Hakhmei Lev Journal Style Guide for Authors

Updated June 2023

The editors of Hakhmei Lev encourage all article submissions from the community. In order to publish a journal which is both consistent and clear, we have compiled a brief style guide for submissions. All articles should adhere to these guidelines before they are submitted.

Font	- Arial 12 point, black for all text including headings and titles; - Single-spaced, including headings and titles; - For headings and subtitles, Apply the header 1, header 2 and header 3 built-in styles in Word. - Emphasize text using italics, not underlining or bold.
Quotations	- Short quotations (a few words or short phrase) can be embedded within a paragraph of text. - Long quotations should be a stand-alone paragraph and indented once.
Images	Please **do not embed images or photos in your text**. Images or photos should only be referenced in your text, and provided as separate files, sent as attachments when you submit your article.
Names of G-d	- Do not use any name of G-d or shem Hashem: Please spell God as G-d and Lord as L-rd. - G-d's pronouns should be capitalized.
Use of the title "Rabbi"	The title of "Rabbi" (capitalized) should be used when citing a particular rabbi for the first time in your text. Subsequent mentions of the same rabbi should be preceded with "R."
References and citations	- All sources used in your article must be accurately cited and formatted correctly using footnotes, according to the <u>Chicago Manual of Style</u>. Please review the footnote examples provided in the link. - If the reference is a verse in Tanakh, or a passage in the Talmud, you can put it in parentheses in the body of the text, and a footnote is not required. - All footnotes require a period at the end, even when it is only a short source.
Use of Hebrew text	- Unless deemed absolutely necessary by an author and/or an editor, Hebrew text **should not** be used. - When Hebrew text is deemed necessary, it should not include *nikudot* (vowels) or cantillation marks unless it is required in the context in which the text is being used. **Tip:** If using Sefaria, you can click the Aא icon on the top left and select the rightmost icon to remove all *nikudot* and cantillation marks.
Transliteration & Translation	- Where possible, please translate less-common Hebrew terms, or, if transliterating it, offer a translation in addition, either in brackets or a footnote. Please do not use footnotes as an opportunity to provide Hebrew text of your sources. - Transliteration should follow the chart below (Encyclopedia Judaica General Format). - Transliterated words should be italicized. - Commonly used transliterations and names (e.g., Torah, Shabbat, Moshe, the Rambam) should not be italicized. - When transliterating, capitalization should be used in the same manner as it is in English.

Encyclopedia Judaica General Transliteration Guide

Transliteration	Hebrew Letter		Transliteration	Hebrew Letter
m	מ		not transliterated	א
n	נ		b	בּ
s	ס		v	ב
not transliterated	ע		g	ג
p	פּ		d	ד
f	פ		h	ה
z	צ		v (when not a vowel)	ו
k	ק		z	ז
r	ר		h	ח
sh	שׁ		t	ט
s	שׂ		y (when not a vowel); i (when at the end of a word)	י
t	תּ		k	כּ
t or s*	ת		kh	כ
			l	ל

From https://hakirah.org/hakirahguidetowriting.pdf

*To allow for ashkenazic and sephardic pronunciations, we deviate from the standard Encyclopedia Judaica General Transliteration Guide

Submission guidelines

1. Articles should be submitted in Microsoft Word.

2. Please include a 2-3 sentence bio along with your submission, at the end of your article.

3. Please send completed Word documents, and any image attachments, to hakhamim@bayt.ca, using the following article naming convention:

   AuthorLastName-topic.

   Example: Safran-kiddush levana

Resources

1. For writing scholarly articles: see The Hakirah Guide to Writing a Scholarly Article. The author, Heshy Zelcer, is an editor of the Hakirah Journal. Of particular interest is his advice on structuring an article, his resources, and his transliteration chart (from which I guide has been taken).

2. For samples of great writing, see the writings of Rabbi Jonathan Sacks.

3. To check spelling and grammar in your article, try the Grammarly free checker.

4. For assistance with punctuation questions (e.g., punctuation related to parentheses and quotation marks), visit The Punctuation Guide.