

# STYLE GUIDE

## FOR THE "BIBLIOTHÈQUE DE L'ÉCOLE DES HAUTES ÉTUDES, SCIENCES RELIGIEUSES" SERIES

To ensure a smooth and efficient production process, please remember to:

- Meet the requirements set out in this style guide.
- Ensure that manuscript formatting is consistent (e.g., abbreviations, transliterations, UK or US spelling).

Please send your manuscript to:  
[publications.behe-sr@ephe.psl.eu](mailto:publications.behe-sr@ephe.psl.eu)

<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. Submitting your manuscript

### *Texts*

- Ensure consistent formatting throughout the manuscript. Check that texts conform to this style guide and make any necessary adjustments.
- Correct any vocabulary or syntax issues.
- Ensure that translated texts and texts in other languages are reviewed and edited before the manuscript is submitted.
- Send one Word file per chapter, including a table of contents. Number and name files according to their order in the manuscript:

00\_intro; 01\_chap01; 02\_chap02, etc.

- **Do not insert images into the manuscript**, but place the corresponding captions at their intended locations in the text.
- Include a complete bibliography at the end of the volume. Regarding bibliographies in edited volumes, please refer to the “Supplemental guidelines for volume editors” below.
- Moreover, send the complete manuscript as a single paginated PDF file. This PDF file is for reference and must be the same as the Word files.

### *Illustrations*

- Check the copyright status for each illustration, including the cover image. If an illustration is not in the public domain, you must obtain written permission from the copyright holder to reproduce and distribute it in print and digital formats.
- Brepols allows one 16-page signature of colour illustrations per volume. Beyond 16 pages, Brepols may ask you to provide a subsidy for the increased production cost.
- Please bear in mind that the format of volumes in this series is 109 × 184 mm. Therefore, all illustrations, including maps and tables, must be consistent with this format.

Send us a folder containing:

- All illustrations as separate JPG, TIF or PSD files, with a resolution of at least 300 dpi. Number and name the files according to their order of appearance in the manuscript:

00\_Intro, 01\_chap01\_Fig01; 01\_chap01\_Fig02, etc.

- A Word file listing all captions and credits, numbered as the captions in the manuscript.

### *Cover*

You must provide the following for the book cover:

- A blurb (maximum 1,500 characters including spaces).
- An author or editor’s bio (300–500 characters including spaces).
- A colour cover image in JPG, TIF or PSD format, with a resolution of at least 300 dpi and a size of at least 10 × 5 cm.

## II. Formatting your manuscript

Format your manuscript only as specified in this style guide. The production editors will apply the in-house layout design to your manuscript when producing the page proofs, so please avoid excessive formatting.

### Fonts

Use **Times New Roman**. For non-Latin characters, use the following fonts:

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

### Headings

- Use a maximum of three heading levels per chapter or contribution.
- Present and number headings clearly and consistently.
- Do not include footnote reference numbers in headings.

### Citations

- Use double quotation marks (e.g., “text”) for in-text citations (i.e., less than four lines). For citations within citations, use single quotation marks (e.g., “text ‘within’ text”).
- Introduce citations longer than four lines with a colon and separate them from the main text with a line break, indenting the citation paragraph to the right, as follows:



### Footnote reference numbers

Footnote reference numbers should be placed at the end of the sentence or clause to which they refer, after the punctuation mark. They should not be italicised or bolded. They are not permitted in titles, subtitles and tables.

### Transliteration

Regarding the choice of transliteration system, we defer to the author or editor(s) of each volume. However, we require that the chosen system be used consistently throughout the volume, whether in monographs or edited volumes. We encourage authors and editors to include a note on the chosen system in the preliminary pages.

## Abbreviations

- Write acronyms (e.g., NATO) and initialisms (e.g., USA) without periods or spaces.
- Write contractions without periods (e.g., Dr, Jr, Mr, Prof, Revd, St).
- Write abbreviations of Latin expressions in Roman characters.
- Abbreviate ordinals using the last two letters, with no space or superscript (e.g., 1st, 2nd, 3rd, 4th).
- Do not use *op. cit.*, *ibid.*, or *id.*; instead, repeat references in footnotes (see examples below in ‘References and bibliography’).

The table below provides a list of common abbreviations for reference:

<i>Anno Domini</i>	AD
Before Christ	BC
born	b.
chapter(s)	chap.
<i>circa</i>	c.
died	d.
edited by, editor(s), edition(s)	ed., eds.
<i>et alii</i>	et al.
<i>et cetera</i>	etc.
<i>exempli gratia</i>	e.g.
folio(s)	fol., fols.
<i>id est</i>	i.e.
including	incl.
<i>nota bene</i>	N.B.
note	n.
number	No., Nos.
page(s)	p., pp.
table	tab.
translated by	trans.
volume(s)	vol., vols.

## Capitalisation

Throughout the manuscript, capitalise only the following:

Adjectives and nouns for nationality and religion	e.g., the Italian excavation; a Muslim; the Catholic religion
Languages	e.g., German; French, Spanish

Months and days of the week, even abbreviated	e.g., January / Jan.; Monday / Mon.
Names referring to God, divinities, or personified things	e.g., the Lord; the Virgin Mary; Justice
Functions and titles	e.g., the Bishop of London; Sir Arthur John Evans
Eras, historical events and political regimes	e.g., the Renaissance; the Neolithic; the Roman Empire; the Middle Ages
Proper nouns for geography and political divisions	e.g., the North Pole; Central Asia; North Korea; the Far East; the Mediterranean Sea
Organisations, institutions, museums, conferences etc. capitalize the initial of each word (except articles and prepositions)*	e.g., 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

\* Note: Use lower case in general references, e.g., their university; the last conference.

