Manuscript Transmission: Cuneiform Transliteration and Transcription/Normalization

Version 1.1, July 26, 2023, by Maaike Langerak

Instructions for Authors

1 Word Processing

Windows users should use MS Office Word 2016 or later, or 365. Documents should be saved in .docx format.

Mac users should use either Mellel, Nisus Writer Pro, Nisus Writer Express, or Pages. Save (or export) in .doc(x) format, but also submit the files in their original format (.mellel, .pages, etc.).

2 Input Fonts

Make sure you use a Unicode font. Brill uses the Brill typeface for typesetting your manuscript; this typeface family contains all the transliteration signs and special characters you need. The Brill typeface can be downloaded here for free. Please make sure to use the newest version (currently version 4.00) of this typeface.

3 Cuneiform Transliteration and Transcription/Normalization Conventions

This document focuses on languages using the cuneiform system used for writing Sumerian, Akkadian, and Hittite. Other languages written in unrelated cuneiform writing systems such as Ugaritic and Old Persian are, therefore, not taken into consideration.

3.1 Special Signs: General

Apart from the language specific transliteration and transcription conventions which will be discussed in the next section, there are a couple of special signs that apply to transliterating all languages that use cuneiform script. General editorial signs are listed below, as well as conventions regarding glosssing signs, subscript, superscript, and other special signs.

Windows users can insert special signs that cannot be found on a default keyboard by typing in the hexadecimal Unicode code point, leaving the cursor directly after the hexadecimal value, and typing Alt X. So, in order to obtain a left angle bracket, key 27E8, leave the cursor directly after the 8, and subse-

quently hold down Alt and type X. This works as a toggle: press Alt X again and the code reappears.

Mac users should first activate the Unicode Hex input keyboard, which comes natively with macOS. Go to System Settings, scroll down to Keyboard, then click 'Edit...' under Input Sources. Click +, and in the search bar, start typing 'Unicode hex'. The keyboard will show on the right; select the keyboard and click Add. Make sure that 'Show Input in menu bar' is toggled on. You can use the keyboard by clicking the Input menu in the menu bar in the top right of your screen. In order to insert the sign of your choice, select the Unicode Hex Input, hold down the Alt/Option ⌥ key on your keyboard, key the hexadecimal Unicode value of your choice while holding Alt/Option down, and release the Alt/Option key. Mac users can also use Brill's Cuneiform Transliteration keyboard, which can be downloaded **here**.

Sign	Unicode	Description
+	U+002B: plus sign	a composition of two simpler signs in one complex one: IGI+DIB → U_3
×	U+00D7: multiplication sign. Do not use Latin small letter x.	one sign inscribed within another: KA×ME = ME written inside KA
x	U+0078: Latin small letter x	illegible sign, or one of unknown reading due to the damaged state of the tablet
[ ]	U+005B and U+005D: left and right square bracket	damaged, illegible portion of left, middle, or right parts of signs: [L]AM, L[A]M, LA[M]. Can also be used for completely reconstructed signs: [LAM]
〈 〉	U+27E8 and U+27E9: mathematical left and right angle bracket. Do not use < (U+003C) and > (U+003E) or 〈 (U+2329) and 〉 (U+232A)	omissions by the ancient scribe
《 》	U+27EA and U+27EB: mathematical left and right double angle bracket[1]	erroneous insertions by the ancient scribe

