

## *Near Eastern Archaeology* Style Guidelines

**Please use the guidelines below in order to provide a smooth transition from submission to print.**

All article and book review submissions must be submitted via NEA's electronic manuscript submission portal: [www.editorialmanager.com/nea/](http://www.editorialmanager.com/nea/).

### **Articles**

Please submit one word document (with no section or page breaks) which includes materials in the following order:

1. Article title, author's name, professional addresses
2. Bio
3. Abstract
4. Text of Article
5. Notes (if applicable)
6. References
7. Captions
8. Tables (if applicable)

(Photographs and other images must be submitted in .jpg or .tif form separately.)

### **Format**

- Font: Minion Pro, Size 10, single spaced
- Length: 2200-3500 words
- Spelling should follow standard American English conventions.
- Do not number pages and leave the header/footer area blank.
- Do not use page breaks or section breaks.
- Do not place photographs or images within the document.
- Use only 1 space between the end of a sentence and the beginning of a new one.
- Please use a comma before "and" when listing a series of items. For example:
  - The chapter focused on a survey of written sources, a kingdom-by-kingdom description, and a discussion of economic organization.
- Citations within the text should be parenthetical, with the author and year followed by a colon and then the page number and, when necessary, figure number. For example:
  - (Thomason 2009: 42).
  - (Smith 2012: 12, fig. 11a).
- When referring to your figures within the text, write it within parentheses as follows: (fig. 4). For references to multiple figures: (figs. 4, 6–8).

### **Opening Page**

- On the opening page, provide the title, author's name (or names of multiple authors, if applicable), and professional addresses, in that order.

- **Bio:** Just below the title include an author bio of 100–125 words.
- **Abstract:** After the author bio, include an abstract of 100–150 words, focusing on the primary thrust of the article.

### Sections

- If using headers for sections, please do not use a header for your introductory paragraph. Also, please avoid terms such as “Introduction,” “Summary,” and “Conclusion.” Use titles (as opposed to numbers) for all divisions.
  - Headers for major divisions should be centered, in all capitals.
  - Headers for important subdivisions should be even with the left-hand margin and on a separate line, with words in capital and lowercase letters.

### Abbreviations

- Do not abbreviate archaeological terms: stratum, locus, level, area, phase, etc. These should be capitalized when they precede a specific reference (Stratum IX, Level 3).
- Do not abbreviate archaeological time periods when they stand alone, e.g., Late Bronze Age. When they are followed by a specific subdivision, however, they should be abbreviated, e.g., LB II, MB IIA, except that Iron Age should never be abbreviated.
- Points of the compass are not abbreviated.
- The following are commonly used abbreviations: fig(s), chap(s), no(s), p(p), m, cm, km, L (for liter or liters), ml, col(s), pl(s), v(v), n(n), ca., mg, and kg. Do not abbreviate “line” or “lines” in discussions of inscriptions. Do not write Latin abbreviations and words in italics.
- Use the abbreviations OT, NT, HB, LXX, MT, QL, Vg, OL, G, or OG (preceded by “the” when needed, but with no punctuation) for the terms Old Testament, New Testament, Hebrew Bible, Septuagint, Masoretic Text, Qumran Literature, Vulgate, Old Latin, Greek, Old Greek.
- Titles of biblical books are not italicized. Standard abbreviations for them are to be used, without punctuation, only when both chapter and verse references follow: Gen 1:2, Exod 3:4, but not when only the chapter follows, e.g., Romans 8. There is no space after the colon. The colon should be used in referring to intertestamental literature and the Mishna. In references to Philo, classical, and patristic literature, the current English or Latin titles are to be used (italicized and abbreviated if possible, and without punctuation), followed by appropriate book, chapter, and paragraph numbers where available. Thus, Homer *Il.* 24.200; Eusebius *Hist.eccl.* 3.3-2. For Josephus, the following form is used: JW 2.8.16@160. Abbreviations for Josephus are: AgAp, Ant, JW, Life.

