



## LOCKWOOD PRESS

### Material and Visual Culture of Ancient Egypt series

Joshua Roberson and Christina Geisen, Series Editors

#### Submission of Book Manuscripts

Authors should send manuscripts in both PDF format and MS Word.

A complete manuscript will include the following items:

- MS Word and PDF files that match exactly and contain:
- frontmatter: title page (book title; author or editor names as they are to appear in the book); table of contents (be sure that all contributor names and chapter titles match the text of those chapters exactly); preface or foreword if applicable; list of abbreviations used in the text
- complete chapters, including footnotes, figure captions, and abstracts and keywords in the case of essay collections

Also to be submitted:

- all illustration files to be used, at high resolution and in the proper format (see below)
- a signed contributor agreement form, providing the contributor's address
- supplemental materials to be hosted online (by prior agreement with the publisher)

Always use:

- Unicode fonts
- Footnotes, not endnotes
- Italics not underlines
- Word's paragraph formatting window for indenting paragraphs, not tabs

Margins and spacing used aren't important.

#### Illustrations

Authors are solely responsible for obtaining any and all permissions for reproducing photographs, illustrations, etc., prior to the publication of any accepted article, and they may be asked to produce proof of permission.

Submit only final, high-resolution versions of your artwork, ready for production. All illustrations should be in black and white. Any color will be stripped from both line art and photographs.

Final illustrations may be bitmap (line drawings) or grayscale (photographs) images. They should be submitted as separate digital image files that accompany the article file. These image files should be labeled in order, identifying the author. E.g., bryan\_fig1.jpg | bryan\_fig2.tif | bryan\_fig3.eps.

Digital illustrations should be in \*.jpg, \*.tif, \*.ai, or \*.eps format. Photographs and grayscale images should be printable at a minimum resolution of 300 dpi and line art (black and white line drawings) at a minimum of 1000 dpi. Illustrations that do not meet these requirements cannot be published.

All illustrations (photographs, line drawings, maps, etc.) are to be labeled as “figures.” Authors should insert the notation “(fig. 1),” “(fig. 2),” etc. in the body of the article ahead of the place where the author wishes the illustration to appear in the final version.

At those specific places in the text where authors would like to see their illustrations actually located, they should insert a place marker to inform the compositor. However, the exact location will be determined by the publisher (based on image size and publishing requirements): **[figure 1 here]**

Captions for all figures should be included as a separate MS Word file and should include full credit information and/or a statement of permission. If the author holds rights to the figure, no credit is necessary. Authors are responsible for obtaining formal permissions and paying any fees for reproduction. Authors should furnish written evidence of the grant of permission and its conditions. The following conventional designations for acknowledging the source of a figure should be used: “after” = possible redrafting but no change in information; “modified from” = some change; “adapted from” = radical changes. If no change is made to the figure, authors should reference only the source.

The format for captions is as follows:

Figure 2.3. Coffin of Meresankh. Drawing by Joseph Smith; courtesy of the Oriental Institute Museum.  
Figure 9. Detail of the back of JE 98182(a). Photograph courtesy of the Egyptian Museum.

**Tables.** Large tables must be submitted in MS Word format as separate files (e.g., bryan\_table1.docx). If the table does not fit easily in an MS Word page, it will also not fit in a typeset book. Tables can be composed in MS Excel, but must be submitted for production in MS Word. Smaller tables can be embedded in the article, and should be located where they are first referenced in the text.

Tables are numbered separately from figures. Use notes in a table only when absolutely necessary, and then limit the number to an absolute minimum. Notes to the table must be numbered separately from the rest of the text. Table captions should be placed above the table.

Tables that do not meet these requirements will be returned to the author for revision. For more information on preparing tables, go to [http://lockwoodpress.com/assets/illustrations\\_guidelines.pdf](http://lockwoodpress.com/assets/illustrations_guidelines.pdf).

**Supplemental Materials.** Materials to be hosted online as supplemental to the printed volume must be discussed with Lockwood Press in advance and must be submitted together with the materials for production of the print volume. They may include photographs, tables, charts, data sets, and catalogs. Supplemental materials will be peer reviewed with the same rigor as the materials for the print volume.

