



## *JEA* GUIDELINES TO CONTRIBUTORS\*

### Submission of Manuscripts

PROSPECTIVE contributors should submit copies of their manuscript in a form suitable for refereeing, editing and typesetting. Submitted manuscripts are subject to anonymous refereeing. Accepted manuscripts are then revised by contributors for final submission prior to typesetting. It is important for contributors to provide the Editor with a viable email contact address. Proofs are sent as PDFs.

Subject to successful completion of the refereeing process, timely submission of final manuscript by the author, submissions are allocated to volumes according to the remaining availability of space. The editors reserve the right to hold over a manuscript to the following edition of the journal according to circumstance.

Manuscripts should conform to *JEA* guidelines as outlined below, particularly for referencing style and presentation of illustrative material. Manuscripts should be submitted in the following forms:

- Text in Microsoft Word. For submission of files in other word processing programmes, please contact the Editor before submission.
- PDF (the PDF should contain the full text of the article + placed images).
- Separate digital files for each image (photographic and line-art).
- One printed copy of the manuscript and all illustrative material printed on suitable paper, one side only, either on A4 or standard American paper.

The Word file can be set out to indicate general layout of the article, including footnotes; ordinary spacings can be used throughout (it is not necessary to supply copy double-spaced or to separate notes as endnotes). The file should avoid the use of special formatting and separate styles in Word; Word's NORMAL style should be used. A standard font such as Times or Times New Roman should be used for the main text with essential specialist fonts where required.

All images, illustrations and graphics should be presented in separate files in suitable format according to the specific guidelines below; the PDF can be used to show suggested placement of images and other illustrative material.

Digital files should be submitted either burned to CD or DVD (particularly if including sizeable image files) or by email attachment; please do NOT use floppy disks (newer computers do not have floppy disk drives).

\* Acknowledgement. *JEA* house style has traditionally been modelled on OUP style enshrined in *Hart's Rules for Compositors and Readers*. In composing these guidelines the editors have attempted, where commensurate with *JEA* practice, to conform to guidelines presented in *New Hart's Rules: The Handbook of Style for Writers and Editors* (Oxford, 2005) and have drawn on that work in formulating certain sections of these guidelines.

The printed copy and CD/DVD, if included, should be mailed to the Editor:

Dr Mark Collier  
 Editor-in-Chief, *The Journal of Egyptian Archaeology*  
 School of Archaeology, Classics and Egyptology  
 12–14 Abercromby Square  
 The University of Liverpool  
 Liverpool  
 L69 7WZ  
 United Kingdom

Digital files can be submitted as email attachments to the Editor through the *JEA* email address: [jea@ees.ac.uk](mailto:jea@ees.ac.uk).

### **Specialized Fonts, including Transliteration and Hieroglyphs**

All non-standard fonts (e.g. transliteration, hieroglyphs, Greek, Coptic, Arabic) should be supplied along with the manuscript, either burned to CD/DVD or as email attachment. If necessary, contact the editor for advice.

For transliteration, readily available fonts such as the CCER Transliteration font, downloadable from <<http://www.ccer.nl/>>, or the *Lingua Aegyptia* Umschrift font, downloadable from <<http://wwwuser.gwdg.de/~lingaeg/lingaeg-stylesheet.htm>>, can be recommended for manuscript submission. The *JEA* accepts standard academic systems of transliteration; transliterations are not in general edited to a house style.

For hieroglyphs, standard Egyptological fonts are acceptable for manuscript submission. Hieroglyphs used in the text should be accompanied by Gardiner sign-list numbers or, in the case of signs not in Gardiner, by enlarged ink/font versions on a separate sheet. The latter also applies to cursive signs. Lengthy hieroglyphic passages should also be supplied as separate artwork.

### **Languages**

The *JEA* publishes contributions in English, French, and German; for advice on other languages, contact the Editor. Support can be provided during the editing process for non-native speakers presenting their work in English. Support cannot ordinarily be provided for non-native speakers of French or German; potential contributors are advised to seek native speaker guidance on language and style before submitting a contribution. The editors reserve the right to return manuscripts which are not of suitable language standard.

### **Abstract**

An abstract in English (maximum 150 words) should be provided at the beginning of an article or brief communication (not for reviews). Manuscripts will not be accepted for publication without an abstract.

### **Headings**

The *JEA* ordinarily has two levels of headings: section headings, set in bold and centred, and sub-section headings, set in italics and set flush-left. Contributors should not use more extensive sub-heading systems such as those requiring headings of the form 2.1.1.

