



ISMEO — Associazione Internazionale di Studi sul Mediterraneo e l'Oriente

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East and West

EDITORIAL GUIDELINES FOR CONTRIBUTORS

Authors are responsible for obtaining permission to reproduce materials subjected to copyright.

Submission Requirements

Times New Roman font should be used.

Articles should be submitted digitally as Microsoft Word documents (not as a pdf) and as a pdf if special characters are used in the text.

Figures and Plates

Line drawings and photographs are to be numbered as Fig./Figs., and each one should be referred to in the text. Figures should not be embedded in the text but given as single tif, jpg or png files. For photographic images high resolution scans (at least 300 dpi) should be given.

Abstract

Each article should be accompanied by a short summary in Italian up to 200 words.

Formatting and Styles

Accepted formatting: italics, superscript and subscript. Bold and underlined will be removed.

Please use the standard MS Word styles without modifications. “Normal” for body text; “Footnote Text” for footnotes and “Footnote Reference” for footnote references.

Use the long hyphen ‘—’ without spacing inline (e.g. ‘Grave goods—potwares, weapons, necklaces—were recovered in the tomb’).

Quotations

For inline quotations and translations use “...”.

Block quotations and translations: do not use quotation marks.

A translation should be provided for all passages in Greek, Latin, non-Roman alphabets and character-based languages running to more than a few words.

Dates, Page runs, Units of Measure

Dates and page runs should be retained in full (e.g. 1980-1985, not 1980-85, and 250-275, not 250-75). The character between dates and page is an ordinary hyphen ‘-’.

Dates should be in the format as for example 3500 BCE, 500 CE. Where BP dates are provided calendar dates should also be included.

Full dates (e.g. in reference to excavations) should be styled in the British manner: 22 September 2010.

Style for abbreviated units of measure is: figure space unit (e.g. 35 cm, 120 km). Abbreviated units of measure ordinarily have no punctuation of their own, unless this is standard (as in a.s.l.).

Decimals should be formatted in British style with point: 4.50.

Use a space between ‘no./nos.’, ‘p./pp.’, ‘Fig./Figs.’, ‘pl./pls.’ and following numbers.

Absence of information: use n.p. and n.d. for ‘no place’ and ‘no date’ respectively.

Bibliography

General Notes

Do not use dashes for repeated author names.

Capitalisation is used throughout in bibliographic referencing of English works, including sub-titles and article titles; specific conventions are used for works in other languages. For more general usage, please use traditional capitalisations, particularly for terms understood as specific designations of names. For example, use Ancient Egyptian or Bronze Age.

The bibliography should be given in roman script. Use a transcribed version of the reference where necessary. The original script can be included within square brackets.

Single editor is ‘ed.’, multiple editors are ‘eds.’.

Two or more authors are listed with comma separation.

For two firstnames or middlenames do not use space (e.g. Rossi, A.V.).

For two or more publication places use ordinary hyphen.

Please give only the scientific publishers.

References in the Text

References are in “Harvard style” and should be inserted inline: author’s surname and year of publication, number of pages, fig. or pl. (e.g. Callieri 2018: 90, fig. 22).

The authors are listed with comma separation up to three ones. When four or more authors are listed, please use first author + et al. The full list of authors is required in the final bibliography.

Book

Tucci, G. (1978) *Tibet ignoto. Una spedizione fra santi e briganti nella millenaria terra del Dalai Lama*. Roma.

Biamont, D., G. Toffin (1987) *Architecture, milieu et société en Hymalaya*. Paris: CNRS.

Edited Book

Lanciotti, L., ed. (1984) *Incontro di religioni in Asia tra il III e il X secolo d.C.* Firenze: Fondazione Giorgio Cini - Civiltà veneziana. Studi.

Frenez, D., M. Cattani, eds. (2019) *Sognatori – 40 Anni di Ricerche Archeologiche Italiane in Oman / Dreamers – 40 Years of Italian Archaeological Research in Oman*. Roma: Ministero degli Affari Esteri e della Cooperazione Internazionale, ISMEO.

