

## Guidelines for contributors

The volume will be published in British English in the series

*Travaux de l'Institut des Cultures Méditerranéennes et Orientales de l'Académie Polonaise des Sciences*

The deadline for submission is.....

The files should be sent to the following addresses: (editor's or event e-mail address provided to the contributors) with a copy to: [publications@iksio.pan.pl](mailto:publications@iksio.pan.pl) and [jpopielska@iksio.pan.pl](mailto:jpopielska@iksio.pan.pl)

### Format

1. Manuscripts should be submitted electronically.
2. Printed volume will be in A4 format. The printed pages measure 27.5 x 21.0 cm.
3. Please specify your institutional affiliation.
4. Text should be sent as a Microsoft Word and additionally as a pdf copy for reference, to avoid errors in converting Word versions.
5. Authors are requested to provide a list of all works cited.
6. A list of abbreviations should be submitted.
7. Illustrations and drawings should be submitted in electronic versions, as separate files.
8. List of captions must be delivered as a separate file.
9. Text should be written without formatting apart from *italics* and **bold**.
10. Footnotes should be numbered automatically in Arabic numerals and placed at the bottom of the page.
11. Acknowledgements should be placed after the main text at the end of the chapter, before the references.
12. Tables should be prepared in Microsoft Excel or Word, but in case of measuring device output files in Postscript (e.g. \*.eps) or Acrobat (\*.pdf) or simply text (\*.txt), other formats can also be accepted.
13. The author is obliged to acquire all rights to publish the photographs and illustrations. This should be testified in writing signed by the Author that the above is true (pdf copies are welcome). For all illustrations the relevant sources and authors must be given.
14. Photographs should be sent if possible in \*.tif format. Their size should be in 1:1 scale, with a minimum resolution of 300 dpi. Colour images should, if possible, include colour standards or should be in CMYK format if the exact colour fit is necessary (e.g. paintings). Otherwise we also accept RGB format.
15. Scanned inked traced drawings, should be sent as grey-tone bitmaps in \*.tif format with a resolution of 300 dpi, but in target size (i.e. that scale, in which they are to be printed). Two-bit line art drawings (e.g. diagrams) should be sent with a resolution of 600 dpi. In

the case of black and white drawings vector drawings are preferred, and to avoid distortion and version problems we would like to receive Adobe Acrobat files (\*.pdf) with line thickness set at a minimum of 0.35 points for minor lines and no more than 0.75 for main lines.

16. General editorial principles concerning common abbreviations follow.

### References to the footnotes, figures etc

1. References to the footnotes should be given after full stops, commas, colons etc and not before them. E.g. references should be given after a full stop, but not before it.
2. References to Figures (Fig. 1, Figs 1–2, 4, 5a), Tables (Table 1), appendices (Appendix 1) should be given in bold (brackets should not be bold) (**Figs 1–9, Table 1**).
3. Do not abbreviate Tables to Tab.

### Secondary literature

1. References to illustrations and tables in your own article must be given in brackets (...) and with capital F for Fig., T for Table, P for Plate.
2. Please use the name, date with a colon, page/s number/s, but do not use p. and pp.: Michałowski 1969: 15; Bagnall 2007: 225–230.
3. Please use a semicolon to separate two references: Daszewski 1985: 15; Karageorghis 1984: 22.
4. References to different publications of the same Author: Assmann 1996: 189; 1989: 55–88; Arruda 2014: 514; 2015: 280–283; Arruda *et al.* 2017: 187; Myśliwiec 200a: 9–15; 200b: 193–200.
5. References to more pages: Daszewski 1986: 203, 207; Bagnall 2007: 225–230. Do not use f., ff.
6. *op. cit.* is not permitted.
7. *passim* is permitted: Michałowski 1969: *passim*.
8. References to figures or plates with more items should use a colon (:): Figs 2: 35; 10: 21–22; 11:7, 12; Pls 2: 35–47; 88g; Tables 7–10.
9. In case of two or three Authors/Editor do not use ‘and’, when more Authors/Editors occur, the name of the first Author/Editor is followed by *et al.*: Tivchev, Tsankova-Petkova 1966: 107–125; Tanoğlu, Erinc, Tümertekin 1961: 113; Fattovich *et al.* 2007: 48.
10. In text and in notes, please use:
  1. BC, AD not B.C., A.D.;
  2. century not c., cent., i.e. seventh century not 7<sup>th</sup> c.;
  3. centuries are given in word, e.g. seventh century; same with dynasties, e.g. Twenty-sixth Dynasty;
  4. early, late Hellenistic, Roman, ...;
  5. early, late Hellenistic, Roman...;

6. no., nos; inv. no., inv. nos; cat. no.; cat. nos;
7. e.g. not eg;
8. n. for note, nn. for notes;
9. Fig., Figs; Pl., Pls;
10. vol./vols;
11. single marks for quotation: ‘.....’; “.....” – for quotation in a quotation, e.g.: ‘this empire-wide “system” in terms of weight ....’;
12. after “see” no punctuation mark, e.g. See Michałowski 1969: *passim*; see also Alabe 1988: 772.

