

# BIBLIOTHÈQUE DE L'ÉCOLE DES HAUTES ÉTUDES SCIENCES RELIGIEUSES

## STYLE GUIDE

In order to optimize the time spent on your manuscript, the two points to remember are:

- **uniform use of chosen practices** (abbreviations, transliterations etc.);

- **strict compliance with the following standards.**

Books are published within eighteen months of receipt of the final manuscript.

<https://www.ephe.psl.eu/bibliotheque-de-lecole-des-hautes-etudes-sciences-religieuses>  
<https://www.brepols.net/series/BEHE#publications>



École Pratique  
des Hautes Études



## I. File formats and fonts

### *Text*

One file per chapter in Word format. Please name the files in the order in which they appear in the manuscript:

00\_introduction; 01\_chap01; 02\_chap02 etc.

The complete text in PDF format, paginated, including images (at the appropriate places in the text), accompanied by bibliography at the end of the volume and a table of contents, should also be sent. This file must be exactly the same as the Word files.

### *Illustrations*

Illustrations should be sent to us in a separate file in .jpg, .tif or .psd format, at a minimum of 300 dpi. The size of the maps, figures and tables should also be adapted to the size of the volumes, i.e. 109 × 184 mm.

This folder should contain a text file containing all the figure captions and credits. Name the figures in the order in which they appear in the manuscript:

01\_chap01\_Fig01; 01\_chap01\_Fig02 etc.

The author must ensure that the works reproduced in the manuscript are copyright free or that he/she has obtained permission from the copyright holders to reproduce and distribute them in print and digital formats.

### *Cover*

The authors/editors must provide the blurb for the book cover (maximum 1,500 characters including spaces) and a presentation of the authors/editors (300 to 500 characters including spaces).

They should also provide a cover image in color, in .jpg, .tif or .psd format, at a minimum 300 dpi. The image must be at least 10 × 5 cm.

## II. Presentation and structure of the manuscript

### *Files formats and fonts*

You should keep the layout of the text to a minimum.

No footnotes are appended to chapter titles or subtitles.

Style sheets, bulleted lists for headings or underlined should be avoided.

The font must be **Times New Roman**. Diacritics and non-Latin characters should be encoded in Unicode.

If you are using special or non-Latin characters, please use the fonts listed below:

- *Arabic, Hebrew, Persian*: Times New Roman
- *Chinese*: PMingLiu
- *Japanese*: Hiragino
- *Greek and Coptic*: IFAO Grec (<https://www.college-de-france.fr/fr/ressources-en-ligne-developpees-par-le-professeur-fournet-et-son-equipe>)
- *Syriac*: Meltho (<https://bethmardutho.org/meltho/>)

## Formal structure

Do not use more than 3 levels of headings. The different levels must be clearly marked.



Quotations of more than four lines, introduced by a colon, will appear in a separate paragraph, without commas and indented to the right (see icon below):

Double quotation marks are used exclusively (“text”). Single quotation marks (‘text’) will be used within a sentence enclosed in double quotation marks (“text ‘text’ text”).

Ordinals are abbreviated with the last two letters of the number (no spaces or superscripts).

1st

2nd

3rd

4th

## Abbreviations

The following must be avoided: *op. cit.*, *ibid.*, *id.*

With a few exceptions (eds.), there is an abbreviation point only if the final part of the word is not included in the abbreviation. There is no space in the middle of an abbreviation. Abbreviations of Latin expressions are written in Roman. Acronyms and sigles are written without periods: EUI (European University Institute), Nato (North Atlantic Treaty Organization).

|                                      |                         |
|--------------------------------------|-------------------------|
| Anno Domini                          | AD                      |
| ante meridiem                        | a.m.                    |
| Before Christ                        | BC                      |
| before the Common Era                | BCE                     |
| chapter(s)                           | chap.                   |
| circa                                | c.                      |
| Doctor                               | Dr                      |
| editor(s) / edition(s) / director(s) | ed. / eds. [not “dir.”] |

|                |          |
|----------------|----------|
| et alii        | et al.   |
| exempli gratia | e.g.     |
| id est         | i.e.     |
| including      | incl.    |
| Junior         | Jr       |
| number         | no.      |
| page / pages   | p. / pp. |
| post meridiem  | p.m.     |
| Saint          | St       |
| table          | tab.     |
| translation    | trans.   |
| volume         | vol.     |

