Journal of the American Research Center in Egypt

Guidelines for Authors

(revised 7/22/2015)

The *Journal of the American Research Center in Egypt (JARCE)* was established in 1962 to foster research into the history, languages, social systems, and archaeology of the Egyptian people. The journal welcomes article submissions on all periods and aspects of Egyptian civilization. *JARCE* publishes articles in English, French, or German.

Beginning in 2014 the production schedule for *JARCE* has changed. Articles may be submitted at any time, and if accepted, they will go into production relatively soon after that. The general schedule is to provide finished manuscripts to the printer at the end of March, the end of June, and the end of September. Author's whose articles are accepted are asked to make any revisions in a timely manner to speed the production process.

On a regular schedule each year (two or three times each year: approximately April, July and November) finished articles will be published and posted online in prepress format at the Lockwood Press website: (http://www.lockwoodpressjournals.com/).

At the end of the calendar year (usually around December), a hard copy version of the journal will then appear containing all of the articles published that year online. Thus articles will be available in a manner prior to publication of the hard copy version of the journal.

Submission of articles
Manuscripts should be submitted to *JARCE*'s editor, Eugene Cruz-Uribe, by email at jarce@arce.org. Manuscripts should be sent as attachments. Authors may send manuscripts in MS Word, Corel Word Perfect, or PDF format. All tables, figures and photographs should be sent as separate files. Authors should identify themselves and their institutional affiliation, if any.

Manuscripts should be composed in 12-point type (Times New Roman font is preferred), with footnotes. Every article must include an abstract of not more than 250 words. The manuscript should be paginated.

Authors are solely responsible for obtaining any and all permissions for reproducing photographs, illustrations, etc., prior to the publication of any accepted article.

Review of manuscripts

On receipt of a manuscript, the journal's editor will submit it for review to individuals competent to evaluate the manuscript's scholarship and potential to meet the aims of the journal. Content of the articles is the responsibility of the authors, but needs to meet reasonable criteria for academic / scholarly merit. All areas of scholarship in ancient, medieval, and modern Egypt are encouraged. Theoretical and experimental studies are welcome.

Reviewers evaluate the manuscript on the basis of several criteria, including quality of scholarship, documentation, and its contribution to research in the field. The results of the reviewers' evaluations of the manuscript, and their recommendations: to publish, not to publish, or to publish subject to revision, will be communicated to the author by the journal's editor. The editor will be solely responsible for the final determination of whether an article will be accepted for publication.

If a manuscript is accepted for publication, the editor may suggest substantive or editorial changes, query particular elements of the article, and send it to the authors for revision. <u>This is the last opportunity for authors to make substantial revisions to their articles.</u> On completion of these edits, the author will prepare and send a final version of the article with final versions of the illustrations (if they have changed from the original version of the manuscript) electronically via email.

Final illustrations may be submitted as line drawings, or photographs through digital means. Digital illustrations should be in .jpg, .tif, .ai, or .eps format, and printable at minimum resolution of 300 dots per inch and line art at a minimum of 800 dots per inch. Illustrations that do not meet these minimums may not be published. We reserve the right to reject illustrations of deficient quality. Authors need to balance the size of photographic files. A rule of thumb is that photographs should be no smaller than 1 MB in size. Files smaller than that do not normally have sufficient digital information to allow high quality reproduction in a reasonable size on the printed page. While there is no upper limit on file size, experience has shown that rarely do any files need to be larger than 12 MB.

All illustrations (photographs, line drawings, maps, etc.) are to be labelled as "Figures." Authors should insert the label (fig. 1, fig. 2, etc.) in the body of the article near the place where the author wishes the illustration should appear in the final version. The exact location will be handled by the publisher. Captions for all illustrations/figures should be included as a separate page, including illustration credits. Authors are responsible for obtaining formal permissions and paying fees for reproduction; we may request that you furnish written evidence of the grant of permission and its conditions.

Once the manuscript is final, the editor sends it to *Lockwood Press*, which typesets and lays out the text and its illustrations. One set of *page proofs* will be sent to the author for review, and must be returned to the editor within two weeks of receipt. The author's review at this stage should be limited to correcting typesetting errors and ensuring that illustrations are

correctly sized, placed and oriented. Excessive changes in page proofs can be costly, and authors who request excessive changes will be charged for amounts above ten percent the cost of initial composition.

Authors receive a .pdf-file of the final form of their article as "offprints." Authors may duplicate this .pdf-file or print as many copies as they desire for private distribution. Hard copy offprints will not be provided. For further comments, please see notice at the end of this document.

Style
We recognize the diverse subject matter of articles submitted to *JARCE*, but *JARCE* does follow a standardized formatting system. For the most part this follows *The Chicago Manual of Style (16th Edition).* When in doubt about formatting, etc., please consult that volume. I wish to point out a few items below.

