

# EISENBRAUNS

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*Specialists in the Ancient Near East*



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Guidelines for Authors & Editors

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# Eisenbrauns Publishing

## *Guidelines for Authors and Editors*, version 4.21

[last updated 02/04/2009]

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### **1. General Information**

1.1. All books submitted for publication are expected to conform to the requirements set forth in these guidelines. If they depart from them in major ways, the manuscript may be returned to the author or editor for corrections before it is considered for publication, or a surcharge may be assessed for editing and typesetting expenses.

1.2. The following instructions are based on the guidelines in *The Chicago Manual of Style* (15th ed.; Chicago: University of Chicago Press, 2003) and *The SBL Handbook of Style* (Peabody, MA: Hendrickson, 1999). We refer to these works below as a source of further information or to alert you where our guidelines depart significantly from their guidelines (*CMS* and *SBL*). Spelling is to follow *Webster's Third New International Dictionary of the English Language, Unabridged* (Springfield, MA: Merriam-Webster, 1993) or its revised abridgement, *Merriam-Webster's Collegiate Dictionary* (11th ed.; Springfield, MA: Merriam-Webster, 2003). The on-line version of the latter may be found at <http://www.m-w.com> and is regularly revised to reflect changing usage and spelling.

1.3. Books submitted to Eisenbrauns should not employ the term *man* generically (including also *men*, *man-kind*, *family of man*, *brotherhood*, and so forth). Instead, *inclusive* terms (for example, *human being*, *human*, *humanity*, *humankind*, *people*, and so forth) should be used to designate individuals and groups. Moreover, translations of other texts (whether ancient or modern) should not be more gender specific than the originals are judged to be.

1.4. Authors or editors of books selected for publication will receive first page proofs, which they are expected to read carefully, check against the edited manuscript, correct, and return promptly, with additional information supplied if requested and all queries answered.

### **2. Form of the Manuscript**

2.1. A book manuscript must be submitted both in electronic form and hard copy (paper printout); electronic manuscripts should be submitted on CD or DVD. The electronic and paper form of manuscripts should be sent together via a secure shipping method (POB 275, Winona Lake, IN 46590-0275 or, for UPS, FedEx, or DHL only, 600 North Bay Dr., Warsaw, IN 46580). Please do *not* send manuscripts as e-mail attachments, unless you have received prior permission. In the case of multiauthor books, it is the volume editor's responsibility to collect the essays and e-files, along with any specialty fonts (such as Armenian, Syriac, and so on) that may have been used by an author, to send in a form Eisenbrauns has approved (see further <http://www.eisenbrauns.com/assets/publishing/Guidelines-Multiauthor.pdf>, *Guidelines for Editors of Multiauthor Books*). *Careful attention to these matters at the outset of a job will significantly speed up the process of your book's publication.*

2.2. Eisenbrauns' prepress department can work with most standard word-processing programs. The best format to provide to us is .rtf (Rich Text Format): many word-processing programs can export to .rtf. If you are unable

to provide .rtf files, you may send other formats, though it is always good to communicate with Eisenbrauns about your options prior to sending your files. Unfortunately, one word processor, Nota Bene, is very difficult to work with due to proprietary file formats and a lack of filters. Acceptable word processors include Macintosh or PC versions of the following: Microsoft Word, WordPerfect, Nisus (solid Eng. text only), and nonformatted ASCII. WordPerfect users need to be aware that the program has a nonstandard character layout for symbols and many diacritic characters. When using WordPerfect for manuscript preparation, please do not use diacritics outside the standard set (acute, grave, diaeresis/umlaut, circumflex) or the overstrike feature to create special characters such as h-dot (*ĥ*) and h-rock-er (*ḥ̂*). Instead, please refer to the *Chart of Codes to Use in Keying Diacritics* (<http://www.eisenbrauns.com/assets/publishing/DiacriticCodeChart.pdf>).

2.3. The rapidly changing world of fonts makes it difficult to prescribe which fonts you should use for the biblical, or other ancient Near Eastern, languages. Eisenbrauns uses many proprietary fonts, which we have developed internally, in our publishing program. The growing development and acceptance of Unicode fonts—in which each language has its own “space” and specific character location, according to a well-defined universal standard—means that the problem of various fonts using various layouts will in the relatively near future disappear. Unfortunately, professional publishing software has lagged behind word-processing software in the adoption of the new Unicode font standards. Therefore, depending on how soon you will be submitting your manuscript, please check with the Eisenbrauns staff for recommendations about font usage.

Please also note that, if you are using a less common font (for instance, Ethiopic or Coptic), you should supply the font you used along with your manuscript, to enable us to transfer the material accurately to a font for which we have a license. However, please note that, in some cases, due to font-licensing restrictions, Eisenbrauns may not be able to use your fonts in the publication itself.

2.4. For information on preparing graphics, please see the image guidelines on the Eisenbrauns web site (copy and paste into your browser: <http://www.eisenbrauns.com/wconnect/wc.dll?ebGate~EIS~~~~PUBIMG>). *Never* embed your graphics in a word-processing file; they must be supplied separately.

2.5. If your computer program has style-sheet capabilities (such as in MS Word), it would be helpful to us for you to label your paragraphs with one of the following labels:

2.6. *Most frequently used style-sheet paragraphs*

ChapterTitle (no spaces, observe capitalization)

ChapterAuthor

BibData (bibliographical entry)

Body (for main exposition of the work)

Extract (indented block quotation)

Footnote

Level1 (for principal subheads)

Level2 (for secondary subheads)

Level3

2.7. *Always remember that authors create manuscripts; publishers create books.* Ensure that the following features are turned off in your word processor when you prepare your manuscript: (a) automatic end-of-line hyphenation; (b) automatic superscripting of ordinal suffixes (for example, 1st, 3rd, 6th); (c) full-justification (that is, justify left only, leaving the right margin of text ragged).

2.8. *Both the text and the footnotes of submitted manuscripts must be double-spaced* for easier editing; the manuscript must be printed on only one side of the paper. Footnotes may be placed either at the bottom of the page or at the end of the chapter, though the bottom of the page is preferred. Regardless of whether you use footnotes or endnotes, please use the automatic footnote commands of your word processor; please do not simply insert superscript numbers manually.