### Numbers and Dates

- In general, cardinal and ordinal numbers from one to ten should be spelled out; for larger numbers, use the figures. Figures only should be used in the following instances:

- In a series, if one or more of the numbers are greater than ten;
- In mathematical, technical, scientific, or statistical usage; this includes measures of distance, volume, area, etc.: 1 km, 10 ha, 3°C, 2 hr. Abbreviations of such measures are not followed by periods (e.g., 10 km, not 10 km.).
- Within the text, common fractions are written out: "two-thirds of the population...."
- Write out the word "percent" in the text, but use the symbol in headings for graphs or tables.
- Use Arabic numbers in all figure and plate references, journal volume numbers, Egyptian dynasties, etc., except where confusion would result. This applies even when Roman numerals are used in the original publication. Do not change page references to Arabic in citing pages in introductions or prolegomena where lowercase Roman is used. Use Arabic numbers for volume numbers of multivolume works, except when the volume number is part of the title (e.g., Megiddo II).
- Centuries should be written out; e.g., twentieth century, first—third centuries, etc.
- Use Roman numerals to indicate strata (Stratum XII; Strata IX—III), but Arabic numbers for related location designations (Locus 3, Phase 5).
- Use Roman numerals for ancient rulers (Amenemhet III, Yarimlim I).
- All measurements should be given in the metric system (e.g., 3 km, 0.5 m).
- The standard designations in NEA for historical and archaeological dates are B.C.E. and C.E. (with the periods) for dates. Please use “small all caps.” (On a Mac, use “Command+Shift+K” and on a PC use “Control+Shift+K” and type out the time period in lower case (B.C.E., not B.C.E.).
- Radiocarbon dates should be expressed as years B.P., B.C.E, or C.E. Calendrical estimates should be cited as cal B.P., cal B.C.E, or cal C.E., and the calibration curve used to obtain the estimate identified.
- Use a longer en-dash (“–” as opposed to “-”) when indicating a range of dates and pages. The en-dash can be keyed with “Option/Alt” and “-.”

### **Languages other than English**

- NEA can print Arabic, Aramaic, Cuneiform, Cyrillic, Egyptian, Greek, and Hebrew text. However, avoid including passages in languages other than English. If such sections are essential, include an English translation of the material that will preserve the nuance of the quotation as you are interpreting it.
- Isolated words within English sentences can be set in their proper characters when necessary. Transliteration, however, is sufficient for most articles. Rules for the transliteration of ancient languages follow those described in the SBL Handbook of Style. Peabody, MA: Hendrickson, 1999. Although blocks of Hebrew and Aramaic text can be set in their proper characters, use the unpointed consonantal text whenever possible.
- Place names should be written as follows: Unfamiliar Arabic site names and words

should be written with diacritics (alephs and ayns should be clearly indicated). Familiar words such as "wadi" are spelled without diacritics except when joined with a word having them. Biblical place names should be cited according to their spelling in the English Bible, without diacritics.

## Notes

- The number of notes and references together should be limited to no more than 10% of the article's length. I.e., for every ten pages of manuscript there should be no more than one page of references.
- List any endnotes you might have at the end of the article under the heading "Notes." This comes before the "References" section. Please do not use footnotes.
- Where endnotes are included, number them sequentially in the text, using superscript numbers (i.e. <sup>1</sup>). Citations within the notes must meet the same requirements as those in the main text.
- Notes should be kept to an absolute minimum.