1 Can also be marked with { }: U+007B and U+007D: left and right curly brackets.)

Sign	Unicode	Description
⌜ ⌝	U+2E22 and U+2E23: top left and right half bracket. Do not use any other similarly looking half brackets.[2]	damaged but still legible/identifiable signs. E.g., top of the sign is damaged: *a-wi-*⌜*lam*⌝
⌞ ⌟	U+2E24 and U+2E25. Do not use any similarly looking half brackets.[3]	damaged but still legible/identifiable signs. E.g., bottom of the sign is damaged: *a-wi-*⌞*lam*⌟
/	U+002F: solidus	alternative reading of the sign: AN/DIĜIR
!	Superscript U+0021: excalamation mark. Do not use U+A71D: modifier letter raised exclamation mark ꜝ.	badly written but apparent sign: DUMU!
?	Superscript U+003F: question mark	uncertain reading: DUMU?
:	U+003A: colon	order of the signs on either side of the colon is reversed in actual writing. Multiple colons can also be used to indicate that the proper order of signs is unknown.
/ \	U+002F: solidus and U+005C: reverse solidus	fragmentary, but still readable signs
^	U+005E: circumflex accent	marks space per sign in a lacuna
○	U+25E6: white bullet	marks space within a lacuna for a sign[4]

2 ⌈ left ceiling mathematical delimiter, U+2308; ˹ UPA modifier letter begin high tone, U+02F9; ⌜ top left Quine corner, U+231C; ⸜ New Testament right angle substitution marker U+2E00; ⌉ right ceiling mathematical delimiter, U+2309; ˺ UPA modifier letter end high tone, U+02FA; ⌝ top right Quine corner, U+231D; ⸝ modifier letter extra-high tone bar, U+02E5.

3 ⌊ left floor mathematical delimiter, U+230A; ˩ UPA modifier letter begin low tone, U+02FB; ⌞ bottom left Quine corner, U+231E; ꜜ Bopomofo modifier letter Yin departing tone mark, U+02EA; ⌋ right floor mathematical delimiter, U+230B; ˻ UPA modifier letter end low tone, U+02FC; ⌟ bottom right Quine corner, U+231F; ⸏ modifier letter extra-low tone bar, U+02E9.

4 Used, e.g., in CHD.

3.1.2 Glossing Signs

When using interlinear morpheme-by-morpheme glosses, please make sure to use the correct signs and not any of its confusables:

Sign	Unicode	Description
⸗	U+2E17: double oblique hyphen. Do not use = (U+003D: equals sign).	clitic boundary marker: **ku$_3$-ĝu$_{10}$** / **ku$_3$.g⸗ĝu** / silver⸗my 'my silver'
∅	U+2205: empty set. Do not use Ø or ø (U+00D8 and U+00F8: Latin capital or small letter o with stroke).	zero-morpheme: **ku$_3$.g⸗ĝu⸗∅** / silver⸗my⸗ABS[5]

3.1.3 Subscript Numerical Indices

Homophonous signs are distinguished by index numbers. In Sumerian, the acute and grave accents are more and more abandoned in favor of numeric subscripts: du, du$_2$, du$_3$, du$_4$, etc. In Akkadian text as well as in Hittite, numeric subscripts follow standard accent listing (or numeric subscripts $_2$ and $_3$): e.g., *tu, tú, tù, tu*$_4$, *tu*$_5$, and *u, ú, ù, u*$_4$, respectively; etc.

NB: please make sure to use the proper Unicode code points for subscript numbers and not to use the layout tools in your text processor. The semantics of the dedicated subscript numerals are preserved no matter what happens to the formatting of the text to which they belong, even if they are set superscript: e.g., ^{na_4}. See the table below for the correct code points for subscript numerals.

For displaying an "x" subscript $_x$ used for new values of signs and pronunciations for which no generally accepted index numbers yet exist (e.g., da$_x$), please use U+2093.

Subscript glyph	Unicode
$_x$	U+2093
$_0$	U+2080
$_1$	U+2081
$_2$	U+2082
$_3$	U+2083
$_4$	U+2084

5 Example from Bram Jagersma, *A Descriptive Grammar of Sumerian* (dissertation Leiden University, 2010), 81.

Subscript glyph	Unicode
₅	U+2085
₆	U+2086
₇	U+2087
₈	U+2088
₉	U+2089

3.1.4 Superscript Auxiliary Signs

It is not always possible to apply the correct superscript settings for OpenType fonts in default text processors. (Correct OpenType superscript settings result in scaled letters: ᵍⁱš instead of incorrect ᵍⁱš; the latter is rendered with the default 'superscript' tool used in most text processors.) In macOS applications this can be done using the Typography palette (accessible through the 'gear' button in the Fonts panel: 'Vertical Position'). In other text processing programs such as Word, superscript text (for auxiliary logograms – determinatives – and auxiliary phonograms – phonetic complements) may be set in superscript using the superscript layout tool. Please note that this may only be used with superscript text, not with subscript numerical indices (see section 3.1.3 above).