### Paragraphs

Initial paragraphs (including after headings) have no indent (as in this example) and so are flush-left. Subsequent paragraphs are indented—use an ordinary tab when composing manuscripts in Word. Within paragraphs use a single space (and not a double space) between sentences.

### Brackets

Should be round (...). House style avoids nested brackets and contributors are requested to follow this so far as possible. Square brackets should be restricted in general text to comments and corrections and to specific Egyptological conventions such as text restoration or to indicate original listing style.

### Quotation Marks and Quotations

Quotation marks are single throughout, except in embedded quotations (use double quotation marks). Foreign language styles are adapted to English style within quotations, but can be preserved within original bibliographical references (e.g. German „...“, French «...»). For example:

L. D. Morenz, ‘Reschepf und „*iwtm* (= Adam(m)a), seine Frau“. Ein altsyrisches Götterpaar in einem ägyptischen medico-magischen Text zur \*Göttin Edom’, *UF* 31 (1991), 373–4.

Extensive quotations should be set off (‘displayed’) from surrounding text in manuscripts, either by spacing or by indenting. Displayed quotations should be in plain text without framing quotation marks.

Short quotations may be run-on inside text (that is, not isolated out from surrounding text), framed by single quotation marks. Italic style may be used if suitable.

### Author Titles and Titles in Citations

The *JEA* does not use titles such as ‘Dr’, Prof.’.

### Diacritics in Main Text

Diacritics (outside of specialised transliteration) should be avoided unless they are essential or useful. So, ordinarily format Amenhotep rather than Amenḥotep. Diacritics may be considered, for example, for Arabic proper names, particularly place names. Diacritics should be included when they appear in the original reference. For example:

W. C. Hayes, ‘Career of the Great Steward Ḥenenu under Nebḥepetrē Mentuḥotpe’, *JEA* 35 (1949), 43.

For contributors lacking a suitable font, the printed paper copy of the manuscript submitted should be marked up clearly for any additional diacritics and the editor’s attention should be drawn to this in a covering letter.

### Dynasties and Dates

Dynasties are 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 in SMALL CAPITALS and both follow the century. For dates, figure style is used. Dates BC are always indicated as such, e.g. 1290 BC; figured dates AD do not ordinarily require specific indication, but where necessary the style

is AD 1895. *Circa* is abbreviated *c.* (italicized) and set close up to following numbers without space (*c.*1290 BC), but single spaced from words (*c.* AD 1895). Original language style in foreign language contributions and references is retained (e.g. French le XIX<sup>e</sup> siècle, *le XIX<sup>e</sup> siècle*; German das 19. Jahrhundert).

### Dates and Page References, Number Styles

The character between dates, page references, etc. (dates: 1901–2, page runs: 164–5, 166–210) is an N-RULE (usually ‘option hyphen’ on the keyboard) not an ordinary hyphen. In the font used for this manual, this is ‘–’ and not ‘-’.

The particular style for setting number-runs is that of traditional OUP style. The guidance in *Hart’s Rules for Compositors and Readers* (36th rev. edn; Oxford, 1967), 17 should be followed:

In references to pagination, dates, etc., use the least number of figures possible; for example, print 42–3, 132–6, 1841–5, 1960–1, 1966/7: but print, e.g., 10–11, *not* 10–1; 16–18, *not* 16–8; 116–18, *not* 116–8, 210–11, *not* 210–1, 314–15, *not* 314–5 (i.e. for the group 10–19 in each hundred).

Dates AD should be elided in open text, whereas BC dates should be retained in full, e.g. 1995–1945 BC (since 1995–45 BC is ambiguous).

Roman numerals are not elided and should be cited in full.

### Footnote Numbers

Should be placed above the line (superscript) after punctuation, without brackets. The title must not include a numerical footnote reference. If a note is needed for ‘acknowledgements’ this should be done by means of an asterisk in the title and an asterisked note before footnote 1.

### Capitalisation

Capitalisation is used throughout in bibliographical referencing of English works, including sub-titles and article titles; German and French conventions are used for works in those languages. For more general usage, *JEA* uses traditional capitalisations, particularly for terms understood as specific designations or names. For example, use Ancient Egyptian and Middle Kingdom.

### Units of Measure, Decimals

Style for abbreviated units of measure (including time) is: figure space unit. So:

25 cm                      125 km                      1500 BC

Abbreviated units of measure ordinarily have no punctuation of their own, unless this is standard (as in a.m.).

