Journal of the American Research Center in Egypt (JARCE)
Guidelines for Authors

Emily Teeter, Editor
Revised September 2025

The *Journal of the American Research Center in Egypt (JARCE)* was established in 1962 to foster research into the history, languages, social systems, art, material culture, and archaeology of the Egyptian people. The journal welcomes article submissions on all periods of Egyptian civilization. *JARCE* publishes articles in English, French, and German. All articles are peer reviewed.

Please read these guidelines carefully.
Manuscripts that are not prepared correctly will be returned.

Submission of Articles
Manuscripts should be submitted to *JARCE*'s editor at jarce@arce.org. Manuscripts and supported material (figures, tables, captions, special font files (see below)), should be sent as separate files, as attachments by file transfer such as WeTransfer. Manuscripts must be submitted in both MS Word and pdf formats. The pdf will be used for peer review.

All manuscripts must be accompanied by an abstract of not more than 250 words. The abstract should not contain notes.

Authors should identify themselves and their affiliation (if any), on the Word version of the document. The pdf (used for review purposes) should be anonymous.

Manuscripts should be composed in 12-point type (Times New Roman font is preferred), with footnotes. Text should be typed space and a half, with one-inch margins on all sides. Align the text along the left margin and leave the right margin ragged. A single space (rather than double) should follow periods. The manuscript should be paginated.

The title of the article must not include any footnotes. Any acknowledgements should precede the first note, the acknowledgment being an unnumbered note.

Bibliographic references are listed within the footnotes rather than in a separate bibliography. See below for footnote style.

Authors are responsible for obtaining permissions for reproducing photographs, illustrations, etc., prior to the publication of any accepted article, and for any associated fees.

Do not add formatting to the manuscript, other than usual paragraph breaks. Do not use automatic hyphenation or auto-numbering.

Review of Manuscripts
On receipt of a manuscript, the journal's editor will submit it for review to individuals competent to evaluate its scholarship and potential to meet the aims of the journal. Content of the articles must meet reasonable criteria for academic or scholarly merit.

Reviewers evaluate the manuscript on the basis of quality of scholarship, documentation, and its contribution to research in the field, as well as clarity of language and writing. The results of the reviewers' evaluations of the manuscript will be communicated to the author by the journal's editor, including the decision to publish, not publish, or to publish subject to minor or major revision.

Non-native speakers of English (or French and German, depending on which language the article is written in) should have a native speaker/writer of that language review their manuscript for clarity and ease of understanding before submitting it to the editor. Poorly written manuscripts will be returned to the author for re-writing.

After the editing of an accepted manuscript is finalized, the author will receive a set of page proofs in pdf format for review. The proof must be returned to the editor within two weeks of receipt. The author's review at this stage should be limited to correcting typesetting errors and ensuring that illustrations are correctly sized, placed, and oriented. Excessive changes in page proofs can be costly, and authors who request excessive changes will be charged for amounts above ten percent of the cost of initial composition.

Preparing Illustrations and Images

All illustrations, whether line drawings or photographs must be submitted as separate digital files in .tif, .jpg, ai, or .eps format (one image per file). Photographs should be printable at a minimum resolution of 300 dots per inch printed at 8 inches (photograph files should generally be no smaller than 1 MB in size). Line art (black-and-white drawings) must be at least 800 dots per inch printed at 8 inches. Illustrations that do not meet these minimums may not be published. *JARCE* reserves the right to reject illustrations of deficient quality.

All illustrations (photographs, line drawings, maps, etc.) are to be labeled as "figs." Authors should insert the label (fig. 1, fig. 2, etc.) in the body of the article near the place where they want the illustration to appear in the final version. "Tables" contain only text and/or numerals. They should be labeled "Table x."

Captions for all illustrations/figures should be submitted in separate text and pdf files. Captions must include basic identification and credit line. Please do not include extensive text in captions and they should not include notes.

Please insert figures and tables with their captions in the pdf version of the manuscript that is used for peer review. Do not insert them into the Word version.

Authors are responsible for obtaining formal permissions and paying any fees for reproduction of images. We may request that you furnish written evidence of the grant of permission and its conditions.

Style

JARCE follows a standardized formatting system. For the most part this follows *The Chicago Manual of Style* (16th Edition). When in doubt about formatting, etc., please consult that volume.

Authors should follow standard American usage for punctuation and spelling (*Webster's Third New International Dictionary,* or its abridgment: *Webster's New Collegiate Dictionary*).

Quotations and Quotation Marks

Double quote marks (" ") should be used for most translations and the titles of articles and book chapters. All quote marks are in the modern straight-up style and not the older European style (e.g., "*b*", not „*b*").

Single quotation marks are used for a quotation within a quotation.

Periods and commas go inside quotation marks, while colons and semi-colons go outside. Footnote numbers go outside quotation marks (American usage versus European).