### 3. *Editing*

3.1. Eisenbrauns assumes responsibility for two types of editing: mechanical (copy editing) and substantive (content). The first process involves reading the manuscript for (a) consistency in matters of capitalization, spelling, and hyphenation; (b) grammatical correctness; (c) insertion of instructions to typesetters concerning page layout; (d) many other style matters, as outlined in this style sheet. The second editorial process involves clarifying, readability, and (rarely) reorganizing or suggesting other ways to present the material. Ideally, the author(s) or editor(s) will have already performed these tasks, but not infrequently the Eisenbrauns editor will need to edit for clarity of content, especially when authors are using English as a second or third language. In any extensive reworking of the material, the author or editor is given an opportunity to see the changes made.

3.2. An accepted style should be followed for formatting definitions (glosses) of foreign words (see *CMS* §7.52). Eisenbrauns prefers the linguistic style for definitions (*CMS* §7.52, last paragraph). Example: *melek* ‘king’, שר ‘prince’.

3.3. Other quotation marks (other than in §3.2) should be standard double quotation marks, with commas and periods inside quotation marks, in the American style. Quotations within quotations should appear with single quotation marks. If a quotation is extracted and set off in a block of reduced type, however, no quotation marks should surround the text, and quotations within the block quotation should then be enclosed in double quotation marks (see *CMS* §6.120).

3.4. Always use the final serial comma. Example: Hebrew, Aramaic, and Greek; not Hebrew, Aramaic and Greek.

3.5. Spell out the English equivalent of *i.e.*, *e.g.*, *cf.*, and *viz.* in formal prose. Note that *cf.* means “compare with”; most of the time it is more precise to use “see . . .” than to use “*cf.* . . .”

3.6. In the rare case that *i.e.* or *e.g.* is used, the following typography guidelines should be used: (a) no space between letters, (b) periods always used, (c) comma preceding *and* following the abbreviation.

3.7. Do not use vague cross references such as “see below”; if something is significant enough to cross reference, use “see p. 000 above/below.”

3.8. Do not use “we, us, our” when you mean “I, me, my.”

3.9. When the abbreviations OT, NT, MT, and LXX are used in formal prose, they should be preceded by the word *the*. Eisenbrauns prefers that these be set in capital letters, not small caps (this deviates from *SBL* §8.1.3).

3.10. A space should be used between first and middle initials: for example, J.L. Malone should be J. L. Malone.

3.11. Regarding representation of numbers with numerals or words, please spell out numbers below 10 and use numerals for 10 and above. However, if there are several numbers being cited in the same context, please make all numbers consistent with the largest number being used (for example, “one adze and three tablets”; but “3 lamps and 15 tablets”; this differs slightly from *CMS* §§9.3 and 9.7).

3.12. For the citation of inclusive numbers, please refer to the guidelines in *CMS* §9.64. Examples: 71–72, 100–104, 101–8, 321–28.

3.13. When citing plate numbers and figure numbers, we prefer to convert all roman numerals to arabic. Examples: “plate XXIV:2” becomes “plate 24:2,” etc. This form is easier to read and is less distracting on the printed page. (Stratum numbers and other archaeological numerical designations normally must be retained in the form assigned to them by the excavator.)

### 4. *Documentation*

4.1. Documentation guidelines can be rather complex and involve a great deal of minutiae. Our goal is not to require that you become an expert in copy editing but to remind you that consistency in documentation format is very important (avoid, for example, abbreviating the name of a journal three different ways in the course of your documentation).

4.2. Multiple footnotes within one sentence should be avoided. Example of style to avoid: “Barr,<sup>6</sup> Goshen-Gottstein,<sup>7</sup> Talmon,<sup>8</sup> and Tov<sup>9</sup> all agree on this matter.” Instead, put a note at the end of the sentence or paragraph, such as, “Barr, Goshen-Gottstein, Talmon, and Tov all agree on this matter,”<sup>6</sup> and then combine the bibliographical data into a single note.

4.3. *Ibid.* is used to refer to both the author and the work immediately preceding. It has a period and is not underlined or italicized.

4.4. *Idem* is used to refer to just the preceding author’s name; there is no period, and it is not underlined or italicized.

4.5. Do not use *op. cit.* or *loc. cit.* Instead, use the author’s last name and a short-title substitute for the item. In general, do not use one-word substitutions, and please use words from the beginning of the title. Example: William Foxwell Albright, *From the Stone Age to Christianity: Monotheism and the Historical Process*, pp. 9–10, should be abbreviated to Albright, *From the Stone Age*, 9–10. Do not include a reference to an earlier note with, or in place of, the shortened title.

4.6. Do not use *f.* and *ff.* Include the page numbers being cited, or if citing an article in a book or journal, include all pages of the article in the first reference. Thereafter, the complete range of pages for the article does not need to be repeated.

4.7. When a footnote comments on an issue and includes a bibliographical reference within a sentence, the reference should be set entirely within parentheses, not commas, and if possible at the end of the sentence. Example: But C. C. Torrey thinks that the name “Cyrus” has been interpolated in Isa 45:1 (“The Messiah Son of Ephraim,” *JBL* 66 [1947] 253). Note that square brackets are used for parentheses within parentheses.

4.8. Eisenbrauns’ house style differs from the *SBL Handbook* in a few small ways. For example, we do not use commas or colons after the parentheses containing publishing information in footnote style (cf. *SBL* §7.2; *CMS* §16.10). We also prefer initials instead of first names in citations (e.g., J. Blau instead of Joshua Blau) (cf. *SBL* 7.1.1; *CMS* 17.20), although we happily accept manuscripts in which either of the other styles for names is followed *consistently*.

4.9. Do not include the words “Press,” “House,” “Inc.,” and so forth in the name of the publisher, except in the names of university presses. Examples: Baker (**not** Baker Book House); **but** University of Chicago Press (see *CMS* §§17.103–4). There are a few exceptions to the rule about shortening publishers’ names (for example, JSOT Press and Neukirchener Verlag). See further *SBL* §7.1.4.1.

4.10. In humanities style of footnote references, please cite documentation fully at the beginning of each chapter. After the first full reference, use short titles in the remainder of the chapter (§4.5 above). This is so that the reader will not have to search too hard to find the complete information for a work that has subsequently been shortened.

4.11. *Examples of Fully Documented Footnotes* (**note**: the formatting of a footnote entry differs from the formatting of a bibliographical entry [for which, see §§4.12–4.13]):

*Book with two authors:*

Bruce K. Waltke and M. O’Connor, *An Introduction to Biblical Hebrew Syntax* (Winona Lake, IN: Eisenbrauns, 1990) 465 n. 57.

