

March 15, 2004

**Supreme Council of Antiquities
Magdy El Ghandour
Department of Foreign Archaeological Missions' Affairs and Permanent
Committee**

To All Heads of Missions:

This is a copy of the guidelines for our publications BEM and ASAE.

Please note the instructions very carefully as we will not accept any reports or articles that are not written according to these instructions.

Thank you very much for your co-operation.

Yours sincerely,

Magdy El Ghandour
Director of the Department of Foreign Expeditions

**THE SCIENTIFIC PUBLICATION DEPARTMENT
SUPREME COUNCIL OF ANTIQUITIES
GUIDELINES FOR CONTRIBUTORS**

INTRODUCTION

The Scientific Publication Department, Supreme Council of Antiquities publishes the *Bulletin of the Egyptian Museum* and *Annales du Service des Antiquités de l'Égypte*. Although each of them has a different focus, they are established refereed journals. The *Bulletin of the Egyptian Museum* publishes scholarly research on all periods and aspects of ancient Egyptian art, museum objects and collections, conservation, and museology, in English, French, German, Italian, or Arabic. Meanwhile the *Annales du Service des Antiquités de l'Égypte* publishes archaeological fieldwork reports, objects and textual analysis, conservation studies, and various aspects of ancient Egyptian culture.

INITIAL SUBMISSION FOR REFEREEING

Prospective contributors must submit three copies of their manuscript for refereeing purposes. The *BEM* and *ASAE* follow the *Chicago Manual of Style*, with some modifications as cited below. Manuscripts should conform to this style with the modifications cited in these guidelines.

FINAL SUBMISSION

The final text (after making any changes recommended by the editor or referees are made) must be supplied on disk preferably PC, using MS Word, composed in 12-point font, and in hard copy printed clearly on A4 or standard American paper, on one side only, double-spaced throughout and with ample margins. Please do not justify the right-hand margin or employ multiple typeface styles or sizes.

Please observe the following:

- The *BEM* does not use titles such as ‘Dr.’, or ‘Prof.’ in text or notes or for authors.
- Brackets should be all’round’, e.g. (. . . .)
- Use single quotation marks throughout.
- Avoid Arabic diacriticals. Only use in quotes.
- The numbers of the dynasties must be spelled out, e.g., ‘Eighteenth Dynasty’ not ‘18th Dynasty’ or ‘Dynasty 18’.
- Similarly spell out the numbers of centuries, e.g., ‘fifth century BC’, ‘second century AD’. BC and AD should be Small Capitals.
- The ‘–’ between dates, page references, etc (1901–2, 133–210) is an n-rule not a hyphen.

FONTS. Contributors must check with the editor, in advance, if the text employs any non-standard fonts (e.g. transliterations, hieroglyphs, Greek, Coptic, etc) and may be asked to supply these on a disk with the text.

FOOTNOTES. The *BEM* does not employ the ‘Harvard-system’ of referencing. Citations must be on separate pages appended as endnotes, double-spaced. Footnote numbers should be placed above the line (superscript) after punctuation, without brackets. The title of the article must not include a footnote reference. If a note is needed for ‘acknowledgement’ this should be done by means of an asterisk in the title and an asterisked note before footnote 1.

ABSTRACT. An abstract in English (maximum 150 words) must be provided at the beginning of the article. The abstract will be used for indexing and information retrieval. It should therefore be written so that it can be understood independently of the body of the article.

ABBREVIATIONS for periodical and series should be those in Bernard Mathieu, *Abréviations des périodiques et collections en usage à l’IFAO*, 4ème éd. (Cairo, 2003). Available online at www.ifao.egnet.net. Ad hoc abbreviations, after complete full reference, may be used for titles cited frequently in individual articles. Accepted forms of standard reference works may be used also. Porter and Moss, *Topographical Bibliography*, should be cited as PM (not italicized).

CITATIONS should take the form:

Article in a journal

J. D. Ray, ‘The Voice of Authority: Papyrus Leiden I 382’, *JEA* 85 (1999), 190.

Cite subsequently as: Ray, *JEA* 85, 190.

Article or chapter in a multiauthor book

I. Mathieson, 'Magnetometer Surveys on Kiln Sites at Amarna', in B. J. Kemp (ed.), *Amarna Reports VI*, EES Occasional Publications 10 (London, 1995), 218–220.

Cite subsequently as: Mathieson, in Kemp (ed.), *Amarna Reports VI*, 218–220.

A. B. Lloyd, 'The Late Period, 664–323 BC', in B. G. Trigger, B. J. Kemp, D. O'Connor and A. B. Lloyd, *Ancient Egypt. A Social History* (Cambridge, 1983), 279–346.

