# CRE 2018 Proceedings

# Guidelines for contributors

**Manuscript**

Manuscripts must be submitted to **cre2018prague@gmail.com** in Word (WITHOUT figures) and in PDF (WITH figures). Figures should be submitted also as separate files together with the text. The deadline is **1st October 2018**.

The authors are solely responsible for obtaining all the copyrights and permissions to publish the material discussed, as well as figures and illustrations. Manuscripts submitted for publication should not have been previously published.

Submission is not a guarantee of publication. All the papers and reports will be peer-reviewed by two anonymous and independent scholars. After the reviews, authors will be able to make any required changes within a time frame of three weeks. The selected papers will NOT undergo language proofs. All authors are responsible for English editing of their papers.

**Text**

Named as: "surname of the author_text" (**Jones_text**)

Text editor: MS Word, version 6.0 and higher (= format **.DOC** or **.DOCX**)

Typeface: Gentium Basic, size 11 pt.

Paragraph: Line spacing: 1

       Alignment: block

       Indent: 0

Page numbers should be centred at the bottom of the page, in 10pt Calibri.

All papers must contain an updated abstract, 5–7 keywords (size 10 pt.), main text, and a reference list (see CRE_2018_template).

1. Please do not insert an indent at the beginning of each paragraph.

2. Please do not put in running headers or use double columns.

3. Please do not supply embedded illustrations or tables. Submit them as separate individual files. Figures insert ONLY in the PDF version.

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'.

5. Capitalizing 'Pharaoh' not 'king'.

*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 be italicised, without space.

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 superficious 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.

But if you need them they can be inserted into the text using the function References → Insert footnote.

Typeface: Gentium Basic, size 10 pt.

Paragraph: Line spacing: 1

Alignment: left

Indent: 0

The limit for footnotes is 20.

**Images**

Please submit the figures separately in the following formats:

Line artworks: **.TIFF** format, resolution **1200 dpi**. Format **.AI** is acceptable as well.

Photographs: **.TIFF** format, resolution **400 dpi**. If there is no .tiff, it is possible to provide us with a **.JPG** file.

Only photographs with resolved **copyrights** will be published. It is not possible to publish figures downloaded from the internet, or scanned pictures from publications without author´s consent.

Figures named as: "surname_fig (number of the figure)" (**Jones_fig1**).

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.

(See CRE_2018_template)

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 300 dpi. Mixed line and tone illustrations at 300 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 Hathor. 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.

**Okomentoval(a): [PHM1]:** Name initials always separated by full stops (periods) and spaces.

**Okomentoval(a): [PHM2]:** Do not repeat authors' names if mentioned in the same sentence.

**Okomentoval(a): [PHM3]:** Numbers for dynasties only, no superscript, no capital 'd'.

**Okomentoval(a): [PHM4]:** Multiple sources citations go in chronological order, not alphabetical.

**Okomentoval(a): [PHM5]:** Example of list, without colon, with Oxford Comma.

**Okomentoval(a): [PHM6]:** To refer to images in the text.

**Okomentoval(a): [PHM7]:** 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. Orientalia Lovaniensia Analecta) 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. *LateQuaternary 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.

**Citation website:**

Allen, J. P. 2013. *A new concordance of Pyramid Texts*. 6 vols. Brown University. [online] ⟨https://www.dropbox.com/sh/0xo88uy04urnz0v/o16_ojF8f_⟩, accessed 19 November 2015.

**Reference in off-text quotation:**

Kagemni speaks:
> …With regard to any man who shall enter this, my tomb, not having purified himself, I shall seize his neck like a bird's so that the living see (it) and are fearful of an excellent and equipped *akh* who knows the rites (Strudwick 2005, 285–7).

- Might/should: 'might is less probable than 'should'
- Mass nouns: 'evidence includes' (sg) or 'pieces of evidence' include (pl)
- spell 334, *CT* IV 89j–90f : no coma after *CT* IV
- *PT* and *CT* : in italics

- Double quotes followed by single quote: space = 'bananas "bananas" '

> Quotation marks within quoted matter become double quotation marks. (If single and double quotation marks appear in conjunction, editors should insert a thin space between them.)
> Harts, p. 527.

- footnotes after dot if for whole sentence
- Circa: abbreviated *c.* in italic. without space
- No abbreviation in dates: 2005–2006 and not 2005–6
- Page number: 115–16 (write the 1) but 123–5
- author full name when first mentioned then just initials
- Fig. capital
- sq. m not m2
- When reference is made to a number on a page (that is not a fig., a note, a line or a paragraph number) the number is indicated between square brackets. (Baines 1998, 263, 6) should be (Baines 1998, 263 [6])
- References :

- organise titles from older to more recent
- comma between title and series.
- No 'In' before journal name.
- full stop between elements (title, sub-title(s)) in a book title except when it
does not make sense or when colon is printed in the book.
- the volume number in the title is written not in italic and is not followed by
a comma.

Naville, E. 1892. *The festival-hall of Osorkon* II. *In the great temple of Bubastis
(1887–1889)*, Memoir of the Egypt Exploration Fund 10. London: Kegan Paul.
- volume: don't write "volume". The volume number follows the title and is not
italicised, even when it appears between title/subtitle.
- Lexikon: do not indicate 'col.'
- place of editing in English