## Capital letters

Limit capitalization according to the rules below:

|   |   |
|---|---|
| Adjectives and nouns for nationality and religion   | the Italian excavation; a Muslim; the Catholic religion   |
| Language  | German; French  |
| Months and days of the week (even abbreviated)  | January / Jan.; Monday / Mon.   |
| Names referring to God, divinities, personified things  | the Lord; the Virgin Mary; Justice  |
| Functions and titles  | the Bishop of London; Sir Arthur John Evans; Professor James Moriarty; the Russian  |
| Eras, historical events and political regimes   | the Renaissance; Neolithic; Roman Empire; Middle Ages   |
| Proper nouns for geography and political divisions  | North Pole; Central Asia; North Korea; Far East; the Mediterranean Sea  |
| Organizations, institutions, museums, conferences etc. capitalize the initial of each word (except articles and prepositions) | the Ministry of Foreign Affairs; the Petrie Museum of Egyptian Archaeology; the University of Oxford; the National Gallery; the International Conference on the History and Archaeology of Jordan |
| BUT with lower case if general use  | their university; the last conference   |

### III. References and bibliography

#### Footnotes

The end-of-volume bibliography (below) allows you to abbreviate references in footnotes (from the first occurrence). In footnotes, only the first initial of the first name, the author's surname, the title of the book or article (the first significant words), followed by volume numbers (if any) and page numbers are indicated. This model applies to monographs, collective works and journal articles.

References in footnotes must be abbreviated as follows:

J. de Menasce, *Le troisième livre du Dēnkart*, p. 24.

J.-P. Vernant, P. Vidal-Naquet, *La Grèce ancienne*, I, p. 130.

S. Shaked, "The Moral Responsibility of Animals," pp. 578–579.

*op. cit.*, *ibid.*, *id.* etc. must be avoided: the abbreviated reference is repeated.

#### Bibliography at the end of the volume

When there is more than one author, please separate the names with **semicolons**. From three authors, mention only the first, followed by "et al.".

References to publishers or collections are not needed.

Kedzierska Manzon, Agnieszka ; Albert, Jean-Pierre, éd., *Entre évitement et alliance. Formes mineures du divin*, Turnhout, 2024.

Belayche, Nicole et al., éd., *Les mystères au II<sup>e</sup> siècle de notre ère : un tournant*, Turnhout, 2021.

If there are several editing places, they will be separated by a comma (e.g. London, New York).

Volumes' numbers are indicated in Roman numerals.

Number intervals (pages, dates) are separated by an en-dash (–).

Please always supply a separate bibliography at the end of the volume. For collective works, the volume's editor compiles the references in an end-of-volume bibliography.

#### EARLY WORKS AND SOURCES

The first name of the original author (if any) will be expanded. The name of the scientific publisher or translator will be inserted after the title of the work, introduced by ed. and/or trans.:

Muḥammad b. Aḥmad Abū al-Rayḥān al-Bīrūnī, *Āthār al-Bāqiya 'an al-Qurūn al-Ḳāliyya*, trans. A. Dānāserešt, Tehran, 1389/2010.

François Rabelais, *Œuvres*, t. II. *Le Tiers livre des faits et dicts héroïques du bon Pantagruel*, éd. C. Marty-Laveaux et al., Paris, 1868-1903.

## MONOGRAPH

Author's surname, first name, *title*, volume number in Roman numeral, place of publication, date of publication.

De Menasce, Jean, *Le troisième livre du Dēnkard, traduit du pehlevi*, Paris, 1973.

Vernant, Jean-Pierre; Vidal-Naquet, Pierre, *La Grèce ancienne*, vol. I. *Du mythe à la raison*, Paris, 1990.

Nazari Fārsāni, Mohsen, *Ketāb-e hashtom-e Dinkard* [*The eighth book of Dēnkard*], Tehran, 1397/2019.

## EDITED VOLUME

Editor's surname, first name, ed./eds., *title*, volume number in Roman numeral, place of publication, date of publication.

Stausberg, Michael; Vevaina, Yuhan Sohrab-Dinshaw, eds., *The Wiley Blackwell Companion to Zoroastrianism*, Chichester, 2015.

