



international congress of egyptologists  
المؤتمر الدولي لعلماء المصريات

LEIDEN 6-11 AUG 2023

ICE2023.COM

# Guidelines for contributions to the Proceedings of the 13<sup>th</sup> International Congress of Egyptologists, Leiden, 2023

## General

The Proceedings of the 13<sup>th</sup> International Congress of Egyptologists will appear in the *Egyptologische Uitgaven* series published by Peeters Publishers, Leuven, and the Netherlands Institute for the Near East, Leiden. The proceedings are edited by the [Organising Committee of the 13<sup>th</sup> ICE](#).

Only papers and posters included in the congress programme (i.e., contributions accepted for presentation by the congress' Scientific Committee) may be submitted as a contribution to the congress proceedings.

We follow the rules for short communications outlined in the **Journal of Egyptian Archaeology Style Guidelines** – pdf download available at [www.ees.ac.uk/writing-for-the-jea](http://www.ees.ac.uk/writing-for-the-jea) (button “JEA Style Guide”). Please note that the JEA guidelines document was updated in November 2023.

A few important points are reiterated in the present document.

Before submitting your contribution, have your text (including your abstract) checked for errors by a native speaker of the relevant language.

**Compliance with the guidelines, as well as the quality of the contribution's language, will be checked by the editors:** both criteria will be decisive for the acceptance of the papers, which means that submission does not guarantee publication unless the language and format meet the required standards.

|   | paper presentations             | poster presentations |
|---|---------------------------------|----------------------|
| Contribution text including bibliography: maximum number of words | 4,000 words                     | 2,000 words          |
| Maximum number of illustrations                                   | 6 illustrations                 | 6 illustrations      |
| Abstract: maximum number of words                                 | 150 words                       | 150 words            |
| Accepted languages  | English, Arabic, French, German |                      |
| Deadline for submission   | 15 March 2024                   |                      |



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## Format

### Authors' names and affiliations

Directly following the title of your contribution, mention the name(s) of the author(s) – and co-author(s), if applicable. Family name should be in SMALL CAPS, given name(s) or initials start with capitals, e.g.: **Olaf E. KAPER, Ola EL AGUIZY**.

### Abstract

Add an abstract in English or Arabic (regardless of the language of your contribution). The abstract should be written as running text – use full sentences, and do not append loose keywords (instead, work keywords into your abstract text). The word count of the abstract is excluded from the word count of the main contribution.

### Main text

Save your text as a .docx or .doc file. Set your word processing software to the language used: English (UK or US), French, German, or Arabic.

Transliterations and transcriptions of ancient Egyptian words and texts should follow the Leiden Unified Transliteration System, as adopted at the IAE General Assembly held at the end of the congress – see [www.ice2023.com/en/news/lut](http://www.ice2023.com/en/news/lut). We prefer all transliterated text to be without capitals; if you do use capitalisation, use it consistently.

Use the standard transliteration font **Trlit\_CG Times** for transliterations/transcriptions, and the **Coptic\_Normal** font for Coptic text – the latter two can be downloaded from the Online Egyptological Bibliography website: <https://oeb.griffith.ox.ac.uk/fonts.aspx>.

There is now an updated version (2023) of the Trlit\_CG Times font. If you prefer to work with Unicode instead of any specific font, please convert your transliterated text into Unicode by using the 'Transliteration to Unicode Converter': <https://pnm.uni-mainz.de/tools/unicode> (recently updated version). You can copy and paste the Unicode converted result in the text document of your contribution before submitting it to us.<sup>1</sup>

Use **Times New Roman** for English, French, and German text; 12 pt for main text, 10 pt for footnotes.

All hieroglyphic texts should be created in **JSesh** (the software is free to download from <https://jsesh.qenherkhopeshef.org>) and embedded into the text as images.

Do not format your text. Peeters Publishers, Leuven, will do all formatting. The publisher will change fonts to conform with *Egyptologische Uitgaven* standards, and will place illustrations and tables at or near the place in the text indicated by the author/editor (you may either indicate the (approximate) desired place for your illustrations, or leave it up to the publisher).

**Bold type**, underlined text and *italics* should be used sparingly in running text. Avoid use of tabs and spaces to align your text.

