



Changes in the sales administration of NINO publications

The Netherlands Institute for the Near East (NINO) – publisher of the journals *Bibliotheca Orientalis* and *Anatolica*, and the series PIHANS, Egyptologische Uitgaven (= Egyptological Publications), and Achaemenid History – has undergone organisational changes effective January 2018. Our financial administration is now taken care of by Leiden University.

For our customers this means:

- **Invoices** are sent by Leiden University's Financial Shared Service Center (FSSC), based on the information relayed by NINO's publications department. FSSC invoices are sent by email preferably and carry the Leiden University letterhead. FSSC will follow up on financial matters, i.e. payment reminders, refunds, etc. Contact: fssc@bb.leidenuniv.nl.
- NINO's publications department will accept **orders**, and handle **claims** for volumes ordered/paid and not (yet) received. We can be reached at NINOpublications@hum.leidenuniv.nl.
- **Online ordering** through the NINO website www.nino-leiden.nl is the preferred way to order single volumes, for private customers as well as for business consumers (booksellers, libraries, institutes etc.). We regret that online payment

through the NINO website is no longer possible. NINO's publications department will relay the order to FSSC as soon as all necessary information is complete; FSSC will send an invoice. After reception of payment, NINO's publications department will send out ordered volumes to customers.

- NINO's publications department keeps the records on **subscriptions and standing orders**. We will send out subscribed publications based on our lists of subscribers, instruct FSSC to separately send the corresponding invoices, and instruct our partner Peeters Online Journals to grant access to the online version of subscribed journal(s).
- NINO's publications department will decide on **discounts** (booksellers' discount, bulk discount, etc.). Postage rates cannot be subject to discount – the actual costs are billed to customers. Private customers may arrange to pick up their order at NINO in Leiden without postage costs.

While we strive to make this major transition in administration as smooth as possible, we beg your patience and understanding for any mistakes and delays.

Subscriptions to BiOr and Anatolica, 2018

Publishing schedule

The first issue of BiOr Vol. 75 (2018) is expected to appear in print and online in May/June 2018. The NINO Publications department may contact subscribers by email to verify subscription details before sending out printed fascicles of BiOr 75, 1/2, and the corresponding invoices (sent through email, by FSSC). The second issue (fascicle 3/4) is expected to appear in October 2018; the third issue (fascicle 5/6) and the index on Volume 75 in February 2019.

Anatolica Vol. 44 (2018) is expected to appear in print and online in June/July 2018. We may contact subscribers by email to verify subscription details before the printed copies and the corresponding invoices are sent out.

Subscription fees

The subscription fee for BiOr Vol. 75 (2018), 3 fascicles, plus access to the online version of the journal, is € 150.50 (excl. VAT and postage).

The subscription fee for Anatolica Vol. 44 (2018), including access to the online version of the journal, is € 69.00 (excl. VAT and postage).

Access to BiOr Online and Anatolica Online

Subscriptions to *Bibliotheca Orientalis* and *Anatolica* include access to the online version of the journals for the duration of the subscription. The online versions are, as before, hosted by Peeters Online Journals:

(p.t.o.)



BiOr Online at POJ: http://poj.peeters-leuven.be/content.php?url=journal&journal_code=BIOR

Anatolica Online at POJ: http://poj.peeters-leuven.be/content.php?url=journal&journal_code=ANA

The NINO publications department will instruct our partner Peeters Online Journals to grant online access to customers holding a valid subscription.

Standing orders for PIHANS, Egyptologische Uitgaven, and Achaemenid History

Our records on standing orders for our publication series are based on the list of standing orders for the previous volume in the series, plus standing orders received by email. We contact customers with standing orders by email to before sending out a new volume.

Subscription rates

Prices differ from volume to volume, depending on number of pages, binding, etc.

Price information is usually available shortly before the printed volume appears. Postage rates are based on weight, as listed below.

Online access

Volumes in these series are not available online, with the exception of sold-out volumes:

www.nino-leiden.nl/publications/free

Postage fees

Bibliotheca Orientalis (3 fascicles, total for one year)

<i>destination</i>	<i>postage</i>
the Netherlands	€ 40.00
Europe (Belgium, Luxembourg, Germany, Norway, Switzerland and other countries)	€ 50.00
USA	€ 60.00
rest of the world (New Zealand, Australia, Canada, Japan and other countries)	€ 60.00

All other NINO publications

<i>destination</i>	<i>weight</i>	<i>postage</i>
the Netherlands	< 5 kilos	€ 6.50
	5-10 kilos	€ 12.50
Europe	< 5 kilos	€ 16.50
	5-10 kilos	€ 20.00
rest of the world	< 5 kilos	€ 25.00
	5-10 kilos	€ 39.00

News and updates

NINO website: www.nino-leiden.nl

Complete overview of NINO publications; general information on NINO

Although our Facebook page ([facebook.com/NINO.Leiden](https://www.facebook.com/NINO.Leiden)) will of course announce new volumes and issues, it is not specifically focused on our publications.

NINO Publications emailing list:

<http://eepurl.com/bveHjj>

Email notifications on new NINO publications

Contact

Sales and subscriptions

Our address is unchanged: Witte Singel 25 / P.O.Box 9515, Leiden, the Netherlands.

For matters concerning NINO publications (subscriptions, online access, purchase etc.), please contact us at NINOpublications@hum.leidenuniv.nl.

Editorial matters

(Prospective) authors, manuscripts, copyright, etc.: please contact C.H. van Zoest, NINO Publications Officer – c.h.van.zoest@hum.leidenuniv.nl

(Prospective) authors, reviewers, and publishers who wish to have their publications reviewed in Bibliotheca Orientalis: please contact the BiOr Editorial Office – BiOr@hum.leidenuniv.nl