

The Hakirah Guide to Writing a Scholarly Article

By: HESHEY ZELCER

You are at home after a hard day at work. The kids are asleep, you've made small talk with your spouse and the dishes are cleared. With the day's pressures behind you, the idea that is never far from your mind resurfaces. You want to research it, write it up and rush it to *Hakirah*, but you've never published in a scholarly journal and the challenge seems daunting. Don't worry. Take a deep breath. *Hakirah* is proud to have published important articles from first time authors and with this guide we hope to encourage and help you write your own.

Hakirah: The Flatbush Journal of Jewish Law and Thought, an Orthodox Jewish journal published semi-annually, contains a variety of English and Hebrew articles on Jewish law (halakhah) and thought (*hashkafah*). We look for original, well-researched articles that are presented in a clear and organized manner, and that are, above all, interesting. Your article should be concise, but long enough to cover the topic. While you should not be overly concerned with its length, you should eliminate all material not directly related to your thesis—even if it is interesting.

A good article starts with a good idea. Research what you are passionate about and you will come across many surprising and delightful details. Don't be surprised to learn, however, that the issue about which you were so sure isn't really black and white. That is okay. Quote all relevant sources, even those that point in the opposite direction. Be truthful with your findings and your article will be balanced and believable. You will also avoid a barrage of embarrassing letters to the editor. Finally, acknowledge the sources for the material you quote and never pass off someone else's idea as your own.

The variety of interests reflected in the articles we receive never ceases to amaze us. We look forward to the surprises in your submission.

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I. Structuring Your Article

Thesis

A good article starts with a thoughtful thesis. What is your point? What are you passionate about? What are you trying to prove? Once you know what you want to write about, start by organizing your thoughts using a word processor.

Word Processor

Microsoft Word has become the word processing program of choice and you should use it even if you will be incorporating a significant amount of Hebrew text. To enable Hebrew in Word, click on 'Start,' 'Control Panel,' and select 'Regional and Language Options.' Enable 'Right to Left Languages' and add 'Hebrew.'

When you insert Hebrew text it should not contain *nekudot*, unless you are making a point about pronunciation. Text quoted from Tanakh, however, should contain *nekudot*.

You can switch between English and Hebrew in your document by holding the 'Alt' key and pressing the right 'Shift.' Do not put an English space between two Hebrew words, as this will cause the Hebrew phrase to be reversed when it is split across two lines.

Use the default font in Word for both English and Hebrew text. When we typeset your article for publication, all English text will be formatted using the Garamond font and the Hebrew with Times New Roman, unless the Hebrew text contains *nekudot*. If you are unfamiliar with the Hebrew keyboard use <<http://www.lexilogos.com/keyboard/hebrew.htm>> to help you create and insert Hebrew text into your article.

With your word processor begin to structure your article.

Title and Subtitle

The title should describe your article. See the grammar section for proper capitalization and punctuation of your title and subtitle.

Structure and Outline

Like a well-written letter, an article usually contains three logical units: 1. the introduction which states the problem or your thesis; 2.

the body of your article where you prove your point; and 3. your conclusion or summary.

The body of your article is where you invest the majority of your time and effort. When writing this section it is advisable to prepare an outline. It will help you organize your thoughts and cover your points in a logical order. It will also help you focus on the research and writing that remain to be done.

It is emotionally difficult to delete sentences and paragraphs you spent time writing. Nevertheless, you should delete any information unrelated to the thesis of your article. To make it easier to delete unnecessary text, create a file called ‘deleted text’ and put everything you delete into that file. Should you ever need to retrieve the deleted text you will be able to copy it back from the ‘deleted text’ file.

Referencing Your Sources

Books: When you state a fact, unless it is well known, you should, in a footnote (not an endnote), indicate where you learned that piece of information. The footnote should contain an exact description of the source you are referencing in standard MLA format: The author’s last name, a comma, the author’s first name, a period, the title of the work italicized, a period, the city of publication, a colon, the publishing company, the year of publication, a comma, a ‘p.’ or ‘pp.’ for page number(s), followed by the page number(s).

Linder, Amnon. *The Jews in Roman Imperial Legislation*. Detroit: Wayne State University Press, 1987, p. 48.

When quoting an article within a publication, use the following format:

Kaplan, Lawrence. “Review Essay: Worship of the Heart,” *Hakirah* vol. 5. New York: 2007, pp. 79-114.

