

CRE 2019 Proceedings – University of Alcalá

*Proceedings of the Twentieth Annual Symposium, University of Alcalá,
Alcalá de Henares, 17-21 June 2019*

Guidelines for contributors

Manuscript

Manuscripts must be submitted to **cre2019.alcala@uah.es** as Word Document (*without* figures) and as PDF-document (*with* figures). Figures should be submitted also as separate files together with the text. The deadline is **15th October 2019**.

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 two 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" (**Lambert_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_2019_template).

Please, take into consideration these rules:

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. Further details are offered below:

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, 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'.

Italics

Italics should be used for foreign words or transliterations. Please note that the surrounding punctuation should not be italicised.

Exceptions to the use of italics are:

- when the word is part of a foreign language quotation
- when the word has already been sufficiently assimilated into the English language

Quotation marks

Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g., 'text text "text" text text'). Displayed quotations have no quotation marks. Any quotations within a displayed quotation should carry single marks.

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. 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.

Dates

Give centuries and millennia as, for example: 5th century BC, 2nd century AD

etc. For specific years, the letters BC should follow the date, preceded by a space (e.g., 490 BC); the letters AD should precede the date, also with a space between the two (e.g., AD 499). If the date is approximate, indicate this with 'c.' followed by a space and the date; in this case both BC and AD follow the date (e.g., c. 733 BC; c. 353 AD).

Use hyphenation only adjectivally (for example, 'in the 6th century' but 'a sixth - century temple'). Please note also the following forms:

- Thursday, 12 November 1966
- 1960s (not 1960's)
- 1547–1549; 1382–1420

Transliteration

For all transliteration please use the LingAeg transliteration TTF *Umschrift_TTn*, available for download here:

<http://www.user.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 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

Please note that footnote reference numbers should be placed after punctuation and not before (i.e., word.1 and not word1.). Do not use end notes.

Images

Please submit the figures separately in the following formats:

Line artworks: .tiff format, resolution **1200 dpi**. Format .ai is also acceptable.

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.

Prepare figures accordingly, and indicate intended size if not provided in the correct size (for example a large photograph). Figures, tables and photos may take up the full print area of 165mm x 245mm.

Figures named as: “surname_fig (number of the figure)” (**Lambert_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_2020_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 Wegner (2014: 31) it seems ...’ or ‘it has been stated (Wegner 2014: 31) that ...’. Note the use of a colon between the date and page number/s.
2. Multiple citations are separated by a semicolon and go in DATE ORDER, while keeping more than one from the same author together. Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use ‘ibid’.
3. If reference is made to a specific page note, plate, or figure, please use the respective abbreviations n., pl., and fig.: Wegner (2014, 31, n. 4) or Wegner (2014, 31, pl. 4) or Wegner (2014, 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.

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. *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.

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