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If there is a dedication, it should be placed on page v.

If there is an Epigraph, it should be placed on page vii.

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Foreword

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Introduction

The decision whether to number the introduction with arabic or roman numerals depends on the nature of the introduction and the extent to which it is a substantive part of the main text.

This document models and describes how to produce a printer-ready manuscript for SBL Press. A printer-ready manuscript is a completely formatted and finished text ready to be replicated by the printer. The published work will look exactly like the printer-ready version of the manuscript submitted

Much of the content of this document has been taken from *Preparing Your Printer-Ready Manuscript* published by SBL Press.[1]

1. SBL Press, *Preparing Your Printer-Ready Manuscript* (SBL Press, 2023), https://www.sbl-site.org/assets/pdfs/PRMmanual.pdf.

Abbreviations

AB	Anchor Bible
Ann.	Tacitus, *Annales*
BDAG	Danker, Frederick W., Walter Bauer, William F. Arndt, and F. Wilbur Gingrich. *Greek-English Lexicon of the New Testament and Other Early Christian Literature.* 3rd ed. University of Chicago Press, 2000.
BMI	The Bible and Its Modern Interpreters
DBI	Hayes, John, ed. *Dictionary of Biblical Interpretation.* 2 vols. Abingdon, 1999.
DMBI	McKim, Donald K., ed. *Dictionary of Major Biblical Interpreters.* InterVarsity Press, 2007.
HTR	*Harvard Theological Review*
Jastrow	Jastrow, Morris, comp. *A Dictionary of the Targumim, the Talmud Babli and Yerushalmi, and the Midrashic Literature with an Index of Scriptural Quotations.* Luzac; G. P. Putnam's Sons, 1903.
LCL	Loeb Classical Library
NIDNTT	Brown, Colin, ed. *New International Dictionary of New Testament Theology.* 4 vols. Zondervan, 1975–1985.
OTL	Old Testament Library

1

Page and Document Setup

TYPICAL SBL BOOK SPECIFICATIONS: 6 × 9

See Table 1 for typical book specifications.

PAGE SIZE

SBL Press publishes works primarily in a 6 × 9–inch format but can print to different dimensions, depending on the type of work and the specific series in which it is to appear. Please consult your SBL Press editor and the SBL Press production staff if a book you are preparing seems to require something other than the standard 6 × 9 trim size.

Regardless of the trim size, allowance should be made for .75-inch margins on all sides. Thus, 6 × 9 texts have a maximum usable area of 4.5 × 7.5 inches; 8.5 × 11–inch texts have a maximum usable area of 7 × 9.5 inches. The vertical dimension is the maximum length measured from the *top of the running head* to the *bottom of the last line of text or footnote*.

Although most books will be printed at a 6 × 9 trim size, the files you create should be set up on 8.5 × 11 pages.

The `sblbook` class centers the 4.5 × 7.5–inch useable area on the requested paper size. The default is `letterpaper`, but the class option `a4paper` will also work. The `trim` class option outputs a 6 × 9–inch PDF.

HEADERS AND FOOTERS

The *header* (or running head) is the text that appears on each page above the main text. Except for pages that begin a new chapter or section, all page numbers should appear in the header at the outside margin. The book or part title should appear centered in the header of verso (left-hand/even) pages, and the chapter or part title should appear in recto (right-hand/odd) page headers, except on the pages where the titles first appear. In multiauthored