Please mind that superscript text (lowercase and small caps/uppercase) containing diacritics should ideally consist of precomposed characters only (for instance, U+0161 = š), and *not* contain decomposed, combined characters for certain glyphs, such as s + U+030C (◌̌: combining caron) = š. The Brill typeface contains only superscript character variants for precomposed characters. Decomposed letters such as á should not cause any problems, but others, namely Ĝ, Š, and Ř, will not be displayed correctly when encoded decomposed and superior.[6]

Mind also that text that should appear in *superscript small caps* should be supplied as *uppercase text* and not as small capitals, to make the typesetting software properly recognize the superscript glyph variants of uppercase letters.

Lc. letter	Precomposed Unicode	Decomposed Unicode	Uc. letter	Precomposed Unicode	Decomposed Unicode
á	U+00E1	a + U+0301	Á	U+00C1	A + U+0301
à	U+00E0	a + U+0300	À	U+00C0	A + U+0300
é	U+00E9	e + U+0301	É	U+00C9	E + U+0301
è	U+00E8	e + U+0300	È	U+00C8	E + U+0300

6 Uppercase/small caps superiors are mainly relevant for displaying determinatives in Hittite transliteration.

Lc. letter	Precomposed Unicode	Decomposed Unicode	Uc. letter	Precomposed Unicode	Decomposed Unicode
ĝ	U+011D	g + U+0302 (*do not use in superscript*)	Ĝ	U+011C	G + U+0302 (*do not use in superscript*)
g̃	-	g + U+0303 (*do not use in superscript*)	G̃	-	G + U+0303 (*do not use in superscript*)
ḫ	U+1E2B	h + U+032E	Ḫ	U+1E2A	H + U+032E
í	U+00ED	i + U+0301	Í	U+00CD	I + U+0301
ì	U+00EC	i + U+0300	Ì	U+00CC	I + U+0300
ř	U+0159	r + U+030C	Ř	U+0158	R + U+030C (*do not use in superscript*)
š	U+0161	s + U+030C	Š	U+0160	S + U+030C (*do not use in superscript*)
ṣ	U+1E63	s + U+0323	Ṣ	U+1E62	S + U+0323
ṭ	U+1E6D	t + U+0323	Ṭ	U+1E6C	T + U+0323
ú	U+00FA	u + U+0301	Ú	U+00DA	U + U+0301
ù	U+00F9	u + U+0300	Ù	U+00D9	U + U+0300

3.1.5 Egyptological Glyphs

In the context of discussing cuneiform text, it is not unlikely that any comparisons with Egyptian text be made. Please take care of correctly encoding the following glyphs.

(1) Egyptological aleph *ꜣ* is U+A723 (lowercase); *Ꜣ* is U+A722 (uppercase); both normally in italics. Please mind the difference between the (larger) uppercase instead of the lowercase, which should be reserved for other instances (mainly when they occur as the first character in a personal or local or ethnic name).

(2) Egyptological ain *ꜥ* is U+A725 (lowercase); *Ꜥ* is U+A724 (uppercase); both normally in italics. Again, please mind the difference between the (larger) uppercase instead of the lowercase.

(3) Egyptological yod has various encodings: *i*̓ (*i* followed by U+0486, a combining character) for the lowercase and *I*̓ (*I* plus U+0486 – note that the diacritic should traditionally appear *to the left* of the uppercase *I*) for the uppercase; both are normally typeset in italics). Version 12 of the Unicode Standard encoded the uppercase and lowercase of the Egyptological yod as single characters: *ꞌ* (U+A7BD) and *Ꞌ* (U+A7BC), and these are available in the Brill fonts from version 4.00.

