an author is referred to, the usage should be **consistent with other occurrences**.  
If he/she is **not already in the system, then a standard form needs to be agreed upon**.  
To help to ensure consistency throughout EBR, make sure to keep the **Berlin staff** and your **Domain Editor** informed about decisions you make on the spellings of problematic names, or, if in doubt, consult with your Domain Editor.
- **Accuracy of romanization/transliteration**

Editors need to watch out for **foreign words, titles of works**, etc. in their area’s articles.  
Editors are responsible for checking that all **transliteration** in their area’s articles complies with the “**EBR Transliteration Guidelines**.”  
If you do not read the source language, you should check with another editor who does. Send queries about Hebrew and Yiddish names and terms to Barry Walfish ([barry.dov.walfish@gmail.com](mailto:barry.dov.walfish@gmail.com)).

## References and referenced material

## ■ Bibliographies

Generally, every article should have a bibliography, **except** occasionally in the following cases:

- (i) the entry is **very short** and simply repeats **common knowledge** (as in many of the shorter HB/OT entries);
- (ii) or (ii) there simply is **no secondary literature**.

**Every quotation in the article must have a bibliographical reference.**

In general, bibliographies should **not** include citations of **other dictionaries or encyclopedias** (like, e.g., *ABD*).

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.

**It is up to the editors to help ensure the accuracy of bibliographic citations.**

## ■ Accuracy of biblical citations

In general, direct and indirect citation of sources should be **documented as fully as possible**.

**If a reference in the bibliography or the page numbers are missing, please include a note:**

###please provide bibliographical reference ### or ### please provide page numbers###

**Editors are ultimately responsible** for the accuracy of biblical citations and for the consistency in their style.

Use of **NRSV** should be the standard, but on occasion deviations are warranted (in which case, the version used should be indicated). Authors should be reminded of this.

## Extra Assistance for Editors and Authors

### ■ EBR Helpfiles

Editors should familiarize themselves with all the **EBR helpfiles**:

- bibliographic guidelines
- transliteration tables
- abbreviations
- spellings and capitalizations

All of these documents are periodically updated.

**Please remind authors** to use them as well.

Many thanks for your commitment to *EBR*!