Table 1: SBL book specifications

PRINTED MARGINS	.75 inch left and right, top and bottom
USABLE AREA	4.5 × 7.5 inches (including headers, footers, and footnotes)
DOCUMENT MARGINS	top: 2 inches; bottom 1.75 inches; left 2 inches; right 2 inches (for letter paper)
RUNNING HEADS	10/12, with 12-point spacing after, often with a font *style* different from the main body font (e.g., italics or small capitals); `sblbook` uses italics
CHAPTER TITLES	14/18, with .5-inch white space (e.g., 36 points) between the chapter title and the first paragraph of the main text
BODY-TEXT FONT/LEADING	10/12, fully justified, with .25-inch indentation of the first line
BLOCK QUOTATIONS	9/11, fully justified, with .25-inch right and left indentation and 11 points above and below the paragraph
CAPTIONS	9/11, center justification, with 6 points above and below the caption
FOOTNOTES/ENDNOTES	9/11, fully justified (possibly with a .5-point rule between the bottom of the main body text and the first footnote); `sblbook` uses standard LaTeX `\footnotesize` which is 8/9.5
BIBLIOGRAPHY	9/11, fully justified, with .25-inch hanging indentation, with no space between bibliographical entries
INDICES	9/11, set in two columns when possible
SUPERSCRIPT	9-point font; `sblbook` uses the LaTeX default of `\scriptsize` which is 7-point as 9-point is quite large and does not match actual SBL publications

works, contributors' names should appear on verso pages and chapter names on recto pages. It is advisable to use a font style different from the body font in page headers (e.g., italics or small capitals). The format should follow the size and leading of the main text (typically 10/12), with 12-point spacing after the text.

SBL Press books typically include a *footer* (or folio) at the bottom of a page only for the page number on the first page of a chapter or section. A footer should include only the page number (not a book or part title) and should be centered on the page. The format should follow the size and leading of the main text (typically 10/12), with 12-point spacing before the text.

CHAPTER TITLE PAGES

The first page of a chapter should begin approximately one-third down from the top of the page. The chapter heading should include the chapter number (if applicable, as a numeral, not spelled out) and the chapter title itself on the following line. It is preferable to leave approximately one-half inch of "white space" between the chapter title and the first paragraph of the main text. As noted above, chapter title pages do not include a running head but rather a footer with the page number centered below the text.

PAGINATION

The first four pages of the book (i–iv) are referred to as the *front matter* (the half-title page, the series page, the title page, and the copyright page) and will be prepared by SBL Press production staff in accordance with the series format. Page v is the first page for which the author is responsible. If there is a dedication, it should be placed on page v and the table of contents on page vii, page vi being blank. Remember: the table of contents lists only the items that follow it. Table 2 offers the typical sequence of a book's front matter.

Table 2: Sequence of a book's front matter

Half-title page	i
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Title page	iii
Copyright page	iv
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blank (if applicable)	vi
Table of contents	vii
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Preface (optional)	recto
Acknowledgments (optional)	recto
Introduction (if not part of text)	recto
Abbreviations	recto

2

Font Selection

STYLE AND SIZE

Texts should be prepared in a good quality, proportionally spaced, serif font, such as (New) Baskerville, Times (New) Roman, New Century Schoolbook, or Palatino. SBL Press books typically use a 10-point font for the body text and an 8- or 9-point font for footnotes or endnotes.

The `sblbook` class uses the Baskervaldx font by default, but an alternative can be specified by passing options to the sblfonts package using the `sblfonts` class option. See the documentation for the sblfonts package for details.

Chapter titles are usually set in a 14-point font. It is preferable to use the same font face throughout the book for the main body text, running heads, headings, subheadings, block quotations, footnotes, bibliography, and indices.

If available, `sblbook` will use the SBL fonts for Greek and Hebrew with Unicode engines otherwise the class falls back to Alegreya for Greek and Frank Ruehl CLM for Hebrew. The class sets up the `babel` package for `polytonicgreek` and `hebrew`. Other languages can be loaded manually or on the fly with `lualatex`.

HEADINGS AND SUBHEADINGS

The design of headings and subheadings is left to the discretion of the author. As a rule (and as in this manual), first-level headings are centered, and second-level headings are justified left, but other consistent styles are acceptable. Generally it is best also to distinguish headings and subheadings from the body text through use of a different font style (e.g., small capitals with title-case capitalization; small capitals with no initial capitalization; italics). Finally, headings that are followed by *less* than two lines of text before the end of a page should be avoided.