### III. References and bibliography

#### *Footnotes references*

Do not use op. cit., ibid., or id.; instead, repeat abbreviated references in footnotes (see examples below).

#### *Bibliography entries*

— When there are several authors or editors, separate their names with **semicolons**.

— From three authors, mention only the first one, followed by “et al.”

— When there are several places of publication, separate them with a comma (e.g., “London, New York”).

— References to publishers or collections are not needed, but if you choose to include them, do it consistently throughout the bibliography.

— Indicate volume numbers in Roman numerals.

#### *Examples of bibliography entries and footnote references*

Use the examples below to format references in bibliographies and footnotes.

##### **EDITED PRIMARY SOURCE**

First name of author must appear before their second name in bibliography entries, and must be written in full in footnote references, as follows:

Bibliography Muḥammad b. Aḥmad Abū al-Rayḥān al-Bīrūnī, *Āthār al-Bāqīya ‘an al-Qurūn al-Ḳālīyya*, trans. A. Dānāserešt, Tehran, 1389/2010.

Footnote Muḥammad b. Aḥmad Abū al-Rayḥān al-Bīrūnī, *Āthār al-Bāqīya ‘an al-Qurūn al-Ḳālīyya*, p. 254.

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

Footnote François Rabelais, *Œuvres*, II, pp. 231–256.

#### MONOGRAPH

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

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

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

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

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

Footnote M. Nazari Fārsāni, *Ketāb-e hashtom-e Dinkard*, pp. 67–73.

#### EDITED BOOK

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

Footnote M. Stausberg, Y. S.-D. Vevaina, eds., *The Wiley Blackwell Companion to Zoroastrianism*, pp. 209–245.

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

Footnote M. A. Amir-Moezzi et al., *L'Ésotérisme shi'ite, ses racines et ses prolongements*, pp. 279–299.

#### CHAPTER IN EDITED BOOK

Bibliography 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.

Footnote S. Shaked, “The Moral Responsibility of Animals,” p. 345.

#### JOURNAL ARTICLE

Bibliography 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.

Footnote S. Azarnouche, M. Petitjean, “Sasanian Warriors in Context,” pp. 343–344.

## ONLINE PUBLICATION

Include a DOI number, or alternatively, provide a URL followed by access date.

Bibliography     König, Götz, "From Manichaeism to Zoroastrianism: On the History of the Teaching of the 'Two Principles'," *Entangled Religions* 11, 2 (2020), <https://doi.org/10.13154/er.11.2020.8573>.

Footnote         G. König, "From Manichaeism to Zoroastrianism."

Bibliography     Macuch, Maria, "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>, accessed November 6, 2025.

Footnote         M. Macuch, "Judicial and Legal System, III. Sasanian Legal System," pp. 198–199.

## UNPUBLISHED THESIS OR DISSERTATION

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

Footnote         Z. Ashian, *L'herméneutique spirituelle (tawil) dans les ouvrages mystiques*, pp. 308–309.

## Religious texts

Quote texts from the Bible in their abbreviated form and without full stops, according to the MLA Style:

<https://hbl.gcc.libguides.com/BibleAbbrevMLA>

Type corpus names in Roman characters, not in italics:

[the Avesta](#), [the Bible](#), [the Codex](#), [the Koran](#), [the Mishna](#), [the Upanishad](#), etc.

## 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 records

Check the spelling of proper nouns by referring to the VIAF authority records: VIAF (Virtual International Authority File) : <http://viaf.org/>

Make sure proper nouns are spelled consistently throughout the manuscript.

## Supplemental guidelines for volume editors

Throughout the production process, you will be the intermediary between the production team and the individual contributors. This role requires you to:

1. Provide contributors with this style guide and the “Editorial checklist” (*Contrôle éditorial des manuscrits*) at the start of the collective project. This step is essential to ensure consistency in manuscript formatting.
2. Structure the manuscript so that it is not a mere juxtaposition of articles.
3. Write a substantial foreword or introduction.
4. Distribute proofs to contributors and collect the corrected proofs from contributors before returning them to the production team.
5. Review all texts carefully:
  - Ensure that no chapter stands out in the publication.
  - Ensure that contributions have not been published before. Remove any contribution published before. Brepols will also carry out a systematic check.
  - Ensure consistent formatting throughout the manuscript. Check that texts conform to this style guide and make any necessary adjustments.
  - Correct any vocabulary or syntax issues.
  - Ensure that translated texts and texts in other languages are reviewed and edited before the manuscript is submitted.

We defer to you regarding your choice of transliteration system. However, we require that the chosen system be used consistently throughout the volume. We encourage you to include a note on the chosen system in the preliminary pages.

In edited volumes, end-of-article bibliographies are permitted and can replace an end-of-volume bibliography. However, if this option is chosen, **all articles** must include a bibliography that complies with the formatting requirements of an end-of-volume bibliography. Rules for footnote references remain unchanged (see above: ‘References and bibliography’).



## General editors

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If you have any questions regarding the preparation of your manuscript,  
please contact the production team:

[publications.behe-sr@ephe.psl.eu](mailto:publications.behe-sr@ephe.psl.eu).

We will be happy to arrange an appointment at our office  
or via video call.

*We would like to thank Samra Azarnouche for her invaluable assistance  
in developing this style guide.*



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