GUIDELINES FOR WRITING PAPERS

› Length of the articles: between 3,500 and 5,000 words, including the summary, the bibliography, authors’ biographical notices and captions of the illustrations.
› Number of illustrations: 8 to 12
› Length of the text is to be balanced with the number of illustrations, according to the table below:

<table>
<thead>
<tr>
<th>Illustrations</th>
<th>Text (words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>3,500</td>
</tr>
<tr>
<td>11</td>
<td>3,875</td>
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<tr>
<td>10</td>
<td>4,250</td>
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<tr>
<td>9</td>
<td>4,625</td>
</tr>
<tr>
<td>8</td>
<td>5,000</td>
</tr>
</tbody>
</table>

› The article is written in one single column
› The title of the article fits on one line, in Arial 14, bold, black.
› 1 line break (font size 14).
› Then comes the reminder of the theme and sub-theme in which the article is situated, in Arial 12, bold, black.
› 1 line break (font size 12).
› Name of the authors, in Arial 10, bold, black, immediately followed by the name of the authors’ institutions, in Arial 8, light, black.
› 7-line breaks (font size 8).
› The summary is written in 200 words maximum. It presents the objectives, methods and results.
› 7-line breaks (font size 8).

WRITING THE ARTICLE
› The article is written in Arial 12, light, black. English is used. No personal enrichment of the text is proposed.
› 1 line break (font size 26).
› The article then begins with an introduction, written in 300 words maximum (different from the summary).
› The author(s) develop(s) the article in a determined number of parts, as he/she wishes.
  o The titles (1, 2, 3 ...) of each part, after the introduction, are written in Arial 12, bold, black, capital letters.
  o The subtitles of each part (1.1., 1.2., 1.3. / 2.1., 2.2,...) are written in Arial 12, bold, black, lower case.
  o 1 line break between the end of a part (1, 2, ...) and the next (font size 26).
  o 1 line break between the end of a sub-part (1.1., 1.2., ...) and the next one (font size 20).
› The article ends with a conclusion, which updates the results of the program, the research project or the interest of the case study and the perspectives for future development.

ILLUSTRATIONS
Illustrations can be photographs, drawings, graphs and tables. Each proposed illustration is referenced in the text (Fig. 1 / Fig. 2, etc.). The caption of each illustration is written on a maximum of one line, in Arial 10, light, black, in italics.

AUTHORS’ BIOGRAPHICAL NOTICES
Maximum of 3 to 4 lines, in Arial 10, light, black

BIBLIOGRAPHY, ABBREVIATIONS, ACRONYMS, FOOTNOTES, ETC.
See IFAO documents
EDITORIAL GUIDELINES

2022

I. ICONOGRAPHIC GUIDELINES

Resolution and formats

As far as possible, files must be “ready to print”, that means requiring no adjustment.
Provide source files only, proscribe photocopies or printed documents; scans have to be done from a scanner only (photocopyer should be banned), with 300 DPI resolution for coloured or grey-level pictures and 600 DPI for line drawings; their scale in the book cannot exceed the scale of the original pictures.
Provide source files only with a JPG, TIFF or RAW extension for photographs and preferably an AI extension for plans and drawings; PSD files are accepted; Excel (XLS) should be banned; JPG or TIFF files associated to an Illustrator files have to be joined as links ("linked" pictures—ban “embed” pictures), and thus provided with the AI file within a dedicated folder.

Illustrator Files (AI)

Scale/Size: respect the template of the publication.
Lines: the minimal thickness is 0,25pt for plain lines and 1,5pt for screened lines; delete any useless objects, elements and layouts.
Font: use Cronos Pro or a single Unicode font with no wheelbase.
Layers: the flattening of the layers in Illustrator and Photoshop should be banned; the text within the file has to be modifiable by word processing.

Photographies (JPG, TIF or RAW)

Quality: check the clearness of photographs.
Resolution: the requested resolution for printing if 300 DPI for photographs, and at least 600 DPI (preferably 1200 DPI) for layout drawings in Bitmap (black and white) format. [On Photoshop, go to “Image size”; to control the resolution, link “Width”, “Height” and “Resolution”: a 300 DPI resolution has to give a sufficient size in centimeters in the final format.]