> Example: Breasted often argued for the "American approach,"[27] while Borchardt favored the "European style."[28]

Prose quotations of two or more sentences and which extend four or more lines of text should be formatted as block quotations without the use of quotation marks (see *The Chicago Manual of Style*) *(16th Edition),* so, e.g.:

> In the Egyptian literature, the "mysteries of Mehen" are referred to only once by name, i.e., in the Coffin Texts, and there with only very little identifying context. However, this reference is important because it is the first visible indication of a relationship between the god Mehen and recondite knowledge in Egyptian theological thought.[12]

Headings and Sub-headings
Section headings and sub-headings should be avoided and used only when necessary. Authors should avoid numbering the headings and sub-headings. If headings are necessary, please use the following formats:

Main Heading:
<div align="center">Centered, Initial Letters Capitalized</div>

Section:
Left Margin, Initial Letters Capitalized

Subsection:
Left Margin, Italic, Initial Letters Capitalized

Sub-subsection:
<u>Left Margin, Underlined, Initial Letters Capitalized</u>

Special Fonts
For transcription of ancient Egyptian hieroglyphs, we recommend using the font JSESH available free online at http://jsesh.qenherkhopeshef.org/en/download.

For transliteration of ancient Egyptian, use a standard font with diacritics rather than international codage. Transliterations should be in italic font. Do not enclose transliterations in quotation marks.

For Coptic, we recommend Coptonew. It is available free online at several websites such as: http://www.hazzat.com/fonts.aspx http://www.hazzat.com/fonts.aspx.

For Greek we recommend Athenian, which can be found online at: http://socrates.berkeley.edu/~pinax/greekkeys/Atheniandownload.html .

For Arabic, use a Unicode font.

For other scripts, please contact the editor.

In any article that contains hieroglyphs, the author should place a marker alongside them to identify them to the typesetter, such as the following: [GLYPH #1], [GLYPH #2], etc. Repeated signs or phrases may be assigned the same glyph number.

Each hieroglyph, or lines of hieroglyphic text, must be submitted as a separate digital file for typesetting. Each sign, or groups of signs, must have a number that corresponds to that in the text file. If you have any questions concerning hieroglyphs, please contact the editor.

If you have special hieroglyphs that cannot be composed using JSESH, you should submit them as individual .jpeg or .tif files. Likewise, do the same for any hieratic or demotic inserts.

Please keep the use hieroglyphs to a reasonable minimum. They are necessary for the first publication of a document (papyrus, ostracon, stela, statue, etc.). They are not necessary for the re-edition of a document, unless a specific point regarding orthography or grammar that requires their use to support your argument. If it is an excerpt from a common document (such as Pyramid Texts or Coffin Texts), no hieroglyphs are needed, unless issues of grammar or orthography require it.

Numbers
Always use Arabic rather than Roman numerals, especially in references and citations, (except page nos. in prefaces, e.g., "pp. vii-xii").

> Example: *JARCE* 38 (2001), 9–20, not *JARCE* XXXVIII (2001), 9–20.

> *LÄ* 7, not *LÄ* VII.

> Twenty-fifth Dynasty (preferred by *The Chicago Manual of Style*, 9.46) or Dynasty 25, not Dynasty XXV or XXVth Dynasty. Please be consistent in usage throughout your article.

Numbers from one to ninety-nine should be spelled out, as should round numbers (e.g., three hundred, a thousand, a million), although when citing a series of numbers in a sentence, one may use numerals (e.g., Pit A contained 6 oblong objects and Pit B 23).

Numbers are separated by an en-dash, not a hypen (egs. 19–25, *not* 19-25).

We leave the choice of BC / AD or BCE / CE up to authors. If you use calendar designations such as AH, please include the western calendar equivalent parenthetically. <u>Please use small caps for all these abbreviations and be consistent through the manuscript.</u>

References
For citation of references, authors should follow the conventions in *The Chicago Manual of Style (16th Edition)* (see, especially, chapters 16 and 17).

References should be in the form of footnotes, not in text references.

Use footnotes rather than endnotes.

References in the article's title, abstract, section headings, or captions should be avoided.

Acknowledgments and enumerations of expedition staff should be made in the first <u>unnumbered</u> note.

Do not use ibid., loc. cit, or op. cit. Works previously cited in an article should be abbreviated according to the conventions discussed in *The Chicago Manual of Style*, and illustrated below.

In citing authors' names, you may use either full first name or first initial. Do not use more than one initial, e.g., *W. Petrie,* not *W. M. F. Petrie.* Whichever method you choose, you must be consistent in all of your footnotes. If certain authors have same first initial, then a second letter may be used (such as Di. Arnold, or Do. Arnold).

Do not use small capital letters for personal names of authors in notes.

Include place and year of publication only; the publisher's name should be omitted.

Page numbers appear without the abbreviations "p." or "pp." Do not use *passim*. Give a representative sample of the occurrences.

Examples

Article in a journal:

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

Or using first initial only: T. Logan, "The *Jmyt-pr* Document: Form, Function, and Significance," *JARCE* 37 (2000), 56.

Subsequent citation: Logan, "*Jmyt-pr* Document," 67.

Monographs:

Bezalel Porten, *Archives from Elephantine: The Life of an Ancient Jewish Military Colony* (Berkeley, 1968), 45.

Subsequent citation: Porten, *Archives from Elephantine,* 79–82.

