The Journal of Egyptian Archaeology Referencing Style

Dates and Page References, Number Styles
The character between dates, page references, etc. (dates: 1901–2, page runs: 164–5, 166–210) is an N-RULE (usually ‘option hyphen’ on the keyboard) not an ordinary hyphen. In the font used for this manual, this is ‘–’ and not ‘-’.

The particular style for setting number-runs is that of traditional OUP style. The guidance in Hart’s Rules for Compositors and Readers (36th rev. edn; Oxford, 1967), 17 should be followed:

In references to pagination, dates, etc., use the least number of figures possible; for example, print 42–3, 132–6, 1841–5, 1960–1, 1966/7: but print, e.g., 16–11, not 10–1; 16–18, not 16–8; 116–18, not 1:6–8, 210–11, not 210–1, 314–15, not 314–5 (i.e. for the group 10–19 in each hundred).

Dates AD should be elided in open text, whereas BC dates should be retained in full, e.g. 1995–1945 BC (since 1995–45 BC is ambiguous).

Roman numerals are not elided and should be cited in full.

Footnote Numbers
Should be placed above the line (superscript) after punctuation, without brackets. The title must not include a numerical footnote reference. If a note is needed for ‘acknowledgements’ this should be done by means of an asterisk in the title and an asterisked note before footnote 1. There should not be any footnote references within the abstract.

Capitalisation
Capitalisation is used throughout in bibliographical referencing of English works, including sub-titles and article titles; German and French conventions are used for works in those languages. For more general usage, JEA uses traditional capitalisations, particularly for terms understood as specific designations or names. For example, use Ancient Egyptian and Middle Kingdom.

Units of Measure, Decimals
Style for abbreviated units of measure (including time) is: figure space unit. So:

\[ 25 \text{ cm} \quad 125 \text{ km} \quad 1500 \text{ BC} \]

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, abbreviated as ordinal number.month.year (solidus also acceptable instead of point): 15.06.2007 (or 15/06/2007). The IOS standard (with hyphenated year-month-day) is also acceptable: 2007-06-15. US style and other styles should be avoided.
Decimals should be formatted in British style with point: 3.56. Contributions in French and German retain the original style.

**Bibliographical References**

The *JEA* uses a title-led referencing style and not a date-led referencing style. Authors’ initials + surname and publication details, including full article title and/or series name and volume number, should be provided on first citation; surname alone, and an abbreviated title should be used subsequently. Precise page references should be given, not the entire article run. Page references should not ordinarily be abbreviated to f. or ff.; provide precise page-runs instead. For styles, use of capitals, use of punctuation and page number references, consult the following examples for guidance (and see the summary points at the end of this section).

**Authored paper in journal:**


Cite subsequently as:

Ray, *JEA* 85, 190.

**Authored paper in edited volume:**


Cite subsequently as:


Single editor is ‘ed.’, multiple editors are ‘eds’ (no point).

**Authored volume:**

A. G. McDowell, *Jurisdiction in the Workmen’s Community of Deir el-Medina* (EU 5; Leiden, 1990), 112.

Cite subsequently as:

McDowell, *Jurisdiction*, 112.

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

Include edition details within the parenthesis, before the place and date of publication; the contraction for edition is ‘edn’ (no point):


Cite subsequently as in the following example:


In a case like this, the revising editor may also become identified with the work, particularly if the revisions are on such a scale that it is felt that the revising editor should be included as co-author. Subsequent reference may then be of the following form:

Lucas and Harris, *Ancient Egyptian Materials*: 140.
Alternatively, revising editors may be included as co-authors in first, full citation, particularly when the revision is substantial enough to supersede earlier editions entirely:


Cite subsequently as:

Dawson, Uphill, and Bierbrier, *Who Was Who in Egyptology*.

**Sub-titled publications**

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


Use colon after volume numbers and before sub-title (see next entry).