Presentation and page layout

Precise the origin of the photographs and the copyright; provide the authorizations.
Number each document, one after the other, continuously as “fig.”; proscribe numbering by plates.
Provide a preliminary layout precising the size and place of the images in the text, or fulfill the chart of iconographic treatment sent by the editorial service, with all the details useful for the layout.
II. PRESENTATION, WRITING AND DELIVERY OF THE MANUSCRIPT

Delivery of the manuscript

The complete folder of the manuscript is being sent in the electronic format and it includes:
- the text in a Word format, the charts in the Excel or Word format;
- the iconographic folder with the list of elements provided (figures, plates, legends, copyrights) and the preliminary layout or the chart of iconographic treatment;

The editorial service assesses formally the manuscript upon delivery: calibration, quality of illustrations, presentation of the text and the bibliography, transcription and toponymy according to the guidelines of the IFAO.

During the amendment of the final proof, only typographic and orthographic amendments are admitted. The adding or deleting of a footnote or a paragraph must be avoided. Digital amendments (comments and marks in Acrobat) are preferable; the typographic signs of amendment annexed to the present guidelines apply to the handwritten amendments.

Presentation of the manuscript

Special characters composing
Use the Unicode codeage. A Unicode keyboard and a converter in plain text mode of most of ancient transliterations Macintosh and PC fonts are available on the Ifao website:
http://www.ifao.egnet.net/publications/outilis/policies/
http://www.ifao.egnet.net/publications/publiet/outilis-ed/convertisseurs/
Compose the hieroglyphic texts under JSesh (provide also the source files in attachment), free to download:
https://jsesh.qerherkhopeshuf.org/fr/releases/release_7_3_2
The Greek fonts IPAOGrec Unicode and Coptic fonts Ifao N Copre are available on the Ifao website:
http://www.ifao.egnet.net/publications/outilis/policies/

Guidelines

Abbreviations of ceramic typologies
The usual ceramic terminologies used by the community of ceramologists for all periods have to be spelled out and then identified by an acronym, in italics:
ex. Late Roman, LR A; Eastern Sigillata A, ES A; African Red Slip Ware, ARS.
Some usual words in ceramics are deemed authoritative:
ex. Maitse Bowl.

Acronyms
Give the full name of the institution at the first occurrence, then use the acronym:
ex. Institut français d'archéologie orientale (IFAO).

Bibliography and footnotes
Use the “IFAO referencing styles for Egyptology” provided together with the present guidelines.

Citation
In case of an included citation in a citation, use the single quotes: “... “... “.
A Beyond 4 lines, the cited passage is composed in smaller characters, it is indented, with no quotes and in roman.

Calls for notes
They have to be placed after any punctuation marks ("" "" "" "" "" "")
Datation

Years
AD 10, 10 BC, or 10 BCE.

Centuries
Century has to be either spelled out or abbreviated in the whole article: ex. 20th century/c.

Small caps
They are to be used for names in the bibliography. CAPITAL LETTERS must NOT be used.
To create SMALL CAPS, use on Mac the keyboard shortcut cmd+shift+k and on PC ctrl+shift+k.
If you cannot manage to type the names in SMALL CAPS, leave them in lower case.

Unbreakable spaces
They are to be used:
between dates and centuries, millennia, AD or BC: 19th c., 3rd millennium, 25 BC, June 14, 17th day, etc.;
between the initial letter of the first name and the forename of an author: G. Daressy, K.A. Kitchen, and between the forename of an author and the year of edition in bibliographic references: DARESSY 1909;
for each number of figure, plate, room, causeway, tomb, dynasty, inventory, etc.: fig. 2, pl. II, p. 185, room C, causeway D, tomb 60, CGC 2530, no. 1, 18th Dynasty, etc.;
between the name of a sovereign and his associated number: Ramesses II, Amenhotep I.
To create an unbreakable space, use on Mac and PC the keyboard shortcut shift + alt + space bar.

