

## GUIDELINES FOR ENGLISH-LANGUAGE MANUSCRIPTS

**Text files** must be submitted as digital documents (ideally as “word.doc/docx”). Apply as little formatting as possible.

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

**Figures and plates** have to be submitted as separated files: preferably as TIF or in similar format (PSD, EPS, AI) for PC.

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

Resolution:           Line drawings: between 600dpi and 1200dpi.  
Photographs:        between 300dpi and 450dpi.

Set the precise measurements at which you wish the figures, tables or plates to be printed. Illustrations must not exceed 16.5 x 24.3 cm.

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.

Authors are themselves responsible for obtaining the permission for publication and reproduction from copyright holders for all illustrations.

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
  - References
  - List of table, figure and plate captions (including credits)
  - The publishers may request 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*.

Italicise words such as: *Rundbau*, *megaron*, *koiné*, *impresso* motif.

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 – 1<sup>st</sup> 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, OREA).

approx.	approximately	max.	maximum
asl	above sea level	min.	minimum
c.	circa	Mus.	museum
cat. no.	catalogue number	n.	note(s)
cf.	confer (consult, compare)	neg.	negative
coll.	collection	no./nos.	number/numbers
Diss.	dissertation	p./pp.	page/pages
ed./eds.	editor/editors	pl./pls.	plate/plates
e.g.	exempli gratia (for example)	rev.	review
esp.	especially	repr.	reprint
etc.	et cetera	tab./tabs.	table(s)
fig./figs.	figure/figures	Vol.	volume
i.e.	id est	yr/yrs	year/years (in specific contexts, e.g. discussion of dating methods)
inv.	inventory		
l.	length		

## 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-Martinez/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*. If you wish to cite in traditional style, please contact the editors.

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

*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.

**but:** no periods when letters are used e.g. Beyen 1960, fig. 61a–c; Vitelli 2007, 342–345, figs. 79e, f, h; 80e, g, h.

*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. 79e, f, h; 80e, g, h.

If you cite publications in any script other than standard Latin (Hebrew, Arabic, Greek, Cyrillic etc.), please transcribe names: Instead of Ζάχος 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).

The use of bibliographical abbreviations shall be avoided. Titles of journals or periodicals shall not be abbreviated.

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 by family name, followed by a comma and the first name. All consecutive authors shall be cited with their respective first name(s) first, followed by the family name without a comma in between.

Emery, Smith and Millard 1979 →

Emery, Walter B., Harry Smith, and Anne Millard

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

Please do not use Small Caps or italics in the bibliography. Please write authors' first forenames out in full. Set a comma between the Author's name and first forename. (See examples below).

Aston 2003; Aston 2009 →

Aston, David A.

2003 The Theban West Bank from the Twenty-fifth Dynasty to the Ptolemaic Period, in: Nigel Strudwick and John H. Taylor (eds.), The Theban Necropolis. Past Present and Future, London, 138–166.

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

Emery, Smith and Millard 1979 →

Emery, Walter B., Harry Smith, and Anne Millard

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

Ikram and Dodson 1998 →

Ikram, Salima and Aidan Dodson

1998 The Mummy in Ancient Egypt. Equipping the Dead for Eternity, London.

Lacovara et al. 2015 →

Lacovara, Peter, Salima Ikram, Bob Brier, Margaret Leveque, and Renee Stein

2015 An Egyptian Mummy of the Late Old Kingdom in the Michael C. Carlos Museum, Emory University, Journal of the American Research Center in Egypt 51 (2015), 65–74.

Luft 1998 →

Luft, Ulrich

1998 Toponyms at Lahun, in: Stephen Quirke (ed.), Lahun Studies, Reigate, 1–41.

Petrie 1906 →

Petrie, William M. F.

1906 Hyksos and Israelite Cities, British School of Archaeology in Egypt 12, London.

Warren and Hankey 1989 →

Warren, Peter M. and Vronwy Hankey

1989 Aegean Bronze Age Chronology, Bristol.

Weinstein 1974 →

Weinstein, James M.