Subsequent references to that same work can be embedded directly into your article using an open parenthesis, the author’s last name, the page number and a closed parenthesis:

(Kaplan 112)

Hyperlinks: Place a “<” sign before the URL and a “>” sign after the URL. A period, if necessary, should be placed after the “>” sign.

See <www.Hakirah.org/vol 2 Mendel.pdf>.

Footnotes:

Use footnotes to identify precisely the sources for the information quoted in the body of the article.

Footnotes may also be used for inserting related but tangential information that, if inserted into the body of the article, would interfere with its flow.

Endnotes should never be used.

Tables and Figures

Insert tables within your article at the appropriate spot. Label and reference them as *Table 1*, *Table 2*, etc.

Place all figures at the end of your article. Label and reference them as *Fig. 1*, *Fig. 2*, etc.

II. Researching:

You should read and know everything about the topic you are discussing. This will ensure that you do not propose ‘novel’ ideas put forth by others, or take a position that has already been refuted. If it is impossible to read everything important that was ever written about your topic, then perhaps the scope of your article is too broad.

To determine the important books that deal with your topic, go to the first outstanding book you read about the topic and consult its bibliography. This will lead you to other works, whose bibliography will in turn lead you to others. Avoid books from publishers of hagiographic works, since their primary purpose is not usually the establishment of fact or the determination of truth.

When writing about a topic of halakhah, you should know and reference everything about the topic mentioned in *Bavli*, *Yerushalmi*, *Mekhilta*, *Sifra*, *Sifrei*, *geonim*, *rishonim* and *aḥaronim*, with special emphasis on *Rif*, *Rosh*, *Rambam* and *Shulḥan Arukh*. The easiest way to research your topic is to use the Bar Ilan responsa database—either the CD-ROM or the on-line version.

Also, when researching a Talmudic concept, consult *Encyclopedia Talmudit*. Read everything it has about your topic and then review the footnotes to make sure you are aware of all important sources.

On-Line Resources

For a comprehensive index of on-line resources available on the internet see: ארון הספרים היהודי by רפאל בן-מיכאל available at www.Hakirah.org/AronHaSefarimHaYehudi.doc. Some of the most important on-line resources are:

www.Mechon-Mamre.org

The text of Tanakh, Mishnah, *Tosefta*, *Yerushalmi*, *Bavli*, *Mishneh Torah* and more. The text is suitable for “copying and pasting.”

www.Responsa.co.il

Searchable text for the Written and Oral Torah and responsa (*shu"t*), suitable for research. The on-line version does not allow “copying and pasting.”

www.HebrewBooks.org	A large selection of <i>sefarim</i> in PDF format.
www.daat.ac.il	Hebrew encyclopedia and much more.
www.jnul.huji.ac.il/eng	Digitized manuscripts. <i>RAMBI: The Index of Articles on Jewish Studies</i> .
http://books.google.com/books?hl=en	Google books.

CD-ROM Software

For the CD-ROM Bar Ilan University responsa (*shu"t*) project see <http://www.biu.ac.il/jh/Responsa/>

See *Encyclopedia Talmudit* CD-ROM from Yad HaRav Herzog

Brick and Mortar Judaica Research Libraries

A trip to the library is unavoidable. To make your time there more productive, research the books you need before your trip. Many libraries have their catalogs available on the Internet.

Yeshiva University

Mendel Gottesman Library of Hebraica/Judaica

2520 Amsterdam Avenue

between 185th and 186th Streets at the University's Wilf Campus

New York, NY

<http://www.yu.edu/libraries/index.aspx?id=31>

New York Public Library

Stephen A. Schwartzman Building

Fifth Avenue and 42nd Street

New York, NY 10018

Reference: (917) ASK-NYPL

<http://www.nypl.org/research/chss/>

JTS Library

3080 Broadway

New York, NY 10027

<http://www.jtsa.edu/Library.xml>

III. The Mechanics of Writing

Transliteration

Hakirah accepts articles in *Encyclopedia Judaica* or *ArtScroll* format. Choose either transliteration style but be consistent.

