# Journal of Egyptian Archaeology Style Guidelines

## Submission of manuscripts

Manuscripts should conform to the *JEA* guidelines as outlined below, particularly for the referencing style and presentation of illustrative material. Please note that the suggested target for full articles is no more than 10,000 words including footnotes and bibliography. Short communications are generally under 4,000 words in length including footnotes and bibliography. The *JEA* accepts contributions in English, French, and German. Manuscripts should be submitted in Microsoft Word documents with a corresponding pdf copy. For the submission of files in other word processing programmes, please contact the Managing Editor (jea@ees.ac.uk) before submission.

Thank you for reading these guidelines and adhering to them. Please note that manuscripts that do not conform sufficiently to these guidelines, or are otherwise unsatisfactory, may be returned to the author for further drafting or may be rejected on receipt.

## Fonts, including transliteration and hieroglyphs

All submissions should be made in Times New Roman font.

All hieroglyphic texts should be created in Jsesh (the software is free to download online) and embedded into the text as images. This also applies to passages in cursive scripts such as hieratic and demotic. All transliterations must be rendered in the Trlit_CG Times font (free to download online) within the text. If you wish to submit a paper using other fonts, please liaise with the Managing Editor (jea@ees.ac.uk) before submission to make sure that the paper can be considered.

## Abstract

An abstract in English (maximum 150 words) should be provided at the beginning of an article or brief communication. Manuscripts will not be accepted for publication without an abstract.

## Figures

For main articles, the suggested target is a maximum of 15 illustrations for a full article and 6 illustrations for a short communication. Photographic images and line-drawings are both set within the article as 'figures' and are consecutively numbered within each article. Reference to figures in the main text is abbreviated plain text, no capitalisation, often in brackets (fig. 1). The caption for figures is introduced by 'Fig.':

> **Fig. 1** An example of caption formatting (figure type: image source).

*Photographs* should be submitted as the original, uncompressed electronic files with a minimum of 300 dpi, preferably 600 dpi, for reproduction at the same size. Photographs should be submitted as JPEG or CMYK TIFF files.

*Line drawings* should be submitted as uncompressed electronic files with at least 600 dpi, preferably 1200 dpi, as TIFF files.

Figures should be submitted as individual files during the manuscript submission process with clearly labelled file names.

Please note that images supplied in colour will be published in colour in the online article and pdf but will be converted to greyscale for the printed issue (unless otherwise arranged with the publisher; fees will apply for colour printing). It is important that you supply images that are comprehensible in greyscale (i.e., by combining colour with a distinctive pattern or dotted lines). The captions should reflect this by not using words specifying colour.

## Copyright and permissions; acknowledgements

The author is responsible for obtaining copyright permission to use published and/or archival material and to suitably acknowledge credit. Source and acknowledgements should be inserted at the end of captions within brackets (unless the copyright holder specifies a different style):

> **Fig. 1** An example of caption formatting (photo: courtesy of the Egypt Exploration Society).

> **Fig. 2** An example of caption formatting (drawing: Miller 2021: pl. 4).

Author self-reference is:

> **Fig. 3** An example of caption formatting (adapted from Dunham and Janssen 1980: map 1).

> **Fig. 4** An example of caption formatting (photo: author).

> **Fig. 5** An example of caption formatting (drawing: author).

## Tables

Tables will be formatted in typesetting to adhere to the *JEA* house style. Within manuscripts, restrict the use of table borders: no vertical rules, horizontal rules used sparingly. Avoid using extensive formatting and styling of cells and text in tables. Table headings are positioned above the table. The table title has an initial capital (otherwise minimal capitalisation) and end punctuation, e.g.:

> **Table 1** An example of a table heading.

## Styles for listings

In listings (for example, in condensed presentation of material in footnotes) use a semi-colon to separate out items, particularly where any of the elements contain a comma. Such lists may be introduced, if appropriate, by a colon (not used in the following example):

> E.g., Kemp 2006: 231–241; Smith 1991: 107–132; Smith 1995; Smith 1997: 66–89; Williams 1999: 435–453; Vogel 2004; Zibelius-Chen 1988.

In simpler listings (e.g., in the main text) commas may be preferred. Extensive use of bracketing or nesting of brackets should be avoided.