1974 A Statuette of Princess Sobeknofru at Gezer, Bulletin of the American Schools of Oriental Research 213, 49–57.

Page numbers of articles and contributions:

Renfrew, Colin

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

Newberry, Percy E.

1890 The ancient botany, in: William 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, Peter, Salima Ikram, Bob Brier, Margaret Leveque, and Renee Stein

2015 An Egyptian Mummy of the Late Old Kingdom in the Michael C. Carlos Museum, Emory University, *Journal of the American Research Center in Egypt* 51, 65–74.

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, Barbara and Reinhard Jung

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: Evangelia Stefani, Nikos Merousis and Anastasia 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.

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

Kossack, Georg

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, Sinclair

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.

### **Journals:**

Commas separate title, name of journal, journal volume number, issue number, and page numbers:

Lansing, Ambrose

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, Martin

2014 *Ein Siegelstempel aus Elephantine*, *Mitteilungen des Deutschen Archäologischen Instituts, Abteilung Kairo* 68 (2012), 43–54.

### **Books:**

Provide names of all editors for edited volumes:

Lange, Eva

2016 *The Lioness Goddess in the Old Kingdom Nile Delta: A Study in Local Cult Topography*, in: Sandra L. Lippert, Maren Schentuleit and Martin 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, Manfred

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.

El-Sawi, Ahmed

1979 Excavations at Tell Basta. Reports of Seasons 1967–1971 and Catalogue of Finds, Prague.

Leclère, François

2008 Les villes de Basse Égypte au I<sup>er</sup> millénaire av. J.-C.: analyse archéologique et historique de la topographie urbaine, 2 vols, Bibliothèque d'Étude 144, Le Caire.

Multiple publication locations:

Keel, Othmar

1989 Die Jaspis-Skarabäen-Gruppe: Eine vorderasiatische Skarabäenwerkstatt des 17. Jahrhunderts v. Chr., in: Othmar Keel, Hildi Keel-Leu and Silvia Schroer (eds.), Studien zu den Stempelsiegeln aus Palästina/Israel II, Orbis Biblicus et Orientalis 88, Fribourg, Göttingen, 211–242.

If an edited volume is cited more than once, the name-date format may be used. The edited volume must be cited separately:

Luft, Ulrich

1998 Toponyms at Lahun, in: Quirke 1998, 1–41. →

Quirke, Stephen (ed.)

1998 Lahun Studies, Reigate.

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

Darnell, John C.

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

Multiple series:

Aston, David

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, Elisabeth 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, John E.

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

Exhibition catalogues:

Horn, Heinz G. and Christoph B. Rüger, (eds.)

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

2009 L'Egitto e l'Italia prima di Roma, in: Elvira D'Amicone and Massimiliana Pozzi Battaglia (eds.), *Egitto mai Visto. La montagna dei morti: Assiut quattromila anni fa*. Exhibition catalogue Trento, 29–37.

**Reprints:**

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

**Second or later editions:**

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

**In press:**

Kern, Daniela  
in press About bow-shaped and rod-shaped pendants, *Musaica*.

**Forthcoming:**

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

The use of bibliographical abbreviations shall be avoided.

**Dissertations:**

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

**Online Publications:**

Either use DOI or last access date:

Renson, Virginie, Jan Coenaerts, Karin Nys, Nadine Mattielli, Frank Vanhaecke, Nathalie Fagel, and Philippe Claeys

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, Irene, Pamela Rose, Chiara Reali, and Hervé Tronchère

2012 Preliminary Report on the Season 2012 at Tell el-Dab'a/Sharqeya, <[http://www.oeai.at/tl\\_files/img/Dateien/Report\\_SCA\\_engl\\_arabic\\_small.pdf](http://www.oeai.at/tl_files/img/Dateien/Report_SCA_engl_arabic_small.pdf)> (last access 1 March 2017)

**Webpages:**

ÖNB

Österreichische Nationalbibliothek

<<http://www.onb.ac.at/sammlungen/papyrus/21494.htm>> (last access 9 July 2015).