Full dates (e.g. in reference to excavations) should be styled in the British manner: 15 June 2007, abbreviated as ordinal number.month.year (solidus also acceptable instead of point): 15.06.2007 (or 15/06/2007). The IOS standard (with hyphenated year-month-day) is also acceptable: 2007-06-15. US style and other styles should be avoided.

Decimals should be formatted in British style with point: 3.56. Contributions in French and German retain the original style.

**Bibliographical References**

The *JEA* uses a title-led referencing style and not a date-led referencing style. Authors' initials + surname 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. Precise page references should be given, not the entire article run. Page references should not ordinarily be abbreviated to f. or ff.; provide precise page-runs instead. For styles, use of capitals, use of punctuation and page number references, consult the following examples for guidance (and see the summary points at the end of this section).

*Authored paper in journal:*

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

Cite subsequently as:

Ray, *JEA* 85, 190.

*Authored paper in edited volume:*

I. Mathieson, 'Magnetometer Surveys on Kiln Sites at Amarna', in B. J. Kemp (ed.), *Amarna Reports*, VI (EES OP 10; London, 1995), 218–20.

Cite subsequently as:

Mathieson, in Kemp (ed.), *Amarna Reports* VI, 218–20.

Single editor is 'ed.', multiple editors are 'eds' (no point).

*Authored volume:*

A. G. McDowell, *Jurisdiction in the Workmen's Community of Deir el-Medīna* (EU 5; Leiden, 1990), 112.

Cite subsequently as:

McDowell, *Jurisdiction*, 112.

*Specific edition* (when subsequent editions have been revised and/or repaginated):

Include edition details within the parenthesis, before the place and date of publication; the contraction for edition is 'edn' (no point):

A. Lucas, *Ancient Egyptian Materials and Industries* (4th edn revised and enlarged by J. R. Harris; London, 1962).

Cite subsequently as in the following example:

Lucas, *Ancient Egyptian Materials*<sup>4</sup>, 140.

In a case like this, the revising editor may also become identified with the work, particularly if the revisions are on such a scale that it is felt that the revising editor should be included as co-author. Subsequent reference may then be of the following form:

Lucas and Harris, *Ancient Egyptian Materials*<sup>4</sup>, 140.

Alternatively, revising editors may be included as co-authors in first, full citation, particularly when the revision is substantial enough to supersede earlier editions entirely. In such cases edition information precedes parenthesis:

W. R. Dawson, E. P. Uphill, and M. L. Bierbrier, *Who Was Who in Egyptology*, 3rd rev. edn (London, 1995).

Cite subsequently as:

Dawson, Uphill, and Bierbrier, *Who Was Who in Egyptology*<sup>3</sup>.

### *Sub-titled publications*

Use colon before sub-titles rather than a stop. The first word after a colon should be capitalised:

J. Toivari-Viitala, *Women at Deir el-Medina: A Study of the Status and Roles of the Female Inhabitants in the Workmen's Community during the Ramesside Period* (EU 15; Leiden, 2001), 113–14.

As a change to recent JEA style, use colon after volume numbers and before sub-title (see next entry).

### *Multi-volume publication:*

There are two ways to refer to particular volumes of multi-volume works.

1. The entire work is referenced and the particular sub-part indicated by placing the volume number with the page-run after the parenthesis, set off with a comma and set in plain text capitalized roman numerals. This is particularly suitable for works published singularly, but in more than one volume:

C. Leitz, *Tagewählerei: Das Buch ḥst nḥḥ pḥ.xy dt und verwandte Texte* (ÄA 55; Wiesbaden, 1994), I, 201–34.

Cite subsequently in short title form, retaining the comma before the volume number:

Leitz, *Tagewählerei*, I, 201–34.

2. A specific numbered volume of a multi-volume work is referenced, in which case the volume number is placed in the main title before parenthesis. This style is favoured for multi-volume works with a common main title but with distinct volumes in the set (e.g. with different authors, distinguishing sub-titles, and/or different dates of publication). For example:

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 in short title form without comma before the volume number:

Bailey, *Excavations at el-Ashmunein* V, 140.

### *Series*

Series information is noted in parenthesis using standard abbreviations where available (see below on abbreviations), positioned before the place and date of publication and separated by a semi-colon:

C. Leitz, *Tagewählerei: Das Buch ḥst nḥḥ pḥ.xy dt und verwandte Texte* (ÄA 55; Wiesbaden, 1994)

Reference to series is restricted to numbered series. Non-numbered series are not noted.