Cite subsequently as: Lloyd, in Trigger, et al., *Ancient Egypt. A Social History*, 279–346.

Monographs

E. Strouhal, *Life in Ancient Egypt* (Cambridge, 1992), 35–38.

Cite subsequently as: Strouhal, *Life in Ancient Egypt*, 35–38.

D. M. Bailey, *Excavations at el-Ashmunein, V. Pottery, Lamps and Glass of the Late Roman and Early Arab Periods* (London, 1998), 140.

Cite subsequently as: Bailey, *Excavations at el-Ashmunein*, V, 140.

Series publication

W. M. F. Petrie, *Hyksos and Israelite Cities*, *BSAE* 12 (London, 1906), 37, pl.38.A, no.26.

Cite subsequently as: Petrie, *Hyksos and Israelite Cities*, 37, pl.38.A, no.26.

Dissertations

Josef W. Wegner, *The Mortuary Complex of Senwosret III: A Study of Middle Kingdom State Activity and the Cult of Osiris at Abydos* (Ph.D. Diss., University of Pennsylvania, 1996), 45–55.

Cite subsequently as: Wegner, *The Mortuary Complex of Senwosret III*, 45–55.

Electronic media

Cite preferentially to a hard-copy edition of material posted on a website. If material is available solely in electronic form, provide sufficient information to enable users to correctly access the sources. However, a citation such as www.mfa.org/artemis/fullrecord.asp?oid=36525&did=200 might be more elegantly, if less directly, expressed textually: See, for example, acc. 19.162, illustrated at www.mfa.org/artemis. The http:// protocol may be omitted in citations to sources posted on the World Wide Web (e.g., www.mfa.org/giza, rather than

<http://www.maf.org/giza>); it should be retained in other instances (e.g., <http://aaupnet.org>; or <http://w3.arizonia.edu/~egypt/> .

For citations to electronic journals, CD-ROM, and similar media, see the relevant chapter in the *Chicago Manual of Style*.

Authors' initials and publication details, including full article title and/or series name and volume number should be provided on first citation; surname alone, and an abbreviated title should be used subsequently. The use of **ibid**, **op. cit.** and **loc. cit.** should be avoided. Precise page references should be given, not the entire article run.

CAPTIONS for figures with appropriate credit should be provided, double-spaced, on a separate sheet, and in electronic form on the disk with the final version of the article.

ARTWORK AND PHOTOGRAPHS for publication should have the contributor's name and a figure/plate reference written clearly on the back, or on the CD. All artwork will be returned to the author on publication of the volume. The number of text figures and photographs should be kept to a minimum and the final decision on the quantity of images to be included with any article will be that of the Editor-in-Chief.

Photographs will all be reproduced in black and white or colour and should be of good quality.

Line-drawings. These must be supplied at least twice as large as they are likely to be reproduced and be inked appropriately. Any internal labeling should either be already in position, in type or lettraset (not hand-written) or should be supplied separately on disk for placing by the typesetter – a clearly-labeled mock-up must then also be provided. If artwork consists of a photocopy of something published previously (see further under 'copyright' below) then the photocopy must be of very good quality. Photocopies are not acceptable.

Digital images. Increasingly authors are submitting digital images. The following guidelines are intended to help. If in doubt, please consult the SCA Scientific Publication Department before scanning the images. High-quality print-outs must also be submitted of all digital images.

Photographs. These should be scanned at 300 dpi for reproduction at the same size. If they are likely to be reproduced at a larger scale, then they should be scanned at a proportionately higher resolution (e.g., an image likely to be reproduced at twice its size, should be scanned at 600 dpi). The images should be saved as CMYK TIFF files (JPEGs are rarely adequate). If the file is saved as a TIFF then LZW compression can be used (as it does not degrade the quality) to keep the file size to a minimum. High-quality print-outs must also be submitted of all digital images. All image files must be submitted on a CD. Please do not e-mail images to the SCA publication department or to the Editors without prior consultation.

Line-drawings. These should be scanned as 'line-art' at no less than 600 dpi and saved as TIFF files (see above for compression).

COPYRIGHT. Responsibility for obtaining permission to use copyright material rests with the author. This includes photocopies of previously-published material.

Manuscripts which do not conform to these conventions, or are otherwise unsatisfactory, will be rejected.

Manuscripts (hard copy and electronic versions) for consideration should be submitted to:

The Editor-in-Chief:
Scientific Publication Department
Supreme Council of Antiquities
3 Adel Abu Bakr Street
Zamalek, Cairo 11561
Egypt
e-mail: inu@liv.ac.uk

A reliable means of contacting the authors, preferable by e-mail, must be provided with the manuscript.