## Author titles and titles in citations

The *JEA* does not use titles such as 'Dr' or 'Prof.'.

## Main title

For submissions in English, the main article title should be fully capitalized. For submissions in German and French, conventions of those languages apply.

## Headings and sub-headings

If you use section headings, remember to start the entry paragraph of your article with an initial heading (e.g. 'Introduction'). Sub-headings should not be capitalized except for the first word.

The *JEA* ordinarily has up to three levels of headings: section headings, set in bold and left-aligned, and sub-section headings, set in italics and bold and left-aligned. The third level of headings, if needed, should be set in italics and left-aligned. Contributors should not use more extensive sub-heading systems such as those requiring numbering (i.e., 2.1.1).

## Paragraphs

Initial paragraphs (including after headings) have no indent (as in this example) and thus are left-aligned flush-left. Subsequent paragraphs are indented — use an ordinary tab when composing manuscripts in Microsoft Word. Within paragraphs use a single space (and not a double space) between sentences. Please do not use spaces between paragraphs.

## Brackets

Brackets should be round (…). The *JEA* style avoids nested brackets and contributors are requested to follow this as far as possible. Square brackets should be restricted to quoted text to indicate comments and corrections, and to specific Egyptological conventions such as text restoration or to indicate original listing style.

## Quotation marks and quotations

Quotation marks are single throughout, except in embedded quotations (use double quotation marks). Foreign language styles are adapted to English style within quotations, but can, if desired, be preserved within bibliographical references (e.g. German „ … ", French « … »). For example:

> Gestermann, L. 1998. Die „Textschmiede" Theben: Der thebanische Beitrag zu Konzeption und Tradierung von Sargtexten und Totenbuch, *SAK* 25: 83–99.

Extensive quotations should be set off ('displayed') from surrounding text in manuscripts, either by spacing or by indenting. Displayed quotations should be in plain text without framing quotation marks. Short quotations may be run-on inside text (that is, not isolated out from surrounding text), framed by single quotation marks.

## Numerals

Within the text, numerals one to nineteen should be written out (instead of 1–19). Numerals 20 upwards should be written in numerals.

## Dynasties and dates

As per the *JEA* house style, dynasties are spelled like this: '18th Dynasty' (with a capital 'D' and superscript ordinals), not 'Eighteenth Dynasty', 'XVIII Dynasty', or 'Dynasty 18'. Spell out the numbers of 'centuries', e.g., 'fifth century BC', 'second century CE'. Use either BC/AD or BCE/CE minding consistency. BC/BCE dates are always indicated in numerals (not written out) as such, e.g., 1290 BC or 1290 BCE. *Circa* is abbreviated *c.* (italicized) and separated from the date/number by a single space (*c.* 1290 BC). Original language style in foreign language contributions and references is retained (e.g., French: le XIXe siècle; German: das 19. Jahrhundert).

## Dates and page references, number styles

The character between dates, page references, etc. (dates: 1901–1902, page runs: 164–165, 166–210) is an n-rule (usually 'option hyphen' on the keyboard) not an ordinary hyphen, this is '–' and not '-'. Number runs should be given as full numbers:

> In references to pagination, dates, etc., use 10–11, 42–48, 1841–1845.

BC/BCE and AD/CE dates should be retained in full, e.g., 1995–1945 BC and 1945–1995 AD. An exception is a reference to two subsequent years, also in bibliographical references, which can be rendered as '1966/67'.

## Units of measure, decimals

Style for abbreviated units of measure (including time) is 'figure space unit'. Thus:

> 25 cm          125 km          1500 BC

Abbreviated units of measure ordinarily have no punctuation of their own unless this is standard (as in a.m.).

Full dates (e.g. in reference to excavations) should be styled in the British manner: 15 June 2007, and can be abbreviated as an ordinal day.month.year within citations: 15.06.2007. Other styles should be avoided.

Decimals should be formatted in British style with a full stop: 3.56. Contributions in French and German retain the original style.

## Referencing

The *JEA* uses a Harvard style referencing system with references given in footnotes (not in-text). Footnote numbers should be placed above the line (superscript) without brackets. When they refer to a single word or part of a sentence, they should be placed after this word or clause. When they refer to an entire sentence, they should be placed after the punctuation. The main title and abstract must not include any footnote references.