## Captions

1. List of captions should be submitted as a separate file.
2. Each caption should comprise the name of Author/s, name of Author/s of drawings or digitalisation, or the relevant source of illustration, e.g. Fig. 2. View from the north to the Theatre portico (photo by W. Jerke); Fig. 14. Skyphos with reliefs (drawings by J. Kowalski); Fig. 17. The Theatre quarter (based on Bruneau 2005: Pl. VI).
3. Any credits, data on authors or copyrights should be placed at the end of the caption. Table captions are given before tables and are not finished by a full stop.
4. If the illustration is created on the basis of the published one, an addition of “based on:” before bibliographical references is needed.

## **Bibliography format (all bibliography will be published according to a single, English standard!)**

A full bibliography of works cited should be arranged by Authors and years, using letters to distinguish between works from the same year: 2000a, 2000b.

Titles and abbreviations of series, journals, lexica etc should be italicised. These abbreviations should conform to already existing systems, e.g. Lexikon der Ägyptologie, Archäologische Bibliographie, Fasti Archaeologici, American Journal of Archaeology 1004 (2000), 6–24 (<http://www.ajaonline.org/submissions/journals-series>); and “Abréviations des périodiques et collections en usage à l’Institut français d’archéologie orientale, Le Caire 2019” by B. Mathieu (<https://www.ifao.egnet.net/uploads/publications/enligne/IF1216.pdf>).

1. Surname must be followed by initial/s separated by coma: Karageorghis, V., Daszewski, W.A.

In case of more Authors, first Author with surname followed by initial/s, the following Authors (surname, initial/s) separated by commas: Carlye, R.M., Allen, A.L., Speece, M.A., El-Werr, A.-K., Link, C.A. 2005: Land Streamer Aided Geophysical Studies at Saqqara, Egypt, *Journal of Environmental and Engineering Geophysics* 10/4, 371–380.

2. The editor's name is followed by (Ed.) or (Eds) and placed before the volume title: Bohak, G., Harari, Y., Shaked, S. (Eds) 2011: Continuity and Innovation in the Magical Tradition, *Jerusalem Studies in Religion and Culture* 15, Leiden – Boston.
3. Title of monograph, proceedings, lexicons, joint publications should be given in standard font.
4. Titles of articles in periodicals, proceedings, lexicons, anthologies, joint publications should be given in standard font: Jakobielski, S. 1965: La liste des évêques de Pakhoras, *EtudTrav* 1, 151–170.
5. Titles of periodicals and series should be given in *italics*. Number of volume in Latin or Arabic numerals as given in the publication.
6. The edition number is indicated by the superscript number written after the year of publication.

### Examples

(in final setting the first line of each bibliographic entry will have hanging indent – please leave that to setting as text editor codes are not always well interpreted by DTP programs):

Alabe, F. 1988 : Cour de la Maison de l'épée (GD 59e), *BCH* 112, 768–778

Beazley, J.D. 1964<sup>2</sup>: Red-Figure Vase-Painters, Oxford

Buck, A. de 1947: The Egyptian Coffin Texts III. Texts of Spells 164–267, *OIP* LXIV, Chicago

Chappaz, J.-L. 2014: Remarques sur l'architecture du Spéos Artémidos, [*in:*] Galán, J.M., Bryan, B.M., Dorman, P.F. (Eds), Creativity and Innovation in the Reign of Hatshepsut. Papers from the Theban Workshop 2010, *SAOC* 69, Chicago, 157–171

Hacking, I. 2002: Historical ontology, Cambridge, Mass.

Hayes, J.W. 1991: The Hellenistic and Roman pottery, *Paphos* III, Nicosia

Hicks, D. 2010: The Material-Cultural Turn: Event and Effect, [*in:*] Hicks, D., Beaudry, M.C. (Eds), *The Oxford Handbook of Material Culture Studies*, Oxford, 25–98

Meyboom, P.G.P. 1995: The Nile Mosaic of Palestrina. Early Evidence of Egyptian, *Religion in Italy. Religion in the Graeco-Roman World* 121, Leiden – New York

Picon, M. 1987: La fixation du barium et du strontium par les céramiques, *Revue d'archéométrie* 11, 41–46

Quirke, S. 2015: Apotropaic Wand, [*in:*] Oppenheim, A, Arnold, Do., Arnold, Di., Yamamoto, K. (Eds), *Ancient Egypt transformed: the Middle Kingdom*, New Haven – London

Szymańska, H. 2005: Terres cuites d'Athribis, *MRE* 12, Turnhout

Tkaczow, B. 2008: Architectural Styles of Ancient Alexandria. Elements of architectural decoration from Polish excavations at Kom el-Dikka (1960–1993), *Alexandrie* VIII, Varsovie

Vernus, P., Athribis, [*in:*] *LÄ* I, 519–522

Vnukov, S.Ju., Kovalenko, S.A. 1998: Megarskie čaši s gorodišča Kara-Tobe, [in:] Žuravlev, D.V. (Ed.), *Ellinističeskaja i rimskaja keramika v Severnom Pričernomor'e I*, *Trudy Gosudarstvenogo Istoričeskogo Muzeja* 102, Moskva, 61–76

