



## **IntEg Author Guidelines & Style Guide**

Author Guidelines for Article Submission to *Interdisciplinary Egyptology*

Version 1.2: April 2021

### **Before you begin**

- You must register for an account with the Online Journal System prior to article submission. Please allow up to 48 hours for the registration process to be completed.
- Please also note that you must complete our pre-submission checklist prior to submission of your article. Manuscripts not complying with the checklist will be automatically rejected.
- You **must** use the *IntEg* Template. Please download the template [here](#) and immediately change the file name according to the *IntEg file naming system* (outlined below). Articles not submitted using the *IntEg* template will be returned to the author for resubmission.
- All articles submitted to *IntEg* must be written in English. Articles that do not meet the English language requirements for publication will be returned to the author for resubmission after language editing has taken place by, or been organised by, the author.

### **To ensure the integrity of the double-blind peer review process**

- You **must** ensure that your word processor is set up so that your document is anonymised. You can read more about how to do this [here](#).
- **Do not** include in your submitted manuscript author name(s), affiliations, ORCID<sup>1</sup>, corresponding author contact details, author contributions or funding details. These details will be requested if the manuscript is accepted for publication.
- **Avoid** self-citation which could undermine the anonymity of your submission. If self-citation is unavoidable, please highlight the text and write a comment to the editor in the submission system that it needs to be redacted prior to review.
- Do not use any part of your name in submitted file names. Use the *IntEg* file naming system (outlined below).
- *NB final responsibility for ensuring an article adheres to the double-blind peer review process is the sole responsibility of the author(s).*

### **The *IntEg* File Naming System**

- Combine the first two words of your title (not including articles or prepositions) to create your **unique identifier**.
  - e.g. if your title is “A **day** in the **life** of an ancient pottery vessel”, your *unique identifier* would be <daylife>.

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<sup>1</sup> If your paper is accepted, you will need to provide your ORCID. To obtain one, please visit <https://orcid.org>.

- Use your unique identifier for all submitted files in accordance with the instructions below for each file type.

## Paper structure

### Front Matter

- **Title** – titles should be as concise as possible and avoid sub-titles wherever possible (sub-titles, when necessary, must capitalise the first word after the colon).
- **Highlights:** 3 highlights to promote discoverability of your submission. Brief bullet points of no more than 12 words each.
- **Keywords/phrases:** 3 minimum, 5 maximum, e.g. *radiocarbon dating, Middle Kingdom, statuettes*.
- **Abstract of 250 words;** concise and factual abstract that presents key aims/hypotheses of the work and key conclusion(s). *IntEg* also welcomes digital abstracts, please contact the editors if you would like to discuss this option: [editors@int-eg.org](mailto:editors@int-eg.org).

### Main Text

We recommend the use of a hierarchical *section* and *sub-heading* layout, one example of which can be found in the *IntEg* Manuscript Template. However, owing to the interdisciplinary nature of *IntEg*, *there is no one-size-fits-all approach to the layout and structure of an IntEg article*. You are free to choose the best layout, section headings, and sub-headings to suit your manuscript's content.

That said, all manuscripts should include, at a minimum, the following:

1. **Introduction** (should include a short discussion on the interdisciplinary nature of the research)
2. **Discussion** (should provide a full discussion of the results and engage in critical commentary and assessment of the research. Future research pathways should be discussed)
3. **Conclusion** (should be a brief summary of the results of the paper, but not reproduce the discussion).

### End Matter

- **Acknowledgments** if any, can take any format the author(s) finds most suitable but should be kept to a single paragraph. Acknowledgements will be placed directly after the Conclusion.

## Bibliography

The bibliography should appear as a list after the Acknowledgments. All sources referenced in the text should appear in the bibliography. Texts not cited in the main text should not be included in the bibliography. References should appear in alphabetical order and then in reverse chronological order, e.g.

Smith, A. (2018)  
Smith, B. (2012)  
Smith, B. (2011)

The bibliographic style can be in any *consistent* format that the author chooses, so long as all relevant, standard bibliographic details are present and the format is applied consistently throughout the paper. This is because the final bibliography will be formatted using BiBTeX, and our editorial team will format all citations. If an entry has a DOI, please include this at the end of the reference. If a website is cited, the website link should be provided as well as last access date.

### *Journal abbreviations*

Owing to the interdisciplinary nature of this journal, journal abbreviations will *not* be used. Please provide the full title of publications and journals referenced (i.e. Mitteilungen des Deutschen Archäologischen Instituts, Abteilung Kairo, *not* MDAIK).