*Book by an editor:*

Donald Sanders, ed., *Nemrud Dağı* (Winona Lake, IN: Eisenbrauns, 1996).

*Essay by an author in a multiauthor collection with an editor (such as a festschrift):*

H. H. Rowley, “The Early Prophecies of Jeremiah in Their Setting,” in *A Prophet to the Nations: Essays in Jeremiah Studies* (ed. Leo G. Perdue and Brian W. Kovacs; Winona Lake, IN: Eisenbrauns, 1984) 33–61.

*Book in a series:*

W. Zimmerli, "Life before God," in *Old Testament Theology: Flowering and Future* (ed. B. C. Ollenburger; SBTS 1; Winona Lake, IN: Eisenbrauns, 2004) 120–32.

*Article in a journal:*

Patrick W. Skehan, "Exodus in the Samaritan Recension from Qumran," *JBL* 74 (1955) 182–87.

*Multivolume work:*

G. von Rad, *Old Testament Theology* (2 vols.; New York: Harper & Row, 1962–65) 1:100–104, 107–8.

*Dictionary entry:*

E. Lohse, "πεντηχοστή," *TWNT* 6:44–53.

*Dissertation:*

I. D. Miller, *The Text of Hosea* (Ph.D. diss., Melbourne College of Divinity, 1984). *Note:* Eisenbrauns formats dissertation and thesis titles in italic typeface, contra *SBL* §7.2.27, which encloses titles of dissertations and theses in quotations marks.

4.12. *Examples of Bibliographical Entries in Humanities Style* (**note:** the formatting of a bibliographical entry differs from the formatting of a footnote).

Note that abbreviations for journal and series titles are permitted in bibliographies (a) if they are used consistently and (b) if a list of abbreviations is included with the manuscript. Volume editors should ensure that various contributors are also consistent with each other (see <http://www.eisenbrauns.com/assets/publishing/Guidelines-Multiauthor.pdf>, *Instructions for Editors of Multiauthor Works*).

Achtmeier, E. *The Community and Message of Isaiah 56–66*. Minneapolis: Augsburg, 1982.

Ackroyd, P. R. "The History of Israel in the Exilic and Post-exilic Periods." Pp. 320–50 in *Tradition and Interpretation: Essays by Members of the Society for Old Testament Study*. Edited by G. W. Anderson. Oxford: Clarendon, 1979.

Ahl, Sally W. *Epistolary Texts from Ugarit: Structural and Lexical Correspondences in Akkadian and Ugaritic*. Ph.D. dissertation. Brandeis University, 1973.

Andersen, Francis I., and D. N. Freedman. *Hosea: A New Translation with Introduction and Commentary*. AB 24. Garden City, NY: Doubleday, 1980.

Clines, D. J. A., D. M. Gunn, and A. J. Hauser, eds. *Art and Meaning: Rhetoric in Biblical Literature*. Journal for the Study of the Old Testament Supplement 19. Sheffield: JSOT Press, 1982.

Fox, M. V., et al., eds. *Texts, Temples, and Traditions: A Tribute to Menahem Haran*. Winona Lake, IN: Eisenbrauns, 1996. [*note:* use "et al." only when the work has more than three authors/editors]

Dahood, Mitchell, and Tadeusz Penar. "Ugaritic-Hebrew Parallel Pairs." Pp. 71–382 in vol. 1 of *Ras Shamra Parallels*. Edited by Loren R. Fisher. AnOr 49. Rome: Pontifical Biblical Institute, 1972.

Sanders, Donald, ed. *Nemrud Dağı*. 2 volumes. Winona Lake, IN: Eisenbrauns, 1996.

Skehan, Patrick W. "Exodus in the Samaritan Recension from Qumran." *JBL* 74 (1955) 182–87.

Talmon, Shemaryahu. *King, Cult and Calendar in Ancient Israel: Collected Studies*. Jerusalem: Magnes, 1986.

———. *The World of Qumran from Within: Collected Studies*. Jerusalem: Magnes / Leiden: Brill, 1989.

4.13. *Examples of Bibliographical Entries Formatted in Social-Science (also called Author-Date) Style* (used in books or articles of a more scientific nature, such as in archaeology, linguistics, or literary criticism). Eisenbrauns follows the *BASOR* guidelines for Social-Science style in most ways.

Achtemeier, E.

1982 *The Community and Message of Isaiah 56–66*. Minneapolis: Augsburg.

Ackroyd, P. R.

1979 The History of Israel in the Exilic and Post-exilic Periods. Pp. 320–50 in *Tradition and Interpretation: Essays by Members of the Society for Old Testament Study*, ed. G. W. Anderson. Oxford: Clarendon.

Ahl, Sally W.

1973 *Epistolary Texts from Ugarit: Structural and Lexical Correspondences in Akkadian and Ugaritic*. Ph.D. dissertation. Brandeis University.

Andersen, Francis I., and Freedman, D. N.

1980 *Hosea: A New Translation with Introduction and Commentary*. Anchor Bible 24. Garden City, NY: Doubleday.

Dothan, T., and Gitin, S.

1990 Ekron. Pp. 415–22 in vol. 2 of *The Anchor Bible Dictionary*, ed. D. N. Freedman. 6 vols. New York: Doubleday.

Edwards, I. E. S.; Gadd, C. J.; and Hammond, N. G. L., eds.

1970 *The Cambridge Ancient History*, vol. 1/1: *Prolegomena and Prehistory*. 3rd ed. Cambridge: Cambridge University Press.

Esse, D. L.

1980 Review of *Byblos in the Third Millennium B.C.: A Reconstruction of the Stratigraphy and a Study of the Cultural Connections*, by M. Saghieh. *JNES* 51: 141–43.

Gitin, Seymour

1990 *Gezer III: A Ceramic Typology of the Late Iron II, Persian and Hellenistic Periods at Tell Gezer*. 2 vols. Jerusalem: Hebrew Union College.

Note the distinction above in formatting entries for books that are part of a multivolume set: some titles, particularly archaeological final site reports, include the volume number as a part of the title (for example, the *Gezer* reports) and some do not (for example, *Anchor Bible Dictionary* and *Cambridge Ancient History*).

Grayson, A. K.

1975 *Assyrian and Babylonian Chronicles*. Texts from Cuneiform Sources 5. Locust Valley, NY: Augustin. Repr., Winona Lake, IN: Eisenbrauns, 2000.

Grimal, N.

