



IN GEVEB A JOURNAL OF YIDDISH STUDIES

In geveb: Style Sheet & Guidelines for Contributors

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I. Manuscripts

a. Peer Review

Please submit all articles to be considered for peer review as Word Documents. As *In geveb* operates using a “blind-blind” review process, please remove any subsequent indications of the author’s identity. In addition, the manuscript should be submitted as follows:

- Cover Page: The document should include a cover page featuring the author’s name and academic affiliation, a 250-word abstract, and a list of 5-7 keywords (in English) that best articulate the subject of the submission.
- Font: Times New Roman, 12pt.
- Formatting: Double-Spaced
- Pages: Numbered (top right-hand corner)
- Word Count: 7,000-10,000 including footnotes (suggested)
- Language: English (*If you are interested in submitting a Yiddish manuscript, please contact ingeveb@gmail.com*)

Articles currently under review with other publications will not be accepted. By submitting a manuscript for consideration to *In geveb*, the author also certifies that the article has not appeared in English in any other publication in whole or in part. However, please note: If you are submitting a translation of an article that has appeared elsewhere, this should be indicated in the submission email and abstract.

b. Pedagogy

Lesson plans, descriptions of activities, worksheets, reading guides, essays, and any other original pedagogical materials can be submitted as word documents, pdfs, or many other types of media. Please consult with *In geveb* editors regarding your submission. In addition, we suggestion you fill out and submit this [Pedagogy Submission Form](#) along with your materials. All documents should be formatted in a clear and usable manner and properly attributed.

c. Translation

Please submit all translations for review as Word documents. The document should include a cover page with the title of the original text, its author(s), the translated title, and the translator's name. All subsequent pages should remove any mention of the translator's name or any other identifying marks.

All submitted translations must be accompanied by the original Yiddish text, sent as a text document or a high quality scan or photograph, as the original will be displayed on the website along with the translation. *In geveb* welcomes the submission of other photographs or images that are relevant to or help enhance the translation.

Submissions should be accompanied by a short (no more than 300 words) introduction providing relevant historical and cultural context about the Yiddish text. This can include information about the original writer; where the document was recovered; the relevance of the document in its time and today; and interesting linguistic or stylistic elements.

Contributors are responsible for securing permission to publish a translation and to reprint the original text from all copyright holders.

II. Citation

In geveb follows *Chicago Manual of Style* (15th edition). Please use **footnotes** indicated by superscript (e.g. Sample text.¹) in all submissions. In addition:

- There should be **one** footnote per sentence.
- Manuscripts should not include a bibliography.
- If you wish to include acknowledgments or a general note, please include that text in

an unnumbered comment before the first footnote.

- Please cite all Yiddish or Hebrew sources using transliterations. **Do not** translate the titles of these sources.
- Give the first citation of any work in full. If a text is of primary importance, authors may choose to add that “subsequent references will be provided in parenthesis in the body of the text” or to indicate that an abbreviation will be used in subsequent footnotes.

III. Transliteration & Spelling

a. Transliteration

Please follow the following rules for transliterations:

1. Accepted terms:

If available, please refer to *Merriam-Webster’s Collegiate* dictionary for standard spellings of various Jewish ritual objects and activities (e.g. cheder, Hanukkah, yeshiva, tallis). If found in the dictionary, these words should not be italicized.

2. General Transliteration:

Yiddish:

Transliteration of Yiddish should accord with YIVO standards of [transliteration](#).

Hebrew: Transliteration of Hebrew should also refer to the YIVO standards, with the following exceptions:

Letters

- κ ’ (single closed quote; omitted at beginning of word)
- η @h [the “@” indicates that the “h” following should be printed with a dot beneath it]
- ν ‘ (single open quote; included at beginning of word)
- η t

Vowels

- a for patah and kamats
- e for tsere and segol, and mobile shewa
- i for hiriq
- o for holem, kamats katan and hataf kamats
- u for shuruk and kibuts

b. Spelling

1. Names (people):

When possible, all individuals should be referred to by their English-language monikers (e.g. “Jacob Glatstein” rather than “Yankev Glatshteyn”; “Sholem Aleichem” rather than “Sholem-aleykhem,” etc.). Often this English-language spelling can be found in the Encyclopedia Judaica.

Authors may consult with editors regarding the names of their historical actors.

2. Names (places):

In general, for academic articles, all place names should be recorded with respect to the location’s governing power in the time period under examination (e.g. Wilno rather than Vilne). Current names, if unclear, should be included in a footnote (e.g. Wilno(1) (1) Today Vilnius, Lithuania).

Exceptions: Warsaw, Moscow, Kiev, and other major cities with commonly-used English names should be referred to by their English name.

Cities under Nazi occupation should be referred to by their pre-Nazi names (Warsaw and not Warschau, Oswiecim and not Auschwitz, except for the concentration camp).

Another exception should be made, on a case-by-case basis, for shtetlekh—in many cases, the name should be given in Yiddish transliteration, with a note about the contemporary and current names. For example: “Lipnishok (1) (1)Lipniszki, Poland, today, Lipnishki, Belarus.”

Any post-WWII names of Ukrainian cities and towns should be given in Ukrainian—for instance, Lviv and not Lvóv.

In the case of literary translations we understand that there will have to be some flexibility with many of these rules regarding transliteration and spelling. Certain aesthetic choices may complicate the desire to reflect a historical record. Translators and editors will be in consultation about such instances.

IV. Copyright, Images, and Permissions

Contributors are responsible for securing permission to publish a translation and to reprint the original text from all copyright holders. If other photographs or images accompany the submission, contributors are responsible for securing permission to publish these as well. Contributors are responsible for any fees incurred for securing permissions, though *In geveb* may be able to defray some of these costs. (If permissions are being obtained from museums or archives, the fees are often negotiable and will sometimes be waived.)

Below are the minimum rights required for each submission:

Language and territorial rights: English language worldwide

Format rights: Electronic (Internet)

Period of rights: Perpetuity (no time restrictions)

Image resolution: 72 dpi

Some things to consider when obtaining permissions:

- Permission granted by email is acceptable, as long as it incorporates the rights we need.
- You will need to ask for non-exclusive rights, for electronic reproduction (including online).
- Rights should also be worldwide English language rights.
- When requesting online permission, please ensure that you obtain permission to reuse the text and any images for the life of the work.
- As soon as rights are secured, please provide evidence to *In geveb*. No translation will be accepted without proper permissions (or due diligence in attempting to locate rights holders).
- Make sure you supply a credit line for the Yiddish text and/or images.
- Keep all correspondence you have with the rights holder, including any emails, in the event of a dispute.
- If you are not sure who to contact for permission, it is usually best to contact the archive, library, museum, etc. where the document was found. If the institution does not already control the rights to the material, they should be able to tell you who does.
- If you are unable to find the rights holder and/or secure permissions, please inform In geveb and we will decide together how to proceed.