

ISRAEL STUDIES REVIEW

INFORMATION FOR CONTRIBUTORS

Israel Studies Review is a peer-reviewed, scholarly journal that explores modern and contemporary Israel from the perspective of the social sciences, history, the humanities, and cultural studies. It also pays close attention to the relationships of Israel to the larger world, especially the Palestinians and other Arabs, the United States, Europe, and other international actors.

The Editorial Board welcomes contributions. Authors should submit articles as word attachments by e-mail, formatted as Microsoft Word or Rich Text Format files, along with complete contact information to:

Electronic submissions are preferred but mailed contributions will be reviewed:

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Please note that all correspondence will be transmitted via e-mail.

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Please email questions concerning submissions of articles or expressions of interest in reviewing books to the Editors:

FORMATTING

The document must be set at the US letter or A4 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. An unusual character or diacritical mark should be flagged, as the character may not translate correctly during typesetting.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (address, phone, fax, and e-mail), biographical data of approximately 100 words for each author, and any acknowledgments. Please provide a total word count and indicate the number of tables and/or figures as included. The figures should be named clearly so that their placement in text can easily be matched to where they are called out in the text.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than 150 words and 6 to 8 keywords. The abstract should not duplicate the text verbatim but include the research question or puzzle, identify the data, and give some indication of the findings. Keywords will be drawn from the content and not duplicate the article title.

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ARTWORK

Figures and corresponding captions should be placed in separate files; only placement indicators should appear in the main text. Figures should be numbered consecutively as they appear in the text. Please number items individually (figure 1, 2, 3, 4) as opposed to grouping items together (figure 1, figure 2a, 2b, 2c). "figure," "table," etc., are lowercase unless they begin a sentence or are capitalized in titles. Thus, in the phrase "see figure 11.1," the word "figure" is lowercase.

For optimal reproduction figures or photos should be submitted as TIFF (resolution at 300 dpi) or EPS (800 dpi), black and white, with all fonts embedded. Additionally, all images should be approximately 4 x 4 inches at the resolution indicated. Figures may also be submitted on glossy camera-ready paper.

Tables and corresponding captions should be placed in separate files; only placement indicators should appear in the main text. As with the figures, please be sure to number the tables consecutively.

Authors are responsible for providing images, tables, graphs, diagrams and charts in a form ready to be printed.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

ISF is a refereed journal. Articles are sent to at least two scholars with relevant expertise in the field, who will advise the Editors on publication and provide recommended changes. The Editors will notify the author of their decision and provide the anonymous referees' comments together with a list of any changes needed for the article to be accepted for publication.

PUBLICATION

Manuscripts that have been accepted for publication but do not conform to the style guide may be returned to the author for amendment. The Editors also reserve the right to alter usage to conform to the style guide issued by the Publishers. Authors may not supply new materials or request major alterations following the copyediting stage so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *ISF* style guide is based on the *Chicago Manual of Style (CMS)*, 14th and 15th editions, with some deviations for house preferences. Please note that the journal uses US punctuation and spelling for English, following Merriam-Webster's Collegiate Dictionary.

ARTICLE TITLE AND HEADINGS

- Use capitalization in the article title and headings (in English) for nouns, pronouns, verbs and adjectives.
- Superscript note reference numbers and/or asterisks should not be placed on essay titles, headings, epigraphs, or the essay author's name.

ABBREVIATIONS

- Acronyms must be spelled out on first appearance with the acronyms in parentheses, e.g. Consortium for Comparative Research on Regional Integration and Social Cohesion (RISC). The acronym can then be used in subsequent references.

DATES, NUMBERS AND RANGES

- Use numerals to express all numbers 10 or more, except as noted below.
- Use words to express numbers less than 10; any number beginning a sentence, title, or text heading; common fractions; and universally accepted usage:

Forty-eight percent of the sample showed an increase; 2 percent showed no change.
Twelve students improved, and 12 students did not improve.

one-fifth of the class
two-thirds majority

the Twelve Apostles
Five Pillars of Islam

- The word “percent” should always be spelled out in the main text (% can be used in tables).
- To form the plural of numbers, whether expressed as figures or words, do not add an apostrophe:

fours and sixes 1950s 10s and 20s

- Treat ordinals as you would cardinal numbers; use ninth not 9th, 20th not 20th

the fourth graders the 75th attempt

- Number ranges should be non-abbreviated: 1979–1999; 249–381.
- When prepositions are involved, use “from 1924 to 1928” *not* “from 1924–28,” and “between 1924 and 1928” *not* “between 1924–28.” The phrase “18 September to 19 January” is preferred over “18 September–19 January.”
- Dates should be set day/month/year: 1 January 2010

BIAS/PAROCHIALISMS

- If possible, avoid gender-specific language in contexts in which it is not necessary. The use of neutral pronouns is preferred whenever feasible: humankind instead of mankind; spokesperson instead of spokesman
- Authors should not assume that all of the readers share their social and humanistic experiences, background, and world-view. Making generalizations that imply such a shared experience should be avoided.