**Multi-volume publication:**

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

1. The entire work is referenced and the particular sub-part indicated by placing the volume number with the page-run after the parenthesis, set off with a comma and set in plain text capitalised roman numerals. This is particularly suitable for works published singularly, but in more than one volume:


   Cite subsequently in short title form, retaining the comma before the volume number:


2. A specific numbered volume of a multi-volume work is referenced, in which case the volume number is placed in the main title before parenthesis. This style 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:


   Cite subsequently in short title form without comma before the volume number:

   Bailey, *Excavations at el-Ashmunein V*, 140.

**Series**

Series information is noted in parenthesis using standard abbreviations where available (see below on abbreviations), positioned before the place and date of publication and separated by a semi-colon:

C. Leitz, *Tagewählereri: Das Buch hit nkh ph scy dt und verwandte Texte* (ÄA 55; Wiesbaden, 1994)

Reference to series is restricted to numbered series. Non-numbered series are not noted.
Recent JEA practice is to style the Cairo Catalogue publications as a series:
J. Černý, Ostraca hiénotiques (CGC Nos 25350–25832; Cairo, 1935).

**Multiple author and multiple places of publication**

Three or more authors are listed with comma separation terminated with final ‘and’ preceded by serial comma:


For multiple places of publication, specify only the first place of publication for publishers with multiple outlets.

**Reviews**

Cite reviewer and work reviewed as follows:


No quotation marks; details of reviewed book should be kept to a minimum (place and date) without reference to sub-titles or series.

Titled reviews (that is, with a title of their own) have the title treated in ordinary manner within single quotes, the ‘review of’ information should still be included, outside of and immediately following the quoted title, unless already embedded within the title.

**Unpublished dissertations and theses**

Use the style of the following model example:

A. Student, *The Title of the Work* (PhD thesis, University of Liverpool; Liverpool, 2007)

**Web-sites**

Should be referenced by the particular web-page (or the most accessible page, possibly a home page), preferably followed by a date of consultation. Titles of pages/sites are acceptable for referring to web-sites. So, for example:

*The Deir el-Medina Database* &lt;http://www.leidenuniv.nl/nino/dmd/dmd.html&gt; accessed 15.05.2007.

Web addresses are set in the same font as the main text; use &lt;...&gt; to frame web addresses as in the example above.

**Formatting**

On formatting, note the following, some of which has already been exemplified above, but summarised here, and also consult the section on reference to additional matter below:

1. Journal and series numbers are rendered in ordinary (arabic) numerals.
2. Reference to volumes of a work is by roman numeral (full capital); the number alone is sufficient and the term ‘vol.’ or its plural ‘vols’ is not ordinarily used directly within bibliographical citations (but may be used elsewhere). Parts of numbered works are indicated by use of the solidus: BdE 65/1, PM III/1, GOF IV/27.
3. JEA house-style exploits the British typographical distinction between
abbreviations and contractions to reduce punctuation in citations, so abbreviations such as ‘ed.’, ‘tr.’ (‘translator’), ‘no.’, ‘fig.’, and ‘pl.’ end in a point, whilst contractions such as ‘edn’ and contracted plurals such as ‘eds’, ‘nos’, ‘figs’, and ‘pls’, do not.

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

5. Plate numbers are cited in plain text roman or ordinary numerals, preceded by ‘pl.’, plural ‘pls’:
   Ray, JEA 73, pl. x.

Specific numbered items within plates are indicated by stop immediately followed by ordinary numeral:

Figure numbers are in ordinary (arabic) numerals and usually have a page number:

6. Use a space between ‘n.’, ‘pl.’, ‘fig.’ and following numbers (but no space after the stop used in KRI III, 594.9–10 or pl. iv.2).

7. Use a capital letter after the colon separating out a sub-title.

8. Absence of information. Use n.p. and n.d. for ‘no place’ and ‘no date’ respectively when original publications lack place or date reference.

9. Publisher information is not included in JEA style.

Bibliographical Abbreviations
The JEA uses a standard set of abbreviations in citation:

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, AfO, LingAeg, GM should be used.

