Near Eastern Archaeology Style Guidelines

Please use the guidelines below in order to provide a smooth transition from submission to print.

All articles must be submitted via NEA's electronic manuscript submission portal: https://www.editorialmanager.com/nea/.

NEA **Submissions Guidelines — ABSOLUTE REQUIREMENTS** (Please refer to style conventions for *NEA* in section below)

Manuscripts submitted to *Near Eastern Archaeology* **MUST**:

- Be between **2,500 and 5,000 words**, including all endnotes and captions (but NOT including the ABSTRACT).
- Have **AT LEAST 3–6 images/photographs**, preferably 10–12.
- Be submitted as a **WORD Doc**. (NOT a pdf.) with jpg. or tif. images uploaded separately and individually.
- Have anonymous text (for double-blind peer review).
- Use American spelling and punctuation conventions.
- Have a **photograph and brief bioblurb (100–125 words) of ALL contributing authors** (uploaded as "Supplemental" and thus not visible to peer reviewers).

For the **text** portion of the manuscript, please submit one anonymous word document (with no section or page breaks) that includes materials in the following order:

1. Article title
2. Abstract (no more than **150 words maximum**)
3. Text of Article (Sections of the text are **NOT to be numbered**)
4. References (Please note that the first name of all authors in the references are required— Smith, John; NOT Smith, J. Secondary authors are listed first name first.)
5. Endnotes (if applicable—**NOT footnotes**)
6. Captions
7. Tables (if applicable)

Manuscript submissions not conforming to these requirements will not be accepted.

Articles

Please submit one anonymous word document (with no section or page breaks) that includes materials in the following order:

1. Article title
2. Abstract
3. Text of Article
4. Notes (if applicable)
5. References

6. Captions
7. Tables (if applicable)

(Photographs and other images must be submitted in .jpg or .tif form separately.)

Format

- Font: Times New Roman, Size 10, single spaced
- Length: 2,500–5,000 words (including references, endnotes, and captions, but NOT the abstract. NB: Articles over the 5,000-word limit at the initial submission will not be accepted for consideration, exclusive of the abstract.)
- Spelling should follow standard American English conventions.
- Do not number pages and leave the header/footer area blank.
- Do not use page breaks or section breaks.
- Do not place photographs or images within the document.
- Use only one space between the end of a sentence and the beginning of a new one.
- Use "regular quotes" instead of 'single quotes.'
- Please use a serial comma (before the word "and" or "or") when listing a series of items. For example:
    - The chapter focused on a survey of written sources, a kingdom-by- kingdom description, and a discussion of economic organization.
- Citations within the text should be parenthetical, with the author and year followed by a colon and then the page number and, when necessary, figure number. If there is a series of citations, use semi-colon between entries. For example:
    - (Thomason 2009: 42).
    - (Jackson 2008; Hill 2013; Roberto et al. 2011)
- When referring to your figures within the text, write it within parentheses as follows: (fig. 4). For references to multiple figures: (figs. 4, 6–8).

Opening Page

- On the opening page provide the title followed by an abstract of 100–150 words identifying the problem, methods, results, and conclusions of your work.
- Please **do not** include any author information.

Sections

- If using headers for sections, please do not use a header for your introductory paragraph. Also, please avoid terms such as "Introduction," "Summary," and "Conclusion." Use titles (as opposed to numbers) for all divisions.
    - Headers for major divisions should be centered, in all capitals.
    - Headers for important subdivisions should be even with the left-hand

      margin and on a separate line, with words in capital and lowercase letters.

Abbreviations

- Do not abbreviate archaeological terms when used generally: stratum, locus, level, area, phase, etc. These should be capitalized, however, when they precede a specific reference (Stratum IX, Level 3).
- Do not abbreviate archaeological time periods when they stand alone, e.g., Late Bronze

Age. When they are followed by a specific subdivision, however, they should be abbreviated, e.g., LB II, MB IIA, except that Iron Age should never be abbreviated.

- Points of the compass are not abbreviated.
- The following are commonly used abbreviations: fig(s.) chap(s)., no(s)., p(p)., m, cm, km, L (for liter or liters), ml, col(s)., pl(s)., v(v), n(n)., ca., mg, and kg. Do not abbreviate "line" or "lines" in discussions of inscriptions. Do not write Latin abbreviations and words in italics.
- Use the abbreviations OT, NT, HB, LXX, MT, QL, Vg, OL, G, or OG (preceded by "the" when needed, but with no punctuation) for the terms Old Testament, New Testament, Hebrew Bible, Septuagint, Masoretic Text, Qumran Literature, Vulgate, Old Latin, Greek, Old Greek.
- Titles of biblical books are not italicized. Standard abbreviations for them are to be used, without punctuation, only when both chapter and verse references follow: Gen 1:2, Exod 3:4, but not when only the chapter follows, e.g., Romans 8. There is no space after the colon. The colon should be used in referring to intertestamental literature and the Mishna. In references to Philo, classical, and patristic literature, the current English or Latin titles are to be used (italicized and abbreviated if possible, and without punctuation), followed by appropriate book, chapter, and paragraph numbers where available. Thus, Homer Il. 24.200; Eusebius Hist.eccl. 3.3-2. For Josephus, the following form is used: JW 2.8.16@160. Abbreviations for Josephus are: AgAp, Ant, JW, Life.