Precise page references should be given, not the entire article/chapter run (unless relevant). Page references should not be abbreviated to f. or ff.; provide precise page runs instead:

> [1] Gratien 1994: 185–197; Gratien 1995: 149–166; Kemp 1986: 120–136; Smith 1990: 197–219; Smith 1995; Smith 2001: 173–194; Žabkar and Žabkar 1982: 7–50.

## Abbreviations

Latin abbreviations in referencing should be minimized, and contributors are encouraged to consider alternatives in composing manuscripts. An exception is 'et al.', which should be used in footnote references as 'first author, et al.' for works with three or more authors (but not in the bibliography where the full list of authors is required):

> See Bisset, et al. 1994; Bisset, et al. 1996.

When used, Latin abbreviations are set in plain text (except *c.*; see above).

Ibid., op. cit., and loc. cit. are not accepted. The same goes for Latin forms such as supra, infra, passim, s.n., s.v., and the like which should be replaced with English, German, or French equivalents.

## Bibliographical references

Bibliographical references are given in the section 'References' at the end of the article. Entries must be in alphabetical order. References to multiple works published by the same author in the same year should be distinguished by adding 'a', 'b', etc. in the sequence of their mention in the main text:

> Haring, B. J. J. 2006a. *The Tomb of Sennedjem (TT 1) in Deir el-Medina: Palaeography*. Paléographie hiéroglyphique 2. Cairo.

> Haring, B. J. J. 2006b. Scribes and scribal activity at Deir el-Medina. In: Dorn, A., and Hofmann, T. (eds), *Living and Writing in Deir el-Medine: Socio-historical Embodiment of Deir el-Medine Texts*. AH 19. Basel: 107–112.

### *Capitalisation:*

In English entries, titles of journal articles or individual chapters should have an initial capital, a capital at the beginning of the sub-heading (if applicable), but no capitalisation beyond this. Titles of monographs and other books are capitalized throughout. For entries in other languages, language-specific rules of capitalisation apply throughout.

### *Sub-titled publications:*

Use a colon before sub-titles rather than a full stop. The first word after a colon should be capitalized:

> Toivari-Viitala, J. 2001. *Women at Deir el-Medina: A Study of the Status and Roles of the Female Inhabitants in the Workmen's Community During the Ramesside Period*. EU 15. Leiden.

An exception is only made when the main title is followed by the indication of a date and venue of a conference:

> Knoblauch, C. 2007. Askut in Nubia: A re-examination of the ceramic chronology. In: Endreffy, K., and Bulyas, A. (eds), *Proceedings of the Fourth Central European Conference of Young Egyptologists. 31 August–2 September 2006, Budapest.* StudAeg 18. Budapest: 225–238.

### *Monograph:*

> McDowell, A. G. 1990. *Jurisdiction in the Workmen's Community of Deir el-Medîna*. EU 5. Leiden.

*Authored paper in journal*:

> Kemp, B. J. 1986. Large Middle Kingdom granary buildings (and the archaeology of administration), *ZÄS* 113: 120–136.

The page run of the article is added at the end of the citation, after a colon.

*Authored chapter in edited volume:*

> Haring, B J. J. 2018. Popular, but unique? The early history of the royal necropolis workmen's marks. In: Dorn, A., and Polis, S. (eds), *Outside the Box: Selected Papers from the Conference "Deir el-Medina and the Theban Necropolis in Contact"*. AegLeod 11. Liège: 233–244.

A single editor is 'ed.', multiple editors are 'eds' (no full stop). The title of the edited volume should be added after a comma (not a full stop). Again, the page run is indicated at the end of the citation, after a comma.

*Specific edition* (when subsequent editions have been revised and/or repaginated):

Include edition details before the place of publication. The contraction for edition is 'edn' (no full stop):

> Lucas, A. 1962. *Ancient Egyptian Materials and Industries*. 4th edn revised and enlarged by J. R. Harris. London.

In a case like this, the revising editor may also become identified with the work, particularly when the revision is substantial enough to supersede earlier editions entirely. Reference may then be as follows:

> Lucas, A., and Harris, J. R. 1962. *Ancient Egyptian Materials and Industries*. 4th rev. edn. London.

