

Journal of the American Research Center in Egypt
Guidelines for authors
(revised 10/1/08)

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.

Submission of articles

Manuscripts should be submitted to *JARCE*'s editor, Eugene Cruz-Urbe 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, double-spaced, with notes (also in 12-point type, double-spaced) appended as endnotes. The article must include an abstract of not more than 250 words. The manuscript must be paginated.

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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 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.

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. This is the last opportunity for authors to make substantial revisions to their articles. On completion of these edits, the author will second 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, black-and-white photographs, CDs, slides, or transparencies, though digital versions are encouraged. For further information and guidance on the formats for illustrations, consult our compositor's website:

www.eisenbrauns.com (link to *publishing: Information for prospective editors and authors*). Digital illustrations should be in .tif or .eps format, and printable at minimum resolution of 300 dots per inch. Line art should be a minimum of 800 dots per inch. We reserve the right to reject illustrations of deficient quality. Authors should convert their illustrations to grey-scale and/or B&W.

All illustrations (photographs and figures) should be labeled clearly and captions for all illustrations 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.

Please inform the journal's editor if you would like the illustrations returned to you.

Once the manuscript is final, the editor sends it to JARCE's compositor, which typesets and lays out the text and its illustrations (galleys are no longer part of the publishing process). 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 must be limited to correcting typesetting errors and ensuring that illustrations are correctly placed and oriented. Changes in page proof are 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. Authors may duplicate this pdf file or print as many copies as they desire for private distribution. Hard copy offprints will not be provided.

Style

We recognize that the diverse subject matter of articles submitted to JARCE militates against imposing a uniform style on the journal. What follows is therefore intended as guidance rather than as *diktat*.

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

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

Main section:

BOLD CAPS CENTERED

Section:

Bold

Subsection:

Bold Italic

Sub-subsection:

Underlined

Fonts

For transliteration of ancient Egyptian we recommend using the standard transliteration font available online from the CCER website: <http://www.ccer.nl/>. This font is free and generally accepted. If you must use a different 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, but it is costly to do so. We therefore urge authors to transliterate these languages whenever possible, following a standard and consistent transliteration system, 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 placed the Arabic or hieroglyphs so labeled for easy insertion by the typesetter. Thus, for now, the publisher treats Arabic and hieroglyphs as line art and inserts these into the manuscript at the position needed by the author.

Hand copied hieroglyphs should only be submitted if there is some compelling reason that computer generated glyphs cannot be used. There are several glyph generating programs. Please set the line thickness for the glyphs at a reasonable setting to insure clear replication during the printing process (for example, in *Winglyph*® the line thickness should be at 5 or higher).

Numbers

Use Arabic rather than Roman numerals.

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

Twenty-fifth Dynasty, 25th Dynasty, or Dynasty 25, but not Dynasty XXV, or XXVth Dynasty.

Numbers from one to ninety-nine should be spelled out, as should "round numbers" (e.g., three hundred, a thousand, a million), unless slavish observation of the rule would result in inconsistency:

Thus, "We examined 192 bones from Area A; 44 were from domestic cattle; 6 from pig; we were unable to identify the others."

We leave the choice of B.C. or B.C.E., A.D. or 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 strongly recommend 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 preferred:

Egyptological: *Lexikon der Ägyptologie*, however a most 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>

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*, fourteenth edition. (see, especially, chap. 15. documentary notes, or humanities style).

- Barring pressing reasons for an alternative style, notes should be documentary (humanities-style) notes, as opposed to journal-style citations.
- Bibliography should not be listed at the end of the article.
- Note references in titles, as well as in section headings, should be strenuously avoided.
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- Acknowledgments, enumerations of expedition staff, or explanations of the article's genesis should be made in the first numbered endnote.
- 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*, 15.252-61, and illustrated below.
- In citing authors' names, give first names in full, unless they were not given in the original work.

- 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).

Roger S. Bagnall, *Egypt in Late Antiquity* (Princeton, 1993).

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 T. Nicholson with Edgar Peltenberg, "Egyptian Faience," in Paul T. 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. J. 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.

Dominique Benazeth, *Catalogue général du Musée copte du Caire. 1. Objets en métal*. 2nd ed., MIFAO 119 (Cairo, 2008).

but:

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

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 J. Davis.

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

A. Hesse, “Introduction géophysiques et notes techniques,” in J. Vercoouter, ed., *Mirgissa*, (Paris, 1970), 51–121.

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

We recommend that you do not use “full justification” when formatting your manuscript.