Italics
Italics are used for:
foreign words (Latin, German, etc.): villa (pl. villae), oppidum (oppida), in sive, ex vobis, favissa, sepulch, etc.;
hieroglyphic and arabic transliteration.

Em dashes
Em dashes have to be used between two page numbers in a bibliographical reference: ex. pp. 23–36.
To create an em dash, use on Mac the keyboard shortcut alt + shift + -, on PC use the keyboard shortcut Ctrl + -.

Suspension points
Omission marks have to be placed in square brackets when used in a quotation: “as for the lightning of the bath is concerned, [...] it brings happiness to the heart.”

Archaeological terms
In italics: theosaurus, zymida, balawetkken, dipinti.
In roman: ostracon/ostraca.
GENERAL PRINCIPLES

FOR ECTOLOGY

The IFAO Referencing Style

ARCHAEOLOGICAL ORIENTALIS

INSTITUT FRANÇAIS

...
Common Abbreviations Used in Notes, Citations, and Bibliographies
<table>
<thead>
<tr>
<th>Original Text</th>
<th>Table Caption</th>
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<tbody>
<tr>
<td>In the full reference, give the year of the original edition in brackets after the title. If only the year of the edition consulted with the issue number is in brackets, give the issue number in parentheses.</td>
<td>Preface</td>
</tr>
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<td>If the author of the source is unknown,</td>
<td>Anonymous source</td>
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<tr>
<td>If the author of the source is unknown, cite the title of the work and the page number of the page you are citing, with the title in Italics.</td>
<td>Prentice Hall 1997.</td>
</tr>
<tr>
<td>The author's name should be in lowercase followed by the source, the title, and name of the editor and/or translator, with the name of the source in parentheses.</td>
<td>Prentice Hall 1997.</td>
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<tr>
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<td>Prentice Hall 1997.</td>
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<td>Add in initials and address of the conference following the title of the book.</td>
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<tr>
<td>A. García, <em>From the Hispanic, ANES Special 12, La Cura, 2004.</em></td>
<td>A. García, <em>From the Hispanic, ANES Special 12, La Cura, 2004.</em></td>
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**Abstract**

The present document is a detailed analysis of a specific topic within the field of intellectual and political history. It is authored by *Author Name* and was published in *Publication Year*. The document explores the historical context and development of a particular idea or theory, focusing on its impact on *Field of Study*. It includes a comprehensive review of existing literature, highlighting key contributions from various scholars and researchers.

**Introduction**

The document begins with an overview of the historical background, setting the stage for the subsequent analysis. It discusses the evolution of *Topic* over time, emphasizing significant events and milestones that have shaped its development.

**Main Body**

The main body of the document is divided into several sections, each addressing a specific aspect of the topic. These sections are titled as follows:

1. **Section 1 Title**
   - Description of the first section, focusing on *Aspect 1*.
   - Analysis of relevant data and evidence.
   - Discussion of the implications of the findings.

2. **Section 2 Title**
   - Description of the second section, focusing on *Aspect 2*.
   - Analysis of relevant data and evidence.
   - Discussion of the implications of the findings.

3. **Section 3 Title**
   - Description of the third section, focusing on *Aspect 3*.
   - Analysis of relevant data and evidence.
   - Discussion of the implications of the findings.

**Conclusion**

The conclusion summarizes the main findings and arguments presented in the document. It reflects on the broader implications of the research and suggests areas for further investigation. The document concludes by reiterating the significance of the topic and its relevance to *Field of Study*.

**References**

- *Author Name*, *Title of Work*, *Publisher*, *Publication Year*.
- *Author Name*, *Title of Work*, *Publisher*, *Publication Year*.
- *Author Name*, *Title of Work*, *Publisher*, *Publication Year*.

**Appendices**

- *Appendix 1 Title*
- *Appendix 2 Title*
<table>
<thead>
<tr>
<th>Source</th>
<th>Note</th>
<th>Citation</th>
</tr>
</thead>
</table>

*Note: The table includes sources used to support the content of the document. Each source is cited with a citation number and the corresponding publication details.*