chapter 1[[1]](#endnote-1)

Style Guide for Chapters[[2]](#endnote-2)

Reflecting Brill’s Typographic Style[[3]](#endnote-3)

Brill Sense[[4]](#endnote-4)

Abstract

These instructions are intended to provide guidance to authors of a Brill publication when formatting their publication in Microsoft Word. Please read these general instructions carefully before beginning the final preparation of your publication.

This template contains a *limited* set of styles and specific margin settings. Both styles and margins are based on Brill’s Typographic Style and should thus result in the look and feel as if printed in a book or journal published by Brill.

The next sections give an overview of the different styles in this template. Names of used styles are given in endnotes.

Keywords

Brill Sense – Word template – Brill’s Typographic Style (BTS)

1. Formatting Instructions

The text should be in clear, concise English. Please be consistent in punctuation, abbreviations, spelling (British vs. American), headings, and the style of referencing. Please make sure your text has been proofread with care.

We recommend using the preset Brill formatting styles included with this Word document to format your text, rather than changing layout settings in every place. In this way you will obtain maximum consistency in layout. This document conforms to the layout required, and you can therefore use it as a style file. All the preset styles are in FULLCAPS and their names are given in the endnotes to the relevant items.

This style file is set up on A4-sized paper, to conform to the requirements of the printers. Please do not change this. You can still print out your draft on other paper formats such as “US letter”.

1. Fonts

Default font used in Brill publications is Brill’s own typeface. Authors can download this font from <http://www.brill.com/about/brill-fonts>. It presents complete coverage of the Latin script with the full range of diacritics and linguistics (IPA) characters used to display any language from any period correctly. Greek and Cyrillic are also covered. There are over 5,100 characters in each font (there are four in all: roman, italic, bold, and bold italic), with all necessary punctuation marks and a wide assortment of symbols.

The text should be justified, and the text area is 11.5 x 19.5 cm (excluding running head and page number). Body text should be in 11 pt, and Endnotes and References in 9 pt. Apart from exceptions that will be mentioned below, all line spacing should be single (line height is 13.45 pt).

1. Layout of the Chapter Opening Page

The opening page of a chapter should show the chapter number, the title, possibly a subtitle and the author(s)’ name(s), as shown on the first page of this document. Please refer to the footnotes for the names of the used styles. The final author name is followed by a level 1 heading (heading 1) or standard text (text flush). In case of text flush add two blank lines.

If necessary affiliation information can be added to the author’s name on the next line. The affiliation is printed in Roman, 10 pt. The style affiliation can be used to format this line:

Name of the author[[5]](#endnote-5)

Affiliation of the author[[6]](#endnote-6)

1. Styles[[7]](#endnote-7)
   1. Running Text[[8]](#endnote-8)

Body text is formatted using two styles: text flush and text indent. The first paragraph of each section after a heading is formatted using text flush. Next paragraphs use the text indent style.

Difference between the two styles is an indent of 4 mm of the first line of the text indent paragraphs.

* 1. Headings

Three levels of headings are included, both numbered and unnumbered. For the main body of the chapter, please use *numbered* headings and only use the unnumbered version for the Abstracts/Keywords, Acknowledgments, Notes and References. heading 1 has two blank lines before and one blank line next to the heading text. Level 2 and 3 headings have one blank line before. Format of the heading text is as follows:

* heading 1: **Brill bold,** 11 pt, 1.2 cm indent
* heading 2: ***Brill bold italic****,* 11 pt, 1.2 cm indent
* heading 3: Brill roman, 11 pt, 1.6 cm indent

Heading 3 sample

This is sample of a numbered heading level 3. In the template the style for the next paragraph is defined as text flush.

* 1. Running Heads and New Paragraphs

The running heads of a chapter should be as follows:

* left-hand, even-numbered pages: the page number at the left and the chapter number flush right, in capitals, 9 pt.[[9]](#endnote-9) In case of an edited volume, the chapter information can be replaced with the surname of the author(s).
* right-hand, odd-numbered pages: title of chapter, flush left, in capitals followed with the page number at the right.

If the title is very long, please make an abbreviated title of not more than 40 characters (including spaces) to be used as a running head.

