

Style guide for authors of manuscripts submitted to

Études alexandrines

2015/06

The following pages give an outline of the preferred standard presentation of an English language text to be submitted for publication by the CEAlex. There are details on format, referencing, illustrations and SPAG (spelling, punctuation and grammar).

1. Text formatting

1.1. GENERAL GUIDELINES

All texts to be written in Word for Mac or PC

Font: Times 12

Note reference: Times 9 (automatic reference)

Footnote text: Times 10

Spacing: 1.5

British English will be used.

Any tables may be inserted into the Word file using the Table function unless they are of large size, in which case Excel should be used. In any case, please do not use automatic notes in tables as these will not transfer into InDesign.

In addition to the digital version, please provide a print copy of the text and all figures.

Prioritise the different sections within the text using different styles (e.g. italic). Numbering is indispensable, even if the numbers may be removed in the final version of the manuscript. **Do not use the automatic numbering option for styles in Word, but write out the section numbers. In the same way, do not use the predefined Word styles (Title 1, Title 2 etc.).**

1. title in bold, lower case

1.1. TITLE IN SMALL CAPITALS

1.1.1. title in italics

For **catalogues of ceramic or other materials** use the following format in 10 points: catalogue number in bold followed by inventory number and then figure number if any in bold, the latter separated by a single tab. In the final version the figure number will be right justified. On a new line, the description of the object.

Example:

95. GAB98.50302.1.1 fig. 12

Aegean amphora(?), related to Agora M273 type; light orange clay, very coarse, numerous grey and white inclusions, mica flakes; surface orange brown, very rough.

1.2. PUNCTUATION AND USE OF LANGUAGE

The comma, the full stop, the ellipsis, the colon, the semi-colon, the question mark and the exclamation mark require no space before and one space after. The apostrophe, the hyphen, the slash and the dash require no space before and no space after. The parentheses and the square brackets require one space on the outside, no space in the inside.

The superscript number calling for a footnote is positioned before the punctuation mark (full stop, comma, semi-colon, etc.).

Centuries should be indicated in the following manner.

Example: 1st, 2nd, 3rd, 4th, 4th-5th

The era is marked in small capitals without points : BC, AD, in the main text as well as in the references

Do not use c. for century

All foreign languages words should be in italics

Ex. : *Megas limen, circa, infra, supra* (= prefer see above, see below)

but initialization from Latin should not be in italics : e.g., i.e., cf. (= prefer see, cf. should be used only for comparison)

Indication of page numbers (p.), figures (fig.), numbers (no./nos.) and plates (pl.) must include a non-breaking space before the numerals and figure references must be in bold (**fig.**)

In prose, please spell out numbers one to ten and thereafter use figures. Numbers should be spelt out at the beginning of a sentence. Do not mix figures and spelt-out numbers in the same clause in a sentence (Twenty-five of the thirty people died...).

Use numerals with per cent (99%), with units (cm, m, km), in statistical passages, in tables, etc. There should always be a non-breaking space between a numeral and cm, m, km etc. (23 km)

Use commas in thousands and above, e.g. 1,000 in prose only. Where figures are being used in mathematical context, do not use commas. In a sentence we can write of 300,000 shards. But... $300000 + 502 = 300502$

When presenting elements as a list, each element of the list is preceded by an en dash “–” (Option+ hyphen) and followed by a semi-colon or a full stop for the last element.

1.3. HIEROGLYPHIC, GREEK, COPTIC AND ARABIC FONTS

Use the fonts provided by IFAO and available on the IFAO web site:
<http://www.ifao.egnet.net/publications/outils/polices/>

1.4. NAMES OF ALEXANDRIAN SITES, ERAS AND OTHER DETAILS

Abukir	El-Gharaba cistern
Marabut Bay	El-Nabih cistern
Asklepieion	Ibn Battuta cistern
Borg el-Arab	Pompey’s Pillar
Brouchion	Edku
Mahmudieh Canal	Ezbet el-Makhluf
Caesareum	El-Manara
Delta but Nile delta	Fort Qaitbay

Kafr el-Dawar	
Kobri el-qadim	Hellenistic: 331-30 BC
Kom el-Shuqafa	Early Roman period: 30 BC-3rd century AD
Kom el-Dikka	Late Roman period: 4th-6th century AD
Kom el-Nadura	medieval period/middle ages: 7th-15th century
Lake Hadra	
Lake Maadieh	Ottoman/modern period: 16th-18th century
Lake Mariut	
Graeco-Roman Museum	Lower Egypt
Necropolis of Anfushi	High Dam
Necropolis of Shatby	Upper Egypt
Necropolis of Gabbari	Middle Egypt
Necropolis of Hadra	Elephantine Island
Necropolis of Ibrahimieh	
Necropolis of Mex	shadouf
Necropolis of Minet el-Bassal	<i>extra muros</i>
Necropolis of Mustafa Kamel	<i>intra muros</i>
Necropolis of Ras el-Tin	olla
Necropolis of Wardian	sakieh
Sarapieion (Sarapis)	Second World War
Schedia	For the transcription of Egyptian sites, use spelling found in Porter & Moss
Shallalat	

2. Bibliographic references

For the abbreviations of periodicals and collections, see:

B. MATHIEU, *Abréviations des périodiques et collections en usage à l'Institut français d'archéologie orientale*, 5th ed., Cairo, 2010.