Recent JEA practice is to style the *Cairo Catalogue* publications as a series:

J. Černý, *Ostraca hiénatiques* (CGC Nos 25501–25832; Cairo, 1935).

*Multiple author and multiple places of publication*

Three or more authors are listed with comma separation terminated with final ‘and’ preceded by serial comma:

D. G. Jeffreys, J. Malek, and H. S. Smith, ‘Memphis 1985’, *JEA* 73 (1987), 18–20

For multiple places of publication, specify only the first place of publication for publishers with multiple outlets.

*Reviews*

Cite reviewer and work reviewed as follows:

A. Dodson, review of M. J. Raaven, *The Tomb of Pay and Raia at Saqqara* (London, 2005), *JEA* 92 (2006), 285

No quotation marks; details of reviewed book should be kept to a minimum (place and date) without reference to sub-titles or series.

Titled reviews (that is, with a title of their own) have the title treated in ordinary manner within single quotes, the ‘review of’ information should still be included, outside of and immediately following the quoted title, unless already embedded within the title.

*Unpublished dissertations and theses*

Use the style of the following model example:

A. Student, *The Title of the Work* (PhD thesis, University of Liverpool; Liverpool, 2007)

*Web-sites*

Should be referenced by the particular web-page (or the most accessible page, possibly a home page), preferably followed by a date of consultation. Titles of pages/sites are acceptable for referring to web-sites. So, for example:

*The Deir el-Medîna Database* <<http://www.leidenuniv.nl/nino/dmd/dmd.html>> accessed 15.05.2007.

Web addresses are set in the same font as the main text; use <...> to frame web addresses as in the example above.

*Formatting*

On formatting, note the following, some of which has already been exemplified above, but summarised here, and also consult the section on reference to additional matter below:

1. Journal and series numbers are rendered in ordinary (arabic) numerals.
2. Reference to volumes of a work is by roman numeral (full capital); the number alone is sufficient and the term ‘vol.’ or its plural ‘vols’ is not ordinarily used directly within bibliographical citations (but may be used elsewhere). Parts of numbered works are indicated by use of the solidus: BdE 65/1, PM III/1, GOF IV/27.
3. *JEA* house-style exploits the British typographical distinction between abbreviations and contractions to reduce punctuation in citations, so abbreviations such as ‘ed.’, ‘tr.’ (‘translator’), ‘no.’, ‘fig.’, and ‘pl.’ end in a point, whilst contractions such as ‘edn’ and contracted plurals such as ‘eds’, ‘nos’, ‘figs’, and ‘pls’, do not.

4. For reference to footnotes in bibliographical references, use n. without preceding punctuation:

J. D. Ray, 'A Pious Soldier: Stele Aswan 1057', *JEA* 73 (1987), 177 n. 5.

5. Plate numbers are cited in plain text roman or ordinary numerals:

Ray, *JEA* 73, pl. x.

Specific numbered items within plates are indicated by stop immediately followed by ordinary numeral:

B. J. Kemp, 'The Amarna Workmen's Village in Retrospect', *JEA* 73 (1987), pls iv.2, v.1.

Figure numbers are in ordinary (arabic) numerals and usually have a page number:

D. G. Jeffreys, J. Malek, and H. S. Smith, 'Memphis 1985', *JEA* 73 (1987), 17 (fig. 3).

6. Use a space between 'n.', 'pl.', 'fig.' and following numbers (but no space after the stop used in *KRI* III, 594.9–10 or pl. iv.2).

7. Use a capital letter after the colon separating out a sub-title.

8. Absence of information. Use n.p. and n.d. for 'no place' and 'no date' respectively when original publications lack place or date reference.

9. Publisher information is not included in *JEA* style.

### Bibliographical Abbreviations

The *JEA* uses a standard set of abbreviations in citation:

1. Journal titles are standardly abbreviated. Ordinarily only single word journal titles, such as *Orientalia*, and journals unlikely to be familiar or readily accessible to Egyptologists should be left unabbreviated. Otherwise standard abbreviations such as *JEA*, *ZÄS*, *AfO*, *LingAeg*, *GM* should be used.

2. Series titles, quoted within brackets in bibliographical referencing, should be similarly abbreviated as standard. As supplementary bibliographical material additional to the principal author and title information, series information should be presented in succinct manner.