THIS IS AN EXAMPLE OF AN A-LEVEL HEADING

This Is an Example of a B-Level Subheading

This Is an Example of a C-Level Subheading.

When you use only two levels of heading, they can be centered and flush left, respectively, both with white space before and after the heading (settings here: 12-point spacing before and after A-level heading; 6-point spacing before and after B-level subheading). If you use a third level of heading, the paragraph should have space before it, and the following text should be run in, as in this paragraph.

PARAGRAPHS

First lines of paragraphs are normally indented one-quarter inch. The first line of a paragraph following a chapter title, heading, or subheading (e.g., this paragraph) should not be indented.

Generally the text in books is *fully justified*—each line is exactly the same length. Occasionally a line will have an unsightly space (e.g., when the line ends in a word that cannot be divided). This problem can be corrected by a minor rewrite.

Block Quotations/Extracts

A quotation of five or more lines should be set off as a separate paragraph from the main text and formatted differently from the body text.

> This paragraph is an example of a block quote. The margins for block quotations should be set in one-quarter inch from the right and left margins of the body text, and it is customary to use a font size 1 point smaller than the body font.

Finally, it is preferable to leave some white space above and below the extract (6 to 11 points). Thus, typical specifications for a block quote would be a 9-point font with 11-point leading (9/11), indent of .25 inch right and left, and 11 points above and below the paragraph.

FOOTNOTES AND ENDNOTES

To provide the greatest ease of use for readers, SBL Press prefers footnotes to endnotes. Footnote numbers should restart their count at one at the beginning of each chapter. Footnote text should be set in a font size smaller than the main body text, usually 8 or 9 point, and leading should be adjusted accordingly.[1] Thus, a typical font/leading specification for footnotes is 8/10 or 9/11. It is acceptable but not mandatory to set a thin rule (line) between the end of

1. This is an example footnote. Note that SBL Press prefers the first line of footnotes to be indented. See https://sblhs2.com/2016/06/21/indenting-footnotes/.

the main text and the first footnote. If you insert such a rule, it is typically .5 point in width, begins at the left margin, and extends approximately 1.5 inches to the right.

The note number should be superscripted in the main text. In the footnote, the note number should match the rest of the footnote. The typical specifications for a superscripted number is 9-point font raised 3 points.[2]

Bibliographies and Indices

To conserve space, bibliographies and indices should be set in a font size smaller than the main body text. In most cases, then, bibliographies and indices will be set in 9-point font with 11-point leading (9/11). Indices should be set in at least two columns.

The `sblbook` class supports a *Subject Index*, *Modern Authors Index* and *Ancient Sources Index*. Each index can be enabled independently by passing one or more of `ancient sources`, `modern authors` and `subject` to the `sblidx` class option. Modern authors from `biblatex-sbl` citations are automatically added to the *Modern Authors Index* when cited. Scriptural references cited using `\pibibleverse` from the `bibleref-parse` package are automatically added to the *Ancient Sources Index*. Each of the three indices is formatted in a slightly different way inline with the requirements of the instructions on preparing indices at https://www.sbl-site.org/assets/pdfs/pubs/Indexing_SBL.pdf.

ORPHANS AND WIDOWS

If at all possible, avoid *orphans* and *widows* when typesetting your manuscript. Orphans and widows are single lines that become separated from the rest of their paragraph because of a page break. New paragraphs should not begin at the bottom of a page if there is room for only one line, and the final line of a paragraph should not stand alone at the top of a page.

STACKING

It is also wise to minimize "stacking" in the text. Stacking occurs when two consecutive lines begin or end with the same word(s) or two consecutive lines end with a hyphen. Ths class will not place two hyphens on consecutive lines, but it's best to rewrite paragraphs where consecutive lines begin or end with the same word. You can highlight them (along with rivers) by placing `\PassOptionsToPackage{draft,homeoarchy,rivers}{impnattypo}` just before `\documentclass{sblbook}` (the `luatex` engine is required).