ArtScroll	Encyclopedia Judaica		
	Scientific	General	
a	'	not transliterated	א
b	b	b	ב
v	v, <u>b</u>	v	ו
g	g	g	ג
g	<u>g</u>	g	ג
d	d	d	ד
d	<u>d</u>	d	ד
h	h	h	ה
v-when not a vowel	w	v-when not a vowel	ו
z	z	z	ז
ch	<u>h</u>	<u>h</u>	ח
t	<u>t</u> , t	t	ט
y-when vowel and at end of word-i	y	y-when vowel and at end of word-i	י
k	k	k	כ
ch	kh, <u>k</u>	kh	כ
l	l	l	ל
m	m	m	מ
n	n	n	נ
s	s	s	ס
Not transliterated	'	not transliterated	ע
p	p	p	פ
f	p, f, ph	f	פ
tz	š, z	z	צ
k	q, k	k	ק
r	r	r	ר
sh	š	sh	ש
s	ś, s	s	ש
t	t	t	ת
s	<u>t</u>	t	ת

A more detailed scientific EJ transliteration of Hebrew vowels can be found in EJ vol. 1, p. 90.

a	a	a	פתח
a	a	a	קמץ גדול
a	a	a	חטף פתח
e	e	e	סגול
e	e	e	צירי
ei	e	e	חטף סגול
e	e	e	שווא נע
i	i	i	חיריק
o	o	o	חולם
a	o	o	קמץ קטן
a	o	o	חטף קמץ
u	u	u	שורק
u	u	u	קיבוץ

EJ rules for Yiddish transliteration can also be found in EJ vol. 1, p. 91.

Inserting Special Characters

To insert ħ or ẓ do the following:

Type h or z

Click **Insert**

Click **Symbol**

At 'Font' choose **Times New Roman**

At 'Subset' choose, **Private Use Area**

Click on Character Code F024.

Click **Insert**

To insert Ḥ or Ṽ do the following:

Type H or Z

Click **Insert**

Click **Symbol**

At 'Font' choose **Times New Roman**

At 'Subset' choose, **Private Use Area**

Click on Character Code F021

Click **Insert**

Inserting Overstrike Characters

To create an overstrike character made of multiple symbols (e.g., b) do the following:

Hold **Ctrl** and press **F9**.

The following appears: $\{\}$

Within the brackets type $\{EQ \ \o (b, _)\}$

(EQ=Equation, \o=Overstrike)

Within the parentheses type the overstrike characters separated by a comma. In our example we type b, _ which produces b. (Any other combination of characters can also be inserted.)

Hold **Alt** and press **F9**. (Pressing **Alt** and **F9** toggles between edit and display modes.)

Common Transliterations—*Encyclopedia Judaica* (General)

When referencing the following transliterations, note that Hebrew/English transliteration is often more an art than a science. This is due, among other reasons, to the fact that the spellings of certain Hebrew words that have made their way into the English language do not conform to any specific transliteration convention.

<i>Bereshit</i>	<i>Shemot</i>	<i>Va-Yikra'</i>	<i>Be-Midbar</i>	<i>Devarim</i>
<i>Noah</i>	<i>Va'era</i>	<i>Zav</i>	<i>Naso'</i>	<i>Va'Ethannan</i>
<i>Lekh</i> <i>Lekha</i>	<i>Bo'</i>	<i>Shemini</i>	<i>Be-</i> <i>Ha'alotekha</i>	<i>'Ekev</i>
<i>Va-Year'</i>	<i>Be-Shallah</i>	<i>Tazria'</i>	<i>Shelah-Lekha</i>	<i>Re'eh</i>
<i>Hayyei</i> <i>Sarah</i>	<i>Yitro</i>	<i>Metsora'</i>	<i>Korah</i>	<i>Shofetim</i>
<i>Toledot</i>	<i>Mishpatim</i>	<i>'Aharei Mot</i>	<i>Hukkat</i>	<i>Ki Teze'</i>
<i>Va-Yeze'</i>	<i>Terumah</i>	<i>Kedoshim</i>	<i>Balak</i>	<i>Ki Tavo'</i>
<i>Va-</i> <i>Yishlah</i>	<i>Tezavveh</i>	<i>'Emor</i>	<i>Pinhas</i>	<i>Nizavim</i>
<i>Va-Yeshev</i>	<i>Ki Tissa'</i>	<i>Be-Har</i>	<i>Mattot</i>	<i>Va-Yelekh</i>
<i>Mikkez</i>	<i>Va-Yakbel</i>	<i>Be-</i> <i>Hukkotai</i>	<i>Mase'ei</i>	<i>Ha'azinu</i>
<i>Va-</i> <i>Yiggash</i>	<i>Pekudei</i>			<i>Ve-Zot Ha-</i> <i>Berakhab</i>
<i>Va-Yehi</i>				

