

# Guidelines ICYE 2019 proceedings

## General instructions

Your article should be limited to 5000 words (including footnotes). This article gives you the opportunity to present the results of your presentation given at the ICYE 2019 in Leiden. It has to be submitted to [info@asegyptology.com](mailto:info@asegyptology.com) by April 1st. Your article will be subject to blind peer-review. The **deadlines** are as follows:

- April 1st 2020: Article submission
- July 15th 2020: (Aimed) peer review response
- October 1st: Revised article submission
- ICYE 2021: Publication proceedings

When submitting your manuscript, make sure it **includes**:

- An updated abstract;
- 5-10 key words;
- A bibliography list;
- Footnotes, no endnotes;
- Your article without images in .word or .pages;
- Your article including images in PDF;
- Your images separately (via WeTransfer or Dropbox); the file name should contain the number of the corresponding figure in your text.
- A list in .word or .pages containing the images' descriptions and copyright.

All submitted material must be thoroughly spell-checked, copy-edited and proof-read; *If you need help proof-reading your article, please contact the editing committee.* Submitted texts must be consistent in terms of capitalisation, spelling, punctuation, abbreviations, references, headings etc as detailed below. Please note that texts must follow British English spelling format (e. g. single curly quote marks instead of double quotation marks, -our and not -or, -ise and not -ize).

## Fonts and text size

All Access Archaeology books are produced in single column, 11pt text. The font used is Gentium. The Chapter Headings should be 16 pt Bold and centred, and the Subheadings are 11pt aligned left. Please structure your subheadings in the following way:

### **Chapter heading Centred 16pt Bold Gentium Basic**

**Heading 1 Bold Gentium Basic**

***Heading 2 Bold Italic Gentium Basic***

*Heading 3 Italic Gentium Basic*

Heading 4 Regular Gentium Basic

## Transliteration font

Make sure you use "Trlit\_CG Times" as your transliteration font. You can download this font here: <https://dmd.wepwawet.nl/fonts.htm>.

## Hieroglyphic font

Make sure you use JSesh as your hieroglyphic font. You can download this font here: [http://jsesh.qenherkhopeshef.org/releases/release\\_7\\_3\\_2](http://jsesh.qenherkhopeshef.org/releases/release_7_3_2). NB: The link may expire if the version is updated, if so, google 'JSesh' for the latest downloadable version.

## Style guide

### Spelling and abbreviations etc.

- Insert only one space after full stops, not two and no space before a ? or ! at the end of a sentence.
- Avoid superscripts (6th). Instead write 6th. If your program does this automatically please switch it off (in Word go to Tools, Autocorrect, Autoformat as you type).
- Only UK spelling is accepted.
- BC and AD (no punctuation)
- Also no . after upper case abbreviations / acronyms (UK, USA, etc.).
- e.g., i.e., cf., etc. (full stops but no italics).
- *et al.* and *c.* (italics and full stops).
- No full stops after abbreviations such as m (=metre), cm (=centimetre), and other abbreviations of measurements.
- A space should be placed between a number and its unit of measurement, e.g., 98 cm.
- Place a leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.
- No abbreviation in dates: 2005-2006 and not 2005-6. Make sure to use a short dash - between the years.
- No abbreviation in page number: 115-116 and not 115-16. Make sure to use a short dash - between the pages.
- Author full name when first mentioned, then just the last name.
- Capitalise all abbreviations such as Fig., Tab., Graph.

### 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 for fewer than five digits, e.g., 5000, not 5,000, but 10,000.

### Contractions

Contractions which end with the same letter as the original word do not take a full stop as in for example 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: eg., ed., no. 2.

### 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; in this case both BC and AD follow the date (e.g., c. 733 BC; 353 AD).

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);
- 1547-1549; 1382-1420.

## 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.

## 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.

## Referencing

We are using a footnote-based referencing style. Do not use in-text references or endnotes. These rules also apply in off-text quotation. Do not use *idem* / *ibid*. **Please note** that if your referencing style does NOT correspond to our guidelines, your article will be returned to you in its original state. You will be given 5 days to adjust it according to the guidelines outlined below.

## Monographs

Last name, initial(s) first name(s), year of publication, *Title*, (abbreviated) Series (if applicable), Publisher: City published in original language, page number.

Example:

Hartwig, M., 2004, *Tomb Painting and Identity in Ancient Thebes, 1419-1372 BCE*, MonAeg X, Brepols: Brussels, p. 78.

After the first reference, use: Last name, year of publication, abbreviated title, page number.

Example:

Hartwig 2004, *Tomb Painting and Identity*, p. 78.

## Chapter in an edited volume

Last name, initial(s) first name(s), year of publication, title chapter, in: Last name editor, letters first name(s) editor, (ed./ eds), *Title*, (abbreviated) series (if applicable), publisher: city published, page number.

Example:

Pieke, G., 2017, Lost in transformation: Artistic creation between permanence and change, in: Gillen, T. (ed.), *(Re)productive Traditions in Ancient Egypt*, AegLeo 10, Presses Universitaires de Liège: Liège, p. 274.

After the first reference, use: Last name, year of publication, abbreviated chapter title, page number.

Example:

Pieke, 2017, Lost in transformation, p. 274.

### **Article in a journal**

Example:

Last name, letters first name(s), year of publication, 'Title article', in: *Journal: X* (abbreviated if applicable), publisher (abbreviated if possible): city published, page number.

De Meyer, M., 2011, 'Inlaid Eyes on Old Kingdom Coffins: A History of Misidentification', in: *JEA*: 27, EES: London, p. 201.

After the first reference, use: Last name, year, 'abbreviated title', page number.

Example:

De Meyer, 2011, 'Inlaid Eyes on Old Kingdom Coffins', p. 201.

### **Website**

Last name, initial(s) first name(s) (if applicable), year of publication, title webpage (not website!), copyright holder. [online] <website>, date accessed.

Example:

Quirke, S., 2003, Theban Tombs: Dynasty 18 tombs and tomb-chapels allotted numbers, University College London. [online] <<https://www.ucl.ac.uk/museums-static/digitalegypt/thebes/tombs/TTd18.html>> accessed September 23 2019.

After first reference, use: Last name, year, title webpage.