## General Style

**Spelling.** For articles in English, authors should follow standard American usage for spelling and punctuation. The names of foreign cities should occur in their English equivalents (e.g., Munich, not München; Rome not Roma, etc.).

When citing ancient Egyptian names, use the common Western version of the name. Do not use transliteration or dashes. Thus Intefiker or Antefoker, but not *Int.f-iqr* or Intef-ikr.

Always distinguish between aleph and ayin. Do not use straight quotes to indicate these.

**Oxford Comma.** Yes!

**Quotations.** Quotations over three lines or three sentences long should use block quotes. For shorter quotes, always use in-line quotations set off with double quotation marks. Note especially that periods and commas go inside a quotation mark, but footnote numbers go outside (American standard usage versus European standard), e.g.:

While Frankfort argues for the “multiplicity of understandings,”<sup>27</sup> Assmann fosters the notion of “narrative Logik,”<sup>28</sup> and Hornung asserts the “logic of complementarity.”<sup>29</sup>

**Translated Passages.** In running text, translations should be separated from the Egyptian by a comma. Use double quotation marks (not single) around all translated words and passages, including single words.

The use of *wsx.t*, “broad court” derives the root form *wsx*, “broad, wide.”

Extensive translated passages should be set off and indented, as with block quotes. A blank line should separate the Egyptian text from the translation.

## Fonts

**Transliteration of Egyptian.** For transliteration of ancient Egyptian, use Transliteration font, which is available online. This font is free and generally accepted. Transliteration font is not Unicode and therefore it is important that all contributors to a volume use the same font, so that no font conversion is required.

**Other scripts.** For Coptic, we recommend Antinoou. For Greek we recommend New Athena Unicode. For Arabic we recommend Adobe Arabic. Any Unicode font will be accepted, but will be converted.

**Hieroglyphic.** We are able to set hieroglyphs, however they should be used only sparingly. Authors should transliterate the script whenever possible, unless the sense of the argument requires that these characters be typeset. They are necessary when one is publishing a document (papyrus, ostrakon, stela, etc.) for the first time. They are not necessary for the reedition of a document, unless a specific point regarding orthography or grammar requires the use of glyph-inserts to prove or support your arguments. If it is an excerpt from a common document (such as Pyramid Texts or Coffin Texts), no glyphs are needed.

Authors must supply separate \*.gly-files for each group or line of hieroglyphs. They should use the free JSesh program to generate all hieroglyphs as \*.gly-files. The \*.gly-files should not be embedded in the Word file containing the text of the manuscript. If special hieroglyphs cannot be composed using JSesh then they should be submitted as individual \*.jpeg or \*.tif files and treated as in-line figures. The same is true for any hieratic or demotic inserts.

## Numbers

**Arabic vs. Roman.** Always use Arabic numbers rather than Roman numerals for volume numbers of books, journals, and series, etc., and for plate numbers in volumes (where the originals use arabic numbers).

Whole numbers zero through one hundred and round multiples of those numbers are spelled out. If whole numbers occur in an immediate context with numbers that by this rule would not be spelled out, then numerals should be used for all.

Centuries and millennia are also spelled out in lower case. Hence: third millennium BC, twentieth century, etc.

**Dates.** We leave the choice of BC/AD or BCE/CE up to authors or volume editors, but usage must be consistent across the book. If authors use calendar designations such as AH, AM, or AUC, they should include the western calendar equivalent parenthetically. Again, authors should be consistent in their usage throughout the book.

## References

For citations, authors should follow the conventions exhaustively enumerated in the *Chicago Manual of Style*, sixteenth edition (see, especially, chapters 16 and 17).

In general, MVCAE prefers traditional footnotes (as opposed to author-date citations).

Footnote references in titles, abstracts, and section headings should be avoided. Acknowledgments and enumerations of expedition staff should be made at the beginning of the first numbered note.