Article or chapter in a multi-author book:

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, 1996), 75–84.

Subsequent citation: Kahil, "Cults in Hellenistic Alexandria," 76–77.

Paul Nicholson with Edgar Peltenberg, "Egyptian Faience," in Paul Nicholson and Ian Shaw (eds.), *Ancient Egyptian Materials and Technology* (Cambridge, 2000), 180–94.

Subsequent citation: Nicholson and Peltenberg, "Egyptian Faience," 189–92.

Article or chapter in multi-volume work:

William Murnane, "Kadesh," in D. Redford (ed.), *Oxford Encyclopedia of Ancient Egypt,* vol. 2 (Oxford, 2001), 219–21.

Subsequent citations: Murnane, "Kadesh," 220.

Chapter not previously cited in a previously cited edited work:
Lorna Lee and Stephen Quirke, "Painting Materials," in Nicholson and Shaw, *Ancient Egyptian Materials,* 105–20.

Series
Series titles should be abbreviated if they are well known in the field. Please see the list at the beginning of the *Lexikon der Ägyptologie* 7. Series name should be in normal font (not italic).

Exhibition catalogues:
Sue D'Auria, Peter Lacovara, and Catharine H. Roehrig, *Mummies and Magic: The Funerary Arts of Ancient Egypt* (Boston, 1988).

Abbreviations
For the footnotes, abbreviate the name of journals, series, monographs, or references that are commonly used in the fields of study embraced by *JARCE*. Uncommon journals should be spelled out fully the first time. For standard abbreviations consult:

Egyptological: *Lexikon der Ägyptologie* 7 (additional abbreviations for common demotic literature are found in *Lexikon der Ägyptologie* 4, 750–56)

See also the comprehensive listing of journals and series from the IFAO at: http://www.ifao.egnet.net/uploads/publications/enligne/Abreviations.pdf. http://www.ifao.egnet.net/uploads/publications/enligne/Abreviations.pdf

Greek and Latin*:* H. G. Liddell and R. Scott's *Greek English Lexicon* (rev. ed. by H. S. Jones) and the *Oxford Latin Dictionary*

Coptic and Byzantine: *Oxford Dictionary of Byzantium*

Islamic: *Index Islamicus*

Additional Comments
If a citation has a publisher with multiple cities, separate the place names with a hypen, e.g., (Cairo-New York, 2004), or (Oxford-New York, 2004).

All footnotes should end with a period.

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, list only the first three, followed by "et al."

English language citations should follow English conventions for capitalization of titles. Capitalization of non-English titles follows those of the original language of publication. When in doubt consult the *OED*, e.g.,

A. Hesse, "Introduction géophysiques et notes techniques," in J. Vercouter (ed.), *Mirgissa*, (Paris, 1970), 51–121.

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

Because there are many ways that ancient Egyptian personal names can be rendered, please use whatever form is most recognizable from previous publications and best records the ancient rending of the name. For the pharaonic period, Egyptian (Khufu) rather than Greek (Cheops) forms are preferred. If you wish to hyphenate elements of a name, please capitalize all divine names within the compound name. If you use the Greek form of a Late Egyptian personal name, please give the Egyptian equivalent in parens. Be consistent.

Word Count

There is no set limit on the size of a manuscript, though authors of long articles (more than 17,000 total words, including notes) should consult with the editor beforehand as the *JARCE* production budget is limited. Short contributions (approximately 2,500 words, including notes) will be grouped into "Shorter Communications."

Off-prints and Online Posting of Published Articles

Each author is provided a pdf-version of the finished published article. The author may provide unlimited personal copies of that file to colleagues, subject to the limitations provided by the ARCE contract with its publisher. The relevant section states:

4. You agree that your article will be published, and distributed by the publisher, in its own name or any other name throughout the world. You hereby assign to the publisher all copyrights in and to the article during the full term of copyright in all media to enable the publisher to fully distribute your work. Notwithstanding the foregoing, the publisher hereby grants back the following:

(a) The right, without charge, to photocopy or to transmit online or to download, print out and distribute to a colleague a copy of the published article in whole or in part. **Systematic redistribution, posting to a list serve or on the Internet, is specifically forbidden for eighteen months following its publication.**

(b) The right to republish, without charge, in any format, all or part of the material from the published article in a book written or edited by you.

(c) The right to include the article in a compilation for classroom use (course packs) to be distributed to students at your institution free of charge in print or electronic format (subject to reasonable access controls), the right to post it electronically on your employer's secure internal network, and the right to make oral presentations based on the article.

(d) The right to use brief excerpts (up to 250 words) and illustrations for any purpose whatsoever.

(e) Any reuse of the article requires proper attribution to the volume. You will retain all other rights and remain free to use any ideas or data contained in the article for any purpose.

ARCE supports the Green Open Access initiative regarding posting of articles online. Authors may see an example of this policy on the SBL website:

http://www.sbl-site.org/publications/openaccess.aspxhttp://www.sbl-site.org/publications/openaccess.aspx

If you have any questions on this issue, please contact the editor at JARCE@ARCE.org