Formatting Guidelines for *JAEA* Contributors

Your name here

Thank you for submitting your article to *JAEA*. This three-page document simulates a short, typical, submission-ready article. This demonstrates the preliminary formatting norms and the *JAEA* house referencing system. Your article will be submitted in this format in the first instance and will then be edited for final publication by *JAEA*. Please preface your article with a 200-word general level synopsis, outlining the purpose and scope of the main article, in English, with the heading Abstract. Please use Times New Roman font throughout. 11 point for the body of the article, 20 point for the title, 16 point for any top level section headings and your name, and 14 point for second level sub-section headings. Do not use more than two levels of headings if possible. The first section should always begin with an introduction, and the final section should end with a conclusion. Justify the text.

For referencing publications please use a combination of *footnotes* and a *final bibliography*. Reference articles as follows. Put the footnote numbers anywhere in a sentence, after commas, or after periods at the end of sentences like this.[1] Include the author family name, date and page/fig. details only in the footnote. No title. No initials in the footnote. If there are authors with the same family name then add initials to differentiate. For a subsequent citation to the same publication use the same format,[2] unless the author has multiple publications in a single year, in which case differentiate using 2010a, 2010b[3] etc. Do not use the abbreviations *ibid., loc. cit., op. cit.* Include short remarks in the footnotes if required.[4]

Include editor names in the bibliography at the end of the article. Reference book sections as follows.[5] Italicize the names of parent publications and common journals, put quotation marks around the articles within these.[6] Use single quotation marks, except for embedded quotations where they are double. Include only family name in the bibliography and initials of personal names, following the family name unless there are multiple authors in which case see Smith, Smith and Smith example publication in the bibliography. Capitalize all titles.[7] Do not insert a space before ; and : Use a space before numbers for pl. X., no. X., fig. X. Alphabetize the bibliography and put periods at the end of all entries. Put multiple publications by a single author in chronological order. URLs may be added after entries in the bibliography on a separate line. Do not include URLs in footnotes. Add date accessed to URLs in brackets after the URL, separated from it by a space (Date accessed: 16 May 2016). Dates should be in that format to avoid confusion. A.D. and B.C. are preferred. Write 19th Dynasty and not XIXth.

Use metric units and the SI system wherever possible. Provide metric translations if values must be expressed in other units, such as when quoting from publications using dimensions like 20 feet (6.096m). Commas can be used as decimal point separators in French language submissions.

Please put titles for illustrations in the approximate location where images will be placed. Note these locations may have to change so do not refer to images as above or below. Use 11 point regular for the illustration titles and commence with the word Fig. 1. in bold. Reference this from the text as follows

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[1] Wilkinson (2000), p. 141.
[2] Wilkinson (2000), p. 121.
[3] Bonhomme (2016a), p. 123.
[4] A short remark was required here about a related issue.
[5] Baines (1997), p. 222.
[6] Smith, Smith and Smith (2016), p. 123.
[7] Bonhomme (2016b), p. 234.

(fig. 1). Illustrations should be supplied at the highest resolutions possible. Color illustrations and photographs are acceptable. Scales and north arrows should be included whenever possible.

Fig. 1. Title of the figure

Note: Authors are encouraged to supply accurate scale plans and elevations when possible, at classical scales which will facilitate structural comparison and presentation of drawings. Include reference information such as 'Scale 1:20 when printed on A3' if available.

For hieroglyphs and transliterations, separate JSESH files are preferred. JSESH is free, user-friendly, hieroglyph editing software. Its glyphs can be pasted directly into MS Word, or JSESH SVN files can be sent along with your main document. Transliteration standards should follow the European/Manuel de Codage (MdC) system outlined here.[8] A dot can be used to separate gender ending elements if required. Equals signs before pronoun suffixes are not preferred. The widely used transliteration True Type Font is acceptable for writing using this system. For more idiosyncratic symbols, scripts or mathematical equations, high resolution image files are also acceptable, such as TIFs, PNGs and high resolution JPGs.

Journal and series titles are abbreviated by convention such as *JAEA*, *GM* or *BIFAO*. Frequently referenced works should be abbreviated according to current standards (see below). Those likely to be unfamiliar to most Egyptologists should be written out in full and in italics. If required for compact tables etc., more complete lists of recommended abbreviations are available on the IFAO website or the EES website:

http://www.ifao.egnet.net/uploads/publications/enligne/Abreviations.pdf
http://ees.ac.uk/userfiles/file/JEA-abbrev2-1.pdf

AJA	*American Journal of Archaeology*
ARCE	American Research Center in Egypt
BASOR	*Bulletin of the American Schools of Oriental Research*
BCH	*Bulletin de Correspondance Hellénique*
BIFAO	*Bulletin de l'Institut Français d'Archéologie Orientale*
BSAE	British School of Archaeology in Egypt
CNRS	Centre National de la Recherche Scientifique
DAIK	Deutsches Archäologisches Institut Kairo
GM	*Göttinger Miszellen*
IFAO	Institut Français d'Archéologie Orientale (Le Caire)
JEA	*Journal of Egyptian Archaeology*
K*RI*	Kitchen, *Ramesside Inscriptions, Historical and Biographical.*
LÄ	*Lexikon der Ägyptologie*
MDAIK	*Mitteilungen des Deutschen Archäologischen Instituts, Abteilung Kairo*
NatGeo	National Geographic
PM	Porter and Moss, *Topographical Bibliography of AE Texts, Reliefs, Paintings.*
SAK	*Studien zur Altägyptischen Kultur*
SCA	Supreme Council of Antiquities
TMP	Theban Mapping Project
Wb	*Wörterbuch der Ägyptischen Sprache*
ZÄS	*Zeitschrift für Ägyptische Sprache und Altertumskunde*

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[8] Allen (2010), p. 14.

Bibliography

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Baines, J. (1997), 'Temples as Symbols, Guarantors and Participants in Egyptian Civilization', in S. Quirke (ed.), *The Temple in Ancient Egypt: New Discoveries and Recent Research,* London: British Museum Press, pp. 216-241.

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