The Prophets, <i>Nevi'im</i>	The Twelve Minor Prophets	The Writings, <i>Ketuvim</i>
Joshua	Hosea	Psalms, <i>Tebillim</i>
Judges	Joel	Proverbs, <i>Mishlei</i>
1 Samuel	Amos	Job
2 Samuel	Obadiah	The Song of Songs, <i>Shir ha-Shirim</i>
1 Kings	Jonah	Ruth
2 Kings	Micah	Lamentations
Isaiah	Naḥum	Ecclesiastes, <i>Kobelet</i>
Jeremiah	Ḥabakkuk	Esther
Ezekiel	Zephaniah	Daniel
	Ḥaggai	Ezra
	Zechariah	Neḥemiah
	Malachi	1 Chronicles 2 Chronicles

<i>Zera'im</i>	<i>Mo'ed</i>	<i>Nashim</i>	<i>Nezikin</i>	<i>Kodashim</i>	<i>Tohorot</i>
<i>Berakhot</i>	<i>Shabbat</i>	<i>Yevamot</i>	<i>Bava Kamma</i>	<i>Zevahim</i>	<i>Kelim</i>
<i>Pe'ah</i>	<i>Erwin</i>	<i>Ketubbot</i>	<i>Bava Mezi'a</i>	<i>Menahot</i>	<i>Ohlot</i>
<i>Demai</i>	<i>Pesaḥim</i>	<i>Nedarim</i>	<i>Bava Batra</i>	<i>Ḥullin</i>	<i>Nega'im</i>
<i>Kilayim</i>	<i>Shekalim</i>	<i>Nazir</i>	<i>Sanbedrin</i>	<i>Bekhorot</i>	<i>Parah</i>
<i>Shevi'it</i>	<i>Yoma</i>	<i>Sotah</i>	<i>Makkot</i>	<i>Arakhin</i>	<i>Tohorot</i>
<i>Terumot</i>	<i>Sukkah</i>	<i>Gittin</i>	<i>Shevu'ot</i>	<i>Temurah</i>	<i>Mikva'ot</i>
<i>Ma'aserot</i>	<i>Bezah</i>	<i>Kiddushin</i>	<i>Eduyyot</i>	<i>Keritot</i>	<i>Niddah</i>
<i>Ma'aser Sheni</i>	<i>Rosh Ha- Shanah</i>		<i>Avodah Zarah</i>	<i>Me'ilah</i>	<i>Makhsheirin</i>
<i>Ḥallah</i>	<i>Ta'anit</i>		<i>Avot</i>	<i>Tamid</i>	<i>Zavim</i>
<i>Orlah</i>	<i>Megillah</i>		<i>Horayot</i>	<i>Middot</i>	<i>Tevul Yom</i>
<i>Bikkurim</i>	<i>Mo'ed Katan</i>			<i>Kinnim</i>	<i>Yadayim</i>
	<i>Ḥagigah</i>				<i>Ukzin</i>

<i>afra be-alma</i>	<i>halakhab le-Mosheb mi-Sinai</i>
<i>aggada</i>	<i>halakhic</i>
<i>akhilat kelev</i>	<i>Halikhot ha-Mishor</i>
<i>amoraim</i>	<i>Ḥananiah, Mishael, Azariah</i>
<i>argaman</i>	<i>Ḥanukkah</i>
<i>Arukh ha-Shulhan</i>	<i>Harvonah</i>
<i>aseh lekha rav</i>	<i>Ḥasid</i>
<i>asmakhta</i>	<i>Ḥasidim</i>
<i>Arnei Nezer</i>	<i>Hassagot</i>
<i>Avot de-Rabbi Natan</i>	<i>Ḥatam Sofer</i>
<i>ba'alei hayyim</i>	<i>Ḥavvot Ya'ir</i>
<i>Ba'alei ha-Tosafot</i>	<i>Ḥazal</i>
<i>Baraita</i>	<i>hazmanah</i>
<i>Barukh she-Amar</i>	<i>Ḥazon Ish</i>
<i>beit din</i>	<i>Ḥelkat Ya'akov</i>
<i>beit din kavu'a (battei din)</i>	<i>Ḥiddushei ha-Rashba</i>
<i>Beit Yizhak</i>	<i>Hilkhot (Hil). Teshuvah</i>
<i>Beit Yosef</i>	<i>Hilkhot Yesodei ha-Torah</i>
<i>Bereshit Rabbah</i>	<i>hillaẓon</i>
<i>borer</i>	<i>Iggerot Mosheb</i>
<i>Darkhei Mosheb</i>	<i>Kabbalah</i>
<i>darkhei noam</i>	<i>Kad ha-Kemah</i>
<i>derash</i>	<i>kal va-homer</i>
<i>Derashot ha-Ran</i>	<i>karet</i>
<i>Devarim Rabbah</i>	<i>kavu'a</i>
<i>dibbur ha-matbil</i>	<i>ke-ein</i>
<i>dina de-malkhuta</i>	<i>kedushah</i>
<i>dinim</i>	<i>Kesef Mishneh</i>
<i>Eliyahu Rabbah</i>	<i>Kitvei ha-Ramban</i>
<i>Enẓiklopedyah Talmudit</i>	<i>korbanot</i>
<i>Gaon, Geonim</i>	<i>Koveẓ</i>
<i>Gemara</i>	<i>Kuzari</i>
<i>Gen. Rabbah</i>	<i>le-shem Shamayim</i>
<i>get</i>	<i>lifnim mi-shurat ha-din</i>
<i>gezerah shavah</i>	<i>Ma'akhalot Asurot</i>
<i>Ha'amek She'elah</i>	<i>Ma'amar Teḥiyat ha-Metim</i>
<i>ha-din</i>	<i>Ma'arekhet</i>
<i>Haggahot Maimuniyyot</i>	<i>Magen Avraham</i>
<i>Hakdamah le-Perek Ḥelek</i>	<i>mabadura kamma</i>
<i>halakhah</i>	

