General housekeeping matters

- The journal uses a double-blind review process; please remove all references to or clues about your identity as author(s) from the main text and footnotes.
- Tables, figures, appendixes, and photos must be submitted as separate files from the article text.
- Submissions should be accompanied by a short abstract (up to 150 words) to appear both in your manuscript and to be entered directly on the Editorial Manager submission page.
- Accepted submissions should be accompanied by a short author biography.
- Because of space limitations, manuscripts exceeding 10,000 words will receive consideration only if authors provide justification for the length.
- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the press with the author’s publication contract.
- Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.

Manuscript format

- Submissions should be made as Microsoft Word files.
- All text, including notes and works cited, should be formatted in Times New Roman font, size 12 point, with double line spacing throughout.
- Footnotes, not endnotes, should be provided. See below for more information.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- Number pages.
- Include a Works Cited at the end. See below for more information.
- No function of ‘Track Changes’ should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- ‘Style’ field should read ‘Normal’ throughout text.
• Use ‘main headings’ and ‘subheadings’ as appropriate.
• Subheads may be placed in italic to distinguish them from a full heading.
• Tables/figures/appendixes:
  • Must be submitted as separate files from the article text. An indication in the text for placement should be given, for example: <Table 1>, <Figure 2>, <Appendix 1>.
  • Figures must be submitted in the original format at the size they are to appear.
  • Tables should be submitted in Microsoft Word. All tables may be included in one document.
  • Charts and graphs should be submitted in Microsoft Excel or its original source file.
  • Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at the size the images are to appear. If possible, all digital images should be grey scale.
• Spell out all Biblical, rabbinic, and other scriptural texts in both the text and citations.

Style
• Use single spaces following periods between sentences throughout the manuscript.
• Ellipses: when omitting part of a sentence with an ellipsis, use three periods with a space before, in between, and after (“ . . . and . . . ”).
  • If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above.
  • Use a four-dot ellipsis if an entire sentence is omitted.
  • Do not use ellipses at the beginning or end of a quotation.
• Footnotes are used to cite sources and elaborate on information presented in the article text. Notes must be numbered consecutively throughout the article and be indicated by superscript numerals following the punctuation.
• JJE uses parenthetical citations with a works cited list at the end of the document. In all cases, manuscripts must consistently conform to The Chicago Manual of Style, 16th Edition (CMS).
  • Citations: Use parenthetical author-date citations. In the case of works by multiple authors, please list up to three authors; for more than three, please list only the first author, followed by “et al.”
    • For example, (Poist and Alen 1999; Murphy 2000a, 48–51; Pollan,
Ward, and Burns 2007b; Barnes et al. 2010, 98).

- Works cited list: References citing source materials must be listed alphabetically at the end of the article and must include, in order, the following information:
  - Journal: First author’s last name, first name, and Second author’s first name last name. Year of publication. “Title of Article.” Title of Journal volume no. (issue no.): page numbers.
  - Book: Author’s last name, first name. Year of publication. Title of Book. City: name of publisher.
  - For other types of citations, please check the CMS.

**Book reviews**
- The review must be headed by the following information: title of publication; name of author or editor; publisher; publisher’s address; date of publication; number of pages; ISBN number (if available in both hardcover and paperback, indicate numbers for both); and selling price(s).
- The text of the review must be double-spaced throughout.
- The reviewer’s name and employer affiliation must be indicated at the end of the review.

**Translations**
- Provide translations for all quotations in languages other than English undefined individual foreign words, run-in quotes, and block quotes; parentheses suggest themselves as the appropriate place for translations, but where this doesn’t work the
editor is fairly confident an arrangement can be worked out. In a few cases individual words or short phrases in Hebrew, Aramaic and Yiddish that are familiar in the field may not need translation; this will be decided on an ad-hoc basis by the editor in consultation with the author. In any case, however, the word or phrase should be transliterated.

- Titles in the works cited list do not need to be translated, but should be transliterated. That said, authors might want to keep in mind readers unfamiliar with source material in languages other than English and offer translations of titles where appropriate.

**SUBMIT AN ARTICLE**

Manuscripts for consideration must represent original work that has not been previously published. Essays are to be submitted online at [http://www.editorialmanager.com/JJE](http://www.editorialmanager.com/JJE). Inquiries made be made by contacting the JJE managing editor at [jje@societyofjewishethics.org](mailto:jje@societyofjewishethics.org).

**BOOK REVIEWS**

Review articles are solicited by the JJE Book Discussion Editor. Books to be considered for review may be sent to the JJE managing office. Inquiries may be made at [jje-books@societyofjewishethics.org](mailto:jje-books@societyofjewishethics.org).