Authors should follow standard American usage for punctuation and spelling (*Webster's Third New International Dictionary,* or its abridgment: *Webster's New Collegiate Dictionary*). Note especially that a period or comma goes inside a double quotation, but a footnote number goes outside (American standard usage versus European standard).

Thus: Wilson often argues for the "American approach,"[27] but Wegner fosters the "European style."[28]

The use of single quote marks is very limited. Normally an author would only use them to give the translation of a word following after the word in the original language without additional punctuation.

Thus: The use of *wsḫ.t* 'broad court' derives the root form *wsḫ* 'broad, wide'.

Section headings should be used only as necessary. Please follow the following for heading formats:

Main section:
<div align="center">Inital Cap Centered</div>

Section:
Initial Cap
Subsection:
Italic Initial Cap
Sub-subsection:
<u>Underlined</u>

Fonts

For transliteration of ancient Egyptian we recommend using the standard transliteration font available online. This font is free and generally accepted. If you do not have a standard transliteration font, please notify the editor.

For Coptic the font we recommend is Coptonew. It is available for free online at several websites such as: http://www.hazzat.com/fonts.aspx .

For Greek we recommend Athenian which can be found online at: http://socrates.berkeley.edu/~pinax/greekkeys/Atheniandownload.html .

Arabic and Hieroglyphs
We are able to set hieroglyphs, and Arabic characters. We urge authors to transliterate these languages whenever possible, unless the sense of the argument requires that these characters be typeset.

For any article that is accepted for *JARCE* that contains Arabic or hieroglyphs, the author is asked to place a marker in the texts where the Arabic or hieroglyphs is to be placed such as the following:

[ARABIC #1] or [GLYPHS #1]

On a separate sheet the author should place the Arabic or hieroglyphs so labelled for reference by the typesetter.

Please use the free *JSESH* program to generate all hieroglyphs, available at: http://jsesh.qenherkhopeshef.org/en/download. When submitting the final version of your article, you must submit separate .gly-files for each group or line of hieroglyphs. If you have any questions concerning hieroglyphs, please contact the editor. All hieroglyphs should be composed in horizontal lines and read left to right regardless of how they appear on the original.

If you have special hieroglyphs that cannot be composed using JSESH, you should submit them as individual .jpeg or .tif files. Likewise, do the same for any hieratic or Demotic inserts.

Certain authors have a tendency to overuse hieroglyphs in an article. Hieroglyph inserts are necessary when you are publishing a document (papyrus, ostrakon, stela, etc.) for the first time. They are not necessary for the re-edition of a document, unless a specific point regarding orthography or grammar requires the use of glyph inserts to prove or support your arguments. If it is an excerpt from a common document (such as Pyramid texts or Coffin Texts), no glyphs are needed, again unless issues of grammar or orthography require it.

All hieroglyphs produced in the text of an article will be printed facing to the left regardless of their original orientation, unless there is a specific grammatical, orthographic, or symbolic reason to print them otherwise.

Numbers
Use Arabic rather than Roman numerals.

Thus *JARCE* 38 (2001), 9-20, not *JARCE* XXXVIII (2001), 9-20.

Twenty-fifth Dynasty (preferred by *Chicago Manual of Style*, 9.46) or Dynasty 25, but not Dynasty XXV or XXVth Dynasty. Please be consistent in usage throughout your article.

Numbers from one to ninety-nine should be spelled out, as should "round numbers" (e.g., three hundred, a thousand, a million), though when citing quantities from a field report, you may use numbers (e.g., "There were 6 oblong objects found in Pit A and 23 in Pit B.").

We leave the choice of B.C. / A.D. or B.C.E. / C.E. up to authors; if you use calendar designations such as A.H., A.M., or A.U.C., please include the western calendar equivalent parenthetically.

Abbreviations
We request the use of abbreviations in footnotes for journals, series, monographs, or references that are commonly used in the fields of study embraced by *JARCE*. The abbreviations set out in the following sources are used:

> Egyptological: *Lexikon der Ägyptologie* 7 (additional abbreviations for common Demotic literature are found in *Lexikon der Ägyptologie* 4, 750-56)
>
> > Note that there is now a comprehensive listing of journals and series can be found as a pdf-file on the IFAO web site: http://www.ifao.egnet.net/uploads/publications/enligne/Abreviations.pdf though that source has not been universally used.
>
> Greek and Latin*:* H. G. Liddell and R. Scott's *Greek English Lexicon* (rev. ed. by H. S. Jones) and the *Oxford Latin Dictionary*
>
> Coptic and Byzantine: *Oxford Dictionary of Byzantium*
>
> Islamic: *Index Islamicus*

References

For citation of references, authors should follow the conventions exhaustively enumerated in the *Chicago Manual of Style,* Sixteenth edition (see, especially, chapters 16 and 17).

Footnotes notes should be documentary (humanities-style) notes, as opposed to journal-style (aka social science) citations.