<i>mabadura tanina</i>	<i>Moshe ben Maimon</i>
<i>Mahaneh Efrayim</i>	<i>muttar be-fikha</i>
<i>Masekhet Soferim</i>	Nebuchadnezzar
Masorah	<i>Neẓaḥ Yisra'el</i>
<i>Masorah Magna</i>	<i>Noda bi-Yehudah</i>
<i>Masorah Parva</i>	<i>ona'ab</i>
<i>masoret</i>	<i>parashah petuḥah</i>
masorettes	<i>parashah setumah</i>
masoretic	<i>parashiyot</i>
<i>Mavo</i>	<i>Perek Helek</i>
<i>Mehkarim</i>	<i>Peri Megadim</i>
<i>Mekhila</i>	<i>Perush ha-Mishnah</i>
<i>mezuzah be-peh</i>	<i>Pesikta de-Rav Kehana</i>
<i>mezuzah</i>	R. Asher b. Yehiel
<i>mezuzot</i>	R. Beḥayyei
<i>Mikdash</i>	R. Hai Gaon
<i>Mishkan</i>	R. Isaac b. Jacob Alfasi, Rif
<i>mizvah</i>	R. Joseph Saul ha-Levi Nathanson, <i>Sho'el u-Meshiv</i>
<i>mizvot</i>	R. Meir ha-Kohen
Moses Maimonides	R. Moshe Feinstein
<i>middat hasidut</i>	R. Moshe Isserles
midrash	R. Moshe Sofer
<i>Midrash Rabbah</i>	R. Solomon b. Abraham Adret, <i>Hiddushei ha-Rashba</i>
<i>Midrash Tanḥuma</i>	R. Solomon Luria, <i>Maharshah</i>
<i>Midrash Tehillim</i>	R. Yehiel Mikhel Epstein
<i>midrashim</i>	R. Joseph ibn Migash
<i>Minḥat Shai</i>	Rabbenu Ḥananel
Mishnah	Rama
<i>Mishnah Berakbot</i>	Rambam
<i>Mishbezot Zahav</i>	Ran, <i>Nimmukei Yosef</i>
<i>Mishnah Berurah</i>	Rashi
<i>Mishnah im Perush Rabbenu</i>	Ravad
<i>Mishneh le-Melekh</i>	Rosh
<i>Mishneh Torah</i>	responsa (pl.)
<i>mizmor</i>	responsum (sing.)
<i>mizvah de-oraita</i>	<i>rishonim</i>
<i>mizvah de-rabbanan</i>	Saadia Gaon
<i>mizvot aseh</i>	
<i>Moreh Nevukhim</i>	