Do not use *ibid.*, *loc. cit.*, *op. cit.*, *idem.*, *vide*, *supra*, *infra*. *Cf.* should be used only to note a contrasting point; otherwise use “see.”

Full bibliographic information should be provided when a reference is cited for the first time. Subsequent citations use a short form consisting of the author’s last name and the initial few words of the article or book title. Use initials only if more than one author occurs with the same last name. Use a shortened title only when the original title is more than four words. The short title omits initial articles, “The” and “An,” and it includes only the key words of the main title. In languages other than English, no word should be omitted that governs the case ending of a word. Author last name and a page reference may be used without the short title if in successive references:

Full citation

P. Spencer, *The Egyptian Temple: A Lexicographical Study* (London: Kegan Paul, 1984), 10.

Subsequent citations

Spencer, *Egyptian Temple*, 83.

Immediately following (or same) footnote

Spencer, 88.

**Author.** Cite full names of all authors and editors of works unless the name appears in abbreviated form in the original work. If multiple authors have the same first initial, then a second may be used (such as *Di. Arnold*, and *Do. Arnold*).

In references, multiple authors or editors should be separated by “and,” not “&”: e.g., Tomasz Herbich, Darlene Brooks Hedstrom, and Stephen Davis. If more than three authors, use “et al.”; e.g., G. McGillicuddy et al. No punctuation separates et al. from the preceding name.

**Title.** Titles of books and articles in English should be capitalized in the American style with all nouns, pronouns, verbs, etc. capitalized.

Tomasz Herbich, “Archaeological Geophysics in Egypt: The Polish Contribution,” *Archaeologia Polona* 41 (2003): 13–55.

For non-English titles, capitalization follows the conventions of the original language of publication. E.g.,

A. Hesse, “Introduction géophysiques et notes techniques,” in Jean Vercoüter, ed., *Mirgissa*, (Paris: Geuthner, 1970), 51–121.

Subtitles should be separated from the main title by a colon, not a comma, period, semicolon, hyphen, or any other form of punctuation. This applies as well to titles in languages other than English.

**Series Data.** Always include the series information. It falls just prior to the publication data. Series titles should be abbreviated if they are well known in the field or in related fields. Series names appear in Roman font, not in italic, and never in parentheses.

**Publication Data.** Include city, publisher, and year of publication. If multiple cities are listed in the book’s frontmatter, it is necessary only to cite the first one. Thus: Berlin: de Gruyter (not Berlin and New York: de Gruyter), etc.

**Page References.** We follow the abbreviation system recommended in *CMS* §9.60, as follows:

3–9, 11–17, 53–55, 94–113  
100–106, 600–608, 603–7, 1100–1187  
206–9, 385–89, 1003–7, 1698–1703

Note that while page ranges should be abbreviated as above, line numbers, column numbers, etc. of ancient works are not. Thus, Josephus, *J. W.* 3.506–521; PT spell 423, §§766b–767a; etc.

Always provide the full page range; never use f. or ff.

## Examples

### Article in a Journal

Full citation

Tom Logan, “The *Jmyt-pr* Document: Form, Function, and Significance,” *JARCE* 37 (2000): 56.

Subsequent citations

Logan, “*Jmyt-pr* Document,” 67.

NB: It is not necessary to include the issue number for journals with consecutive pagination. If an issue number is necessary, separate it from the volume number by a period, thus, 37.2, not 37/2 or 37(2).

### **Book/Monograph**

#### Full citation

Bezalel Porten, *Archives from Elephantine: The Life of an Ancient Jewish Military Colony* (Berkeley: University of California Press, 1968), 29–32.

#### Subsequent citations

Porten, *Archives from Elephantine*, 79–82.

### **Book Review**

#### Full citation

Peter A. Piccione, review of *Egyptian Games and Sports*, by J. Tyldesley, *AJA* 114 (2010): 1–3.

#### Subsequent citations

Piccione, review of *Egyptian Games and Sports*, 2.

