

## Authors' Guidelines – CRE XVI Oxford

Any article included in the final volume must follow these guidelines. Manuscripts that do not conform to the appropriate format will be returned to the author.

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## **Text**

### ***Headings and Sub-headings***

Please use the styles below and type them in upper and lower case characters. Do NOT type headings in capitals.

There are four ready-made styles:

**Bold** for the top level

***Bold/Italics*** for the second level

*Italics* for the third level

SMALL CAPS for the fourth level.

### ***Formatting***

Text must be double-spaced, in 12-point type, using Times New Roman. Submit all copy unjustified, set full left with an uneven right-hand margin.

1. Please do not insert an indent at the beginning of the first paragraph following a heading.
2. Please insert tabs at the beginning of paragraphs, other than the first paragraph following a heading.
3. Please do not put in running headers or use double columns.
4. Please do not supply embedded illustrations or tables. Submit them as separate individual files.
5. Please do not use underlining, use italic instead.

### ***Content***

Please be consistent with spelling, use of punctuation, and abbreviations.

### ***Spelling***

1. Use British spelling and grammar (e.g. single curly quote marks, -our and NOT -or, -ise and NOT -ize).
2. Use numbers for 'dynasty/-ies', always with lowercase 'd' and without superscript (18th). Do not use eighteenth or XVIII.
3. If a number occurs in running text, use words up to the tens, digits for 20 or more.

4. Use ‘Early Dynastic (Period)’, ‘First/Second/Third Intermediate Period’, ‘Old/Middle/New Kingdom’, ‘Late/Ptolemaic/Graeco-Roman Period’, ‘Coptic/Islamic Period’, but lowercase if more than one is mentioned together: ‘during the Ptolemaic and Graeco-Roman periods’.

#### *Punctuation*

Always use an Oxford/Serial comma, that is, a comma before the final element in a sequence of three or more e.g.: granite, granodiorite, quartzite, and other stones.

#### *Abbreviations*

1. Use c. NOT ca. or circa. It should not be italicised.
2. ‘e.g.’ and ‘i.e.’ should not be italicised and not followed by a comma.
3. Use BCE and CE (no punctuation) rather than BC and AD.
4. No full stop (period) after abbreviations such as m (=metre), cm (=centimetre), and other abbreviations of measurements.
5. Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.

#### *Transliteration*

For all transliteration please use the LingAeg transliteration TTF *Umschrift\_TTn*, available for download here: <http://wwwuser.gwdg.de/~lingaeg/lingaeg-stylesheet.htm>.

The transliteration should be italicised.

The transliteration should indicate words that are in a lacuna with [...], words that are not at their expected place and can be considered superficial with {...}, words omitted by the scribe with <...> and unsure readings of a word with ⸤ ... ⸥.

Additions of words in the English translation should be indicated with (...).

#### *Hieroglyphic*

For hieroglyphic texts please use JSesh, available for download here:

<http://jsesh.qenherkhopeshef.org/en/download>

### **Footnotes**

Please generally AVOID footnotes and endnotes where possible. Incorporate the comments into the text, or if they don't fit into the text, omit them.

### **Images**

Please indicate the position of the figures and tables within the text as follow:

Insert IMAGE Here

Figure 3. Map of the surveyed area at Tell Banana.

1. Every image should have an insertion point marked in the text. Figure numbers should correspond with numbers in lists of figures. They should all go in sequential order.
2. In-text figure referencing should be abbreviated (see above) and should NOT be in bold. Captions should spell out the full word 'figure' (see above).
3. Illustrations (pictures) should be sent separately in .TIFF and tables/graphs in .XLS.
4. Photos and slides should be at 300 dpi. Black/white line artwork at 600 dpi. Mixed line and tone illustrations at 600 dpi.

### **References in text**

1. Use Harvard/author-date style (author-date, page number) followed by a list of references at the end of your chapter. If the author is named within the text, cite only year and page: 'according to Bloggs (1966, 31) it seems ...' or 'it has been stated (Bloggs 1966, 31) that ...'. Please use a comma after the date, NOT a colon.
2. Multiple citations are separated by a semicolon and go in date order, while keeping more than one from the same author together.
3. If reference is made to a specific page note, plate, or figure, please use the respective abbreviations n., pl., and Fig.: Bloggs (1966, 31, n. 4) or Bloggs (1966, 31, pl. 4) or Bloggs (1966, 31, Fig. 40).
4. Two authors are separated by 'and', not an ampersand '&'. More than two authors are cited with first author and *et al.*

5. Quotes use UK single ‘curly’ quote marks, no double quotation marks. Double quotation marks are used only for a quote within a quote.
6. Block quotes of three or more lines are single spaced and indented. No quote marks. No italics.
7. Please use full stops (period) after initials in people’s names and make sure there are SPACES between them as well. Thus Sinclair Hood should be M. S. F. Hood, and NOT M.S.F. Hood or MSF Hood. This applies to the list of references as well as the text.