## References

- Use a longer en-dash ("–" as opposed to "-") when indicating a range of dates and pages. The en-dash can be keyed with "Option/Alt" and "-."
- Page citations should follow the style illustrated here: 240–260 should become 240–60, 100–109 becomes 100–09, but 70–75 stays as it is.
- Please refrain from using unpublished sources.
- Samples of NEA-style citations are as follows:
  - Book
    - McAnany, P. A. 1995. *Living with the Ancestors: Kinship and Kingship in Ancient Maya Society*. Austin: University of Texas Press.
  - Journal article
    - Bar-Yosef Mayer, D. E., N. Porat, Z. Gal, D. Shalem, and H. Smithline. 2004. Steatite Beads at Peqi'in: Long Distance Trade and Pyro-Technology during the Chalcolithic of the Levant. *Journal of Archaeological Science* 31: 493–502.
  - In press/Forthcoming
    - Lipschits, O., and N. Na'aman. Forthcoming. From "Baal Perazim" to "Beth-Haccherem": On the Ancient Name of Ramat-Rahel [Hebrew]. *Beth-Miqra*.
    - Nadel, D., G. Bar-Oz, U. Avner, and D. Malkinson. Forthcoming. Ramparts Instead of Walls: Building Techniques of Mass Hunting Traps in the Negev Highland.
  - Edited book
    - Charleston, R. J., ed. 1968. *World Ceramics: An Illustrated History*. New York: McGraw Hill.
  - Chapter in edited book

- Silver, I. A. 1969. The Ageing of Domesticated Animals. Pp. 283–302 in *Science in Archaeology: A Survey of Progress and Research*, eds. D. R. Brothwell and E. Higgs. New York: Thames & Hudson.
- Francois, V. 1998. La céramique médiévale d’Alexandrie: Kom El-Dikka et Kom El-Nadoura, deux dépotoirs de la période islamique. Pp. 319–34 in *Colloque international d’archéologie islamique: IFAO, le Caire, 3–7 février 1993*, ed. R.-P. Gayroud. Cairo: Institut Français d’archéologie orientale.
- Thesis or dissertation
  - Shalem, D. 2003. The Chalcolithic Period Sites in the Mountains of the Galilee: Settlement Distribution and Ceramic Characteristics [Hebrew]. MA thesis, University of Haifa.
  - Martin, S. R. 2007. “Hellenization” and Southern Phoenicia: Reconsidering the Impact of Greece before Alexander. Ph.D. diss., University of California, Berkeley.

### Captions

- A list of captions must be provided for all photographs, as well as banner photographs. The caption should include a brief description of the figure, plus the photographer/illustrator. Captions must be submitted within the same document right after the “References” section.
- Please list each caption exactly as it should be read. For instance, if you have 12 figures and all of them are courtesy of the Israeli Antiquities Authority, that information should be contained within each caption. Each caption should begin with the word “Figure” followed by a number and a period. The captions should use the following format:
  - Banner Photograph. Aerial view of Masada from the southeast. Photograph by A. Jones.
  - Figure 1. Structural remains of the Iron Age city of Smithers. Photograph by M. Suave.
  - Figure 2. Statue of Ba’al. Photograph by D. Letterman, courtesy of Museum of Basketba’al, New York.

### Figures

- All articles must be submitted with an appropriate number of figures. On average, NEA publishes one photograph per 330 words (plus a dynamic banner photograph used on the first page of the article, as well as a bio photograph).
- Photographs, sketches, plans, and maps must be submitted at their maximum size and quality. The images should be of high quality and submitted in the .jpg or .tif format. If authors do not have enough illustrations, they may visit free media repositories, such as Wikimedia Commons to further illustrate their articles.
- *Banner Photograph(s)*
  - The .jpg file must be labeled as follows: “Banner Photo 1.jpg” and “Banner Photo 2.jpg” (if providing more than one option).

- This figure usually works best as a landscape view, where the width is wider than the height. A portrait view may also be used, though this will involve more cropping.
- At 300 ppi/dpi, the banner photo image size must be *at least 3600 x 2800 pixels*, but larger is preferable.
- *Figure Photographs, Sketches, Plans, and Maps*
  - The .jpg file must be labeled as follows: “Figure 1.jpg” or “Figure 2a.jpg” or “Figure 2b.jpg.”
  - At 300 ppi/dpi, the figure image size must be *at least 1200 x 1200 pixels*, but larger is preferable.
  - Color is always preferred. Black and white sketches, plans, and maps may be edited to include a color background.
- *Bio Photograph*
  - The .jpg file must be labeled as follows: “Bio Photo” followed by “Your First and Last Names.” For example: “Bio Photo Ella Smith.jpg”
  - At 300 ppi/dpi, the bio photo image size must be *at least 800 x 800 pixels*, but larger is preferable.