Article in Edited Volume if It is the only Quoted Contribution of the Volume

Genchi, F., M.P. Maiorano (2019) L’Accampamento Neolitico di Ras al-Hadd HD-2 (IV-III millennio a.C.) / The Neolithic Camp of Ras al-Hadd HD-2 (4th-3rd millennium BC). In D. Frenez, M. Cattani eds. (2019) *Sognatori – 40 Anni di Ricerche Archeologiche Italiane in Oman / Dreamers – 40 Years of Italian Archaeological Research in Oman*, pp. 48-50. Roma: Ministero degli Affari Esteri e della Cooperazione Internazionale, ISMEO.

Article in Edited Volume if Two or More Contributions of the Volume are Quoted, or the Volume is Quoted

Genchi, F., M.P. Maiorano (2019) L'Accampamento Neolitico di Ras al-Hadd HD-2 (IV-III millennio a.C.) / The Neolithic Camp of Ras al-Hadd HD-2 (4th-3rd millennium BC). In Frenez, Cattani (2019): 48-50

Multi-Volume Work (as a Whole)

Potts, D.T., ed. (2012) *A Companion to The Archaeology of the Ancient Near East*. 2 Vols. Chicester.

Multi-Volume Work (Specific Volume)

Potts, D.T., ed. (2012) *A Companion to The Archaeology of the Ancient Near East*. Vol. 2. Chicester.

Journal Article

Bussagli, M. (1956) Indian Events in Trogus Pompeius. *East and West*, VII, pp. 229-242.

Rahbar, M., S. Alibaigi, E. Haerinck, B. Overlaet (2014) In Search of the Laodike Temple at Laodikeia in Media / Nahavand, Iran. *Iranica Antiqua*, 49, pp. 301-329.

Forthcoming Work

Yazar, M. (forthcoming) *Shadows of Kurdistan. A Photographic Research of a Cultural Identity*.

Polichetti, M.A. (forthcoming) Hints on Religious Symbology. In M. Bussagli, P. D'Amore, P. Fedi, L. Giuliano, M.A. Polichetti, F. Salviati. *L'eredità umana e scientifica di Mario Bussagli*.

Dissertation or Thesis

Baldi, M. (2016) *Architettura templare dei complessi meroitici collocati lungo il percorso Shendi-Begrawiya alla luce delle più recenti ricerche*. Ph.D. Thesis. University of Pisa.

Newspaper Article

Bultrini, R. (2019) Nel divino Pakistan. *Il Venerdì*, 3 gennaio 2020, pp. 32-35.

Translated Work

Uzun, M. (2019) *Tu*, transl. F. Marilungo. *Il Novissimo Ramusio*, 17. Roma: ISMEO, Istituto internazionale di cultura kurda.

Series and Publishers

Series information is noted positioned before the place of publication and separated by points:

Barich, B.E., ed. (1987) *Archaeology and Environment in the Libyan Sahara: The Excavations in the Tadrart Acacus 1978-1983*. British Archaeological Reports, International Series 368. Oxford.

Reference to series is restricted to numbered series. Non-numbered series are not noted. Publisher information is noted only in case of scientific one after the place of publication separated by colon:

Vidale, M., A. Lazzari, eds. (2017) *Lapis Lazuli Bead Making at Shahr-i Sokhta*. Serie Orientale Roma, n.s., 18. Padova-Roma: ISMEO.

Web-sites

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:

The Deir el-Medina Database: <https://dmd.wepwawet.nl/> accessed 20 May 2017.

Abbreviations

dates: 1980-1985, not 1980-85

pages: 250-275, not 250-75

following/s: f./ff.

centimeter/s: cm

meter/s: m

etcetera: etc.

circa: *c.*

videlicet: *viz.*

exempli gratia: *e.g.*

volume/s: Vol./Vols.

chapter: Chapt.

column: Col.

folio/s: Fol./Fols.

translator: transl.

second [II] century: 2nd century, etc.

century and millennium: never abbreviated

before Christ: BCE

after Christ: CE

plate/s: only when referring to author's plates within one's own text: Pl./Pls.

figure/s: only when referring to author's figures within one's own text: Fig./Figs.

fig./figs., pl./pls. in all other cases

note/s: fn./fns.

number/s: n./nn.

editor/s: ed./eds.

no place: n.p.

no date: n.d.

doctor: Dr

Mister: Mr