

## GUIDELINES FOR ENGLISH-LANGUAGE MANUSCRIPTS

**Text files** must be submitted as digital documents (ideally as “word.doc/docx”). Apply as little formatting as possible. Manuscripts should be composed in 12-point type (Times New Roman font), with one and a half space and footnotes. A single space should follow periods. The manuscript should be paginated.

**Tables** should be submitted as separate word files.

**Figures and plates** have to be submitted as separate files:

*Photos and/or scans* preferably as TIF.

Resolution: Line drawings: between 600dpi and 1200dpi

Photographs: between 300dpi and 450dpi

*Digitally created illustrations*, e.g. Excel graphs, digital drawings or GIS maps, should be provided as vector graphs (AI, EPS, PDF, SVG).

Save black and white images in greyscale mode and colour images in CMYK (not RGB)!

Set the precise measurements at which you wish the figures, tables or plates to be printed. Illustrations must not exceed 18 × 24 cm (page) or 8.5 × 24 cm (column), respectively. Save captions to the figures, tables or plates in a separate word file.

Indicate the most appropriate place where the figures shall be inserted into the text, e.g. by writing <INSERT FIG. 1 HERE> at the end of a paragraph.

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The text file(s) (with pages numbered) should contain the following information:

### *Monograph*

- Title
- Author(s)
- Table of contents
- Main text (including subheadings and footnotes)
- If applicable: Acknowledgements in preface
- References
- List of table, figure and plate captions (including credits)
- The publishers may request an index
- Abstract
- Name, affiliation, address, and email

### *Edited Volume*

- Title
- Editor(s)
- Table of contents
- Introductory remarks / Preface of editor(s)
- For each individual contribution:
  - Title of contribution
  - Author(s) first and surname(s) – with footnote providing affiliation and email
  - Abstract (max. 350 words)
  - c. 6 keywords
  - Main text (including subheadings and footnotes)
  - If applicable: Acknowledgements
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  - List of table, figure and plate captions (including credits)
  - List of terms to be included in an index
  - If applicable: information on conference venue, etc.

Please notify us if you are using SPECIAL CHARACTERS (or FONTS), as there might be massive correction problems otherwise! For transliterations, please use whenever possible the “transliteration” font.

## Format and Style

*Headings:* use title case; nouns and adjectives capitalised (e.g. Times of Change: Greece and Anatolia during the 4<sup>th</sup> Millennium BC). Please do not use Capitals for whole words!

*UK Spelling:* advertise, analyse, comprise, supervise, civilisation, labour, modelling, etc.

*Italics:*

Genus and species names have to be italicised: *Spondylus* sp., *Spondylus gaederopus*.

Use italics to emphasise special words. Quotations shall be set between quotation marks, not in italics.

*Hyphenation:* mid-5<sup>th</sup> millennium, obsidian-hydration dating, heat-treated silicates, so-called flower pots, long-term development, long-spouted jug, well-researched region, tell-site, tell-settlement

*Dashes:* 520–480 BC; 1987–1988 (dates: without spaces)

last quarter of the 1<sup>st</sup> century BC – first half of the 1<sup>st</sup> century AD (time periods: with spaces)  
... food production – as already stated – did ...

*Quotation marks:* a Neolithic ‘super-site’, ‘King Tut’s Treasure’

... symbolised by a “radiocarbon ‘gap’ in the 4<sup>th</sup> millennium BC” ...

### Dates:

New radiocarbon dates may be expressed as uncalibrated (raw) years ‘Before Present’. Calibrated <sup>14</sup>C dates should be expressed as a date range always using calBC (without stops), and calendar dates should be expressed as BC or AD (without stops)

7490 ± 60 BP; c. 5480–5600 calBC; 480/470 BC; AD 167–168;

c. 2300–2000 BC; 2800–2400 calBC; 2<sup>nd</sup>–1<sup>st</sup> century BC;

3<sup>rd</sup>–2<sup>nd</sup> millennium BC; during the 3<sup>rd</sup> and 2<sup>nd</sup> millennia BC;

In tables: 2<sup>nd</sup> cent. AD; 1<sup>st</sup> mill. BC

### Abbreviations:

Full stops (periods) are not to be used for acronyms and abbreviations in capitals (e.g. USA, UK, EU, MA, NASA).

### Illustrations and Tables:

*Illustration and table references of your own illustrations, tables and plates* in the text should be given in parentheses, e.g. (Fig. 1), (Figs. 25, 27), (Fig. 2.1), (Fig. 8.1–2), (Tab. 8.1–2), (Figs. 2.1, 3.4), (Tab. 1; Pl. 1).