A bibliography is rarely included with an article. If you have a pressing reason for one, please contact the editor ahead of time to submit reasons for it.

Note references in titles, abstracts, as well as in section headings, should be avoided.

Acknowledgments and enumerations of expedition staff should be made in the first numbered note.

Do not use ibid., loc. cit, or op. cit. Works previously cited in an article should be abbreviated according to the conventions discussed in the *Chicago Manual of Style*, 14.1ff., and illustrated below. *JARCE* articles now are given a Digital Object Identifier (DOI). Authors should cite this instead of providing a URL in a footnote.

In citing authors' names, you may use either full first name or first initial. Do not use more than one initial, e.g., *W. Petrie*, not *W. M. F. Petrie*. Whichever method you choose, you must be consist in all of your footnotes. If certain authors have same first initial, then a second may be used (such as *Di. Arnold*, or *Do. Arnold*).

Include place and year of publication only; publishers' names should be omitted.

Examples
Article in a journal:
>Tom Logan, "The *Jmyt-pr* Document: Form, Function, and Significance," *JARCE* 37 (2000), 56.

>Subsequent citations: Logan, "*Jmyt-pr* Document," 67.

Monographs:
>Bezalel Porten, *Archives from Elephantine: The Life of an Ancient Jewish Military Colony* (Berkeley, 1968).

>Subsequent citations: Porten, *Archives from Elephantine,* 79-82

Article or chapter in a multi-author book:
>Lilly Kahil, "Cults in Hellenistic Alexandria," *Alexandria and Alexandrianism: Papers Delivered at a Symposium Organized by The J. Paul Getty Museum and the*

Getty Center for the History of Art and the Humanities and Held at the Museum April 22-25, 1993 (Malibu, 1996), 75-84.

Subsequent citations: Kahil, "Cults in Hellenistic Alexandria," 76-77.

Paul Nicholson with Edgar Peltenberg, "Egyptian Faience," in Paul Nicholson and Ian Shaw, eds., *Ancient Egyptian Materials and Technology* (Cambridge, 2000), 180-94.

Subsequent citations: Nicholson and Peltenberg, "Egyptian Faience," 189-92.

Article or chapter in multivolume work:
W. Murnane, "Kadesh," in D. Redford, ed., *Oxford Encyclopedia of Ancient Egypt,* vol. 2 (Oxford, 2001), 219-21.

Subsequent citations: Murnane, "Kadesh," 220.

Chapter not previously cited in a previously cited edited work:
Lorna Lee and Stephen Quirke, "Painting Materials," in Nicholson and Shaw, *Ancient Egyptian Materials,* 105-20.

Series:
Series titles should be abbreviated if they are well known in the field. Please see the list at the beginning of the *Lexikon der Ägyptologie* 7.

Karl-Theodor Zauzich, *Hieroglyphen ohne Geheimnis: Eine Einführung in die altaegyptische Schrift für Museumsbesucher und Aegyptentouristen,* Kulturgeschichte der antiken Welt 6 (Wiesbaden, 1980).

Hamied Ansari, *Egypt: The Stalled Society,* State University of New York Series in Near Eastern Studies (1986).

Note: series name in Roman; place of publication may be omitted for well-known series, or if it is self-evident from the series title.

Exhibition catalogues:
Sue D'Auria, Peter Lacovara, and Catharine H. Roehrig, *Mummies and Magic: The Funerary Arts of Ancient Egypt* (Boston, 1988).

Cairo General Catalogue:
Please use the abbreviations found in *Lexikon der Ägyptologie* 7.

Lacau, *CG 34087-34189* (not: Pierre Lacau, *Stèles de la XVIII. Dynastie*, Cairo, 1957).

Additional comments

If a citation has a publisher with multiple cities, separate the place name by a dash, e.g., (Cairo-New York, 2004), or (Oxford-New York, 2004).

All references should end in a period.

In references, multiple authors or editors should be separated by "and," not "&": e.g., Tomasz Herbich, Darlene Brooks Hedstrom, and Stephen Davis.

In references, the capitalization of titles follows the original language of publication. When in doubt consult the *OEB*, e.g.,

> A. Hesse, "Introduction géophysiques et notes techniques," in J. Vercouter, ed., *Mirgissa*, (Paris, 1970), 51–121.

> T. Herbich, "Archaeological Geophysics in Egypt: The Polish Contribution," *Archaeologia Polona* 41 (2003), 13–55.

Do <u>not</u> use "full justification" when formatting your manuscript.

When citing ancient Egyptian names, use the common Western version of the name. Do not use transliteration or dashes. Thus: Intefiker, but not *Int.f-iqr*, nor Intef-ikr.

There is no set limit on the size of a manuscript, though authors of larger articles should consult with the editor beforehand as *JARCE* is limited by budget for its size.

Off-prints and Online posting of published articles

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http://www.sbl-site.org/publications/openaccess.aspx

If you have any questions on this issue, please contact the editor.