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

3. Accepted abbreviations of standard reference works, including collections of original texts, should be used. Abbreviations from titles are italicised (e.g. AEB or LÄ). Abbreviations from names should be plain text and so Porter and Moss, Topographical Bibliography should be cited as PM (not italicized), Kitchen, Ramesside Inscriptions as KRI, and Lepsius, Denkmäler as LD. Text edition abbreviations such as Urk. IV and KRI (+ full capital roman numeral) should be used, e.g. KRI III, 594. Line numbers to such text editions should be indicated by stop after page numbers and before line numbers (with no spacing) and with n–rule between line numbers, e.g. KRI III, 594.9–10.
4. *Ad hoc* abbreviations, after complete full reference, may be used for titles cited frequently in individual articles, for example: W. Schenkel, *Memphis Henakleopolis Theben: Die epigraphischen Zeugnisse der 7.–11. Dynastie Ägyptens* (ÄA 12; Wiesbaden, 1965), §80 (hereafter Schenkel, *MHT*).

Standard abbreviations (1–3) should ordinarily be those used in the *JEA Standard Abbreviations for Journals and Series*, a new resource being developed, the current version of which can be downloaded in PDF form from the *JEA* web-site. Other resources, such as *LÄ* or the recent extensive listing posted on the IFAO website, can also be consulted for guidance.

**Reference to Additional Matter in Citations**

A comma is used to indicate further notations found at separate points in a work:

Ray, *JEA* 73, 175, 178, pl. ii.

excepting matter with internal punctuation, in which case use semi-colon:

J. Černý, *Ostraca hiëntiques* (CGC Nos 23320–25832; Cairo, 1933), I, 92, 113*; II, pl. cviii.

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, *JEA* 73, 177 n. 4.


**Citations from Ancient Egyptian Texts**

*JEA* style now uses a comma to separate designation of text from specific location within text and a point 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 point 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 (particularly papyrological) conventions.

**Latin Abbreviations and Forms**

Ordinarily Latin abbreviations in referencing should be minimised and contributors are encouraged to consider alternatives in composing manuscripts. If required, Latin abbreviations should be used sparingly and in defined contexts, usually when their use allows for a more concise formulation of reference material. Latin abbreviations are set in plain text (not italic) and double stop punctuation is avoided.
JEA Referencing Style

— et al. When three or more or authors are listed, first author + et al. (plain text) is accepted in subsequent short title citations, but should not be used for first citation (the full list of authors is required).

— id. Within the same note id. may replace immediate further reference to the same author in citing a different work by that author (followed by the citation details for that work). Note that id. is technically masculine (the feminine being ead.), and each have their proper plurals (eid. and eaed. respectively). Ordinarily it may be preferable to use short mention of author by surname.

— ibid. Ibid. is used in place of repeating author and short title information (in essence meaning 'same volume'), when that is shared with the immediately preceding reference. It should be followed by specific page number or other locational information within the work. Reference to author surname alone (without short title) or surname with short title may be preferable.

— op. cit. should be avoided.

— loc. cit. should be avoided.

Use ibid. across footnotes only in a directly sequential set of footnotes; the editors may restrict this to a sequential set appearing on the same page.

Other Latin forms such as supra, infra, passim, s.n., s.v. and the like should be avoided and replaced with their English equivalents.

Note that the above guidance is in accord with modern printing style (that of New Hart's Rules) and differs somewhat from traditional JEA style set out in JEA 10 (1924), 337, particularly that given for the use of ibid.

Styles for listings

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

Eleventh Dynasty occurrences, in chronological order, are stelae Cairo JE 41437, TPPI, §18: Claddeboye Hall no. 2, I. E. S. Edwards, 'Lord Dufferin’s Excavations at Deir el-Bahri', JEA 51 (1965), 22–3, pl. xi.1; Cairo CG 20543; BM EA 614; New York MMA 14.2.6, TPPI, §22; Moskau 11.1-a.5603; and BM EA 1164, TPPI, §33; Louvre C 14; BM EA 159; Cairo CG 20514.

In simpler listings commas may be preferred. Extensive use of bracketing or multiple nesting of brackets should be avoided.