*Illustration and Table captions:*

Please insert two spaces between figure number and text: Fig. 1(2 spaces)Text ...

Fig. 1 Hyksos palace from Area F/II (after Bietak et al. 2013, fig. 3)

Fig. 2 The sacred precinct in Area A/II with Near-Eastern and Egyptian shrines (after Bietak 2006, 61, fig. 34, redrawn)

Fig. 3 BM EA71520 (© Courtesy of the Trustees of the British Museum)

Fig. 4 Seal impression TD 9373 (photos by A. Krause 2008/ÖAI; drawings by M. Negrete-Martínez/OREA)

### Footnotes:

All in-text references to literature and comments should be placed in the footnotes. The footnote number is inserted after a word or after a punctuation mark:

- ... levels include traces of architecture,<sup>21</sup> ...
- ... date to the second half of the 4<sup>th</sup> millennium BC.<sup>22</sup>
- ... studies based on Neutron Activating Analyses<sup>20</sup> show that ...

*Begin footnote with a capital letter:*

<sup>1</sup> E.g. for recent reviews see WILSON 2008; TOMKINS and SCHOEP 2010.

<sup>2</sup> Cf. SIKLÓSI 2009, 462–465; HOREJS 2012.

Please, cite in ‘*author-year style*’ format. Give a bibliography at the end of your manuscript. Please note that all **abbreviated journals and series** have to be given in full quotation in a list of abbreviations. Please add a bibliography, indices and a list of abbreviations in separate word files.

Do not use **bold**, do not use CAPITAL LETTERS for whole words or names.

Please refer to authors in SMALL CAPITALS and cite titles of monographs and names of journals in *italics*, as shown in the examples below.

*Order:* author (two authors are linked with “and”, three authors: the first and second name are separated by a comma, the second and third one linked by “and”. For four or more authors use “et al.”), year, page numbers, figures, notes, no full citations.

*A semicolon separates several citations from each other*, e.g. VITELLI 1999, 68–70, 73–74; ALRAM-STERN 2007, 2–3.

*A long dash connects consecutive pages, figures, plates, tables*, e.g. BERNARDI 1970, pls. 172–178; COLEMAN 1992, figs. 2–3, pl. 5.

*A comma separates sets of consecutive pages, pages from figures*, e.g. MANSEL 1972, 70, fig. 29; MARAN 1998, 40–41, 344–346, tabs. I–IV.

*A comma separates non-consecutive figures, plates, tables or pages*, e.g. KRENCKER et al. 1936, pls. 22, 25, 27.

*A full stop indicates figure numbers with numerical additions*, e.g. NAUMANN et al. 1975, figs. 80.1; 82.1, 5.

*A semicolon separates figures or plates with additions from other figure or plate numbers*, e.g. NAUMANN et al. 1975, figs. 80.1; 82.1, 5; VITELLI 2007, 342–345, figs. 79.e, f, h; 80.e, g, h.

If you cite publications in any script other than standard Latin (Hebrew, Arabic, Greek, Cyrillic etc.), please transcribe names: Instead of ΖΑΧΟΣ 2010, write ZACHOS 2010. In the bibliography, please provide both transcriptions and original citations of names and titles of contributions. For Turkish Alphabet, no transcription is needed.

### References:

Full references should be listed alphabetically at the end of the paper (Bibliography).

Two authors or editors are separated by “and”, three or more names are separated by a comma, the last two names by “and”.

Cite the first author and all consecutive authors by family name, followed by a comma and the first name(s) as initial.

e.g. PETRIE, W. M. F.

e.g. EMERY, W. B., SMITH, H. and MILLARD, A.

If certain authors have same first initial, then a second letter may be used (such as ARNOLD, Di. or ARNOLD, Do.).

Please use SMALL CAPS for the authors names; use *italics* for the title of a monograph, the title of a contribution to an edited volume, or the name of a journal (see examples below).

References in chapter titles, abstracts, or in section headings, should be avoided.  
All footnotes should end with a period.

## Bibliography

In the bibliography, cite the first author and all subsequent authors with the last name followed by a comma and the first name(s) as initials. The next line contains the year of publication, followed by a tab and the title of the cited book or article.

Abbreviations of the name of journals, series, or monographs may be used. For standard abbreviations consult: Egyptological: *Lexikon der Ägyptologie* 7. A list of bibliographical abbreviations must be provided.

A comma separates title of the book, the series title, the place of publication, and the pages:

DARNELL, J. C.