AUTHOR-DATE SYSTEM

- In-text citations should follow the author-date system with full documentation in the Reference section.
- Every author mentioned in the reference list must be cited in the main text, and every author cited in the main text must be listed in the reference list.
- In the main text and in the endnotes, the author’s last name, the date of publication, and a page reference (if one is needed) are given in parentheses, with no punctuation between the name and date of publication. If page numbers are included, a colon precedes them:

The use of tactile cue fading (West 1979: 131–136) was implemented.

- If the author’s name forms part of the sentence, it is not necessary to repeat it in the citation.

The use of tactile cue fading initiated by West (1979: 131–136) was implemented.

- Comments are added within the parentheses after the author-date information should be separated by a semi-colon, for example, “(Smith 1990; trial tests are used here).”

- Within the parenthetical citation, dates are treated variously as follows:

(Smith 1987)
(Jones 1984–1990)
(Cavanaugh 1989–)
(Kant n.d.)

- Works by the same author (referenced with dates only and no page numbers) should be separated by commas. Jones’s research (1977, 1979, 1980)
- If an author published two or more works in one year, they should be labeled 1979a, 1979b, and so on. Use “(Smith 1996a, 1996b)” *rather than* “(Smith 1996a, b).”
- Use semi-colons between works by the same author when page numbers are involved. Note that colons are used before page numbers and that the publications are ordered from the oldest to the most recent: (Smith 1993: 63; 1998: 124–169; 2001: 104)
- When there are multiple authors within one parenthetical citation, the order of authors should be alphabetical, and the entries should be separated by semi-colons.
(Whittaker 1967, 1975; Wiens 1988a, 1998b)

(Armstrong and Malacinski 1989; Beigl 1963; Pickett and White 1985)
(Garcia 1998: 67; Wong 1999: 328; 2000: 475)

- Use the abbreviation “et al.” in parenthetical citations only when there are more than three authors. The abbreviation is not preceded or followed by a comma. (Jones et al. 2001)
- If there is more than one author with the same last name, the initial letters of the authors’ first names are used. (D. Smith 1981; G. Smith 1999)

ENDNOTES

Note: It is strongly recommended that contributors use the automatic note feature in Word in order to avoid errors in numbering and placing the notes.

- Discursive notes should be presented as endnotes and should be kept short and to a minimum.
- Note reference numbers and/or asterisks should not be placed on essay titles, section headings, epigraphs, or the essay author’s name. Either the note reference number should be moved to a pertinent place in the main text, or the information contained in the affected note should be set as an unnumbered note at the beginning of the notes section, particularly if the text in question gives the history or background of the article.
- Note text should be the same size as the main text. The note number should be plain instead of superscript and followed by a period.
- URLs should not be located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). URLs should be relocated to endnotes or the reference list.
- Abbreviations such as “ibid.,” “e.g.,” and “i.e.” have capital initial letters only when used at the beginning of a note. It is better to recast a sentence to avoid starting it with “e.g.” and “i.e.” Or use the spelled out version.
 ibid., 311.
 26. He has published many books. For example, a monograph on religion appeared last year.
- No colon is used after “see” or “in” when introducing a reference.
 For a convincing argument, see North (1999: 349).
- Please note that “cf.” is not a synonym of “see”; it means “compare with.”