* 1. Itemized Lists

Itemized lists should be ‘bulleted’ with an en dash and a 0.4 cm hanging indent. Use the style item to apply this formatting:

* Item 1
* Item 2
* Item 3
* Item 4
* Etc.
  1. Endnotes

Use the Style endnote for endnotes (9 pt). Use the autonumbering facility, not manual numbering. This makes adding or deleting endnotes simple. They will appear after the text, before the reference section, as in this document.[[10]](#endnote-10)

* 1. Block Quotes

Block quotes are 11 pt, and should be indented 8 mm on the left, with a blank line (13.45 pt) above and below the block quote. No quotation marks are necessary around such displayed quotations.

This is an example of a block quote. The quoted text may contain multiple paragraphs. In the final publication each next paragraph …[[11]](#endnote-11)

… will have a 4 mm indent of the first line of the paragraph. The block quote-style has a tab stop at this position to realize this indent. So the 2nd and next paragraphs in a block quote should start with a tab.

* 1. Tables

For tables, normal ‘portrait’ orientation is preferred. If a table does not fit within the type area, try reducing the type size, with 9 pt being the absolute minimum. If the table still does not fit, increasing the width of the type area to 130 mm is permitted. Tables should be kept as a whole on one page wherever possible. Very narrow tables may be embedded in the main text, set flush left, with text flowing around them on the right, at a distance of 4 mm from the table. Notes, source references, etc. may also be set to the right of a narrow table instead of below it.

table 1 This is an example of a table with a caption text above it.[[12]](#endnote-12)

|  |  |
| --- | --- |
| Vegetable | Colour |
| Carrot | Orange |
| Leek | Green/White |
| Red pepper | Red |
| Parsnip | Off-white |

Two styles are available for formatting the text in the table: table body and table column head. Both are set at 11 pt text. The table column head-style is in **Brill Bold**. As mentioned in the introduction the character size of these styles might be reduced up to 9 pt to make the table fit within the text margins.

The text “Table” before the number in the caption text is in small caps. The cs small caps-style can be applied to realize this. Note that Word only supports table captions above or below the table. In the example above the caption could be place at the right side of the table.

* 1. Figures and Photographs

Illustrations should always be submitted as separate files. The accepted formats for photographs and other halftone images are TIFF or JPG (TIFF is preferred) with a minimum resolution of 300 dpi; for line drawings, maps and schematics the accepted file formats are AI (Adobe Illustrator) or EPS with a minimum of 600 dpi.

You can include the illustrations in the Word document to indicate the preferred position and to add the caption text.[[13]](#endnote-13) Alternative is to add enough empty space in the text to fit in the photographs or figures that are supplied separately. Captions for figures and illustrations should not be incorporated into the figure itself, and they should be listed in numerical order (headed as Figure x. Caption). In case you add the illustrations in the text to indicate their position, you can use the style caption text to format the figure caption, placed below or at the right of the figure. Again cs small caps can be applied to “figure”. See Figure 1 below for an example.



figure 1 Sample figure

The next illustration shows a sample with source information. The source information is in small caps. This can be achieved by selecting the source information sentence and apply the character style cs small caps from the style menu.

figure 2

Untitled, 1978, black-and-white photograph mounted on cardboard, enamel on wooden frame, frame size 62.6 x 61.6 cm

graphische sammlung staatsgalerie stuttgart

As with tables the caption can be placed above or below the illustration. But different from the tables, the caption for illustration is placed in a separate textbox that – after adding – can be moved. In Figure 2, the below-position was selected in the Insert Caption-option from Word. After completion the caption was placed right of the illustration. Note that caption texts are left justified only.

* 1. Equations

Equations should be italicized and centered on the page, with the equation number in parentheses, flush right. Use a blank line above and below the equation, such as in the example below. Blank lines are added automatically when applying the equation-style.

E=mc2 (1)[[14]](#endnote-14)

Wherever possible, try to avoid breaking equations between parentheses, brackets, or braces.

* 1. References/Bibliography

References/Bibliography can be placed at the end of a chapter – or, in the case of a monograph, as a separate chapter – in the back matter of a volume. The heading is formatted as chapter title or heading 1, as appropriate. Use Style bibliographic for coding the references. The body text is formatted in Brill Roman, 10 pt and should conform to the baseline grid. The first line of each entry in the bibliography should be set flush left, with subsequent lines indented by 4 mm (see sample below, after the NOTES). Repeated author names should *not* be replaced with a bibliographical dash. Please use *APA style* for references and citations in the text should be given as (Author, date).