PDF File: www.ifao.egnet.net > Publications > Outils pour l'édition > Abréviations périodiques

For periodicals and collections, there is no need to mention the place of publication.

All bibliographic references should be placed in footnotes in the following form:

NENNA 2000, p. 162

The bibliography should be placed at the end of the article and presented as follows:

BONNET *et al.* 2005

Ch. BONNET, M. ABD EL-SAMIE, F. TALHA, R. AL-TAHER, M. ABD EL-HAFIZ, N. OUDA MOHAMED, “L’ensemble martyrial de Tell el-Makhzan en Égypte”, *Genava* 53, 2005, p. 281-291.

BRUNO 1969

V. BRUNO, “Antecedents of the Pompeian first style”, *AJA* 73, 1969, p. 305-319.

COULSON, MOOK, REHARD 1997

W.D.E. COULSON, M.S. MOOK, J.M. REHARD, “Stamped amphora handles from Tel Beersheba”, *BASOR* 306, 1997, p. 47-62.

DAHARI 1998

U. DAHARI, “Les lointains monastères du sud du Sinaï”, in D. VALBELLE, Ch. BONNET (ed.), *Le Sinaï durant l’Antiquité et le Moyen Âge. 4 000 ans d’histoire pour un désert (Paris, 1997)*, Paris, 1998, p. 144-150.

GRANDET 2002

P. GRANDET, “La communauté d’artisans de Deir el-Médineh sous les Ramsès”, in G. ANDREU (ed.), *Les artistes de Pharaon, Deir el-Médineh et la Vallée des Rois, exhibition catalogue (Paris, 2002)*, Paris, 2002, p. 43-47.

GRENIER 1199

J.-CL. GRENIER, “Une hypothèse sur l’origine des monnaies de nomes”, in W. CLARYSSE, A. SCHOORS, H. WILLEMS (eds.), *Egyptian Religion. The Last Thousand Years, OLA* 85, 1998, p. 1331-1340.

MCKENZIE 1990

J. MCKENZIE, *The architecture of Petra*, Oxford, 1990.

TOMLINSON 1984

R.A. TOMLINSON, "The ceiling of Anfushy II.2", in *Alessandria e il mondo ellenistico-romano*, II, Rome, 1984, p. 260-264.

WREDE, KOSSATZ-DEISSMANN 1995

H. WREDE, A. KOSSATZ-DEISSMANN, "Figurenvase in Gestalt einer trunkenen Alten. Nachrichten aus dem Martin -von-Wagner Museum", *ArchAnz* 1995, p. 527-536.

3. Illustrations & Captions**3.1. ILLUSTRATIONS**

Illustrations should not be placed within the body of the text. Please provide separate files in JPEG or TIFF for photographs and Adobe Illustrator for drawings. **Each illustration requires a figure or plate number. The figures should be numbered consecutively.**

Provide a list of consecutively numbered figures with the original documents and the paper print outs, noting photo and/or drawing credits. Ensure that correspondence between photo/drawing and credit is clear, e.g. name of article author followed by fig. and no. (Empereurfig01).

For digital files of drawings, provide the drawing at the desired scale, vectorised in Adobe Illustrator or scanned into Adobe Photoshop at a minimum of 1200 DPI (black and white).

Conventional photography should be scanned at 300 DPI, scaled for publication with a sufficient border.

Digital photographs should be provided as raw, non-compressed, files.

It is advisable to provide a mock layout sized to the *Études alexandrines*: **page size 27.5 by 20 cm, usable area 22.3 by 15.5 cm**

Do not overfill the pages. Leave sufficient space for captions.

For drawing or photograph plates in Illustrator filling an entire page, the frame should be 15.5 by 21 cm in order to leave at least 1 cm for the caption and the line thickness should be 0.25 points. Numbering inside the plate should be in Myriad Pro 8 pt Regular. Scale indicators should follow the models below. These are available from Delphine Dixneuf.

Echelle 1/2 

Echelle 1/3 

Echelle 1/4 

Echelle 1/5 

Echelle 1/6 

Small ceramic objects should be drawn at 1:3 or 1:4 scale. Large objects (complete amphorae etc.) at 1:5 or 1:10. If drawn using Illustrator, external line thickness should be 0.5 point, and internal details 0.25 point. The section, preferably left, should be shaded in black.

3.2. CAPTION FORMATS

No full stop at the end of a caption.

Examples:

Figure 1: Excavation of a child burial in sand with a brush (S763, Naqada III). Adaïma, eastern necropolis. Photograph P. Aventurier, © Gamma

Figure 2: Plan of the hypogea of Gabbari bridge necropolis. CAD N.Martin, © CEALex/CNRS

Figure 3: Funerary stele bearing the name of Merysekhmet, unknown provenance, limestone, H. 24.5 cm, 18th dynasty, British Museum, London, inv. 1853,0822.4 (from HALL 1914, pl. 50)