1992 *A History of Ancient Egypt*, trans. I. Shaw. Cambridge, MA: Blackwell.

Jeremias, Joachim

1971 Characteristics of the *Ipsissima Vox*. Pp. 29–37 in *New Testament Theology: The Proclamation of Jesus*. New York: Scribners. Repr., pp. 107–14 in *The Historical Jesus in Recent Research*, ed. J. D. G. Dunn and S. McKnight. Sources for Biblical and Theological Study 10. Winona Lake, IN: Eisenbrauns, 2005.

Mallowan, M.

1978 Samaria and Calah Nimrud: Conjunctions in History and Archaeology. Pp. 155–63 in *Archaeology in the Levant: Essays for Kathleen Kenyon*, ed. R. Moorey and P. Parr. Warminster: Aris & Phillips.

Sanders, Donald, ed.

1996 *Nemrud Dağı: The Hierothesion of Antiochus I of Commagene*. 2 vols.. Winona Lake, IN: Eisenbrauns.

Skehan, Patrick W.

1955 Exodus in the Samaritan Recension from Qumran. *Journal of Biblical Literature* 74: 182–87.

Talmon, Shemaryahu

1986a Emendation of Biblical Texts on the Basis of Ugaritic Parallels. Pp. 279–300 in *Studies in Bible*, ed. Sara Japhet. ScrHier 31. Jerusalem: Magnes.

1986b *King, Cult and Calendar in Ancient Israel: Collected Studies*. Jerusalem: Magnes.

1989 *The World of Qumran from Within: Collected Studies*. Jerusalem: Magnes / Leiden: Brill.

Note that when there is more than one entry in the same year (requiring tags such as 1986a and 1986b) the titles are alphabetized by the first main word (excluding articles, “a,” “an,” and “the”).

Troxel, R. L.; Friebel, K. G.; and Magary, D. R., eds.

2005 *Seeking Out the Wisdom of the Ancients: Essays Offered to Honor Michael V. Fox on the Occasion of His Sixty-Fifth Birthday*. Winona Lake, IN: Eisenbrauns.

Tsafir, Y.

1970 Monks and Monasteries in Southern Sinai. *Qadmoniot* 3: 2–18. [Hebrew]

4.14. The following (fictional) examples show how to cite works within the body of a manuscript that uses social-science (author-date) form (**note well**: there is a space after the date and colon):

“As has been shown (Sanders 1996: 58), this wall. . . .”

“As Sanders (1996: 58) has shown, this wall. . . .”

“Previous discussion of these scrolls (Talmon 1986a: 22; 1989: 59) has shown. . . .”

“Examples can be found at Bethel (Dahood and Penar 1972: 1:71–72), Shiloh (Ahl 1973), Jericho (Skehan 1955: 184), and elsewhere.

“Since 1960, a Dutch team directed by H. J. Franken (1961, 1962, 1964a) has been excavating. . . .”

“On John’s arrest, see Isa 40:9 (see also Charlesworth 1997, 1998; Taylor 1997, 2000).”

## 5. Citations of Ancient Texts

5.1. Ordinarily, citations of ancient literature should be included in the text itself, enclosed in parentheses. A footnote may be used for them when they are numerous in a given instance.

5.2. *Classical Literature*. In references to classical and patristic literature, the current English or Latin titles are to be used (italicized and abbreviated, if possible), followed by appropriate book, chapter, and paragraph numbers (where available). Thus, Homer, *Il.* 24.200; Eusebius, *Hist. eccl.* 3.3.2; 4.15.3–5. For Josephus, the following form is to be used: *J.W.* 2.8.16 §160 (abbreviations: *Ant.*, *Ag. Ap.*, *J.W.*, *Life*). Please use the abbreviations listed in *SBL* §§8.3.6–13, 9.3.11, and appendixes F and H. For additional references, see the *Oxford Classical Dictionary*.

5.3. *Abbreviations of the Names of Biblical Books (with the Apocrypha)*. The names of biblical books are not to be italicized. The abbreviations for them listed in §5.4 (p. 9) are to be used without periods. Chapter and verse numbers should be separated by a colon, with no intervening space (for example, Gen 1:2). Use commas wherever possible (instead of semicolons) in lists of scriptures references: for example, Gen 1:2, 3:4, 5:16; Exod 1:2; Lev 1:2, 3:4; and Gen 1:2, 8, 24; 2:6, 10; and Gen 1:2, Exod 1:2, Lev 1:2. Spell out the name of the book fully when only chapters are used: Genesis 11–13. The abbreviation for verse and verses is v. and vv. Note the use of periods. The abbreviation for chapter(s) is chap(s). For most academic works dealing with the Hebrew text, when Hebrew and English versification do not match, cite the Hebrew (MT) chapter/verse numbers, with the English numbers following in square brackets: Jonah 2:1[1:17]. If the chapter number is the same, then repeat only the verse number: Jonah 2:11[10], Ps 75:10[9].

Note that Eisenbrauns’ abbreviations of biblical book names differ from *CMS* §§15.47–54 (but agree with *SBL* §8.3) and differ from *SBL* §8.2 with regard to when to abbreviate and when not to.

5.4. *Abbreviations of the names of the books of the Hebrew Bible, LXX, Apocrypha, and New Testament.*

Gen	Mic	Add Dan	John
Exod	Nah	Pr Azar	Acts
Lev	Hab	Bel	Rom
Num	Zeph	Sg Three	1–2 Cor
Deut	Hag	Sus	Gal
Josh	Zech	Add Esth	Eph
Judg	Mal	Bar	Phil
1–2 Sam	Ps	Ep Jer	Col
(1–2 Kgdms, LXX)	Job	1–2 Esd	1–2 Thess
1–2 Kgs	Prov	Jdt	1–2 Tim
(3–4 Kgdms, LXX)	Ruth	1–2 Macc	Titus
Isa	Cant (or Song)	Pr Man	Phlm
Jer	Qoh (or Eccl)	Ps 151	Heb
Ezek	Lam	Sir	Jas
Hos	Esth	Tob	1–2 Pet
Joel	Dan	Wis	1–2–3 John
Amos	Ezra	Matt	Jude
Obad	Neh	Mark	Rev
Jonah	1–2 Chr	Luke	

5.5. *Abbreviations of the Names of the Books of the Pseudepigrapha.* See also *SBL* §8.3.4.