Numbers and Dates

- In general, cardinal and ordinal numbers from one to ten should be spelled out; for larger numbers, use Arabic numerals. Arabic numerals only should be used in the following instances:
    - In a series, if one or more of the numbers are greater than ten;
    - In mathematical, technical, scientific, or statistical usage; this includes

        measures of distance, volume, area, etc.: 1 km, 10 ha, 3°C, 2 hr. Abbreviations of such measures are not followed by periods (e.g., 10 km, not 10 km.).

    - Within the text, common fractions are written out: "two-thirds of the

        population…."

    - Write out the word "percent" in the text, but use the symbol in headings

        for graphs or tables.

    - Use Arabic numerals in all figure and plate references, journal volume

        numbers, Egyptian dynasties, etc., except where confusion would result. This applies even when Roman numerals are used in the original publication. Do not change page references to Arabic in citing pages in introductions or prolegomena where lowercase Roman is used. Use Arabic numerals for volume numbers of multivolume works, except when the volume number is part of the title (e.g., Megiddo II).

    - Centuries should be written out; e.g., twentieth century, first—third

        centuries, etc.

o   Use Roman numerals to indicate strata (Stratum XII; Strata IX—III), but

Arabic numbers for related location designations (Locus 3, Phase 5).

o   Use Roman numerals for ancient rulers (Amenemhet III, Yarimlim I).
o   All measurements should be given in the metric system (e.g., 3 km, 0.5 m).

- The standard designations in NEA for historical and archaeological dates are BCE and CE (without periods) for dates.
- Radiocarbon dates should be expressed as years BP, BCE, or CE. Calendrical estimates should be cited as cal BP, cal BCE, or cal CE, and the calibration curve used to obtain the estimate identified.
- Use a longer en-dash ("–" as opposed to a hyphen "-") when indicating a range of dates and pages. The en-dash can be keyed with "Option/Alt" plus hyphen "-."

Languages Other Than English

- NEA can accommodate Arabic, Aramaic, Cyrillic, Egyptian, Greek, and Hebrew text. However, avoid including passages in languages other than English. If such sections are essential, include an English translation of the material that will preserve the nuance of the quotation as you are interpreting it.
- Isolated words within English sentences can be set in their proper characters when necessary. Transliteration, however, is sufficient for most articles. Rules for the transliteration of ancient languages follow those described in the SBL Handbook
- of Style. 2nd ed. Atlanta: Society of Biblical Literature, 2014. Although blocks of Hebrew and Aramaic text can be set in their proper characters, use the unpointed consonantal text whenever possible.
- Place names should be written as follows: Unfamiliar Arabic site names and words should be written with diacritics (alephs and ayns should be clearly indicated). Familiar words such as "wadi" are spelled without diacritics except when joined with a word having them. Biblical place names should be cited according to their spelling in the English Bible, without diacritics.

Notes

- Notes should be kept to an absolute minimum. The number of notes and references together should be limited to no more than 10 percent of the article's length. That is, for every ten pages of manuscript there should be no more than one page of references.
- List any endnotes you might have at the end of the article under the heading "Notes." This comes before the "References" section. Please do not use footnotes.
- Where endnotes are included, number them sequentially in the text, using superscripted Arabic numerals. Citations within the notes must meet the same requirements as those in the main text.

References

- Use a longer en-dash ("–" as opposed to "-") when indicating a range of dates and pages. The en-dash can be keyed with "Option/Alt" and "-."
- Inclusive numbers indicating a range of pages can be abbreviated to omit certain repeated digits, for example: 70–75, 240–60, 376–8.
- Please refrain from using unpublished sources.
- Please include DOIs for all works published online, for example, in ejournals. See sample below.