### **Ancient Authors and Epigraphic sources**

1. References to ancient sources should be placed in brackets in the running text. Commonly used authors' names and titles may be abbreviated (following the convention of the Liddell-Scott *Oxford Classical Dictionary* Third Edition). or Online Liddell-Scott-Jones [http://stephanus.tlg.uci.edu/ljsj/01-authors\\_and\\_works.html](http://stephanus.tlg.uci.edu/ljsj/01-authors_and_works.html) and [http://stephanus.tlg.uci.edu/ljsj/05-general\\_abbreviations.html](http://stephanus.tlg.uci.edu/ljsj/05-general_abbreviations.html)
2. Do not Latinise ancient Greek authors or ancient place names, e.g. Herodotos not Herodotus, Strabon not Strabo.
3. Titles of works should be italicised, e.g. Eur., *IT* 1245; Plin., *HN* 36.5.5
4. Translation of ancient text, please give details of the edition and the name of the translator (Plin. *Nat. Hist.* 1949: Pliny Natural History, Preface and Books 1–2, transl. Rackham, H., *Loeb Classical Library* 330, Cambridge, Mass. – London 1949)
5. Works on epigraphy, books/volumes, chapters, and sections/verses should be given in Arabic, *not in Roman* numerals throughout, and separated by a full stop, for example, Plin., *HN* 36.5.5

### **Arabic sources and texts, their editions and translations**

Samples of bibliographical quotations and references (to be followed):

1. Ibn Iyās al-Ḥanafī, Muḥammad Ibn Aḥmad 1975: *Badā'i' az-zuhūr fī waqā'i' ad-duhūr. Aṭ-ṭab'a' al-ūlā. Ḥaqqāqa-hu wa-kataba la-hā al-muqaddima' Muḥammad Muštafā./Die Chronik des Ibn Ijās. 1975. Erste Auflage herausgegeben und mit einer Einleitung versehen von Mohamed Mostafa. Erster Teil, erster Abschnitt von Anfang des Werkes bis A.H. 761/A.D. 1363, Bibliotheca Islamica 5a1, Wiesbaden*

In footnotes should be quoted as: Ibn Iyās 1975: 25–40.

2. [Al-Bīrūnī 1974] Abu Rajhan Beruni (978–1048) 1974: *Farmakognozija v medicine (Kitab as-sajdana fi-t-tib). Issledovanie, perevod, primečanja i ukazateli U. I. Karimova, Izbrannye proizvedenija IV, Taškent*

In footnotes should be quoted as: Al-Bīrūnī 1974: 412.

3. Al-Balādūrī, Aḥmad Ibn Yaḥyá Ibn Ġābir al-Baġdādī aš-šahīr bi- 1901: *Kitāb futūḥ al-buldān. Aṭ-ṭab'a' al-ūlā, Al-Qāhira' al-Mu'izziyya'*

In footnotes should be quoted as: Al-Balādurī 1901: 112.

4. [Al-Balādurī 1968] al-Balādhuri, al-imām abu-l-°Abbās Aḥmad ibn Jābir 1968: The Origins of the Islamic State, being a translation from the Arabic, accompanied with annotations, geographic and historic notes of the Kitāb futūḥ al-buldān, of..., by Philip Khūri Hitti, vols I–II, New York

In footnotes should be quoted as: Al-Balādurī 1968: 20.

5. [At-Tūnisī 1845] Le Cheykh Mohammed Ibn-Omar-El-Tounsy 1845: Voyage au Darfour. Traduit de l'arabe par le Dr [Nicolas] Perron, Paris

In footnotes should be quoted as: At-Tūnisī 1845: 145.

6. At-Tūnisī, Muḥammad Ibn °Umar 1965: Tašhīd al-adhān bi-sīra<sup>t</sup> Bilād al-°Arab wa-As-Sūdān, Al-Qāhira<sup>t</sup>

In footnotes should be quoted as: At-Tūnisī 1965: 47.

For **transcriptions from Arabic** use exclusively the **ISO UW system**, please:

[https://www.academia.edu/4711973/Transkrypcja\\_j%C4%99zyka\\_arabskiego\\_Arabic\\_Transcription\\_System](https://www.academia.edu/4711973/Transkrypcja_j%C4%99zyka_arabskiego_Arabic_Transcription_System)

For latinisation or romanisation of the Russian script please use the British Library, which is the main system of the Oxford University Press (British Standard 2979:1958):

[https://books.google.pl/books?id=btb1AwAAQBAJ&pg=PA240&redir\\_esc=y#v=onepage&q&f=false](https://books.google.pl/books?id=btb1AwAAQBAJ&pg=PA240&redir_esc=y#v=onepage&q&f=false)

### **Proof-reading**

The Author/s will have only one proof-reading of their chapters.

### **Offprints**

Each Author will receive **a pdf copy of his/her contribution.**