3.2 Specified Conventions per Language Using Cuneiform Script

3.2.1 Sumerian

There are quite a few different conventions for transliterating Sumerian. For clarity and legibility reasons, both for Brill authors and readers, Brill advises using the following conventions:

Text layout	Function
UPPERCASE	Referring to a sign name, a sign in the abstract, i.e., the grapheme: "the ŠU sign is the picture of a hand". Or: "[A]fter the grapheme reading NE-RI the phonetic reading DÈ.DAL is added between brackets, meaning that DÈ.DAL is the appropriate phonetic reading of the sign combination NE-RI."[7]
SMALL CAPS	(1) Meaning of the sign is unknown or unclear; use the most common value of the sign in small caps: NE.ŠE '?'; **KA-ĝu$_{10}$ ma-gig** 'My KA hurts me'. (2) The exact pronunciation of the sign is unclear: **bulug-KIN-gur$_4$** 'lancet'. (3) Using non-standard or x-value ($_x$) of a sign, immediately followed by a known standard value of the sign in small caps between parentheses: **sisi$_x$**(ANŠE.KUR) 'horse'. (4) Spelling out components of a compound logogram, between parentheses: **engiz**(EN.ME.GI) 'temple cook'. Or: "the city of Sippar (UD.KIB.NUN)" (5) Describing entries in texts: "occurrences of the sign NUN are present in the archaic lexical list …: NUN, NUN.KI, SANGA. NUN NIM.NUN …"[8]
(**boldface**) roman lowercase	Sumerian text. Please do not space the text (ĝeštug$_2$). Boldface may be used, especially in polylingual contexts. Phonograms (or in older grammars called 'syllabograms') could be put in (bold) italics: **e$_2$-gal-*la***.[9]
roman lowercase superscript	Determinatives.

7 Example from M. Gantzert, (2011, June 14). *The Emar Lexical Texts*, p. xiii. Retrieved from https://hdl.handle.net/1887/17707.

8 Example from Salvatore F. Monaco, "The Sign NUN in Archaic Texts," in Ilya Arkhipov, Leonid Kogan, and Natalia Koslova (eds.), *The Third Millennium: Studies in Early Mesopotamia and Syria in Honor of Walter Sommerfeld and Manfred Krebernik* (Leiden: Brill, 2020), p. 509.

9 See the convention used in Abraham Hendrik Jagersma, *A Descriptive Grammar of Sumerian*, (dissertation Leiden University) 2010, p. 29.

Text layout	Function
italic lowercase superscript	In unilingual Sumerian context: Phonetic complements in *italic lowercase superscript* to distinguish them from roman lowercase superscript determinatives. ĜIŠ.PI.TUG$_2$ = ^{ĝiš}PI^{tug_2}, not to be confused with ^{ĝiš}PI^{tug_2}. (Variant spelling: ĜIŠ.TUG$_2$.PI = **ĝiš-tug$_2$**-PI = $^{ĝiš\text{-}tug_2}$PI = **ĝeštug$_2$** = /ĝeštu(g)/, the signs ĜIŠ and TUG$_2$ functioning as phonetic complements yielding the reading of the word sign PI namely **ĝeštug$_2$** 'ear'.[10]

3.2.2 Akkadian

Text layout	Function
UPPERCASE	Referring to a sign name, a sign in the abstract, i.e., the grapheme: "the ŠU sign is the picture of a hand". Or: "[A]fter the grapheme reading NE-RI the phonetic reading DÈ.DAL is added between brackets, meaning that DÈ.DAL is the appropriate phonetic reading of the sign combination NE-RI."[11]
SMALL CAPS	(1) Sumerograms. Separated by periods; logographic suffixes (Akkadian suffixes, plurality) may be separated from the logogram itself by hyphens: U$_4$-ME, E$_2$-BI.[12] (2) Meaning of the sign is unknown or unclear; use the most common value of the sign in small caps. (3) The exact pronunciation of the sign is unclear. (4) Using non-standard or x-value of a sign, immediately followed by a known standard value of the sign in small caps between parentheses: *sut$_x$*(BAN$_2$). (5) Spelling out components of a compound logogram, between parentheses: *kaspu*(KU$_3$.BABBAR).
italic lowercase	Akkadian text: *im-ma-ti-ma ze-ru-tum i-ba-ši ina* ⌜*māti*(KUR)*?*⌝ / *immati-ma zērūtu ibašši ina māti(?)*
roman lowercase superscript	Determinatives: ^{uru}*Aššur*; ^{d}*šamaš*; *aḫḫū*(ŠEŠ)^{meš} for *aḫḫū*(ŠEŠ.MEŠ).
italic lowercase superscript	Phonetic complements: ^{d}*šamši*(UTU)^{ši}.

