

GUIDELINES FOR THE NINO PUBLICATIONS SERIES ***PIHANS AND EGYPTOLOGICAL PUBLICATIONS***

INTRODUCTION

The present document gives an overview of guidelines for manuscripts to be published in the *PIHANS* or *Egyptological Publications* series published by the Netherlands Institute for the Near East, Leiden and Peeters, Leuven.

Before submitting any manuscript, please contact the NINO Editorial Secretary, C.H. van Zoest, c.h.van.zoest@hum.leidenuniv.nl and/or the Series Editor. Series Editor for *PIHANS* is Dr. J.G. Dercksen, j.g.dercksen@hum.leidenuniv.nl. Series Editor for *Egyptological Publications* is Dr. R.J. Demarée, r.j.demaree@hum.leidenuniv.nl.

Suitable for publication in our series are either monographic studies, or volumes of contributions on a clearly defined theme. The latter may be Proceedings of a symposium, or *Festschriften* – provided that they focus on a specific topic.

When your manuscript has been accepted for publication, we ask you to submit it as formatted text, i.e. not camera-ready but:

- all materials are complete: text, illustrations, plates, tables, graphs, appendices etc.;
- text editing is final; no major text changes are expected in the volume's body text, preface/introduction, bibliographies, captions, appendices etc.;
- a Table of Contents (without page numbers) is present;
- chapter titles, paragraph headings, subheadings etc. are indicated;
- placement of illustrations is either indicated or left up to the publisher.

GUIDELINES

Format

The present document may be used as a template: styles have been set for different headings, header text, footnotes, tables, and bibliography. Delete all text from the document and type or paste the manuscript text. "Paste special" > "Paste unformatted text" will ensure that no text styling from another source is copied. Peeters, Leuven (NINO's publisher and printer) will set all texts in Adobe Garamond Pro. The publisher will place illustrations and tables at or near the place in the text indicated by the author/editor.

Main languages used may be English (please use either US or UK spelling consistently), French, or German. Non-native speakers are requested to have their texts corrected before submitting.

Bold type, underlined text and *italics* should be used sparingly in running text.

Single 'quotation marks' are used to distinguish words, concepts or short phrases. Double "quotation marks" are used for direct short-length quotations in running text. Longer sections of quoted text should be set at larger indentation than the main text.

Appendices will be set in a smaller font size, depending on their contents.

In a volume with multiple authors, the authors' affiliations may be listed in the front matter, or in the first footnote (unnumbered, indicated by an asterisk*) of their contribution.

Spelling of transcribed names, words etc.

Please ensure that transcribed names and words are consistent throughout main text, captions, appendices, indices etc. (but not in bibliographic references). Please adhere to transcription standards used in the relevant subject field and language.

References

Bibliographic references and abbreviations should be recognisable to the intended audience of the volume (which may include students of adjacent fields and/or broader public). It is important that one style of referencing is consistently applied throughout the volume. We recommend:

<i>subject field</i>	<i>journal and series abbreviations: follow</i>	<i>bibliographic references: follow</i>
Egyptology	<i>Online Egyptological Bibliography</i> (see http://oeb.griffith.ox.ac.uk)	<i>JEA</i> referencing style (see https://www.ees.ac.uk/writing-for-the-jea)
Assyriology	Chicago Assyrian Dictionary (see https://oi.uchicago.edu/research/publications/assyrian-dictionary-oriental-institute-university-chicago-cad)	<i>Chicago Manual of Style</i> (see www.chicagomanualofstyle.org): either footnotes or parenthetical referencing (<i>aka</i> “Harvard referencing”)
Archaeology	<i>American Journal of Archaeology</i> (see www.ajaonline.org/submissions/abbreviations) and/or <i>L'Année philologique</i> (see www.annee-philologique.com)	

N.B.: Consistency in reference style and abbreviations throughout the volume is preferred over laborious adherence to one of the above mentioned styles. Do not use endnotes.

Illustrations, plates, and graphs

Illustrations may be included in the main text, or set at the end of a chapter. Plates (full pages containing mainly images) are usually appended at the end of the volume.

Images can be in any readable image format (jpg, tiff, png, gif, psd), vector or pdf format. Minimum resolution is 300 dpi. Images should be sent as separate files (not pasted into a Word file). Image files should be clearly named; avoid similar/duplicate names by adding the chapter number or author’s name (even when images files are in different folders).

Images that include texts (e.g. inventory numbers, subdivisions of figures/plates) should ideally be editable, so the font may be changed by the publisher – use pdf, ai or psd format.

Illustrations, graphs and plates will be printed in colour, unless black and white is preferred by the author/editor. In that case please indicate that the provided colour images should be changed into black and white.

Permission to reproduce copyrighted images should be obtained by the author prior to printing.

Please make sure all captions are correctly numbered and offer consistent information. Illustration credits are preferably mentioned in a separate “List of illustrations” (part of front matter or appendices).

Tables

Table formatting should be kept plain and easily readable. Smaller tables may be included in running text. Larger tables are preferably provided in a separated document, and should be in editable format – .doc, docx, xls, xlsx, or pdf. Tables will be printed in black and white. The publisher will place them at the desired place in the text. Larger tables are preferably put in appendices, not in main text or as illustrations.

Spreading a table over two pages is to be avoided; if tables must be divided over more than one page, the column headers should be repeated on subsequent pages.

Front matter

The cover of the volume and the title pages (I-IV) will be formatted by NINO and Peeters. Starting from page V, the front matter should be formatted by the author or editor of the volume and may contain

- Table of contents
 - Preface
 - Introduction
 - Acknowledgements
 - List of bibliographic abbreviations
 - List of photographs/illustration credits
- etc.

Page numbering in Arabic numbers should start with the first chapter or contribution.

PRACTICAL REMARKS

Creating manuscripts

For large manuscripts, we recommend making one word-processing file per chapter or section. Please check that page numbering is correct and consistent in all files. Please include a sequence number in the file names so that files are easily sorted (e.g., 001_Preface.docx, 002_Introduction.docx, 003_Chapter01.docx) and/or organise materials into subfolders.

We recommend you send in your text files as well as one (merged) pdf file. The latter will serve as print example to the publisher.

In the case of volumes of contributions by multiple authors, consistency with regard to references, captions, spelling of transcribed names, reference style etc. *within each contribution* is preferred over laborious consistency throughout the volume.

Required files

Please assemble the following before submitting:

- all relevant text files (.doc or .docx);
- a separate digital file for each image, clearly named (e.g., Fig02-001.jpg for Figure 1 in Chapter 2), preferably both raw and edited files if images have been heavily edited;
- any additional files used in creating tables etc.;
- one or more colour illustrations to be used on the volume's cover;
- a "blurb" text (to appear on the back of the volume's cover, the NINO website, announcements etc.): a presentation of the volume in 200 to 400 words, enticing the prospective audience to read the publication. This text will be subject to editorial changes.

For sending large files, please use www.wetransfer.com, not Dropbox.