CRE 2022-Montpellier Proceedings

Guidelines for contributors

Manuscripts must be submitted to cre2022montpellier@gmail.com 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 **31st January 2023**.

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 will be peer-reviewed by two anonymous and independent scholars. After the reviews, authors will have a period of a few weeks to make the required changes. Please note that all papers presented by non-native English speakers must have passed proofreading before the submission. Compliance with the guidelines, as well as the quality of the language will also be considered for the acceptance of the papers.

All submissions must include the following:
- A word document of the paper that contains: title, an updated abstract, 5-7 keywords, the main text without figures, and a reference list;
- A pdf document of the paper that contains: title, an updated abstract, 5-7 keywords, the main text with figures, and a reference list;
- The figures and publication agreements thereof (if applicable);
- A list of figures with the complete caption texts.

1.- MAIN DOCUMENT LAYOUT

a) All papers must contain

- Title (Author)
- An updated abstract: maximum 250 words
- 5–7 keywords (size 10 pt.)
- Main text: maximum words between 6000 and 8000
- Acknowledgements (if needed)
- Bibliography (for the style see below).

b) Document format

- **Text editor:** MS Word, version 6.0 and higher (= format **.doc** or **.docx**)
- **Name the document as:** "surname of the author_text" (for instance: **Gallagher_text**) We highly recommend to Copy + Paste and adjust your text to the **word template** provided. Otherwise, you can format your text as follows:
- **Margins**: Top 25 mm, Bottom 20 mm, Left and Right 20 mm.
- **Typeface**: Gentium, size 11 pt.
- **Paragraph**:   - Line spacing: 1
                      - Alignment: block
                      - Indent: 0

- **Page numbers** should be centred at the bottom of the page, in 10pt Gentium.
- **Headings and Subheadings**:

- Clearly distinguish different heading levels (e.g. paper title, major heading and subheading).
- Avoid numbering i.e. **not** 1.2; 1.2.1; 1.2.1.1 etc.
- The paper title should be 16 pt Bold and centred, and the Subheadings are 11pt aligned left.

- Please structure your subheadings in the following way:

<p align="center">**Paper title Centred 16pt Bold Gentium Basic**</p>

Heading 1 Bold Gentium Basic

Heading 2 Bold Italic Gentium Basic

Heading 3 Italic Gentium Plus

Heading 4 Regular Gentium Plus

- If you have any tables or graphs the captions for these should be centred in 10pt Gentium Basic

- Please, take into consideration these rules:

- Please do not indent the first line of paragraphs – instead leave a gap of 4 mm after each paragraph.
- Please do not supply embedded illustrations or tables. Submit them as separate individual files. Figures insert ONLY in the PDF version.
- Please do not use underlining, use italic instead.

2.- STYLE GUIDE

a) Spelling and Abbreviations etc:

- Use British spelling and grammar (e.g. single curly quote marks, -our and NOT -or, -ise and NOT -ize).
- Insert only one space after full stops, not two.
- Avoid superscripts '6th' in 6th, 8th, etc. If your program does this automatically please switch it off (in Word go to Tools, Autocorrect, Autoformat as you type).
- BC and AD (no punctuation) – also for upper case abbreviations / acronyms (UK, USA etc.).
- Use numbers for 'dynasty/-ies', always with lowercase 'd' and without superscript (18th). Do not use eighteenth, Eighteenth or XVIII.
- 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.
- Use e.g., i.e., cf., etc. (full stops but no italics).
- Use *et al*. and *c*. (italics and full stops).
- No full stops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimetres) and other abbreviations of measurements.

b) Numerals:

- Numbers from one to ten should be spelled out; higher numbers should be given in numerals, e.g., 11, 235, etc. No comma should be used for numbers with fewer than five digits, e.g., 5000, not 5,000; but 10,000.
- No space should be placed between a number and its unit of measurement, e.g., 98cm.
- Place a leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.

c) Contractions:

Contractions which end with the same letter as the original word do not take a full stop i.e. Dr (not Dr.), Mr (not Mr.), eds (not eds.) etc. Contractions which do not finish with the same letter as the full word do take a full stop: e.g. ed., no. 2.

d) 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 (e.g. c. 733 BC; c. 1792-1750 BC; c. 597; c. 1066).
- 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)
  - 1382-1420; 1460-80; 104-08; 44-47; 13-15

e) 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

f) 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.

g) Theses:

Theses should be referred to as dissertations.

h) Transliterations:

- For all transliteration please use the Unicode transliteration, available for download here:
  https://www.ifao.egnet.net/publications/outils/polices/#download
- 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 superfluous 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 (…).

i) Hieroglyphic:

- For hieroglyphic texts please use JSesh, available for download here:
  http://jsesh.qenherkhopeshef.org/en/download
- Please provide your JSesh files separately.