### **Reference Style**

References will take the form of a simple in-text author date system either directly (or in round brackets), e.g.

“According to Petrie (1901: 15)...” or

“This object was excavated in 1900 (Petrie 1901:15).”

- Two authors should take the form (Petrie & Peet 1900)
- Three or more authors should take the form (Petrie et al. 1900)
- Multiple citations should be listed alphabetically and then, if necessary, in chronological order, separated by commas and semi-colons, e.g. (Petrie 1900, 1901a, 1901b; Petrie & Peet 1900)
- Page numbers should be used where appropriate and should follow the cited work’s own format (i.e. usually either Arabic or Roman numerals) within the in-text citation and is *not* to be preceded by p. pg. or pp., however there should be a space between the colon and the numeral. For example: (Petrie 1901: 34) or (Petrie 1902: xi)
- Figure or plate number references should follow the cited work’s own format (i.e. usually either Arabic or Roman numerals) within the in-text citation and should be preceded by pl. / pls or fig. / figs (i.e. not capitalized). For example: (Petrie 1901: pl. xxi) or (Smythe 2004: figs 5–8).

NB when referencing to your own figures in the main text the first letter of the abbreviation should be capitalised, i.e. Fig./Figs, however, when referencing other works a lowercase first letter should be used, i.e. fig./figs; for example:

“Please refer to Fig. 1 which in turn follows Smythe 2004: fig 2.”

- Numerals (including page ranges and time spans) should be joined with an en–dash (i.e. ‘–’, not a hyphen ‘-’) and should *never* be elided, e.g. figs 13–18, *not* figs 13–8.
- Multiple pages within a single reference can be separated by a comma and space, i.e. (Petrie 1901: 12, 18, 22–26, pls. xxi–xxiv)
- Where multiple texts by the same author(s) in the same year appear, they should be designated a, b, c etc. according to title in alphabetical order, i.e. (Petrie 1901a, 1901b).

NB Footnotes are reserved solely for additional discussion not directly relevant to the main text. See below for further details.

### **Specifications for figures, tables, hieroglyphs/transliteration etc.**

#### **Initial submission:**

For initial submissions to *IntEg*, you need only provide images and tables and photographs of hieroglyphic text that are of suitable quality and resolution for a reviewer to view them on screen. These should be embedded in the .docx file with a caption below, i.e. submitted as a single document.

NB Number tables and figures according to their position in the text, Table 1, Figure 2, etc. Every table and/or figure must have a 'call-out' (i.e. an in text reference to any additional objects in the manuscript,) in the text (and never solely in a footnote).

#### **Accepted Submission:**

Upon acceptance of a manuscript, you will be asked to provide tables, figures etc according to the following guidelines:

##### *Tables*

Tables should be provided in separate word or excel files. Please submit tables with the file name following this system: UNIQUEIDENTIFIER\_TABLE1.EXTENSION (e.g. DAYLIFE\_TABLE1.XLSX). Tables will only be lightly copy-edited in the final publication process; thus, it is the author's responsibility to ensure that all data supplied therein is correct at the time of final submission. Include a separate list of all tables and figures (see below).

##### *Figures*

Images should be provided as separate files. Please ensure figures are at a suitable resolution for reviewers to assess them. Figures should be in one of the following formats: PDF, JPEG, PNG and should have a maximum of 300 dpi. Please ensure the font is embedded in images using Helvetica where necessary. Submit figures with file names in this format: UNIQUEIDENTIFIER\_FIG.1.EXTENSION (e.g. DAYLIFE\_FIG.1.JPG). Include a separate list of all tables and figures (see below). You will be asked to confirm prior to publication that you hold the copyright for all images etc. in the manuscript or have obtained written permission and the correct credit line from the copyright holder where applicable. In the submission system you will be asked to provide these details for each image uploaded.

##### *Figure & Table List*

Please include a separate Word document which presents a list of all figures, with details of your preferences for how the figure/table should be formatted (i.e. full page width, single column width, etc.). Please note that the final image size is also dependent on the resolution of the image. Name the list file in the following format: UNIQUEIDENTIFIER\_FTLIST.DOCX.