<i>Sedei Hemed</i>	<i>tefillah</i>
<i>Sefer Emunot ve-Deot, ma'amar 7</i>	<i>tefillin</i>
<i>Sefer ha-Ikkarim</i>	<i>Tebillim</i>
<i>Sefer Torah</i>	<i>Tehumin</i>
<i>Semag</i>	<i>tekelet</i>
<i>semikhab</i>	<i>Tiferet Yisrael</i>
<i>Shabbat</i>	<i>tikkun</i>
<i>Shemot Rabbah</i>	<i>to'en</i>
<i>Shittah Mekubbezet</i>	<i>Torah</i>
<i>Shivat Ziyyon</i>	<i>Torah Shelemah</i>
<i>shofar</i>	<i>Torah Temimah</i>
<i>Shulhan Arukh: Orat Hayyim</i>	<i>Torat</i>
<i>Yoreh De'ah Hoshen Mishpat</i>	<i>Tosafot</i>
<i>Even ha-Ezer</i>	<i>Tosefta</i>
<i>Sifra</i>	<i>tum'ah</i>
<i>Sifrei Be-Midbar</i>	<i>tum'at obel</i>
<i>Siftei Kohen</i>	<i>Tur</i>
<i>soferim</i>	<i>Va-yikra Rabbah</i>
<i>sukkah</i>	<i>Yad Ramah</i>
<i>tabot</i>	<i>Ya'akov</i>
<i>tannaim</i>	<i>Yisrael</i>
<i>Talmud Bavli</i>	<i>Yosef Kafah</i>
<i>Talmud Yerushalmi</i>	<i>Zerubbabel son of Shealtiel</i>
<i>Tanakh</i>	<i>zizit</i>
<i>tashmishei kedushah</i>	<i>Zohar</i>

Encyclopedia Judaica (EJ): For further help in EJ transliteration, purchase the *Signet Hebrew-English English-Hebrew Dictionary* by Dov Ben-Abba, published by Modan in Israel. This dictionary gives you not only the translation of Hebrew words but also their English transliteration. Note, however, that when the Hebrew word ends with a *he*, the Signet dictionary will not show the final 'h' in the transliteration; you should add it.

ArtScroll: Explaining its transliteration style, Artscroll writes: "A cross between the Sepharadi and Ashkenazi transliteration of Hebrew words was used. Ashkenazi consonants, so to speak, with Sepharadi vowels. Thus: *Akeidas Yitzchak* not *Akeidas Yitzchok*; *Kobeles* not *Kobelet*, etc. Proper names from scriptures that have become generally accepted have been retained. Thus: Solomon, David, Jerusalem,

Moses, Judah, Isaac were retained and not changed to conform to our method of transliteration. However, when the names appear in Talmud or Midrash citations we have conformed to our method by using Yitzchak, Yehudah, Yaakov, etc.” (*The ArtScroll Tanach Series: Kobeles*, p. xiii).

Some elaboration though, is necessary: Hebrew words are italicized. However, many commonly used words are set in roman type (Shabbos, yeshivah). The names of *sefarim* are italicized when cited in Hebrew (e.g. *Bereishis*, *Genesis*). When the same word, however, is used to refer to a person it should not be italicized (e.g. Rashi lived in France; we learn *chumash* with *Rashi*.)

Capitalize a Hebrew word only if it would be treated as a proper noun in English (e.g., *yom tov*, Torah).

Add “h” at the end of words ending in “*kamatz be*” (halachah). For plural of words ending in “*kamatz be*” we prefer “*yeshivos*” to “*yeshivahs*”; “*matzos*” to “*matzahs*” (but “*matzah*,” not “*matzo*” as singular).

Do not insert a hyphen after a prefix (e.g. Rosh Hashanah, David Hamelech).

Use an apostrophe (not reversed) to separate vowels when they might otherwise form a diphthong (e.g. Me’aras Hamachpeilah).

Abbreviations

The following are commonly used abbreviations. Terms within brackets are no longer recommended. For a more detailed list see Gibaldi pp. 261-272.

abbr.	abbreviation, abbreviated
abr.	abridgment, abridged
acad.	academy
adj.	adjective
adv.	adverb
anon.	anonymous
b.	born
bib.	Biblical
bk.	book
BS	bachelor of science
c. (ca.)	circa or around (used with dates)
cap.	capital, capitalize
CD	compact disc
CD-ROM	compact disc read-only memory