3. Accepted abbreviations of standard reference works, including collections of original texts, should be used. Abbreviations from titles are italicized (e.g. *AEB* or *LÄ*). Abbreviations from names should be plain text and so Porter and Moss, *Topographical Bibliography* should be cited as PM (not italicized), Kitchen, *Ramesside Inscriptions* as *KRI*, and Lepsius, *Denkmäler* as *LD*. Text edition abbreviations such as *Urk.* IV and *KRI* (+ full capital roman numeral) should be used, e.g. *KRI* III, 594. Line numbers to such text editions should be indicated by stop after page numbers and before line numbers (with no spacing) and with n–rule between line numbers, e.g. *KRI* III, 594.9–10.

4. *Ad hoc* abbreviations, after complete full reference, may be used for titles cited frequently in individual articles, for example: W. Schenkel, *Memphis Herakleopolis Theben: Die epigraphischen Zeugnisse der 7.–11. Dynastie Ägyptens* (ÄA 12; Wiesbaden, 1965), § 80 (hereafter Schenkel, *MHT*).

Standard abbreviations (1–3) should ordinarily be those used in the *JEA Standard Abbreviations for Journals and Series*, a new resource being developed, the current version of which can be downloaded in PDF format from the *JEA* web-site. Other resources, such as *LÄ* or the recent extensive listing posted on the IFAO website, can also be consulted for guidance.

### Reference to Additional Matter in Citations

A comma is used to indicate further notations found at separate points in a work:

Ray, *JEA* 73, 175, 178, pl. ii.

excepting matter with internal punctuation, in which case use semi-colon:

J. Černý, *Ostraca hiératiques* (CGC Nos 25501–25832; Cairo, 1935), I, 92, 113\*; II, pl. cviii.

Further notations from the same point in the work as the cited page-run should have no comma and may be inserted within brackets for clarity (particularly in longer listings, but nested brackets should be avoided where possible):

Ray, *JEA* 73, 177 n. 4.

Leahy, *JEA* 92, 172 (fig. 3).

Lichtheim, *Autobiographies*, 93–4 (no. 39).

### Latin Abbreviations and Forms

Ordinarily Latin abbreviations in referencing should be minimised and contributors are encouraged to consider alternatives in composing manuscripts. If required, Latin abbreviations should be used sparingly and in defined contexts, usually when their use allows for a more concise formulation of reference material. Latin abbreviations are set in plain text (not italic) and double stop punctuation is avoided.

- et al. When three or more or authors are listed, first author + et al. (plain text) is accepted in subsequent short title citations, but should not be used for first citation (the full list of authors is required).
- id. Within the same note id. may replace immediate further reference to the same author in citing a different work by that author (followed by the citation details for that work). Note that id. is technically masculine (the feminine being ead.), and each have their proper plurals (eid. and ead. respectively). Ordinarily it may be preferable to use short mention of author by surname. Do not use id. across footnotes; use surname instead.
- ibid. Ibid. is used in place of repeating author and short title information (in essence meaning ‘same volume’), when that is shared with the immediately preceding reference. It should be followed by specific page number or other locational information within the work. Reference to author surname alone (without short title) or surname with short title may be preferable.
- op. cit. replaces work title with the style: author, op. cit., page ref. (or sim.). Ordinarily the standard short title reference is preferred.
- loc. cit. should be avoided.

Use *ibid.* and *op. cit.* across footnotes only in a directly sequential set of footnotes; the editors may restrict this to a sequential set appearing on the same page.

Other Latin forms such as *supra*, *infra*, *passim*, *s.n.*, *s.v.* and the like should be avoided and replaced with their English equivalents.

Note that the above guidance is in accord with modern printing style (that of *New Hart's Rules*) and differs somewhat from traditional *JEA* style set out in *JEA* 10 (1924), 337, particularly that given for the use of *ibid.*

### Styles for listings

In listings (for example, in condensed presentation of material in footnotes) use semi-colon to separate out items where any of the elements contain a comma; such lists may be introduced, if appropriate, by a colon (not used in the following example):

Eleventh Dynasty occurrences, in chronological order, are stelae Cairo JE 41437, *TPPI*, § 18; Clandeboye Hall no. 2, I. E. S. Edwards, 'Lord Dufferin's Excavations at Deir el-Bahri', *JEA* 51 (1965), 22–3, pl. xi.1; Cairo CG 20543; BM EA 614; New York MMA 14.2.6, *TPPI*, § 22; Moskau I.1.a.5603; and BM EA 1164, *TPPI*, § 33; Louvre C 14; BM EA 159; Cairo CG 20514.