> Dawson, W. R., Uphill, E. P., and Bierbrier, M. L. 1995. *Who Was Who in Egyptology*. 3rd rev. edn. London.

*Multi-volume publication*:

There are two ways to refer to specific volumes of multi-volume works.

1. The entire work is referenced. This is particularly suitable for works published at the same time, but in more than one volume:

> Gardiner, A. H. 1947. *Ancient Egyptian Onomastica*. 3 vols. London.

In the footnote references, the specific sub-part is indicated by inserting the volume number in plain text capitalized Roman numerals, set off with a comma before the page run:

> Gardiner 1947, I: 71*–72*.

2. The second way is to reference a specific numbered volume of a multi-volume work, in which case the volume number is placed in the bibliographical entry. This way is favoured for multi-volume works with a common main title but with distinct volumes in the set (e.g. with different authors, distinguishing sub-titles, and/or different dates of publication). For example:

> Bailey, D. M. 1998. *Excavations at el-Ashmunein*. V: *Pottery, Lamps and Glass of the Late Roman and Early Arab Periods*. London.

### Series:

Series information is noted between full stops before the publication city, not in italics. Egyptological standard abbreviations should be used where available (see below on abbreviations):

> Wente, E. F. 1967. *Late Ramesside Letters*. SAOC 33. Chicago.

Series numbers are rendered in Arabic numerals, independent of the conventions of the referenced series. Reference to series is restricted to numbered series. Titles of non-numbered series are not noted.

### Multiple authors and editors:

Authors and editors (including when there is two, three or more) should be listed in full in the bibliographical entry. The format should be as follows: Surname 1, Initials 1, Surname 2, Initials 2, Surname 3, Initials 3 …, and terminal author's/editor's Surname, Initials. Thus:

> Roehrig, C. H., Dreyfus, R., and Keller, C. A. (eds) 2005. *Hatshepsut: From Queen to Pharaoh*. New York.

Note, the 'and' before the last name should be preceded by a comma. In the references in footnotes, only the name of the first author/editor should be given, followed by a comma and et al. (e.g., Roehrig, et al. 2005).

### Multiple places of publications:

Places of publication for publishers with multiple outlets should be listed with comma separation. Use the slash ('/') for additional geographical information where appropriate:

> Stevens, A. 2018. Beyond iconography: The Amarna coffins in social context. In: Taylor, J. H., and Vandenbeusch, M. (eds), *Ancient Egyptian Coffins: Craft Traditions and Functionality*. BMPES 4. Leuven, Paris, Bristol/CT, 139–160.

### Reviews:

Cite reviewer and work reviewed as follows:

> Dodson, A. 2006. Review of Raaven, M. J. 2005. The Tomb of Pay and Raia at Saqqara, *JEA* 92, 285–287.

Details of the reviewed book should be kept to a minimum without reference to subtitles, series or place of publication. Titled reviews (that is, with a title of their own) have the title treated in the ordinary manner. The 'review of' information should still be included, outside of and immediately following the quoted title, unless already embedded within the title.

> Müller, M. 2020. Kupfer, Klunker und Klamotten: Das Notizbuch des Schreiber Thutmose (review of Hölzl, R., Neumann, M., and Demarée, R. J. 2018. The Notebook of Dhutmose: P. Vienna Äs 10321), *LingAeg* 28, 285–309.

### Unpublished dissertations and theses:

Use the style of the following model example:

> Student surname, Initial. Year. *The Title of the Work*. PhD thesis, University name.

*Online resources and websites:*

Online resources and websites should be referenced by the specific webpage used (or the most accessible page, possibly a homepage), followed by the date of consultation. Titles of pages/sites are acceptable for referring to websites. Websites should only be listed in the footnotes, not in the bibliography – except when they are referenced multiple times in which case a short title can be used in the references and entered in the bibliography. URLs are set in the same font as the main text, use <...> to frame them. Access dates should be given in brackets. Thus, for example:

> *The Deir el-Medîna Database* <http://www.leidenuniv.nl/nino/dmd/dmd.html> (accessed 15.05.2021).

## Formatting

Regarding formatting, note the following, some of which has already been exemplified above, but is summarized here:

1.  Journal and series numbers are rendered in Arabic numerals. Issues are indicated by use of the rounded brackets: BdE 65(1).