<i>Apoc. Ab.</i>	<i>Apocalypse of Abraham</i>	<i>Jub.</i>	<i>Jubilees</i>
<i>Apoc. Adam</i>	<i>Apocalypse of Adam</i>	<i>L.A.B.</i>	<i>Ps.-Philo, Liber antiquitatum biblicarum</i>
<i>Apoc. Dan.</i>	<i>Apocalypse of Daniel</i>	<i>L.A.E.</i>	<i>Life of Adam and Eve</i>
<i>Apoc. El. (C)</i>	<i>Cop. Apocalypse of Elijah</i>	<i>3–4 Macc.</i>	<i>3–4 Maccabees</i>
<i>Apoc. El. (H)</i>	<i>Heb. Apocalypse of Elijah</i>	<i>Mart. Isa.</i>	<i>Martyrdom of Isaiah</i>
<i>Apoc. Mos.</i>	<i>Apocalypse of Moses</i>	<i>Odes Sol.</i>	<i>Odes of Solomon</i>
<i>Apocr. Ezek.</i>	<i>Apocryphon of Ezekiel</i>	<i>Pss. Sol.</i>	<i>Psalms of Solomon</i>
<i>Apoc. Sedr.</i>	<i>Apocalypse of Sedrach</i>	<i>Ques. Ezra</i>	<i>Questions of Ezra</i>
<i>Apoc. Zeph.</i>	<i>Apocalypse of Zephaniah</i>	<i>Rev. Ezra</i>	<i>Revelation of Ezra</i>
<i>As. Mos.</i>	<i>Assumption of Moses</i>	<i>Sib. Or.</i>	<i>Sibylline Oracles</i>
<i>2–3 Bar.</i>	<i>Syriac, Greek Apocalypse of Baruch</i>	<i>T. Job</i>	<i>Testament of Job</i>
<i>4 Bar.</i>	<i>4 Baruch (Par. Jer.)</i>	<i>T. Moses</i>	<i>Testament of Moses</i>
<i>1–2–3 Enoch</i>	<i>Ethiopic, Slavonic, Hebrew Enoch, respectively</i>	<i>Treat. Shem</i>	<i>Treatise of Shem</i>
<i>Ep. Arist.</i>	<i>Epistle of Aristetas</i>	<i>T. Sol.</i>	<i>Testament of Solomon</i>
<i>4 Ezra</i>	<i>4 Ezra</i>	<i>T. 12 Patr.</i>	<i>Testaments of the Twelve Patriarchs</i>
<i>Gk. Apoc. Ezra</i>	<i>Greek Apocalypse of Ezra</i>	<i>Vis.</i>	<i>Vision of Ezra</i>

5.6. *Select Abbreviations Used in Dead Sea Scrolls Research.* See also *SBL* 8.3.5 and Appendix F.

apocr	Apocryphon
ar	Aramaic
CD	Cairo Geniza copy of the <i>Damascus Document</i>
gr	Greek
hebr	Hebrew
Ḥev	Naḥal Ḥever texts
Ḥev/Se	Used for documents earlier attributed to Seiyal
Mas	Masada texts
Mird	Khirbet Mird texts
Mur	Wadi Murabbaʿat texts
p	peshet (commentary)
paleo	Paleo-Hebrew
pap	papyrus
Q	Qumran
1Q, 2Q, 3Q, etc.	Numbered caves of Qumran, yielding written material; followed by abbreviation of biblical or apocryphal book
tg	targum
1QapGen <sup>ar</sup>	<i>Genesis Apocryphon</i>
1QH <sup>a</sup>	<i>Hodayot</i> <sup>a</sup> (Thanksgiving Hymns <sup>a</sup> )
1QIsa <sup>a,b</sup>	First or second copy of Isaiah from Qumran Cave 1
1QM	<i>Milḥamah</i> (War Scroll)
1QpHab	<i>Peshet on Habakkuk</i>
1QS	<i>Serek Hayahad</i> (Rule of the Community, Manual of Discipline)
1Q28a	Appendix A (Rule of the Congregation) to 1QS
1Q28b	Appendix B (Rule of the Blessings) to 1QS
3Q15	<i>Copper Scroll</i>
4Q82	<i>Greek Minor Prophets Scroll</i> ; 4QXII <sup>e</sup>
4Q174	<i>Florilegium</i> (or <i>Midrash on Eschatology</i> <sup>a</sup> ); 4QFlor
4Q394	<i>Miqsat Maʿasê ha-Torah</i> <sup>a</sup>
4Q400	<i>Songs of Sabbath Sacrifice</i> <sup>a</sup> ; 4QShirShabb <sup>a</sup>
11Q19	<i>Temple Scroll</i> <sup>a</sup> ; 11QT <sup>a</sup>

5.7. *Abbreviations of Targumic Material.* For the Qumran targums, the system for Qumran literature is to be used (for example, 11QtgJob, followed by column and line numbers). If it is necessary to specify the biblical passage, the following form should be used: 11QtgJob 38:3–4 (= 42:10 Heb.).

5.8. For other materials, *Tg(s)*, is to be used, if the title is spelled out; thus: “In *Tg. Onqelos* we find . . .”; or “in *Tgs. Neofiti* and *Onqelos* the . . .” But abbreviated titles, as given below, are to be used when followed by chapter and verse numbers of a biblical book: *Tg. Onq.* Gen 1:3–4; *Tg. Neof.* Exod 12:1–2, 5–6; *Tg.* 1 Sam 2:1–10. See also *SBL* §8.3.9.

<i>Frg. Tg.</i>	<i>Fragmentary Targum</i>	(= <i>Yerušalmi II</i> )
<i>Sam. Tg.</i>	<i>Samaritan Targum</i>	
<i>Tg. Esth. I, II</i>	<i>First or Second Targum of Esther</i>	(= <i>Tg. Rishon and Tg. Shenii</i> )
<i>Tg. Isa.</i>	<i>Isaiah Targum</i>	
<i>Tg. Jer.</i>	<i>Jeremiah Targum</i>	
<i>Tg. Ket.</i>	<i>Targum of the Writings</i>	
<i>Tg. Neb.</i>	<i>Targum of the Prophets</i>	(= <i>Targum Jonathan, Tg. J.</i> )
<i>Tg. Neof.</i>	<i>Targum Neofiti</i>	
<i>Tg. Onq.</i>	<i>Targum Onqelos</i>	
<i>Tg. Ps.</i>	<i>Psalms Targum</i>	
<i>Tg. Ps.-J.</i>	<i>Targum Pseudo-Jonathan</i>	(= <i>Yerušalmi I</i> )
<i>Yem. Tg.</i>	<i>Yemenite Targum</i>	

5.9. *Abbreviations of Orders and Tractates in Mishnaic and Related Literature.* To distinguish the same-named tractates in the Mishnah, Tosefta, Babylonian Talmud, and Jerusalem Talmud, use (italicized) *m.*, *t.*, *b.*, or *y.* before the title of the tractate. Thus, *m. Pe'ah* 8:2; *b. Šabb.* 31a; *y. Mak.* 2.31d; *t. Pe'ah* 1.4 (Zuck. 18 [= page number of Zuckermadel's edition of the Tosefta]).