### *Hieroglyph script*

Please use *JSesh* to generate the hieroglyph text and save using the following file-naming system: UNIQUEIDENTIFIER\_JSG1.GLY. Please also attach a PDF image of the expected outcome of the text, also using *JSesh*, and name the file in the following format: UNIQUEIDENTIFIER\_JSG\_FORMAT1.PDF.

### *Transliteration Script*

Please use *JSesh* to generate the transliteration script and save using the following file-naming system: UNIQUEIDENTIFIER\_JST1.GLY. Please also attach a PDF image of the expected outcome of the transliteration, also using *JSesh*, and name the file in the following format: UNIQUEIDENTIFIER\_JST\_FORMAT1.PDF.

### *Captions*

A list of captions accompanying Tables and Figures should be sent in a separate Word document. Please ensure any references in the captions are listed in the bibliography. Name the file in the following format: UNIQUEIDENTIFIER\_CAPTIONS.DOCX

### *Video or visualization files*

Please contact the Editors ([editors@int-eg.org](mailto:editors@int-eg.org)) to discuss your requirements, which are very welcome.

### *Supplementary material*

Supplementary material can include any large datasets which are necessary to understand and follow the research, but are too extensive for the main body of the article. These will be published as a separate file linked to the main article. These are not copy-edited or proofread, and it is solely the responsibility of the author to ensure they are accurate. Please provide a brief summary of each supplementary file submitted.

### *Research data*

It is requested as a condition of publication that authors make the data supporting their research, including their own data, available to readers *upon reasonable request*, but there are no mandatory repository requirements.

## **House Style for Article Submission to Interdisciplinary Egyptology**

The most commonly encountered elements of the house style for *IntEg* can be found below. Where there is doubt or it is not specified below, *IntEg* follows New Hart's Rules: Waddingham, A. (ed.) (2014), *New Hart's Rules: The Oxford Style Guide (second edition)*, Oxford, and, Ritter, R. M. (2014), *New Oxford Dictionary for Writers and Editors (second edition)*, Oxford (referred to herein as *NODWE*).

### *Abbreviations and contractions*

- *IntEg* follows *NODWE* for abbreviation and contraction rules. However, in general, abbreviations should end in full points (ed.), whereas contractions should not (eds). Additionally, plural forms of abbreviations should not end in full points; as examples: ed./eds      vol./vols      Fig./Figs
- *IntEg* uses the following forms of these common abbreviations from the Latin, which, where applicable, should not be followed with additional (i.e. double) punctuation: e.g.    etc.    et al.    i.e.    NB (*always* followed by a capital letter)    vs

### *Abbreviations (subject-specific)*

These should always be provided in parentheses after their first full mentions, i.e. the Early Dynastic Period (EDP).

### *Absence of data*

Use n.p. for 'no place' or n.d. for 'no date' where required.

### *Ancient Text*

Ancient text citations should provide a text title (if available), the manuscript name and/or catalogue number / location on a monument, page and/or line number. The reference of the text edition should follow in the standard Author/Date format in brackets, e.g.

*Teachings of Ani B* = pBoulaq 4 rto, 23.13 (Quack 1994: 337).

Some ancient texts appear in compendia, like the *Urkunden des ägyptischen Altertums*. In this case, we suggest:

Memphis Stela of Amenhotep II, JE 86763, 4 (*Urk. IV*: 1302.2).

Then in the Bibliography:

*Urk. IV* = Sethe, Kurt & Wolfgang Helck. 1906–1958. *Urkunden der 18. Dynastie*.

*Urkunden des ägyptischen Altertums*, Abteilung IV, Heft 1–22. Berlin: Akademie.

The same could tentatively be said for citations of dictionary references, particularly those of the *Wörterbuch der ägyptischen Sprache*, in which reference to the sources of discrete definitions are numbered (*Belegstellen*):

In text and footnotes:

For š3.w, 'destiny, fate' (*Wb. IV* 403.11-404.11).

Then in the Bibliography:

*Wb.* = Erman, Adolf and Hermann Grapow (eds.) 1926 – 1963. *Wörterbuch der ägyptischen Sprache*, 13 Vols. Leipzig: Hinrichs.

### *Approximations*

Should be denoted with an italicized *c.* (*circa*) followed by a period and no space before the numeral, e.g. *c.*1201 CE.

### *Book titles*

When referred to in the main text, book titles should be *italicised*, e.g.

'In *The Royal Tombs of the Earliest Dynasties*, Petrie illustrated...'