- Please include full first names of authors and editors. Samples of NEA-style citations are as follows:
  - Book
    - McAnany, Patricia Ann. 1995. *Living with the Ancestors: Kinship and Kingship in Ancient Maya Society*. Austin: University of Texas Press.
  - Journal article
    - Bar-Yosef Mayer, Daniella E., Naomi Porat, Zvi Gal, Dina Shalem, and Howard Smithline. 2004. Steatite Beads at Peqi'in: Long Distance Trade and Pyro-Technology during the Chalcolithic of the Levant. *Journal of Archaeological Science* 31:493–502. DOI: 10.1016/j.jas.2003.10.007
  - In press/forthcoming
    - Lipschits, Oded, and Nadav Na'aman. forthcoming. From "Baal Perazim" to "Beth-Haccherem": On the Ancient Name of Ramat-Raḥel. *Beth-Miqra*. [Hebrew]
    - Nadel, Dani, Guy Bar-Oz, Uzi Avner, and Dan Malkinson. forthcoming. Ramparts Instead of Walls: Building Techniques of Mass Hunting Traps in the Negev Highland. In *Book Title Here* etc.
  - Edited book
    - Charleston, Robert J., ed. 1968. *World Ceramics: An Illustrated History.* New York: McGraw Hill.
  - Chapter in edited book
    - Silver, Ian A. 1969. The Ageing of Domesticated Animals. Pp. 283–302 in *Science in Archaeology: A Survey of Progress and Research*, ed. Don R. Brothwell and Eric Higgs. New York: Thames & Hudson.
    - Francois, Véronique. 1998. La céramique médiévale d'Alexandrie: Kom El-Dikka et Kom El-Nadoura, deux dépotoirs de la période islamique. Pp. 319–34 in *Colloque international d'archéologie islamique: IFAO, le Caire, 3–7 février 1993*, ed. Roland-Pierre Gayroud. Cairo: Institut Français d'archéologie orientale.
  - Thesis or dissertation
    - Shalem, Dina. 2003. The Chalcolithic Period Sites in the Mountains of the Galilee: Settlement Distribution and Ceramic Characteristics [Hebrew]. MA thesis, University of Haifa.
    - Martin, S. Rebecca. 2007. "Hellenization" and Southern Phoenicia: Reconsidering the Impact of Greece before Alexander. PhD diss., University of California, Berkeley.
  - Electronic Resources should include the name of the site in addition to the url
    - Nicholas K. Rauh. corus_nec1.mp4 from Turkey/Corus/Tomb: Corus-1. 2012. In *Rough Cilicia*, ed. Nicholas K. Rauh. Released: 2012-04-28. Open Context. http://opencontext.org/media/359BF64B-3AEF-40E5-32AB-0ABE4E7BB687

Captions

- A list of captions must be provided for all photographs, as well as banner photographs. The caption should include a brief description of the figure, and credit the photographer/illustrator and/or copyright holder. Captions must be submitted within the same document directly after the "References" section.
- Please list each caption exactly as it should be read. For instance, if you have 12 figures and all of them are courtesy of the Israeli Antiquities Authority, that information should be contained within each caption. Each caption should begin with the word "Figure"

followed by a number and a period. The captions should use the following format:

- o Banner Photograph. Aerial view of Masada from the southeast. Photograph by Alex Jones.
- o Figure 1. Structural remains of the Iron Age city of Smithers. Photograph by Max Suave.
- o Figure 2. Statue of Ba'al. Photograph by David Q. Letterman; courtesy of Museum of Basketba'al, New York.

Figures

- All articles must be submitted with an appropriate number of figures. On average, NEA publishes one photograph per 330 words (plus a dynamic banner photograph used on the first page of the article, as well as a bio photograph).
- Photographs, sketches, plans, and maps must be submitted at their maximum size and quality. The images should be of high quality and submitted in the .jpg or .tif format. If authors do not have enough illustrations, they may visit free media repositories, such as Wikimedia Commons, to further illustrate their articles.
- *Banner Photograph(s)*
    - o The .jpg file must be labeled as follows: "Jones Banner Photo 1.jpg" and "Jones Banner Photo 2.jpg" (if providing more than one option).
    - o This figure usually works best as a landscape view, where the width is wider than the height. A portrait view may also be used, though this will involve more cropping.
    - o At 300 ppi/dpi, the banner photo image size must be *at least 3600 x 2800 pixels*, but larger is preferable.
- *Figure Photographs, Sketches, Plans, and Maps*
    - o The .jpg file must be labeled as follows: "Jones_fig1.jpg" or "Jones_fig2a.jpg" etc.
    - o At 300 ppi/dpi, the figure image size must be *at least 1200 pixels in width*, but larger is preferable.
    - o Color is always preferred. Black and white sketches, plans, and maps may be edited to include a color.

Tables

- Tables should only be used to clarify points made in the text. Keep tables as simple as possible. Table captions should be short and explicit; explanatory material may be included in a note appended to the table. All labels and abbreviations on the table should be explained.
- Please do note insert footnote references in tables.
- Please place all tables at the very end of the article (after the list of captions).

Final Submission Checklist

Should the article be accepted for publication, in addition to the items required upon submission, please double check that your final submission includes the following items:

- Names of all authors (following the article title)
- Abstract
- A discrete banner image (i.e., that is not also a figure in the article)
- All figures, correctly numbered and referenced in the text

- Author bios: Please send in a 100 to 125 word bioblub for each author of the article.
- Author photographs: Please send in an individual photograph of each author of the article. The photographs, in jpg or tiff formats, must be labeled as follows: "Bio Photo" followed by "First and Last Names." For example: "Bio Photo Ella Smith.jpg." At 300 ppi/dpi, the bio photo image size must be at least 800 x 800 pixels, but larger is preferable.

Permissions

It may be necessary to obtain permission to use copyrighted material (including images) in your article. For more information, consult https://www.journals.uchicago.edu/journals/nea/permissions.

For Image Reproduction Rights

- Print run: 1,500
- Language: English
- Distribution: Worldwide
- Size: Up to full page
- Color preferable, black and white if necessary
- Both print and digital

Information on Open Access for Articles

- https://www.journals.uchicago.edu/journals/nea/jrnl_rights
- https://www.journals.uchicago.edu/journals/nea/open