REFERENCE LIST

- The reference list should be in alphabetical order with a period placed at the end of each entry.
- Periods separate most of the elements of the entry, and a period is always placed at the end of every entry in the reference list.
- It is preferred that the authors’ first names be given in full, rather than using first-name initials.
- In a co-written or multi-author work, the first author’s name should be inverted and followed by a comma. The names of the other authors should be non-inverted and separated by commas.
- For multiple listings under an author’s name, list the oldest publication first, followed by the next most recent publications, in chronological order, using three dashes or hyphens to signify the author’s name on subsequent mentions.
- Book, article, and chapter titles are capitalized in sentence case.
- Article and chapter titles are enclosed within quotation marks.
- When the abbreviations “ed.” and “eds.” follow the editor(s)’s name, they mean “editor(s)” and are preceded by a comma and are not enclosed in parentheses. When the abbreviation “ed.” follows the title of a work, it means “edited by.” (Similarly, the abbreviations “trans.” and “Trans.” mean “translated by.”)
- When the original publication year and a subsequent publication year are both listed, the original year appears in square brackets both in the in-text parenthetical citation and in the reference list. The chronological order in the reference list is based on the original year.
- When a chapter from a monograph is cited, it is not necessary to repeat the author’s name before the title of the book.
- When listing two publication cities, use “and” (not a comma or slash) to join them: “New York and Oxford” *not* “New York, Oxford” or “New York/Oxford.”
- Please confirm that web links are accessible as cited.
- If possible, update information where references cited are in press or submitted for publication.

REFERENCE EXAMPLES

BOOK

Wagner, Roy G. [1975] 1981. *The Invention of Culture*. Chicago: University of Chicago Press.

TWO AUTHORS (USE COMMA TO SEPARATE):

Apffel-Marglin, Frederique, and Stephen A. Marglin, eds. 1996. *Decolonizing Knowledge: From Development to Dialogue*. Oxford and New York: Clarendon Press.

CHAPTER IN A BOOK (NOTE PLACEMENT OF PAGE NUMBERS AND EDITORS)

Franklin, Sarah. 1995. "Romancing the Helix." Pp. 63–77 in *Romance Revisited*, ed. J. Stacy and L. Pearce. London: Lawrence & Wishart.

ARTICLE IN A JOURNAL:

Joyce, Christopher. 1992. "Western Medicine Men Return to the Field." *Bioscience* 42, no. 6: 399–402. (or if there is no issue number):

Coxon, Kate. 2001. "How to Have a Creative Child: Creating Creativity." *Junior* 24: 34–39.

TRANSLATIONS:

Cortázar, Julio. 1969. *Cronopios and Famas*. Trans. Paul Blackburn. New York: Random House.

Labidi, Leila. 1989. *Cabra hacham: Sexualité et tradition* [Patience and Shame: Sexuality and Tradition]. Tunis: Dar Annwras.

ARTICLE IN A NEWSPAPER OR MAGAZINE:

Henry, W. A., III. 1990. "Making the grade in today's schools." *Time*, 6 April.

DISSERTATION:

Downer, John. 1975. "Necessity and Knowledge in the Later Philosophy of Wittgenstein." PhD diss., University College of North Wales.

ORGANIZATION AS 'AUTHOR':

Metropolitan Housing and Planning Council. 1982. *Map 2000: Metropolitan Area Plan for the Year 2000*. Chicago: Metropolitan Housing and Planning Council.

MATERIALS IN ARCHIVES:

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

Dedyk, Claudia. (1933, 11 February). *Linguistics Memos, Rossiiskii Gosudarsvenyi Isoricheski Arkhiv [RGIA]*. (fond 1129, opis 1, delo 491, pp. 74-83, 116-19). Russian State Historical Archives, St. Petersburg.

INTERNET / WORLD WIDE WEB SITES:

Evanston Public Library Board of Trustees. 2000. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed 30 May 2001).

TEXT PREPARATION CHECKLIST

- All text, including headings, sub-headings, notes, and references, should be set in a standard 12-point type, such as Times or Times New Roman, and must be double-spaced with a 1-inch margin on all sides.
- US spelling has been used: set default language to "English (USA)," and make sure that the spell checker is in US English.
- The abstract is no more than 150 words.
- The keywords are limited to eight and listed in alphabetical order.
- Although the contributions may originally have been papers presented at a conference, in the journal they should be referred to as articles.
- Italicize on every instance foreign-language words that are not common in general English usage.
- URLs should not be located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). URLs should be relocated to endnotes or the reference list.

- ❑ Copyright permissions have been obtained for any quotations longer than 400 words.
- ❑ Any artwork supplied conforms to the requirements with location called out in the text and all permissions cleared.
- ❑ The Style Guide has been followed:
- ❑ References adhere to the examples provided.
- ❑ Every author mentioned in the reference list has been cited in the main text or notes, and every author cited in the main text and notes has been listed in the reference list.

Please always double-check your manuscript to see that these conditions have been met.