'Abod. Zar.	'Abodah Zarah	Naz.	Nazir
'Abot	'Abot	Ned.	Nedarim
'Arak.	'Arakin	Neg.	Nega'im
B. Bat.	Baba Batra	Nez.	Neziqin
Bek.	Bekorot	Nid.	Niddah
Ber.	Berakot	'Ohal.	'Ohalot
Bešah	Bešah (= Yom Ṭob)	'Or.	'Orlah
Bik.	Bikkurim	Parah	Parah
B. Meši'a	Baba Meši'a	Pe'ah	Pe'ah
B. Qam.	Baba Qamma	Pesaḥ.	Pesaḥim
Demai	Demai	Qinnim	Qinnim
'Erub.	'Erubin	Qidd.	Qiddušin
'Ed.	'Eduyyot	Qod.	Qodašim
Giṭ.	Giṭtin	Roš Haš.	Roš Haššanah
Ḥag.	Ḥagigah	Sanh.	Sanhedrin
Ḥal.	Ḥallah	Šabb.	Šabbat
Hor.	Horayot	Šeb.	Šebi'it
Ḥul.	Ḥullin	Šebu.	Šebu'ot
Kelim	Kelim	Seder	Seder
Ker.	Kerithot	Šeqal.	Šeqalim
Ketub.	Ketubbot	Soṭah	Soṭah
Kil.	Kil'ayim	Sukkah	Sukkah
Ma'aś.	Ma'aśerot	Ta'an.	Ta'anit
Ma'aś. Š.	Ma'aśer Šeni	Tamid	Tamid
Mak.	Makkot	Tem.	Temura
Makš.	Makširin (= Mašqin)	Ter.	Terumot
Meg.	Megillah	Ṭehar.	Ṭeharot
Me'il.	Me'ilah	Ṭ. Yom	Ṭebul Yom
Menah.	Menahot	'Uq.	'Uqšin
Mid.	Middot	Yad.	Yadayim
Miqw.	Miqwa'ot	Yebam.	Yebamot
Mo'ed	Mo'ed	Yoma	Yoma (= Kippurim)
Mo'ed Qaṭ.	Mo'ed Qaṭan	Zabim	Zabim
Naš.	Našim	Zebaḥ.	Zebaḥim
		Zera.	Zera'im

5.10. *Abbreviations of Other Rabbinic Works.* See also *SBL* §8.3.10.

<i>‘Abad.</i>	<i>‘Abadim</i>	<i>Pesiq. Rab</i>	<i>Pesiqta de Rab Kahana</i>
<i>’Abot R. Nat.</i>	<i>’Abot de Rabbi Nathan</i>	<i>Kah.</i>	
<i>’Ag. Ber.</i>	<i>’Aggadat Berešit</i>	<i>Pirqe R. El.</i>	<i>Pirqe Rabbi Eliezer</i>
<i>Bab.</i>	<i>Babylonian I</i>	<i>Rab.</i>	<i>Rabbah</i> ; cited with usual abbreviation for book (e.g., <i>Gen. Rab.</i> )
<i>Der. Er. Rab.</i>	<i>Derek Ereš Rabbah</i>		
<i>Der. Er. Zuṭ.</i>	<i>Derek Ereš Zuṭa</i>	<i>S. Eli. Rab.</i>	<i>Seder Eliyahu Rabbah</i>
<i>Gem.</i>	<i>Gemara</i>	<i>S. Eli. Zut.</i>	<i>Seder Eliyahu Zuta</i>
<i>Gerim</i>	<i>Gerim</i>	<i>Sem.</i>	<i>Semaḥot</i>
<i>Kallah</i>	<i>Kallah</i>	<i>Sep. Torah</i>	<i>Seper Torah</i>
<i>Kallah Rab.</i>	<i>Kallah Rabbati</i>	<i>Sipra</i>	<i>Sipra</i>
<i>Kutim</i>	<i>Kutim</i>	<i>Sipre</i>	<i>Sipre</i>
<i>Mas. Qet.</i>	<i>Massektot Qeṭannot</i>	<i>Šiṣit</i>	<i>Šiṣit</i>
<i>Mek.</i>	<i>Mekilta</i>	<i>Sop.</i>	<i>Soperim</i>
<i>Mez.</i>	<i>Mezuzah</i>	<i>S. ‘Olam Rab.</i>	<i>Seder ‘Olam Rabbah</i>
<i>Midr.</i>	<i>Midrash</i> ; cited with usual abbreviation for book (e.g., <i>Midr. Qoh.</i> )	<i>Tanḥ.</i>	<i>Tanḥuma</i>
<i>Pal.</i>	<i>Palestinian I</i>	<i>Tep.</i>	<i>Tepillin</i>
<i>Pesiq. Rab.</i>	<i>Pesiqta Rabbati</i>	<i>Yal.</i>	<i>Yalquṭ</i>

6. *Hebrew, Greek, and Related Languages*

6.1. The audience and subject matter of the book should be the deciding factors in determining whether to transliterate or use the original script in citing Biblical Hebrew or Aramaic, whether to include vowel points with the consonants, and whether to use breathing marks and accents in Biblical Greek. Editors of collections (such as festschrifts) should ensure that all contributors know what decisions have been made in this regard and have abided by them (see also Instructions for editors of multi-author works).

6.2. In cases where transliteration seems appropriate, the systems specified in 6.4–6.11 below should be used for Biblical Hebrew, Aramaic, and Greek.

6.3. Whether or not one transliterates, an English translation should normally accompany at least the first occurrence of any Hebrew, Aramaic, or Greek word.

6.4. *Hebrew Consonants:* ’alep, bet, gimel, dalet, he, waw, zayin, ḥet, ṭet, yod, kap, lamed, mem, nun, samek, ‘ayin, pe, ṣade, qop, reš, šin, šin, taw.