2006        *The Inscription of Queen Katimala at Semna. Textual Evidence for the Origins of the Napatan State*, Yale Egyptological Studies 7, New Haven.

In quotation of journals, commas separate title, name of journal, journal volume number, issue number, and page numbers:

LANSING, A.

1933        The Egyptian Expedition 1931–1932: The Museum’s Excavations at Lisht, *The Metropolitan Museum of Art Bulletin* 28, No. 4, Part 2: The Egyptian Expedition 1931–1932 (Apr., 1933), 3–22.

If the year of release is not identical with the volume’s year-designation, please sort under the year of publication and add the volume-year in brackets after the volume number:

FITZENREITER 2014 →

FITZENREITER, M.

2014        Ein Siegelstempel aus Elephantine, *MDAIK* 68 (2012), 43–54.

### EXAMPLES:

#### **Books:**

*Single author:*

PETRIE 1906 →

PETRIE, W. M. F.

1906        *Hyksos and Israelite Cities*, BSAE 12, London.

*Co-author:*

WARREN and HANKEY 1989 →

WARREN, P. M. and HANKEY, V.

1989        *Aegean Bronze Age Chronology*, Bristol.

EMERY, SMITH and MILLARD 1979 →

EMERY, W. B., SMITH, H. and MILLARD, A.

1979        *The Fortress of Buhen*. The Archaeological Report, The Egypt Exploration Society, Excavation Memoirs 49, London.

**Contribution in book with editor(s):**

LUFT 1998 →

LUFT, U.

1998 *Toponyms at Lahun*, in: S. QUIRKE (ed.), *Lahun Studies*, Reigate, 1–41.

If the edited book is equally cited:

LUFT, U.

1998 *Toponyms at Lahun*, in: QUIRKE (ed.) 1998, 1–41. →

QUIRKE, S. (ed.)

1998 *Lahun Studies*, Reigate.

**Journals:**

WEINSTEIN 1974 →

WEINSTEIN, J. M.

1974 A Statuette of Princess Sobeknofru at Gezer, *BASOR* 213, 49–57.

→ List of abbreviations:

*BASOR* *Bulletin of the American Schools of Oriental Research*, New Haven

Page numbers of articles and contributions:

RENFREW, C.

1969 The autonomy of the south-east European Copper Age, *Proceedings of the Prehistoric Society* 35, 12–47.

NEWBERRY, P. E.

1890 The ancient botany, in: W. M. F. PETRIE (ed.), *Kahun, Gurob, and Hawara*, London, 46–50.

Names of authors, which have been abbreviated with “et al.” in the footnotes, have to be spelled in full:

LACOVARA et al. 2015 →

LACOVARA, P., IKRAM, S., BRIER, B., LEVEQUE, M. and STEIN, R.

2015 An Egyptian Mummy of the Late Old Kingdom in the Michael C. Carlos Museum, Emory University, *JARCE* 51, 65–74.

→ List of abbreviations:

*JARCE* *Journal of the American Research Center in Egypt* (Boston, New York)

Please provide original citation and transcription for publications in any script other than standard Latin (Hebrew, Arabic, Greek, Cyrillic etc.). If a publication is bilingual give both titles (original + translation), but no transcription is needed.

HOREJS, B. and JUNG, R.

2014 Η προϊστορική Όλυνθος. Μια Τούμπα της Εποχής του Χαλκού ανάμεσα στα Καρπάθια και στο Αιγαίο (Prehistoric Olynthus. A Bronze Age mound between the Carpathians and the Aegean), in: E. STEFANI, N. MEROUSIS and A. DIMOULA (eds.), *A Century of Research in Prehistoric Macedonia 1912–2012. International Conference Proceedings, Archaeological Museum of Thessaloniki, 22–24 November 2012*, Thessaloniki, 299–302.

If more than one book or contribution of an author is cited, give the author’s name once and list the cited works underneath, arranged by years in ascending order.

GARDINER, A. H.

1947 *Ancient Egyptian Onomastica*, 3 vols., Oxford.

1951 A Protest Against Unjustified Tax-Demands, *Revue d’Égyptologie* 6, 128–133.

Use consecutive numbers (a, b, etc.) for more than one publication by same author in the same year:

KOSSACK, G.

1987a Fremdlinge in Fars, *Archäologische Mitteilungen aus Iran* 20, 107–127.

1987b Fibeln aus Uruk, *Baghdader Mitteilungen* 18, 199–211.

A slash separates two publication years:

HOOD, S.

1981/1982 Excavations in Chios 1938–1955. Prehistoric Emporio and Ayio Gala I–II, *The Annual of the British School at Athens*, Suppl. 15–16, London.