cf.	compare
ch. (chap.)	chapter
cit.	citation, cited
col.	column
coll.	college
colloq.	colloquial
conj.	conjunction
d.	died
def.	definition
dept.	department
dict.	dictionary
diss.	dissertation
doc.	document
ed.	editor, edition, edited by
e.g.	for example (from the Latin <i>exempli gratia</i> ; set off by commas)
e-mail	electronic mail
encyc.	encyclopedia
esp.	especially
et al.	and others (from the Latin <i>et alii, et alia</i>)
etc.	and so on (from the Latin <i>et cetera</i>)
ex.	example
facsim.	facsimile
[fn.]	footnote
fig.	figure
[fol.]	folio
govt.	government
hist.	historian, history, historical
[ib., ibid.]	in the same place (from the Latin <i>ibidem</i>)
i.e.	that is (from the Latin <i>id est</i> ; set off by commas)
illus.	illustrator, illustration, illustrated by
introd.	introduction, introduced by
JD	doctor of law (from the Latin <i>juris doctor</i>)
jour.	journal
lang.	language
lib.	library
[loc. cit.]	in the place (passage) cited
Ltd.	limited
MA	master of arts
mag.	magazine

misc.	miscellaneous
MS	master of science
ms., mss.	manuscript, manuscripts
narr.	narrator, narrated by
n, nn	note, notes (used immediately after the number of the page containing the text of the note or notes: “56n,” “56n3,” “56nn3-5”)
NB	take note (from the Latin <i>nota bene</i>)
no.	number
n.d.	no date of publication
n.p.	no place of publication, no publisher
n.pag.	no pagination
ob.	he/she died (from Latin <i>obit</i>)
obj.	object
OED	Oxford English Dictionary
op.	opus (work)
[op. cit.]	in the work cited
P	press
p., pp.	page, pages
par.	paragraph
PhD	doctor of philosophy
pl.	plural
poss.	possessive
pref.	preface, preface by
prep.	preposition
pron.	pronoun
PS	postscript
pseud.	pseudonym
pt.	part
pub. (publ.)	publisher, published by
qtd.	quoted
r	right-hand page (recto)
rev.	revision, revised by
rpt.	reprint
sec. (sect.)	section
sic.	thus in the source (in square brackets)
sig.	signature
sing.	singular
St., Sts.	Saint, Saints
supp	supplement

[supra]	above
s.v.	under the word, under the heading
syn.	synonym
trans.	translation, translated by
ts., tss.	transcript, transcripts
U or univ.	university
UP	University Press
URL	uniform resource locator
v	left-hand page (verso)
v. or vb.	verb
var.	variant
vol.	volume
vs., (v.)	versus (<i>v.</i> preferred in titles of legal cases)
writ.	writer, written by

Grammar

While the rules of grammar below are not unique to *Hakirah*, we include them to help avoid common pitfalls in writing.

A vs. an: Use ‘a’ before words that start with a consonant sound and ‘an’ before words that start with a vowel sound.

He received an M.B.A. in accounting.
He threw a marble at the window.

Affect vs. effect: ‘Affect’ is a verb and ‘effect’ is a noun. To help you remember this rule, think of the word ‘raven’ (**R**ule **A**ffect **V**erb **E**ffect **N**oun). (Fogarty 8-11)

Another hint is that if you can put the word ‘the’ in front of it, it indicates a noun and would be ‘effect.’

A tearful story affects everyone that way.
The effect was astonishing.

Ellipsis: Use ellipsis (...) to indicate that you have removed text from a quote. To insert an ellipsis, press the period three times and then another space. Word will convert the three periods to an ellipsis.

Footnotes: A footnote reference at the end of a sentence should be placed after the period.

God. The word ‘God’ should always be capitalized, as should all references to God such as ‘He’ or ‘Him.’ However, references to gods (idols), such as Greek gods, should not.

People have different preferences for writing the name of God. God, G-d, or *Hashem* are all okay but be consistent throughout your article. Spelling out God’s name in Hebrew, however, is not acceptable for a *Hakirah* article. To signify God’s proper name (Tetragrammaton) use the double *yud* ך״ (character code 05F2), ך״, or יהויה. For God’s common name, use the combination of ך and ך, i.e., ךך (character code FB4F), for example אהים.

I.e. vs. e.g.: I.e. should be used for ‘which is’ and e.g. for ‘for example.’

Italicize: Foreign words should be italicized. Titles of works should be italicized or put within double quotes. However, when you transliterate a person’s Hebrew name it should not be italicized. It becomes tricky when a name is used as a work.

The word is explained in *Rashi*.
Rashi lived a long time ago.

Its vs. it’s: It’s with an apostrophe always means “it is” or “it has.” ‘Its,’ the possessive form (like ‘his’) does not require an apostrophe.

It’s pretty late already.
Its leaves are falling from the branches.

Numbers: Unless you are dealing with mathematical equations, it is preferable to write out small numbers (i.e., numbers less than one-hundred)—especially at the beginning of a sentence. When writing out a number, use hyphens (e.g., sixty-three). Numbers should have commas within them (e.g., 6,234,569) but not when the number is a year (2010).