6.5. *Hebrew Vowels:* pataḥ, qameš, segol, šere, ḥireq, ḥatup, ḥolem, qibbuš, šureq, šewa, ḥatep.

6.6. Hebrew and Aramaic verb stems should be spelled out as follows: Qal, Niphal, Piel, Pual, Hiphil, Hophal, Hithpael. Also see §7 (“List of Spelling, Hyphenation, Capitalization, and Typeface Decisions for Some Words” on p. 13) below.

6.7. *Transliteration of Hebrew Consonants*

’ b g d h w z ḥ ṭ y k l m n s ‘ p ṣ q r š š t

6.8. *Transliteration of Hebrew Vowels:* a (pataḥ), ā (qameš), â (final qameš he), e (segol), ē (šere), ê (final and medial šere yod and medial segol yod), i (short ḥireq), ī (long ḥireq defectively written), î (medial or final ḥireq yod), o (qameš ḥatep), ō (ḥolem defectively written), ô (ḥolem fully written), u (short qibbuš), ū (long qibbuš defectively written), û (šureq). Other final vowels are to be written with the appropriate vowel sign followed by *he* (or ’alep) or *mater lectionis* (for example, Šēlōmōh, yigleh, qārā’ [but qārā], hinnēh, sūsāyw). Furtive pataḥ is to be re-

corded as *pataḥ* (for example, *rûaḥ*). Reduced vowels are to be written with a brève: *ă, ě, ǒ*. (No distinction is made between simple *šewa* and *ḥatep segol*.) Short vowels fully written should be shown as *o(w), u(w), i(y)*, for example, *běqu(w)štāʔ*.

6.9. *Transliteration of Aramaic*: The system described above for Hebrew is to be followed, even though *šere* and *ḥolem* are frequently not markers of long vowels in Aramaic.

6.10. *Transliteration of Greek*: *Th* is to be used for  $\theta$ , *ph* for  $\phi$ , *ch* for  $\chi$ , *ps* for  $\psi$ , *ē* (not *ê*) for  $\eta$ , *ō* (not *ô*) for  $\omega$ , *h* for the rough breathing, and *y* for  $\upsilon$ , except when it is part of a diphthong (for example, *au, eu, ui*). *Iōta* subscript should be represented by a cedilla under the vowel concerned, *ç* for  $\alpha$ , *̇ç* for  $\eta$ , *̇ø* for  $\phi$ .

6.11. *Transliteration of Coptic*: The system described above for Greek is to be used for Coptic letters that are the same as Greek. For the seven extra characters at the end of the alphabet, the following should be used: *š* for *šay*, *f* for *fay*, *ḥ* for *ḥay*, *h* for *hori*, *j* for *janja*, *č* for *čima*, and *ti* for *ti* (the deglyph). For the supralinear stroke a raised italic *e* should be used (thus: *ḗmpjoei*).

## 7. List of Spelling, Hyphenation, Capitalization, and Typeface Decisions for Some Words

adviser (not advisor)  
 Aegean (not Aegaeon)  
 Ahiqar (person)  
*Ahiqar* ([*Words of Ahiqar*] work is italic)  
 analogue (not analog)  
 ancient Near East  
 apostle (but Apostle Paul, Apostle John)  
 appendixes (not appendices)  
 a priori (not italic)  
 Aramean (not Aramaean)  
 archaeology  
 Ashurbanipal  
 Assur (city)  
 Aššur (god)  
*Atrahasis/Atra-ḥasis* (italic)  
 Bedouin (both sing. and pl. in English [not Bedouins])  
 biblical (but Biblical Hebrew, Biblical Aramaic)  
 book of Isaiah, Genesis, etc. (not Book of . . . )  
 Book of the Twelve  
 broad room (n.)  
 broad-room (adj.)  
 bulla, bullae  
 burnt offering; *otherwise use* burned (adj. or verb)  
 by-form  
 catalog (not catalogue)  
 century: third and fourth centuries, third- to fourth-century date (in humanities, biblical studies)  
 3rd and 4th centuries, 3rd- to 4th-century strata (in scientific or archaeological contexts)  
 Chaldean (not Chaldaean)  
 Chronicler (capital C)  
 church, but Catholic Church (denomination), First Baptist Church (proper name), universal Church,

Church Fathers  
 Cisjordan  
 classics, classical (but Classical Greece)  
*Coffin Texts*  
 co-regent, co-regency  
 counselor (not counsellor)  
 cross-reference  
 crucifixion (but Jesus' Crucifixion)  
 Davidic, Davidic House  
 Decalogue  
 defense (not defence)  
 demotic (lowercase)  
 deuterocanonical  
 Deuteronomist, Deuteronomistic  
 Deuteronomistic History/ian  
 Deuteronomy, deuteronomic  
 dialogue (not dialog)  
 Early Bronze Age, Iron Age (but early Iron Age)  
 empire (but Persian Empire, etc.)  
*Enuma Elish*  
 esthetic (not aesthetic)  
 etiology (not aetiology)  
 exile (general), but the Exile (Babylonian, etc.)  
 Exile, exilic (but Exilic Period)  
 extrabiblical  
 extracanonical  
 Ezra–Nehemiah (N-dash)  
 Flood (Noah's)  
 Former Prophets  
 foreword (in front matter of a book)  
 forward (not forwards; refers to direction of movement)  
 Genesis–Exodus (N-dash)  
 Gentile  
 gospel (good news)  
 Gospel(s) (first 4 books of NT; Gospel of Matthew, etc.)  
 gray (not grey)