### **Theses and Dissertations**

#### Full citation

Ronald F. Youngblood, “The Amarna Correspondence of Rib-Addi (EA 68–96),” (PhD diss., Dropsie College, 1961), 265.

#### Subsequent citations

Youngblood, “Amarna Correspondence,” 115–17.

### **Article or Chapter in a Multiauthor Book**

#### Full citation

Lilly Kahil, “Cults in Hellenistic Alexandria,” in *Alexandria and Alexandrianism: Papers Delivered at a Symposium Organized by The J. Paul Getty Museum and the Getty Center for the History of Art and the Humanities and Held at the Museum April 22–25, 1993* (Malibu: J. Paul Getty Museum, 1996), 75–84.

Paul Nicholson and Edgar Peltenberg, “Egyptian Faience,” in *Ancient Egyptian Materials and Technology*, ed. Paul Nicholson and Ian Shaw (Cambridge: Cambridge University Press, 2000), 180–94.

#### Subsequent citations

Kahil, “Cults in Hellenistic Alexandria,” 76–77.

Nicholson and Peltenberg, “Egyptian Faience,” 189–92.

### **Chapter in a Multivolume Work or Monograph (not a series)**

#### Full citation

Selim Hassan, *Excavations at Giza*, 10 vols. (Cairo: Oxford Johnson, 1932–1960), 3:32.

#### Subsequent citations

Selim Hassan, *Excavations at Giza*, 1:112–13.

## Chapter Not Previously Cited in a Previously Cited Edited Work

### Full citation

Lorna Lee and Stephen Quirke, "Painting Materials," in Nicholson and Shaw, *Ancient Egyptian Materials*, 105–20.

### Subsequent citations

Lee and Quirke, "Painting Materials," 115.

## Volume in a Series

### Full citation

Elmar Edel, *Das Akazienhaus und seine Rolle in den Begräbnisriten des alten Ägyptens*, MÄS 24 (Berlin: Hessling, 1970), 77–83.

### Subsequent citations

Edel, *Akazienhaus*, 84.

## Article in an Encyclopedia or Dictionary

### Full citation

Wolfgang Helck, "Seschat," *LÄ* 5:885.

William Murnane, "Kadesh." *OEA* 2: 219–21.

### Subsequent citations

Murnane, "Kadesh," 220.

Helck, "Seschat," 886.

Note it is not necessary to give the full publication information for these.

## Online Reference

### Full citation

Thomás A. Bács, "The Last New Kingdom Tomb at Thebes: The End of a Great Tradition?" *BMSAES* 16 (2011): 1–46. Online: [http://www.britishmuseum.org/research/online\\_journals/bmsaes/issue\\_16/bacs.aspx](http://www.britishmuseum.org/research/online_journals/bmsaes/issue_16/bacs.aspx).

"Letter of Pabi, Prince of Lachish, to Akhnaton, King of Kemet (i.e. Egypt), circa 1350 BCE," *Ancient History Sourcebook*, Fordham University, <https://sourcebooks.fordham.edu/ancient/1350lachish.asp>.

### Subsequent citations

Bács, "Last New Kingdom Tomb," 28–29.

"Letter of Pabi."

It is not necessary to include the accessed date, as they are unreliable, unverifiable, and unnecessary.

## Exhibition Catalog

### Full citation

Catharine H. Roehrig, Peter Lacovara, and Sue D'Auria, *Mummies and Magic: The Funerary Arts of Ancient Egypt* (Boston: Museum of Fine Arts, 1988), 56–60.

### Subsequent citations

D'Auria, Lacovara, and Roehrig, *Mummies and Magic*, 59.

### **Capitalization and Spelling Examples (that are commonly in error)**

ancient Egypt (“ancient” is lowercase)

Coptic

demotic, demoticist

Dynasty 25 or Twenty-Fifth Dynasty (not Dynasty XXV, XXVth Dynasty, or 25th Dynasty)

hieratic

hieroglyphics, hieroglyphs

percent (not % unless within parentheses or in a footnote)

period (classical period, predynastic period, First Intermediate period, Late period, etc.)

Re (not Ra)