

Journal of the American Research Center in Egypt (JARCE)

Guidelines for Authors

Emily Teeter, Editor
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The *Journal of the American Research Center in Egypt (JARCE)* was established in 1962 to foster research into the history, languages, social systems, art, material culture, and archaeology of the Egyptian people. The journal welcomes article submissions on all periods of Egyptian civilization. *JARCE* publishes articles in English, French, and German. All articles are peer reviewed.

**Please read these guidelines carefully.
Manuscripts that are not prepared correctly will be returned.**

Submission of Articles

Manuscripts should be submitted to *JARCE*'s editor at jarce@arce.org. Manuscripts and supporting material (figures, captions, special font files (see below), etc.) should be sent as attachments or by file transfer programs such as WeTransfer. Authors must submit manuscripts in both MS Word and PDF format.

Any figure (line art), photograph, or table that appears in the text should also be sent as a separate file. Captions should be included in a separate digital file (see below for details).

Every article must be accompanied by an abstract of not more than 250 words.

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. Text should be typed space and a half with one-inch (1") margins on all sides. Align the text along the left margin, and leave the right margin ragged. A single space (rather than double) should follow periods. The manuscript should be paginated.

Bibliographic references are listed within the footnotes rather than in a separate bibliography. See below for footnote style.

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

Review of Manuscripts

On receipt of a manuscript, the journal's editor will submit it for review to individuals competent to evaluate its scholarship and potential to meet the aims of the journal. Content of the articles must meet reasonable criteria for academic or scholarly merit.

Reviewers evaluate the manuscript on the basis of quality of scholarship, documentation, and its contribution to research in the field, as well as clarity of language and writing. The results of the reviewers' evaluations of the manuscript will be communicated to the author by the journal's

editor, including the decision to publish; not publish; or to publish subject to minor or major revision.

Non-native speakers of English (or French and German) should have a native speaker/writer of that language review their manuscript for clarity and ease of understanding before submitting it to the editor. Poorly written manuscripts will be returned to the author for re-writing.

After an accepted manuscript is finalized, the author will receive a set of page proofs in pdf format for review. The proof must be returned to the editor within four 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 of the cost of initial composition.

Preparing Illustrations and Images

All illustrations, whether line drawings or photographs must be submitted as separate digital files in .tif, .ai, or .eps format (one image per file). Photographs should be printable at a minimum resolution of 300 dots per inch printed at 8 inches (photograph files should generally be no smaller than 1 MB in size). Line art (black-and-white drawings) must be at least 800 dots per inch printed at 8 inches. Illustrations that do not meet these minimums may not be published. *JARCE* reserves the right to reject illustrations of deficient quality. While there is no upper limit on file size, experience has shown that rarely do any files need to be larger than 12 MB.

JARCE is transitioning to printing color images. Contact the editor for further information.

All illustrations (photographs, line drawings, maps, etc.) are to be labeled 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 to appear in the final version.

Captions for all illustrations/figures should be submitted in a separate text file. Captions must include basic identification and credit line. Please do not include extensive text in captions.

Authors are responsible for obtaining formal permissions and paying any fees for reproduction of images. We may request that you furnish written evidence of the grant of permission and its conditions.

Style

JARCE follows 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.

Authors should follow standard American usage for punctuation and spelling (*Webster's Third New International Dictionary*, or its abridgment: *Webster's New Collegiate Dictionary*).

Quotations and Quotation Marks

Double quote marks (" ") should be used for most translations and the titles of articles and book chapters. All quote marks are in the modern straight-up style and not the older European style (e.g., "b", not „b“). The use of single quote marks is very limited. An author might use them to give the translation of a word following after the word in the original language without additional punctuation.

Example: The use of the *wsx.t* ‘broad court’ is derived from the root *wsx* “broad.”

Single quotation marks are also used for a quotation within a quotation. However for a quote within a quote within a quote, then the author reverts to double quotation marks (see *The Chicago Manual of Style*).

Periods and commas go inside double quote marks, while colons and semi-colons go outside. Footnote numbers go outside quotation marks (American standard usage versus European standard).

Example: Breasted often argued for the “American approach,”²⁷ while Borchardt favored the “European style.”²⁸

Prose quotations of two or more sentences and which extend four or more lines of text should be formatted as block quotations without the use of quotation marks (see *The Chicago Manual of Style*) (16th Edition), so, e.g.:

In the Egyptian literature, the “mysteries of Mehen” are referred to only once by name, i.e., in the Coffin Texts, and there with only very little identifying context. However, this reference is important because it is the first visible indication of a relationship between the god Mehen and recondite knowledge in Egyptian theological thought.¹²

Headings and Sub-headings

Section headings and sub-headings should be avoided and used only when necessary. Authors should avoid numbering the headings and sub-headings. If headings are necessary, please use the following formats:

Main Heading:

Centered, Initial Letters Capitalized

Section:

Left Margin, Initial Letters Capitalized

Subsection:

Left Margin, Italic, Initial Letters Capitalized

Sub-subsection:

Left Margin, Underlined, Initial Letters Capitalized

Special Fonts

For transcription of ancient Egyptian hieroglyphs, we recommend using the font JSESH available free online at <http://jsesh.qenherkhopeshef.org/en/download>.