### Capitalisation

Capitalisation should follow *Hart's Rules* in general, but common examples specific to *IntEg* include: Egyptian archaeology, the Ministry of Antiquities, optically stimulated luminescence (OSL) dating, Egyptology, archaeological science, textual analysis, the Middle Kingdom.

### Comma

The serial comma, or 'Oxford comma', must be used.

### Dates

*IntEg* uses BCE and CE (i.e. not BC and AD) in general, although also accepts other date formats in accordance with standard practices in other disciplines, i.e. BP in radiocarbon dating. The format should be SMALL CAPS without periods and with a space separating the number and the abbreviation, i.e. 3000 BCE periods or 2869–2578 BP or 1201 CE. Numerals should *never* be elided. Full dates where needed should take the expanded UK format, i.e. 17 August 2018.

### Dashes

- An unspaced en dash (‘–’) should be used in ranges (i.e. dates or pages), or to express connections (i.e. Nubian–Egyptian). It should not be separated with spaces.
- An unspaced em dash (‘—’) should be used to symbolize an extended break in thought, either in the middle or at the end of a sentence. It should not be separated with spaces.

### Dynasties

Dynasties should be written in expanded numerical style, e.g. Dynasty 1, Dynasty 26.

### Footnotes

Footnotes can be used wherever necessary and relevant—i.e. to expand on a thought in the main text which is not of direct relevance to the main text—although sparingly and with concision. Footnotes should be cued by a superscript number placed after the punctuation (where applicable), i.e.

‘While this has been suggested previously,<sup>1</sup> current scholarship...’ or ‘...in keeping with Petrie’s original interpretation.’<sup>2</sup>

### Hyphenation

Rules for hyphenation vary greatly, although where possible, *IntEg* follows *NODWE*. However, *IntEg* specifies that hyphens must always be used with *non-* words and for compass points (i.e. *north-west*). At the end of this document there is a list of subject-specific terms which will illustrate the *IntEg* house style for commonly encountered words. This list will be updated regularly.

## Numbers

- A range of numbers should be separated by an en dash and with no spaces, i.e. 13–14. Numbers should be *not* be elided, e.g. 42–49, 101–105.
- Numerical figures should be separated with a comma, i.e. \$2,000 or 2,452,198
- A fraction of a full number, i.e. a decimal, should be represented with a period, not a comma, i.e. \$2,000.00 or 13.47

## Page references

Page reference should be separated by an en dash with no spaces, i.e. 26–27. Page numbers should *not* be elided, i.e. 26–27, not 26–7.

## Quotation marks

Quotation marks should be single (i.e. ‘...’) in all cases (in the case of a quotation within a quotation, double quotation marks should be used).

## Spelling

*IntEg* uses UK English and prefers the endings -ise/-isation/-ising, e.g. rationalise not rationalize

To facilitate this, please set your text editor to UK English spelling and grammar. However, some common examples include:

- ‘ae’ not ‘e’, i.e. archaeology not archeology
- ‘e’ ending in words such as *axe* and *adze*
- ‘e’ not ‘i’, i.e. artefact not artifact
- ‘-ence’ not ‘-ense’, i.e. defence not defense
- ‘ll’ not ‘l’, i.e. panellist not panelist
- ‘mme’ not ‘m’, i.e. programme not program
- ‘ogue’ not ‘og’, i.e. catalogue not catalog
- ‘ou’ no ‘u’, i.e. *colour* not color
- ‘ough’ ending in words such as *plough* (i.e. not plow)
- ‘ph’ not ‘f’, i.e. sulphur not sulfur
- ‘re’ not ‘er’, i.e. *centre* not *center*
- ‘yse’ not ‘yze’, i.e. analyse not analyze
- Shard vs sherd: *IntEg* uses a shard of glass but a sherd of pottery
- Jewellery vs jewelry: *IntEg* uses jewellery.

## Units of measurement

*IntEg* follows the metric standard SI for all units, and the quantity and unit should be separated by a space, i.e. 1 cm, 28 mm, 250 µm.

## Additional Information

*IntEg* wishes to use inclusive language where possible. Please use gender neutral terms where possible and appropriate: thus ‘human’ rather than ‘man’; plurals wherever possible,

e.g. readers, researchers, editors, archaeologists, excavators found . . . , people who . . . ;  
'they' rather than 'he' or 'she'.

**Subject-specific words frequently seen in IntEg**

(This list will be updated regularly)

Non-elite

Pre- and Early Dynastic

Predynastic

Prehistory