3. REFERENCING

a) References within the text

- Use Harvard/author-date referencing style (author and date: page number) followed by a list of references at the end of your paper. 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 ...'. Indicate multiple pages as follow: "(Bloggs 1966: 31-35)". Note the use of a colon between the date and page number/s.
- Multiple citations should be in alphabetical order and separated by a semi-colon, e.g., (Affleck *et al*. 1988; Bahn and Pettitt 2003; Wymer 1982).
- Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

b) Footnotes/Endnotes

- Please, generally **AVOID** footnotes where possible. Incorporate the comments into the text. But if you need them they can be inserted into the text using the function References > Insert footnote in: Gentium Basic, size 10 pt, Paragraph: Line spacing: 1, Alignment: left and WITHOUT Indent.
- Please note that footnote reference numbers should be placed **after** punctuation and not before (i.e., word.[1] and not word[1].).
- Do **NOT** use endnotes.

b) Bibliography:

- Please ensure that all references are complete.
- Examples of the required reference format are given below.
- Use a colon between volume and page numbers.
- Do not use bold for volume numbers.
- For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&'.
- Use full stops after initials in authors' names. Thus, for example, use M.S.F. Hood and not MSF Hood.
- Note that for an international audience all journal and series titles must be written out in full, e.g., 'Journal of Egyptian Archaeology', not 'JEA'.
- Examples:

THESIS

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen.

NOTE: (No italics because the work is unpublished; not thesis but dissertation).

JOURNAL ARTICLE

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

BOOK

Lamb, H.H. and L. Tessier 1987. *Weather, Climate and Human Affairs*. London: Routledge.

EDITED BOOK

Bintliff, J.L. (ed.) 2015. *Recent Developments in the Archaeology of Greece* (Pharos Supplement). Leuven: Peeters

SECTION IN BOOK

Bintliff, J.L. 2010. The Annales, events, and the fate of cities, in D.J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117–131. Albany (NY): Suny Press.

SECTION IN BOOK WITH MULTIPLE EDITORS

Frayer, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D.L. Martin and D.W. Frayer (eds) *Troubled Times: Violence and Warfare in the Past*: 181-216. Amsterdam: Gordon and Breach.

SECTION IN BOOK IF EDITOR UNKNOWN

Serre-Bachet, F., J. Guiot and L. Tessier 1992a. La dendroclimatologie: pour une histoire du climat, in *Les veines du temps* (Catalogue d'exposition): 93–119. Paris: Musée du Monde.

SECTION IN A NUMBERED MONOGRAPH

Reynolds, P. 2014. The Homs Survey (Syria): Contrasting Levantine trends in the regional supply of fine wares, amphorae and kitchen wares (Hellenistic to early Arab periods) in B. Fischer-Genz, Y. Gerber and H. Hamel (eds) *Roman Pottery in the Near East. Local Production and Regional Trade* (Roman and Late Antique Mediterranean Pottery 3): 53–66. Oxford: Archaeopress.

WEBSITE

Department of Parks and Wildlife, 2001, Department of Parks and Wildlife, Canberra, Shipwreck inspection, viewed 10 August 2012, <http://www.dpaw.org>.

NOTE: You must include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title or descriptive explanation, date accessed, and full URL.

4. FIGURES, TABLES AND CAPTIONS

a) Copyright

- All text and illustrations that are not the author's own must have copyright clearance (and these rights must include permission for distribution in the free-to-download electronic/digital format). It is the responsibility of the author to ensure such clearance has been obtained. If any restrictions are imposed by copyright holders in specific instances, the author must inform the Editors accordingly.
- Please send the publication authorisations for any copyrighted material you use in your paper.

b) Formatting Image Files

- Use high quality images. The following formats for photos / illustrations / line drawings are suitable for publication:

Adobe Photoshop	.pdf files	TIFF, EPS
All formats are acceptable.	Use high resolution only. Embed all fonts and do not compress images when distilling.	These are the preferred formats for scanned images which need to be at least 600 dpi. Resize all images so the largest dimension is a maximum of 240 mm. (JPEGS are acceptable if saved to maximum quality.) Specific instructions (required scales etc.) must be clearly marked in the text.

- Accepted file formats for tables, charts and graphs:

Excel or Word (tables)	Excel (charts and graphs)
Avoid lengthy text in tables; this information should be delivered elsewhere.	Charts and graphs should be designed to appear in black and white. Use patterns to distinguish bars on graphs, etc. rather than colour or tone, which loses clarity when printed in black and white.

- Name each figure as: "surname_figure (number of the figure)" (**Lambert_figure1**).
- Please submit the figures as separate files and indicate the position of the figures and tables within the main text as follow:

Insert IMAGE Here

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

b) Numbering

- Number illustrations / figures / photos and refer to them all as Figures.
- Tables may have their own sequence.
- Capitalise and do not abbreviate 'Figure' or 'Table' in the text.
- Ensure that there is a numbered reference to each figure and table in the text.

c) Captions

List all captions in a separate file. The captions should include any necessary copyright information.