The latest version of Word has the option to enter citations in the running text and automate the generation of a bibliography. These options are available in the References-tab of the main menu. If this option is used, the formatting of the bibliography can easily be adjusted afterwards. In this case you can simply choose one of the preset styles, such as APA.

chapter 2

Style Guide for Chapters

Using Styles in Word

This chapter provides some additional information concerning the usage of styles in Word. The most-used styles are available from the Styles-option in the Home-tab of the ribbon. To use all styles referred to in the previous chapter, it is necessary to:

Open the Styles panel

Click the arrow at the lower right corner of the Styles -option in the Home tab, as indicated in Figure 3.

figure 3 The styles-option in the Home-tab. The option to show the Styles-panel is marked with red.

The Styles-panel usually opens as a pop-up window covering the text. Best way is to drag and drop the window to the side of your screen, where it will be remain available aside of the text.

Select the styles that are available in the panel

After opening the Styles panel you should see only styles with names in capitals. If you also see the built-in Word styles (specified in the Normal-template) you can adjust the displayed styles by:

* Select *Manage Styles*, the rightmost of the three options below the style list;
* In the pop-up window, select the Recommend-tab;
* Click on *Select Built-in* to select the default Word styles;
* Click on *Hide* or  *Hide until used* to remove the default Word styles from the Styles listing and display only the styles in the template.

Applying a style to a paragraph

With the list of Styles aside of your document it is easy to place the cursor anywhere in a paragraph and apply a style by clicking on the appropriate name in the Styles panel. Note that the cs small caps-style is not a paragraph style. To apply this style you have to select the text that you want to mark as small caps.

Do not change the settings of a specific style. This would mean that the formatting of the document will be less similar to the final formatting in print.

Using this template for your text

After taking note of the contents this document , it can be used for formatting a publication. Just select the complete contents of this document by pressing Ctrl-a and press Del. This will result in a blank document, leaving all styles and page settings available. Do not forget to save the document with a different name.

Further information concerning the preparation and submission of your publication is available in Brill’s author’s guide. This guide can be downloaded from our website, using this [link](https://brill.com/fileasset/downloads_static/static_publishingbooks_authorguide-20180605.pdf).

**DISCLAIMER**: this template is *not* intended for the preparation of a print-ready PDF. The BTS contains quite some detailed styling which is not included in this template and any fine-tuning will still need to be done by the typesetters when they prepare the first proofs.

1. Style chapter number, see Chapter 2 for further information regarding the use of Word styles. [↑](#endnote-ref-1)
2. Style chapter title. [↑](#endnote-ref-2)
3. Style chapter subtitle. [↑](#endnote-ref-3)
4. Style chapter author. [↑](#endnote-ref-4)
5. Style chapter author. [↑](#endnote-ref-5)
6. Style affiliation. [↑](#endnote-ref-6)
7. Style heading 1 (Unnumbered/Numbered). [↑](#endnote-ref-7)
8. Style heading 2 (Numbered). [↑](#endnote-ref-8)
9. The built-in style “Header” has been modified in this document to reflect these settings. [↑](#endnote-ref-9)
10. The Endnotes may give problems with the positioning and sometimes appear *after* the References. This will be fixed by the typesetters when preparing the first proofs! [↑](#endnote-ref-10)
11. Style block quote. Note that applying this style will add the blank line above and below. [↑](#endnote-ref-11)
12. Style caption text. [↑](#endnote-ref-12)
13. You will still need to supply the files separately. [↑](#endnote-ref-13)
14. Style equation. The number “(1)” right of the equation is formatted Roman instead of Italic. After applying the equation style the number can be selected to adjust its formatting by changing the *Italics* in Roman.

    References (Sample)

    Antonio, A., Astin, H., & Cress, C. (2000). Community service in higher education: A look at the nation’s faculty. *Review of Higher Education, 23*(4), 373–398.

    Baldwin, R. G. (1996). Faculty career stages and implications for professional development. In D. Finnegan, D. Webster, & Z. F. Gamson (Eds.), *Faculty and faculty issues in colleges and universities* (2nd ed., pp. 1–11). Boston, MA: Pearson Custom Publishing.

    Morison, S. E. (1936). *Harvard College in the seventeenth century*. Cambridge, MA: Harvard University Press. [↑](#endnote-ref-14)