---

2. The specification of a 9-point font raised 3 points for superscripts is quite large and not what the SBL Press does in any of their actual published books. I've kept the LaTeX default which is `\scriptsize` (7-point) raised 3.5 point.

3

Citations

Citations should be referenced using `\autocite` or `\autocites` for single volume resources and `\avolcite` or `\avolcites` for multi-volume resources. These macros will place the citation in a footnote. `\parencite`, `\parencites`, `\pvolcite`, and `\pvolcites` place citations in parentheses.

For example, citing a classical primary source (Tacitus, *Ann.* [Moore and Jackson]); citing a lexicon;[1] citing volume 2 of a multi-volume commentary;[2] citing two resources by the same author in a single footnote;[3] citing a resource for the second time;[4] citing an article in an edited collection;[5] citing another article in the same edited collection.[6] Citing an author in the main body of the text can be done using `\citeauthor`, e.g., Bernard Brandon Scott et al. and James M. Robinson and Helmut Koester.[7]

1. BDAG, s.v. "παρρησία".

2. Mitchell Dahood, *Psalms*, 3 vols., AB 16–17A (Doubleday, 1965–1970), 2:125.

3. Daniel Harrington, "The Original Language of Pseudo-Philo's Liber Antiquitatum Biblicarum", *HTR* 63 (1970): 504; Harrington, "Palestinian Adaptations of Biblical Narratives and Prophecies", in *Early Judaism and Its Modern Interpreters*, ed. Kraft and Nickelsburg, BMI 2 (Fortress, 1986), 241.

4. Harrington, "Original Language of Pseudo-Philo's Liber Antiquitatum Biblicarum", 505.

5. John J. Collins, "The Testamentary Literature in Recent Scholarship", in *Early Judaism and Its Modern Interpreters*, ed. Robert A. Kraft and George W. E. Nickelsburg (Fortress; Scholars Press, 1986), 268–86.

6. Harold W. Attridge, "Jewish Historiography", in Kraft and Nickelsburg, *Early Judaism*, 311–43.

7. See Bernard Brandon Scott et al., *Reading New Testament Greek* (Hendrickson, 1993); James M. Robinson and Helmut Koester, *Trajectories through Early Christianity* (Fortress, 1971).

4

Greek and Hebrew

I strongly recommend using the `luatex` engine for multilingual work, especially for right-to-left languages. Inline Greek and Hebrew need to be marked up with `xetex` and `pdftex`. With `pdftex` Hebrew pointing support is limited and cantillation marks are not supported at all.

> Ἐν ἀρχῇ ἦν ὁ λόγος, καὶ ὁ λόγος ἦν πρὸς τὸν θεόν, καὶ θεὸς ἦν ὁ λόγος. οὗτος ἦν ἐν ἀρχῇ πρὸς τὸν θεόν. (John 1:1)

> בראשׁית ברא אלהים את השּׁמים ואת הארץ: והארץ היתה תהוּ ובהוּ וחשׁך על־פני תהום ורוּח אלהים מרחפת על־פני המּים: (Gen 1:1–2)

Inline Greek (Ἐν ἀρχῇ) and Hebrew (בראשׁית) are also possible.[1]

1. Bible references in footnotes, e.g., Deut 6:4 and 1 Pet 3:18 should appear in the index with their note number.

Appendix

Appendix Title

Each appendix should have a number and a title, unless there is only one appendix, in which case the appendix does not need a number. Every appendix requires a heading, so if you are including a preexisting document you will need to type a heading (i.e., the appendix number and title) on that document so that it conforms to your numbered appendices.

An appendix is formatted like the first page of a chapter. Locate page numbers at the bottom center of the first page of each appendix and at the top right corner of subsequent pages. If the appendix is already numbered, put those page numbers in square brackets. Page numbering for the appendices is consecutive with the rest of the book.

Margins for the appendices should be the same as the rest of the book. You may need to reduce the content of the appendix to fit the margins.

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