

## Work with more than one volume

1. Each volume must be prepared as a separate file. In some of the sample works, which are listed below, the volumes are in one file. Please use them only as reference for specific editing features of the multi volume work.
2. On the title pages of the work, add the following, straight below the title of the work:  
For English title pages: Volume I/ Volume II etc.;  
For Hebrew title pages: כרך א / כרך ב etc.  
If the volume has its one title, it should be written like this: **Volume II: Appendices**
3. In the table of content of Volume I, add the table of content of Volume II etc.  
For Ph.D. Thesis, table of content for all of the volumes has to be in Hebrew side also.
4. In Volume II etc. there must be also a page with the supervisor's info and the table of content of that Volume.
5. In a work, usually written within the Department of the Jewish Art, if Volume II includes illustrations/picture plates, pages themselves are without page numbering. It is usually acceptable to enclose a list of this illustrations/picture plates and the pages of this list will have page numbering. For instance:

### Table of Contents

#### Volume II

List of Illustrations ..... 1-36

#### Illustrations

252.....	נספחים
א-ג.....	תקציר בעברית
	כרך ב'
1-36 .....	רשימת יצירות תמונות

## List of sample works:

Olga Unger - Department of Jewish History and Contemporary Jewry

[https://biu.primo.exlibrisgroup.com/permalink/972BIU\\_INST/1qincug/alma990024493250205776](https://biu.primo.exlibrisgroup.com/permalink/972BIU_INST/1qincug/alma990024493250205776)

Noam Arnon – Department of Land of Israel Studies and Archaeology

[https://biu.primo.exlibrisgroup.com/permalink/972BIU\\_INST/1qincug/alma9926636483505776](https://biu.primo.exlibrisgroup.com/permalink/972BIU_INST/1qincug/alma9926636483505776)

Dvir Raviv – Department of Land of Israel Studies and Archaeology

3 Volumes, for each there is its one title

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Tali Friedman – Faculty of Education

[https://biu.primo.exlibrisgroup.com/permalink/972BIU\\_INST/1qincug/alma990025505160205776](https://biu.primo.exlibrisgroup.com/permalink/972BIU_INST/1qincug/alma990025505160205776)

Freddy Adiv – Department of Management

[https://biu.primo.exlibrisgroup.com/permalink/972BIU\\_INST/1b2mrro/alma9926615369905776](https://biu.primo.exlibrisgroup.com/permalink/972BIU_INST/1b2mrro/alma9926615369905776)

Shulamit Viki Terem - Department of Land of Israel Studies and Archaeology

Volume II – Plates without page numbering

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Israel Teyer – Department of General History

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