For transliteration of ancient Egyptian, use a standard font with diacritics rather than international codage. Transliterations should be in italic font. Do not enclose transliterations in quotation marks.

For Coptic, we recommend Coptonew. It is available 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>.

For Arabic, use a Unicode font.

For other scripts, please contact the editor.

In any article that contains hieroglyphs, the author should place a marker alongside them to identify them to the typesetter, such as the following: [GLYPHS #1], [GLYPHS #2], etc. Repeated texts may be assigned the same file number.

Each group or line of hieroglyphic texts so labeled for reference must be submitted in a separate digital file for the typesetter.

If you have any questions concerning hieroglyphs, please contact the editor. All hieroglyphs should be composed in horizontal lines and written/read left to right regardless of their original orientation unless there is a specific grammatical, orthographic, or symbolic reason to print them otherwise.

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.

Please keep the use of hieroglyphs to a reasonable minimum. They are necessary for the first publication of a document (papyrus, ostrakon, stela, statue, etc.). They are not necessary for the re-edition of a document, unless a specific point regarding orthography or grammar requires their use to support your arguments. If it is an excerpt from a common document (such as Pyramid Texts or Coffin Texts), no hieroglyphs are needed, unless issues of grammar or orthography require it.

Numbers

Always use Arabic rather than Roman numerals, especially in references and citations, (except page nos. in prefaces, e.g., “pp. vii-xii”).

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

Lexikon 7, not *Lexikon* VII.

Twenty-fifth Dynasty (preferred by *The Chicago Manual of Style*, 9.46) or Dynasty 25, 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), although when citing a series of numbers in a sentence, one may use numerals (e.g., Pit A contained 6 oblong objects and Pit B 23).

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.

References

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

References should be in the form of traditional footnotes, not parenthetical references. Footnotes should be documentary (humanities-style) notes, as opposed to journal-style (aka social science) citations.

Use footnotes rather than endnotes.

References in article title, abstract, or 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 consistent in all of your footnotes. If certain authors have same first initial, then a second letter may be used (such as Di. Arnold, or Do. Arnold).

Do not use small capital letters for personal names of authors in notes.

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

Page numbers appear without the abbreviations "p." or "pp."

Examples

Article in a journal:

Tom Logan, "The *Jmyt-pr* Document: Form, Function, and Significance," *JARCE* 37 (2000), 56.

Subsequent citation: Logan, "Jmyt-pr Document," 67.

Monographs:

Bezalel Porten, *Archives from Elephantine: The Life of an Ancient Jewish Military Colony* (Berkeley, 1968), 45.

Subsequent citation: 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 citation: 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 citation: Nicholson and Peltenberg, “Egyptian Faience,” 189-92.

Article or chapter in multi-volume 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. Series name should be in normal font (not italic).

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).

Abbreviations

For the footnotes, abbreviate the name of journals, series, monographs, or references that are commonly used in the fields of study embraced by JARCE. Uncommon journals should be spelled out fully the first time. For standard abbreviations consult:

Egyptological: *Lexikon der Ägyptologie* 7 (additional abbreviations for common demotic literature are found in *Lexikon der Ägyptologie* 4, 750-56)

See also the comprehensive listing of journals and series from the IFAO at:

<http://www.ifao.egnet.net/uploads/publications/enligne/Abreviations.pdf>
<http://www.ifao.egnet.net/uploads/publications/enligne/Abreviations.pdf>

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*

Additional Comments

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

All footnotes should end with a period.

In references, multiple authors or editors should be separated by “and,” not “&”: e.g., Tomasz Herbich, Darlene Brooks Hedstrom, and Stephen Davis. If more than three authors, list only the first three, followed by “et al.”

English language citations should follow English conventions for capitalization of titles. Capitalization of non-English titles follows those of 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.

Because there are many ways that ancient Egyptian personal names can be rendered, please use whatever form is most recognizable from previous publications and best records the ancient rendering of the name. For the pharaonic period, Egyptian (Khufu) rather than Greek (Cheops) forms are preferred. If you wish to hyphenate elements of a name, please capitalize all divine names within the compound name. If you use the Greek form of a Late Egyptian personal name, please give the Egyptian equivalent in parens. Be consistent.

Word Count

There is no set limit on the size of a manuscript, though authors of long articles (more than 17,000 total words, including notes) should consult with the editor beforehand as the *JARCE* production budget is limited. Short contributions (approximately 2,500 words, including notes) will be grouped into “Shorter Communications.”

Off-prints and Online Posting of Published Articles

Each author is provided a pdf-version of the finished published article. The author may provide unlimited personal copies of that file to colleagues, subject to the limitations provided by the ARCE contract with its publisher. The relevant section states:

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