Amir-Moezzi, Mohammad Ali et al., eds., *L'Ésotérisme shi'ite, ses racines et ses prolongements*, Turnhout, 2016.

## ARTICLE

*In edited volume*

Author's surname, first name, "title," in first letters of the editor's first name, editor's surname, ed./eds., *volume title*, place of publication, date of publication, page numbers.

Shaked, Shaul, "The Moral Responsibility of Animals: Some Zoroastrian and Jewish Views on the Relations of Humans and Animals," in M. Stausberg, ed., *Kontinuität und Brüche in der Religionsgeschichte. Festschrift für Anders Hultgård zu seinem 65. Geburtstag am 23.12.2001*, Berlin, New York, 2001, pp. 578–595.

*In a journal*

Author's surname, first name, "title of the article," *title of the journal* volume number in Arabic numeral (date of publication), page numbers.

Azarnouche, Samra; Petitjean, Maxime, "Sasanian Warriors in Context: Historical and Religious Commentary on a Middle Persian Chapter on *Artēštārān* (Dēnkard VIII.26)," *Revue internationale d'histoire militaire ancienne* 12 (2022), pp. 331–384.

### *Online publication*

König, Götz, "From Manichaeism to Zoroastrianism: On the History of the Teaching of the 'Two Principles'," *Entangled Religions* 11, 2, <https://doi.org/10.13154/er.11.2020.8573>.

Macuch, Mária, "Judicial and Legal System, III. Sasanian Legal System," *Encyclopædia Iranica* 15 (2009), pp. 181–196, <https://www.iranicaonline.org/articles/judicial-and-legal-systems-iii-sasanian-legal-system>.

### *Texts from the Bible and other religious texts*

They should be quoted, in their abbreviated form, according to the standard of the MLA Style, without full stops: <https://hbl.gcc.libguides.com/BibleAbbrevMLA>  
Corpus names are written in Roman characters (not italics):

the Bible, the Koran, the Codex, the Mishna, the Upanishad, the Avesta etc.

### *Dissertation*

Author's surname, first name, *title*, type of dissertation (MA, PhD etc.), institution, place, year of defence.

Ashian, Zahra, *L'herméneutique spirituelle (tawil) dans les ouvrages mystiques : approche exégétique de Sayyed Haydar Amoli*, PhD Thesis, EPHE-PSL, Paris, 2023.

### *Catalogues*

To check or complete your bibliographical references, we recommend that you use the catalogues below.

- Karlsruhe Virtual Catalog: <https://kvk.bibliothek.kit.edu/index.html?lang=en&digitalOnly=o&embedFulltitle=o&newTab=o>
- British Library: [https://bllo1.primo.exlibrisgroup.com/discovery/search?vid=44BL\\_INST:BLLO1&lang=en](https://bllo1.primo.exlibrisgroup.com/discovery/search?vid=44BL_INST:BLLO1&lang=en)
- U.S. Library of Congress: <https://catalog.loc.gov/>

### *Authority notices*

To harmonize the spelling of proper nouns, make sure to use a single spelling and consult the VIAF authority notices:

VIAF (Virtual International Authority File) : <http://viaf.org/>

## Note to directors of collective works

1. Collective directors are the only contacts for the publications department.
2. Provide authors with these standards and the editorial control form as soon as the symposium is held or the collective project begins. This step is essential to ensure consistent presentation of texts.
3. Carefully review the texts sent by authors:
  - a. in terms of content, to ensure that the text does not stand out in the publication. If necessary, ask authors to make the necessary changes; also make sure that articles have not already been published. Brepols carries out a systematic check. If an article has already been published, it must be removed;
  - b. with regard to form, ensure that practices are standardized: check that texts conform to the standards of the collection; make any necessary corrections. Review translated texts in particular. Correct any vocabulary or syntax problems. Harmonize articles presentation;
  - c. Structure your editorial project – it should never be a simple collection of articles. Write a sufficiently substantial foreword or introduction.
4. **In the case of a collective volume, and only in this case, end-of-article bibliographies are possible.** If this option is chosen, all articles, without exception, must include a bibliography. This bibliography must comply with the same presentation standards as an end-of-volume bibliography. The rules applicable to footnotes remain unchanged (abbreviated reference from the first occurrence).

*We would like to thank Samra Azarnouche  
for her invaluable assistance in developing these standards.*



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