## Tables

- Tables should only be used to clarify points made in the text. Keep tables as simple as possible. Table captions should be short and explicit; explanatory material may be included in a note appended to the table. All labels and abbreviations on the table should be explained.
- Please place all tables at the very end of the article (after the list of captions).

## Book Reviews

- Font: Minion Pro, Size 10
- Length: 1000-1200 words
- Include 2-3 links to illustrations (see below).
- Document title: Please upload your word document as “NEA Review of [Author/Editor’s Last Name] by [Your Last Name].” For example:
  - NEA Review of Netzer by Smith.docx
- The article should begin with the title of the book, followed by all of the following specifications: author(s)/editor(s), location, publishing house, year, pages, maps/photos, paperback/hardback, cost, and ISBN. For example:
  - A Companion to the Archaeology of the Ancient Near East. Edited by Daniel T. Potts. Malden, MA: Wiley-Blackwell, 2012. 2 vols., Pp. xxxi + xviii + 1445; 8 maps, 97 illustrations, 18 tables. Hardcover, \$400, ISBN 978-1-4051-8988-0.
  - The Oxford Handbook of the Archaeology of Ritual and Religion. Edited by Timothy Insoll. Oxford University Press: Oxford, 2012. Pp. xxvi + 1108; 149 illustrations. Hardback, \$150. ISBN: 9780199232444.
- At the end of the article, include your name as you would like it to be printed. Place the name of your institution underneath your name:

- Janet B. Smith
- University of Fun, Rochester, NY
- If there is a “References” section at the end, it should include no more than 10 citations. For proper style, please follow the NEA guidelines illuminated in the above “References” section.
- Diacritics: Please use transliterations instead of non-Western scripts since our audience reaches beyond the academy.

### **Book Review Illustrations**

- All book reviews should be submitted with a link to a photograph of the book cover.
- Authors should also submit 2-3 links to photographs/figures that will help to illustrate the review. Links should be to free media repositories, such as Wikimedia Commons or the Metropolitan Museum of Art’s Open Access for Scholarly Content (OASC). Please put these links at the very end of the review (after your name and institution and, if you use one, the References section).
  - Wikimedia Commons: [commons.wikimedia.org/wiki/Category:Images](https://commons.wikimedia.org/wiki/Category:Images)
  - Metropolitan Museum: [www.metmuseum.org/research/image-resources#scholarly](http://www.metmuseum.org/research/image-resources#scholarly)
- It is important that at 300 ppi/dpi, the figure image size should be *at least 1200 x 1200 pixels*. If the largest version of the file is listed in MB (as opposed to KB), it is probably useable.
- Please provide a caption for each photograph. The caption should include the proper photography credits. For Wikimedia Commons, this often means including the photographer, Wikimedia Commons, and the link (without the http://). For example:
  - Figure 3. Four room house in Horvat Haluqim (near Sde Boker), Neguev, Israel Photograph courtesy of Wikimedia User Chamberi, [commons.wikimedia.org/wiki/File:Horvat\\_Haluqim\\_-\\_Four\\_room\\_house.JPG](https://commons.wikimedia.org/wiki/File:Horvat_Haluqim_-_Four_room_house.JPG).
  - Figure 12. The “Sea of Galilee Boat” (first century C.E.) housed in the Yigal Allon Museum in Kibbutz Ginosar, Tiberias, Israel. Photograph courtesy of Berthold Werner, [commons.wikimedia.org/wiki/File:Ginosar\\_BW\\_7.jpg](https://commons.wikimedia.org/wiki/File:Ginosar_BW_7.jpg).