Transcribed names and words should follow the spelling conventions of the language of your contribution. Ensure that all transcribed names and words are consistently spelled throughout main text, captions, appendices, indices etc. (but not in bibliographic references).

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<sup>1</sup> We are grateful to Willem Hovestreydt and Alexander Ilin-Tomich for their work with the Trlit\_CG Times font and the Unicode Converter updates.



## References

For referencing style, adhere to the rules set out in the [Journal of Egyptian Archaeology Style Guidelines](#). References should be in footnotes (not between brackets, not in endnotes), as in the following example:

<sup>1</sup> Gratien 1994: 189–191; Gratien 1995: 149–150; Kemp 1986: 120–126.

N.B.: page references should be precise (not the entire article/chapter run), and they should be written in full – e.g. 120–126, not 120–6; not abbreviated to f. or ff.

References should correspond with the bibliography given under ‘References’ at the end of the article, where titles are formatted as in the following examples:

Haring, B.J.J. 2006a. *The Tomb of Sennedjem (TT 1) in Deir el-Medina: Palaeography*. Paléographie hiéroglyphique 2. Cairo.

Haring, B.J.J. 2006b. Scribes and scribal activity at Deir el-Medina. In: Dorn, A., and Hofmann, T. (eds), *Living and Writing in Deir el-Medine: Socio-historical Embodiment of Deir el-Medine Texts*. AH 19. Basel: 107–112.

Use Egyptological standard abbreviations for journals and series, as listed on the **Egyptologists’ Electronic Forum** (EEF): [www.egyptologyforum.org/EEFrefs.html](http://www.egyptologyforum.org/EEFrefs.html). Publications not found in this list should be referred to by their full name.

## Figures

All images (photos, drawings, graphs, etc.) will be printed in colour; no fees apply.

Send all images as separate files, not pasted into a text document. Figures consisting of multiple images (Fig. 1a, 1b etc.) should be sent as separated files, not as combined images.

All figures in your contribution are to be numbered consecutively (Fig. 1, Fig. 2, Fig. 3 etc.). The editors may exclude figures from your contribution if deemed unnecessary. The publisher may format figures to be included in the main text, or set at the end of your contribution.

Image files should be clearly named; avoid similar/duplicate names by naming them AUTHORLASTNAME-number, e.g. KAPER-1.jpg, KAPER-2a.pdf, KAPER-2b.tiff etc.

**Images may be sent in any readable image format (jpg, tiff, png, psd), vector or pdf format** (N.B.: this is broader than JEA rules allow). The minimum resolution is 300 dpi, preferably 600 dpi, for reproduction at 100% size.

Images that include texts (e.g. graphs with labels, drawings with inventory numbers) should ideally be editable, so the font can be changed by the publisher – send pdf, ai, psd, or xlsx format.

**Permission to reproduce copyrighted images should be obtained by the author prior to submission of their contribution.**

## Tables

Tables are to be provided in editable format, if necessary as a separate document – doc, docx, xls, xlsx, or pdf. Smaller tables may be included in running text or as an illustration.



## Submitting your contribution

### Required files

Please assemble the following before submitting:

- one text file (.doc or .docx) containing your contribution's **main text** (including title, name(s) and affiliation(s) of author(s), footnotes, and bibliography) **and abstract**;
- **a separate digital file for each image**, clearly named, preferably both raw and edited files if images have been heavily edited;
- one text file containing all **captions to figures** – optionally indicating desired size or placement of images (e.g., “full width of type area”, “place Fig. 1.a and b next to each other”);
- any additional files/source files used in creating tables and graphs.

### Peer review

All contributions to the ICE XIII Proceedings volumes will follow a single-blind peer-review process. This, together with the double-blind peer-review process followed by all abstracts accepted to the ICE XIII, will assure the high standard of the final publication.

Send your contribution to the editors at [ice2023@hum.leidenuniv.nl](mailto:ice2023@hum.leidenuniv.nl) (max. 10 MB).  
For sending larger files, use [www.wetransfer.com](http://www.wetransfer.com)  
(do not use Dropbox, OneDrive, Google Drive or similar).

**Deadline for submission: 15 March 2024.**

