

Coptica
Style Sheet

Articles accepted for publication, if they do not already adhere to the following guidelines, must conform to the specifications in this style-sheet prior to publication. It is the responsibility of the contributing author(s) to make any and all necessary changes to his/her manuscript.

Submitted articles should not reference the author and may be sent as a file attachment to editor@coptica.stshenouda.org or mailed to:

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c/o St. Shenouda the Archimandrite Coptic Society
1494 S Robertson Blvd Ste 104
Los Angeles, CA 90035-3482
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If mailed, include a hard (paper) copy of the article, and an electronic version on a CD or a flash drive. Submissions will not be returned.

General Guidelines

1. The whole manuscript should utilize a single font in a uniform size (12 point) and double spaced throughout.
2. Section headings should be in *Italics*.
3. Avoid the use of **bold** face.
4. References to classical, patristic, and medieval texts should be to standard Book.Chapter.Paragraph designations *not* page numbers: e.g. Athanasius, *Life of Antony*, 3.2.

Language Fonts

All fonts used should be Unicode. There are several web-based resources than can aid in this (e.g. www.typegreek.com ; www.arabic-keyboard.org). A helpful stand-alone program is the free shareware *Shibboleth* (available from Logos Bible Software), which enables the typing of several languages in Unicode: www.logos.com/shibboleth.

Coptica prints Arabic and Greek in TimeNewRoman Unicode (Standard with Word 7 or later versions). Coptic is printed in Antinoou.

Transliterations

If language fonts are not used, Greek, Coptic, Hebrew, Syriac, and Ethiopic words or passages should be transliterated according to the guidelines in *The SBL Handbook of Style*, sec. 5.1-9.

Arabic should follow either a simplified transliteration (lacking macrons and diacritical marks) or a scientific transliteration. In either case, follow the standards of the *International Journal of Middle Eastern Studies*: <http://web.gc.cuny.edu/ijmes/docs/TransChart.pdf>.

Biblical Glosses and References

Unless translated by the author, biblical citations and quotes should conform to the wording of the *New Revised Standard Version* (NRSV) or the *Revised Standard Version* (RSV).

Papyri and Ostraca

Publications should be referenced according to the abbreviations in the standard checklists:

For Greek and Coptic Papyri, see J.F. Oates *et al.*, “Checklist of Editions of Greek, Latin, Demotic, and Coptic Papyri, Ostraca, and Tablets” www.lib.berkeley.edu/ARTH/ucblist.html

For Arabic papyri, see P.M. Sijpesteijn, J.F. Oates, and A. Kaplony, “Checklist of Arabic Papyri,” <www.ori.uzh.ch/isap/isapchecklist.html>

Notes

The Journal utilizes footnotes. Provide a full bibliographic citation to a source at the first reference; then utilize a shortened format for subsequent references (author last name, *short title*, page number). Publisher information may be provided or omitted, but be consistent.

First Name Last Name, *Name of book in Italics* (Place of publication: Publisher, Year of publication), page cited.

Gawdat Gabra, *Coptic Monasteries: Egypt’s Monastic Art and Architecture* (Cairo and New York: The American University in Cairo Press, 2002), 38-40.

Michael G. Morony, *Iraq after the Muslim Conquest* (Princeton: Princeton University Press, 1984).

OR

Gawdat Gabra, *Coptic Monasteries: Egypt’s Monastic Art and Architecture* (Cairo and New York, 2002), 38-40.

Michael G. Morony, *Iraq after the Muslim Conquest* (Princeton, 1984).

First Name Last Name, *Name of book in Italics*, Series Title and number (Place of publication: Publisher, Year of publication), page(s) cited.

Robert Doran, *The Lives of Simeon Stylites*, Cistercian Studies 112 (Kalamazoo: Cistercian Publications, 1992), 185.

OR

Robert Doran, *The Lives of Simeon Stylites*, Cistercian Studies 112 (Kalamazoo, 1992), 185.

First Name Last Name, "title of article," *title of journal in italics* Volume (year of publication), page(s) cited.

James E. Goehring, "Abraham of Farshut's Dying Words: Reflections on a Literary Motif in the Ascetic Literature of Early Christian Egypt," *Coptica* 8 (2009), 21 - 39.

Elizabeth A. Clark, "John Chrysostom and the "Subintroductae," *Church History* 46 (1977), 171-185.

If the Volume and Issue of a journal are cited, use "45.3" rather than "vol. 45 issue 3".

After first reference: Last Name, *Abbreviated title in italics*, page(s) referenced.
Last Name, "Abbreviated title," page(s) referenced.

Doran, *Lives of Simeon*, 185.

Gabra, *Coptic Monasteries*, 38-40.

Goehring, "Abraham of Farshut," 22.

Clark, "John Chrysostom," 21-23.

Electronic Resources

Cite published editions whenever possible. If a source is *only* available online, then follow this format:

First Name Last Name, "title of the webpage," In angle brackets, provide the full URL. Cited the date the resource was accessed. Do not cite page numbers, only paragraph numbers if they are provided by the site.

P.M. Sijpesteijn, J.F. Oates, and A. Kaplony, A., "Checklist of Arabic Papyri,"
<www.ori.uzh.ch/isap/isapchecklist.html>, accessed on July, 2012.

Images

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