Period: Place a single space (not two spaces) after a period, or after any other end-of-sentence punctuation. When a sentence ends with an abbreviation, do not place a second period at the end of the sentence.

He placed a call to the C.I.A.

Parentheses with other punctuation marks: If the parenthetical element is a complete sentence, the period goes inside the parenthesis. If the parenthetical element is not a complete sentence, but comes at the end of a sentence, the period goes outside the parenthesis.

Quotation marks: Commas and periods should be placed inside the quotation marks. Colons and semicolons go outside of quotation marks. Question marks and exclamation points can be placed inside or outside of the quotation marks, depending on the context: inside the quotes when that punctuation mark is what ends the quoted words; outside the quotes when the mark is the end of the sentence containing the quote.

Sic: Sic is Latin for “thus so.” Use [sic] to show that an error occurred in the original text and you did not introduce it.

“He did not understand the significant [sic] of what he found.”

Then vs. than: Use than for comparison and then for time.

I would rather use a pencil than a pen.

If it is 5 o'clock then it must be time for dinner.

Title and Subtitle: All words in the title should be capitalized except for articles (a, an, the), coordinating conjunctions (and, but or, for, nor, etc.), and prepositions containing fewer than five letters (on, at, to, from, by, etc.) If you are unsure, the following is a list of words that should not be capitalized in a title: *a, an, and, as, at, but, by, for, from, in, it, nor, of, on, or, so, the, to, up* and *yet*.

When a hyphen is used to connect two words in a title, the word following the hyphen should be capitalized unless it is one of the above words.

Twenty-Seven Techniques for an Easier Fast

When your title contains a subtitle, separate it with a colon and capitalize the word following the colon. For example:

Symmetrically Designed Sifrei Torah: A Quantitative Analysis

Who vs. Whom: Use ‘who’ for a subject and ‘whom’ for an object.

Proofing and Polishing

Avoid exclamation marks.

After spending three hours trying to understand the sentence, he realized the variant text was merely a misprint!

Avoid adjectives and adverbs. Adverbs and adjectives are often redundant and can elicit a feeling of exaggeration.

He was an ~~unbelievable~~ *talmid chacham*.

Review and cut out unnecessary words. As mentioned above, it is a good idea to have a file called “deleted text” in which you can store any text you delete.

The word ‘that’ is usually unnecessary and can be eliminated.

I heard ~~that~~ it is cold outside.

Keep sentences short by deleting unnecessary words.

Remove double negatives.

Double negative: He didn’t dislike his third grade teacher.

Better: He liked his third grade teacher.

Read your article several times, each time correcting sentences that do not sound right. Give your article to a friend; you are so attached to your article that you will not realize the errors yourself.

The words ‘in order’ can usually be deleted.

~~In order~~ to write the article, he needed a pc with a word processor.

IV. The Art of Writing

Writing great sentences that are not only clear and concise, but also balanced, musical and a pleasure to read and hear, is part of what is known as the “art of writing,” and is beyond the scope of this work.

Highly recommended, to get you acquainted with the “art of writing,” are the lectures of Prof. Brooks London, *Building Great Sentences: Exploring the Writer’s Craft*, available on audio CDs from The Teaching Company at <<http://www.teach12.com/>>.


For an example of an all-around great book that exemplifies the “art of writing” see Rabbi Jonathan Sacks. *Covenant & Conversation: A Weekly Reading of the Jewish Bible*. New Milford, London and Jerusalem: Maggid Books and the Orthodox Union, 2009, esp. the introductions on pp. 1-11.

V. Submitting Your Article: What to expect:

Your article should be submitted in a Word file, as an attachment, to the review board of *Hakirah* at HakirahFlatbush@msn.com. Leave your name off your article but do submit a separate document with your *cv*.

Evaluation. Allow about 6–8 weeks to hear from us. We will first tell you whether your article will be accepted, and a short time afterward we will provide you with comments for improving or correcting your article.

Editing. After we receive your corrected version, it will be sent for typesetting, at which point various touch-ups will be performed to correct minor grammatical issues and to make your article conform to the *Hakirah* style. You will have the opportunity to review the edited version prior to printing.

Publishing. When your article is published, we make available the first two pages of your article on our web page—unless your article is the featured one, in which case the entire article is made available. After the following issue of *Hakirah* is published, all articles in the previous issue are made available in full on our web site. 

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