*See example below:*

The survey conducted in 1984 by W. M. Xanatos and L. Allen (1986, 42) revealed seven structures dating to the 18th dynasty. Previous investigations of the site at the end of the eighteenth century mainly concentrated on the temple area (e.g. Pebbles 1899, 2; Roumpant 1903, 15).

The seven structures revealed in 1984 are associated with several activities, including partying, drinking, eating, playing, and making garlands. The archaeologists realised that these activities were connected with the abutting temple area (see Fig. 3), due to the religious practices performed for the goddess Hator. From the Early Dynastic Period on, the goddess was the most popular one at Tell Banana. Temples were dedicated to her cult also during the Old Kingdom, the First Intermediate Period, the Middle Kingdom, with the latest shrine erected around the end of the Late Period or the beginning of the Ptolemaic Period.

**Commentaire [1]:** Name initials always separated by full stops (periods) and spaces.

**Commentaire [2]:** Do not repeat authors’ names if mentioned in the same sentence.

**Commentaire [3]:** Numbers for dynasties only, no superscript, no capital ‘d’

**Commentaire [4]:** Multiple sources citations go in chronological order, not alphabetical.

**Commentaire [5]:** Example of list, without colon, with Oxford Comma.

**Commentaire [6]:** To refer to images in the text.

**Commentaire [7]:** Period used and capped only for established period. Alternatively use, for instance, ‘during the Ptolemaic and Graeco-Roman periods ‘.

### Reference List

1. Book reference should appear as follow: Surname, F. Date. *Title of book*. Place: Publisher.
2. Journal names should not be abbreviated and should appear IN FULL, italicised, followed by volume number (not italicised, not bold), colon (rather than a comma) and pages of the article (also not italicised). UK single quote marks should be used for the article title. No place and publisher for journal references.  
Surname, F. Date. ‘Title of article’. In *Journal name*, volume number: page numbers.
3. Series names (e.g. OLA, BdE, HÄB, SAT) should be written in full, not italicised. Place and publisher are required.

4. Sentence-style capitalisation is applied, that is, only the first letter of the first word of titles should be capitalised, except for proper nouns and German nouns.
5. Only one publisher name and place is required.
6. All references to online websites and databases must have an accession date.
7. All *et al.* references from text must name all authors in the list of references.
8. Use the en rule (dash) – between page numbers.
9. In page numbers, repeat only digits that change, i.e. 227–39 for 227–239.

*See examples below:*

Bottema, S. 1974. *Late Quaternary vegetation history of North-Western Greece*. Unpublished thesis, University of Groningen.

Bruwier, M.-C. 1998. 'Anubis sur le coffret d'un prêtre héracléopolitain'. In W. Clarysse, A. Schoors, and H. Willems (eds.) *Egyptian religion: the last thousand years; studies dedicated to the memory of Jan Quaegebeur*, *Orientalia Lovaniensia Analecta* 84: 227–39. Leuven: Peeters.

Cruise, G. M. 1990. 'Pollen stratigraphy of two Holocene peat sites'. *Review of Paleobotany and Palynology* 63: 299–313.

Foster, I. D. L. and Grew, R. 1990. 'Magnitude and frequency of sediment transport in the Po valley'. In J. Boardman (ed.) *Soil erosion of agricultural land*: 36–56. New York: Wiley.

Pebbles, M. 1899. *Tell Banana*. Oxford: Clarendon Press.

Raven, M. J. 2005. 'Egyptian concepts on the orientation of the human body'. *Journal of Egyptian Archaeology* 91: 38–40.

Roumpant, J.-J. 1903. 'Fouilles à Boulleh: le temple du Hator en Tell Banana'. *Annales du Service des Antiquités de l'Égypte* 3: 12–35.

Xanatos, W. M. and Allen, L. 1986. 'Excavations at Tell Banana: new understanding of New Kingdom housing'. In W. M. Xanatos, L. Allen, F. Marciano and K. Zoomer (eds.) *Fantadigs in Egypt: ongoing work*: 41–58. London: Dreamwork.