10 Example from Edzard, *Sumerian Grammar*, 2003, p. 8. Cf. Jagersma, p. 18. 'Word sign PI' spelled with small caps, because the sign is interpreted: it does not function as a sound sign, but as a word sign.

11 Example from M. Gantzert, (2011, June 14). *The Emar Lexical Texts*, p. xiii. Retrieved from https://hdl.handle.net/1887/17707.

12 See http://oracc.museum.upenn.edu/doc/help/languages/akkadian/akkadianstylesheet/index.html.

3.2.3 Hittite

Compared to Akkadian transliteration, Hittite transliteration needs an extra layout distinction for references to actual, interpreted signs: besides Sumerograms, Hittite also uses Akkadograms. Therefore it is preferred to refer to abstract signs with normal caps, as for Sumerian and Akkadian, and to Sumerograms with small caps. Akkadograms are differentiated from Sumerograms by italic small caps.

Text layout	Function
UPPERCASE	Referring to a sign name, a sign in the abstract, i.e., the grapheme, in order to distinguish sign identifications from Akkadograms and Sumerograms, which can consist of several signs. For instance: "the Akkadogram *IŠTU* is written with the signs IŠ and TU."[13]
SMALL CAPS	Sumerograms. Separated by periods: MUNUS.LUGAL 'queen'.
ITALIC SMALL CAPS	Akkadograms. Separated by hyphens: *Ú-UL* "not" or *BE-LU* "lord". Combined with Sumerograms, e.g.: *ANA* DINGIR-*LIM* 'to/for the deity'.
italic lowercase	Hittite text: EN-*aš; iš-ḫa-aš; išḫaš* 'lord'. And: *iš-ḫa-aš-mi-iš* / *išḫaš=miš* 'my lord'.
[CAPITAL] superscript	Determinatives in CAPITAL SUPERSCRIPT: GIŠ$^{\text{ŠÚ.A}}$ 'throne'; LÚ.MEŠ$^{\textit{Gašgaya}}$ 'Kaškaeans'. Determinatives $^{\text{d}}$ for DINGIR/DIĜIR, $^{\text{m}}$ for male names and $^{\text{f}}$ for female names in $^{\text{roman lowercase superscript}}$: $^{\text{d}}$IŠKUR 'the Stormgod'.

4 Emphasis

Please do not use underlines for marking emphasis in both transliterated and transcribed/normalized Cuneiform text, since underlines can intersect subscript text and any diacritics and thus obscures the text. Use color instead (red and blue are deemed appropriate) to mark emphasis.

5 Sending Files

When you are ready to e-mail your files, please compress them first to a .zip or .rar folder. Do not exceed 20 MB when sending files electronically; if necessary, contact your editor or editorial assistant for access to our FTP site.

Files sent on a USB stick are also acceptable; note that Brill cannot return your media.

13 Example from Theo van den Hout, *The Elements of Hittite*, Cambridge University Press, 2011, p. 11 n. 1.

6 PDF and Print-out

Once they have converted the source files, our typesetters will refer to your manuscript to check which characters and encoding have been used. Please always submit a PDF version of your files and check that all the necessary fonts are embedded in the PDF. If they are not, some characters will appear corrupted on different computers (depending on whether the recipient has the font installed).

If you cannot embed the fonts, please print and scan your manuscript to accompany the source files.