In simpler listings commas may be preferred. Extensive use of bracketing or multiple nesting of brackets should be avoided.

### Tables

Will be formatted in typesetting to house style. In submitting manuscripts restrict the use of borders: no vertical rules, horizontal rules used sparingly. Avoid using extensive formatting and styling of cells and text in tables.

Table headings are positioned above the table (table in small caps with initial full cap: TABLE). No point is used after the number and before the title. Table title has initial capital (otherwise minimal capitalization) and is set in italic without end punctuation, e.g.:

TABLE 1 *An example of a table heading*

### Figures

Photographic images and line art are both set within the main pages as 'figures' and are consecutively numbered within each article (and not throughout the journal), starting from figure 1. Reference to figures in the main text is abbreviated plain text, no capitalisation, often in brackets (fig. 1). The caption for figures is introduced by FIG. + number followed by a point. Captions end with a point:

FIG. 1. An example of caption formatting.

Caption text can be included either at the end of the main Word file (with specific heading 'Captions') or provided in a separate Word file.

### Illustrations: Original Artwork and Printed Photographs

Artwork and photographs for publication should have the contributor's name and a figure/plate reference written clearly on the back. Please send copies only in the first instance. Artwork will be returned to the author on request after 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.

*Art illustrations* whether photographs or drawings, should be supplied at a maximum size of A3.

*Photographs* will all be reproduced greyscale and should be of good quality and of suitable size for digitisation and reproduction.

*Line drawings* should be supplied at least twice as large as they are likely to be reproduced and inked appropriately. Any internal labelling 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-labelled 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.

### **Illustrations: Digital Images**

Should be of high quality suitable for publication and not just screen viewing. High quality print-outs should also be submitted of all digital images.

*Photographs* should be produced in high resolution, no less than 300–600 dpi for reproduction at the same size. If they are likely to be reproduced at a larger scale, then they should be produced at a proportionately-higher resolution. The images should be saved as CMYK TIFF files (JPEG and other compression formats should NOT be used). The TIFF file should not be compressed. All such images should be burned to CD/DVD and not sent by email attachment. Photographic images are reproduced in greyscale, excepting the end colour plates (when available); however, original colour digital photograph files are acceptable for submission, particular if a contributor is not proficient with image manipulation software. Separate colour plates at the end of the volume are a recent innovation and are subject to volume-by-volume decision. Contributors are welcome to submit colour images for consideration for a colour plate, but the decision to include will be that of the editors.

*Line drawings.* Line drawings produced digitally should be presented in the original file format along with a version suitable for use with Adobe Illustrator or CorelDraw. An accompanying PDF produced from the original file should be provided. Digitally-produced line-art should not ordinarily be provided as scans. Other line-art (such as that produced by an illustrator using traditional inking methods) can be scanned as ‘line-art’ at at least 600 dpi, preferably 1200 dpi, and saved as TIFF files as above, although the editors may request originals or a high-quality paper copy.

### **Illustrations: Form of Publication**

The *JEA* does not employ fold-outs, nor, ordinarily, colour printing (excepting end-plates). All illustrations will be printed within the A4 page and in black and white/greyscale. Colour printing can only be accommodated through prior agreement with the Editor and a subvention from the author will ordinarily be required to cover the additional cost. As noted above, a small colour-plate section is currently included as end matter, the pricing for which is included in the budget for the *JEA*. Selection of material for inclusion in the colour-plate section is that of the editors.

**Copyright and Permissions; Acknowledgements**

Responsibility for obtaining permission to use copyright material rests with the author. This includes photocopies of previously published material. Responsibility also rests with the author to ensure that permissions are suitably acknowledged in submitted manuscripts. Illustration permissions should be inserted at the end of captions within brackets before the full-stop in the following style (unless the copyright holder specifies a different style):

FIG. 1. Illustration details (courtesy of An Institution).

Referenced copyrighted illustrations should ordinarily use short-title citation:

FIG. 1. Illustration details (from A. Person, *Short Title*, specific reference).

In cases where an author wishes to make explicit acknowledgement of non-copyright material (either through courtesy or because the information is academically useful), use the style:

FIG. 1. Illustration details (A. Person).

Author self-reference is:

FIG. 1. Illustration details (author).

Manuscripts which do not conform sufficiently to these guidelines, or are otherwise unsatisfactory will be returned to the author for further drafting or will be rejected on receipt.