2.  Reference to volumes of a work in the footnotes is by Roman numeral (full capital). The number alone is sufficient and the term 'vol.' or its plural 'vols' is not ordinarily used. Parts of numbered works are indicated by use of the slash: PM III/1.

3.  The *JEA* house style uses the British typographical distinction between abbreviations and contractions to reduce punctuation in citations. Abbreviations such as 'ed.', 'tr.' ('translator'), 'no.', 'fig.' and 'pl.' end in a full stop, whilst contractions such as 'edn' (for 'edition') and contracted plurals such as 'eds', 'nos', 'figs', and 'pls', do not end in a full stop.

4.  For reference to footnotes, use n. (plural nn.) without preceding punctuation:

> Ray 1987: 177 n. 5.

5.  Figure and plate numbers are cited in plain text Arabic or Roman (capital) numerals (following the convention in the referenced work), preceded by 'fig.' or 'pl.' or plural 'figs' and 'pls':

> Ray 1987: pl. X.
>
> Jeffreys, et al. 1987: fig. 3.

Numbered items within figures or plates are indicated by a full stop immediately followed by ordinary numeral:

> Kemp 1987: pls IV.2, V.1.

6.  Use a space between 'n.', 'pl.', 'fig.' and following numbers (but no space after the stop used in K*RI* III, 594.9–10 or pl. IV.2).

7.  In the absence of information, use n.p. and n.d. for 'no place' and 'no date' respectively when original publications lack place or date reference.

8.  Publisher information is not included in the *JEA* style.

## Bibliographical abbreviations

The *JEA* uses a standard set of abbreviations in citation. Resources such as the list of bibliographical abbreviations in *LÄ* can be consulted for guidance.

1. Journal titles are standardly abbreviated. Ordinarily only single word journal titles, such as *Orientalia* and journals unlikely to be familiar or readily accessible to Egyptologists should be left unabbreviated. Otherwise, standard abbreviations such as *JEA*, *ZÄS*, *ASAE* or *GM* should be used.

2. Series titles should be similarly abbreviated as standard. As supplementary bibliographical material, series information should be presented in a succinct manner.

3. Accepted abbreviations of standard reference works, including collections of original texts, should be used. Abbreviations from titles are italicized (e.g., *AEB* or *LÄ*). Abbreviations from names should be plain text. In consequence, Porter and Moss, *Topographical Bibliography* should be cited as PM (not italicized), Kitchen, *Ramesside Inscriptions* as K*RI* (only RI italicized), and Lepsius, *Denkmäler* as L*D* (only D italicized). Text edition abbreviations such as *Urk.* IV and K*RI* (+ full capital Roman numeral) should be used, e.g., K*RI* III, 594. Line numbers to such text editions should be indicated by a full stop after page numbers and before line numbers (with no spacing), e.g., K*RI* III, 594.9–10.

## Additional matter in citations

Within references, a comma is used to indicate further notations found at separate points in a work:

> Ray 1987: 175, 178, pl. II.

excepting matter with internal punctuation (i.e., different volumes), in which case a semi-colon should be used:

> Gardiner 1947, I: 71*–72*; II: 255*.

Further notations from the same point in the work as the cited page run should have no comma and may be inserted within brackets for clarity (particularly in longer listings), but nested brackets should be avoided where possible:

> Ray 1987: 177 n. 4.

> Gardiner 1947, II: 255* (607).

## Citations from ancient Egyptian texts

The *JEA* style uses a comma to separate designation of text from specific location within text and a full-stop to distinguish elements of the location within the text: elements before the comma belong to the designation of the papyrus/ostracon; numbers/letters (etc.) after the comma belong to the specific location of the citation within the document, e.g., by column/page and line and the full-stop is used to distinguish elements within this location. So, for example:

> P. BM EA 10052, 16.3 reads P. BM EA 10052, page/column 16, line 3.

> Peas. B1, 16 = Peas. R, 6.2 refers to the B1 variant of the *Eloquent Peasant*, line 16 and to the R version of the *Eloquent Peasant*, page/column 6, line 2.

Demotic, Coptic, and Greek texts may be referenced according to subject-specific conventions.