Provide names of all editors for edited volumes:

LANGE, E.

2016 The Lioness Goddess in the Old Kingdom Nile Delta: A Study in Local Cult Topography, in: S. L. LIPPERT, M. SCHENTULEIT and M. A. STADLER (eds.), *Sapientia Felicitas. Festschrift für Günter Vittmann zum 29. Februar 2016*, Cahiers Égypte Nilotique et Méditerranéenne 14, Montpellier, 301–324.

Provide location of publication (in English or in the language of the publication. Do **not** provide name of publisher:

BIETAK, M.

1975 *Tell el-Dab'a II: der Fundort im Rahmen einer archäologisch-geographischen Untersuchung über das ägyptische Ostdelta*, Untersuchungen der Zweigstelle Kairo des Österreichischen Archäologischen Instituts 1, Denkschriften der Gesamtakademie 4, Wien.

Multiple publication locations:

KEEL, O.

1989 Die Jaspis-Skarabäen-Gruppe: Eine vorderasiatische Skarabäenwerkstatt des 17. Jahrhunderts v. Chr., in: O. KEEL, H. KEEL-LEU and S. SCHROER (eds.), *Studien zu den Stempelsiegeln aus Palästina/Israel II*, OBO 88, Fribourg, Göttingen, 211–242.

Multiple series:

ASTON, D.

2009 *Burial Assemblages of Dynasty 21–25. Chronology – Typology – Developments*, Contributions to the Chronology of the Eastern Mediterranean 21, Denkschriften der Gesamtakademie 54, Vienna.

Different volumes:

BANKS, E. C.

2013 *The Settlement and Architecture of Lerna IV, Lerna. A Preclassical Site in the Argolid. Results of Excavations Conducted by the American School of Classical Studies at Athens* Vol. 6, Princeton.

COLEMAN, J. E.

1992 Greece, the Aegean and Cyprus, in: R. W. EHRICH (ed.), *Chronologies in Old World Archaeology* 3, Chicago, London, Vol. I, 247–288, Vol. II, 203–229.

Exhibition catalogues:

HORN, H. G. and RÜGER, C. B. (eds.)

1979 *Die Numider. Reiter und Könige nördlich der Sahara*. Exhibition catalogue Bonn, Cologne.

MARZATICO, F.

2009 L’Egitto e l’Italia prima di Roma, in: E. D’AMICON and M. POZZI BATTAGLIA (eds.), *Egitto mai Visto. La montagna dei morti: Assiut quattromila anni fa*. Exhibition catalogue Trento, 29–37.

Reprints:

CHILDE, V. G.

1982 [1942] *What Happened in History*, Harmondsworth.

Second or later editions:

FEDER, K. L.

2013 *The Past in Perspective. An Introduction to Human Prehistory*, 6<sup>th</sup> edition, Oxford.

In press:

FORSTNER-MÜLLER, I. and ROSE, P.

In press *Kom Ombo I. The Town of Kom Ombo*, Untersuchungen der Zweigstelle Kairo des Österreichischen Archäologischen Instituts 89, Denkschriften der Gesamtakademie 42, Vienna.

Forthcoming:

SARETTA, P.

forthcoming *Asiatics in Middle Kingdom Egypt. Perception and Reality*, London.

**Dissertations:**

WEINSTEIN, J.

1973 *Foundation Deposits in Ancient Egypt*, PhD Dissertation, University of Pennsylvania, Ann Arbor.

**Online Publications:**

Either use DOI or last access date:

RENSON, V., COENAERTS, J., NYS, K., MATTIELLI, N., VANHAECKE, F., FAGEL, N. and CLAEYS, P.

2011 Lead isotopic analysis for the identification of Late Bronze Age pottery from Hala Sultan Tekke (Cyprus), *Archaeometry* 53 (1), 37–57. DOI: 10.1111/j.1475-4754.2010.00535.x

FORSTNER-MÜLLER, I., ROSE, P., REALI, C. and TRONCHÈRE, H.

2012 Preliminary Report on the Season 2012 at Tell el-Dab‘a/Sharqeya <[https://www.auaris.at/downloads/Report\\_SCA\\_engl\\_arabic\\_small.pdf](https://www.auaris.at/downloads/Report_SCA_engl_arabic_small.pdf)> (last access 7 July 2022)

**Webpages:**

ÖNB

Österreichische Nationalbibliothek, Papyrussammlung <<https://www.onb.ac.at/bibliothek/sammlungen/papyri/die-papyrussammlung>> (last access 7 July 2022).