Greco (not Graeco)  
Haggadah, haggadic  
Halakah, halakic  
Hammurapi (not Hammurabi)  
Hegira  
high priest(ess)  
history/ical (use indefinite article *a*, not *an*)  
Hiphil  
Hithpael  
Holiness Code  
Hophal  
Horvat (Modern Hebrew for ‘ruin’; abbreviated H.)  
indexes (not indices)  
Judean (not Judaeae)  
*kaige* (lowercase, italic)  
*Kethiv*  
khirbet (Arabic for ‘ruin’; abbreviated Kh. Qumran)  
kingdom, Babylonian kingdom (but Kingdom of Judah,  
Kingdom of Damascus)  
king list (but Sumerian King List)  
labeled/labeling/labeler (not labelled, etc.)  
Latter Prophets  
leveled/leveling/leveler (not levelled, etc.)  
loanword  
long room (n.)  
long-room (adj.)  
Luke–Acts (N-dash)  
Maccabean (Maccabaeae)  
Mandean (not Mandaean)  
Manichean (not Manichaeae)  
Masorah, Masorettes, Masoretic  
medieval (not mediaeval)  
Messiah, messianic  
midrash, midrashic (cap when part of a title)  
Mishnah, mishnaic  
modeled/modeling/modeler (not modelled, etc.)  
monarchy, monarchic (but United/Divided Monarchy)  
monologue (not monolog)  
moon god (n.)  
moon-god (adj.)  
mud brick (n.)  
mud-brick (adj.)  
Mycenean (not Mycenaean)  
Nabatean (not Nabataean)  
Neo-Assyrian  
Neo-Babylonian  
netherworld  
Niphal  
nonfiction  
Northern Kingdom  
Northwest Semitic  
O (always capitalized and never followed directly by  
punctuation; used chiefly in religious or poetic  
invocations)  
oh (only capitalized when first word in sentence; usually  
followed by comma or, when the emphasis is  
strong, by an exclamation mark)  
ostrakon, ostraca  
paleography (not palaeography)  
paneled/paneling/paneler/panelist (not panelled, etc.)  
parenthesis (not paraenesis)  
passim (not italic, no period)  
Pentateuch, pentateuchal  
per se (not italic)  
Peshitta  
Piel  
place-name  
postbiblical  
postdeuteronomic/istic  
post-Deuteronomist  
postexilic (but Postexilic Period)  
practice (not practise)  
preexilic (but Preexilic Period)  
prefect (not praefect)  
pretorian/ium (not praetorian/ium)  
priestly (but Priestly Code, Priestly Writer, Priestly  
document)  
Primeval History (not Primaeval)  
prologue (not prolog)  
Proto-Semitic (capitalize with language name;  
otherwise, usually lowercase, e.g.,  
proto-Canaanite, proto-Sinatic)  
Psalter  
Pseudepigrapha, pseudepigraphic  
Psalms (name of book)  
psalm (nonspecific)/psalmist  
Pual  
Qal  
*Qere*  
Qoheleth (not Qohelet)  
Qurʾān (or Koran)  
rabbi(s)/rabbinic/rabbinical (but Rabbi Cohen  
[specific])  
Ramesses (person)  
Ramses (place)  
Restoration (referring to the historical period after the  
Exile)  
rivald/rivaling (not rivalled, etc.)  
*Sayings of the Fathers*  
Scripture(s), scriptural

Semitic  
*Shema*<sup>c</sup>  
*sic* (italic, no exclamation mark)  
Southern Kingdom  
stele, steles (Eng.) or stela, stelae (Greek) or stele, stelai  
(Latin)  
Sūfī, Sūfīs  
Sūfism  
sun god (n.)  
sun-god (adj.)  
Synoptic Gospels, the Synoptics, Synoptist (but  
synoptic chronology)  
*Tale of Aqhat*  
Talmud, talmudic  
Tel (Hebrew site)  
Tell (Arabic site)  
tell (English, normalized spelling of archaeological  
'mound')

temple (but Temple of Yahweh, Temple of Ba'al, First/  
Second Temple)  
terra-cotta (both n. and adj.; *not* terra cotta, terracotta)  
Tiglath-pileser  
time frame, time lag, time scale  
Torah  
toward (*not* towards)  
Transjordan  
traveled/traveling/traveler (not travelled, etc.)  
*Tukulti-Ninurta Epic*  
unrivalled (*not* unrivalled)  
versus (*not* italic)  
world view (2 words)  
worshiped/worshipping/worshiper (*not* worshipped, etc.)  
year-name  
YHWH, Yahweh

## 8. Some Common Abbreviations

A.D. (always precedes the year; use periods)  
B.C./E., C.E. (with periods)  
ca. = circa (**not** c. or c.)  
chap. (chaps.) = chapter(s)  
col. (cols.) = column(s)  
EB = Early Bronze  
e.g. (not italic, no space in middle, always use commas  
before and after; do not use in prose contexts; use  
only with "raw data")  
et al. (no period on "et"; no comma preceding the term  
unless it appears in a series of three or more names)  
Ḥ. = Ḥorvat (Modern Hebrew for 'ruin')  
ibid. (not italic; refers to the entire work cited  
immediately preceding)  
idem (not italic, no period; refers to the author  
immediately preceding)  
i.e. (not italic, no space in middle, always use commas  
before and after; do not use in prose contexts; use  
only with "raw data")

Iron I = Iron Age I  
Kh. = Khirbet (Arabic for 'ruin')  
LB IA = Late Bronze Age IA  
line (lines) *note*: do **not** abbreviate with l., ll. or Ll.  
LXX (typically preceded by "the")  
m = meter (repeat the unit of measure when giving  
dimensions in the form 3 m × 5 m; but 3–5 m deep;  
3-m wall)  
MB = Middle Bronze Age  
MT (typically preceded by "the")  
n. (nn.) = note(s)  
obv. = obverse  
pl. (pls.) = plate(s)  
repr. = reprinted  
rev. = reverse  
vs. = verso  
v. (vv.) = verse(s) (use the period)

**9. Abbreviations of U.S. States/Postal Codes**

<i>Postal Code</i>	<i>State</i>	<i>Postal Code</i>	<i>State</i>	<i>Postal Code</i>	<i>State</i>	<i>Postal Code</i>	<i>State</i>
AL	Alabama	IL	Illinois	MT	Montana	RI	Rhode Island
AK	Alaska	IN	Indiana	NE	Nebraska	SC	South Carolina
AZ	Arizona	IA	Iowa	NV	Nevada	SD	South Dakota
AR	Arkansas	KS	Kansas	NH	New Hampshire	TN	Tennessee
CA	California	LA	Louisiana	NJ	New Jersey	TX	Texas
CO	Colorado	ME	Maine	NM	New Mexico	UT	Utah
CT	Connecticut	MD	Maryland	NY	New York	VT	Vermont
DE	Delaware	MA	Massachusetts	NC	North Carolina	VA	Virginia
DC	Dist. of Columbia	MI	Michigan	ND	North Dakota	WA	Washington
FL	Florida	MN	Minnesota	OH	Ohio	WV	West Virginia
GA	Georgia	MS	Mississippi	OK	Oklahoma	WI	Wisconsin
HI	Hawaii	MO	Missouri	OR	Oregon	WY	Wyoming
ID	Idaho	KY	Kentucky	PA	Pennsylvania		