

Manuscript Submission: Use of Ancient Greek (Classical and Koine/Biblical)

Version 1.3, 21 February 2012 / By Pim Rietbroek



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Instructions for Authors

1) Operating Systems

Make sure you use an appropriate operating system, such as Windows XP, Vista, or 7, or Mac OS X v.10.4.x–10.7.x. Although we have not tested this, the combination Linux-and-OpenOffice should also work well.

2) Word processing

Windows users should use MS Office Word 2003, Word 2007, or Word 2010.

Macintosh users should use either MS Word 2004 (version 11.x), 2008 (version 12.x), 2011 (version 14.x), [Mellel](#), [Nisus Writer Pro](#), [Nisus Writer Express](#), or [Pages](#).

3) Fonts

Make sure you use a Unicode font. Brill has recently released the first two fonts (roman and italic) of the [‘Brill’ font family](#), which features extremely broad Latin coverage, as well as the fullest support for Greek: apart from the usual ‘polytonic’ character set it features papyrological, epigraphical and metrical signs, as well as numerous symbols used in biblical scholarship. Non-commercial use of the Brill fonts is free.

Useful for its support of [Ancient Greek Musical Notation](#) is [New Athena Unicode](#) (v. 4.x), a free download.

4) Typing Unicode Greek

Both Windows (XP, Vista, 7) and Mac OS X (v. 10.4.x through 10.7.x) provide ‘keyboards’ (‘IMEs’ or ‘Input Methods’) for classical and koine Greek – called ‘Polytonic Greek.’

4.1) Windows XP: Control Panel → Regional and Language Options → Languages tab → Text services and input languages → Details... button → Settings tab → Installed services → Add... button → Add Input Language → Input Language: “Greek;” Keyboard layout/IME: “Greek Polytonic.” A complete illustrated guide for installation and use is found on the [Microsoft site](#). Users of non-US keyboards should be aware of the fact that some key positions for diacritics and punctuation marks differ from the documentation to be found on the Microsoft site; all characters can be found with some experimentation. [You may be better off using the excellent illustration of the Microsoft Polytonic keyboard on the [Logos Bible Software support site](#).]

Windows Vista: Control Panel → Regional and Language Options → Keyboards and Languages tab → Change keyboards... button → General tab → Add... button → Add Input Language window → Select: “Greek (Greece), Keyboard, Greek Polytonic.”

Windows 7: Control Panel → Region and Language → Keyboards and Languages tab → Change keyboards... button → General tab → Add... button → Add Input Language window → Select: “Greek (Greece), Keyboard, Greek Polytonic.”

4.2) Mac OS X v.10.6.x and 10.7.x [in square brackets: v.10.4.x and 10.5.x]: Apple menu → System Preferences → Personal: Language & Text [International] → Input Sources [Input Menu] button → Checkmark “On” next to “Greek Polytonic.” If it was not visible already a flag menu appears in the

menu bar near the right-hand side, and the Greek Polytonic IME has an icon of the Greek flag with a small temple inside it. An illustrated guide for the older Mac OS X v.10.4.x is found at the Washington University at St. Louis site: "[Mac OS 10.4: Enabling Polytonic Greek.](#)"

Several other IMEs are also available on both platforms, some free, some for a small charge. On the Windows platform [Antioch](#) is widely used; others prefer Tavultesoft [Keyman](#), or [MultiKey](#); please make sure you have an up-to-date version. In 2008, the excellent [GreekKeys Unicode 2008](#) software package has become available for Windows XP, Vista, and 7; you can order it from the [APA](#) (APA members can [get a discount](#)).

On MacOS you may have become used to the GreekKeys layout: you can order a Unicode version of the excellent [GreekKeys Unicode 2008](#) software package from the [APA](#) (APA members can [get a discount](#)). Other input methods for Mac OS X include 'GreekPolytonic' from Yusuke Kinoshita (a.k.a. 'Kino') – download 'GreekPolytonicKB.sit' at <http://quinon.com/files/keylayouts/>. Rodney J. Decker has created an input method based on the TLG transliteration scheme: '[PolytonicGreekRD.keylayout](#)'.

5) Converting 'legacy data'

Many people still have (and work on) documents in which the Greek is in older 'legacy formats' (or rather, 'encodings'), i.e., pre-Unicode. Legacy encodings include:

Beta Code, GreekKeys, SuperGreek, SPIonic, WinGreek.

A macro package for MS Word (Windows: Word 2000 and upwards; Mac OS X: Word 2004 only) called [GreekTranscoder](#) allows for conversion between legacy formats and Unicode.

6) File format

You should always submit your files in .doc format (the newer .docx is also allowed). In certain circumstances you need to tell your word processor to 'Save As' in a different file format; sometimes it is a matter of choosing the 'Export' menu command. Should your word processor have another 'native' file format, such as '.mellel' or '.pages', please include a copy of your file(s) in that format as well.

7) Sending files

Please send files on a CD-ROM, a DVD or a USB stick; note that Brill cannot return your media. If you need to send the files by electronic means, first compress the files. Windows users should use the .zip format, whereas Mac OS X users should use the .zip, .sit or .sitx formats. Attachments to email messages should not exceed 4 MB in size per message; if necessary, contact your editor or editorial assistant for access to our FTP site.

8) Print-out

Always submit a physical print-out of your files. Despite the great advances in software, the only sure way for Brill and its typesetters to know exactly what text an author has in mind is to refer to this print-out.