

SUGGESTIONS FOR CONTRIBUTORS

In matters of styling please follow the usual rules of journals or University Presses. The Dictionary of Prehistory, like most scholarly publications, will follow the guidelines set forth by the University of Chicago Press Manual of Style. On the following pages we have indicated more specific directions for the preparation of Dictionary manuscripts. If they are followed carefully, our editorial labors will be very considerably lightened and we shall be most grateful.

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Paper and Typing. Please type on one side only of a good grade of white paper, 8 1/2 x 11 inches in size. Please do not use paper with a highly glazed surface or excessively thin (air-mail, or so-called onion-skin) paper.

Each article should be typed with double-spacing throughout. This includes the bibliography and quotations or extracts.

A margin of no less than one-and-a-half inches should be left at the top of each page and at the left-hand side.

Please number the pages consecutively and make and retain an exact duplicate of your work. Place the name of the article on the top of each manuscript page.

Paragraphing. The nature of the text will determine paragraphing in most instances. Avoid using paragraphs that are too short or too long. If the article is divided up into sections with headings, type the headings on a separate line. Be sure to leave extra space above and below the line.

Quotations. If brief quotations (no more than three lines) are intended to "run-on," i.e., to be included within the context, they should be enclosed within quotation marks.

If longer quotations are intended to be set as separate paragraphs, they should be indented from the left-hand margin of the text for five spaces and quotation marks should be omitted.

Footnotes. The Dictionary will not contain footnotes.

If the author feels that a reference is necessary it can be inserted in parentheses, with a date; e.g., (Mellaart 1963). The full source, if essential, can appear in the bibliography.

Citation of book titles and other sources in the body of the text should be given in short form, reserving the full description of the work for the bibliography which will appear at the end of the article. For example, Kenyon, K., 1960. Excavations at Jericho, Vol. I., Jerusalem can appear as Kenyon, Jericho, I.

The style for citation of titles and sources in the bibliography will be found below.

Numerals. Numbers of less than three digits and numerical adjectives should be spelled out, except in the explanation of technical points where a succession of numbers is required. For example: "He died at the age of ninety-eight" and "The fifth attempt." But, "The numbers 37, 63, 74, and 133 appear frequently in these pages."

Biblical references. Use "I Kings 4:34" or "Mark 12:30-33."

Do not use abbreviations, such as "Gen." for "Genesis."

Dating. In citing dates, spell out the name of the month, precede it with the day, and follow it with the year; e.g., "2 September 1675." This form requires no internal punctuation.

The term "B.C." should follow the number of the year cited; e.g., "600 B.C." The term "A.D." should precede the year; e.g., "A.D. 1965." When dates are approximate, precede them with "c." for "circa."

Spelling. Spelling, including use of the hyphen in compounds, should follow standard American usage as exemplified in Webster's Third New International Dictionary and Webster's Seventh New Collegiate Dictionary. If it is necessary to make citations in Greek or other non-Roman alphabets, please write all letters and mark all accents clearly.

The transliteration of words from non-Western languages presents a difficult problem. Usage varies widely. For example, the Anatolian site, Bogazk^oy is spelled in the following ways in reputable sources: Boghazk^oy, Boğazkoy, Boghaz-K^oy, Bogha Keui, Boğazk^oy, and Bogazk^oy.

To avoid confusion, authors should follow, wherever possible, the commonly accepted spellings of site names which appear in the Catalogue of the Library of the Peabody Museum of Archaeology

and Ethnology of Harvard University. The Peabody Catalogue is available in most major libraries.

The names of major foreign cities should appear in their English form, that is, Munich not München.

Italics. Indicate use of italic letters by drawing a single line under the word or sentence to be italicized. Avoid use of italics for emphasis. Italics will be needed for distinguishing book titles and also for foreign-language expressions.

Capital letters. All proper nouns and proper adjectives should begin with a capital letter. This includes names of persons, geographical, political and racial units, names of the months, days of the week, and festivals.

In citing English titles of books, periodicals and articles, capitalize the first word and each important word of the title.

In citing titles in foreign languages, follow the conventions of capitalization normal in the language.

Capitalize the first word of a direct quotation; e.g., Benjamin Franklin is reported to have said, "We must all hang together, or assuredly we shall hang separately." If the quotation is from the middle of a sentence do not capitalize. Indicate the ellipsis with three dots.

Abbreviations. As a general rule, it would be well to avoid the use of abbreviations in the text. Conventional abbreviations will, of course, be used in the bibliography and may

be used for identification of societies in the citation of sources within the text when there is no possibility of confusion or misunderstanding.

Do not abbreviate the names of cities or other geographical units.

Cross references. The editors will handle the task of cross referencing the articles. Authors can, however, suggest on a separate sheet of paper what they think will be appropriate cross-references.

Pictorial Material. Maps, drawings and photographs will appear in a separate volume, The Album of Prehistory, to be published a short time after the Dictionary itself. The number of illustrations will, of course, vary with the subject. Some articles may require no illustrations; others, for which pictures would be very useful, may require many. It is hoped that five or six illustrations will be sufficient for most of the major articles.

We hope that authors will be able to provide illustrative material. If this proves unfeasible, the editors will obtain pictures. Naturally the author's suggestions about illustration will be welcome. All illustrative material should be identified with the name of the article it accompanies. Permission to reproduce any illustrative material sent with the article should be obtained by the author. Authors will be recompensed up to \$15 for the total expense of picture acquisition.

Drawings and Maps should be done carefully in black ink on separate sheets. If a drawing or map is to be reproduced from a printed book, please employ the best available means of reproduction -- preferably a glossy photograph. Please obtain permission to use any material presently in copyright, if possible. If not possible, please indicate what material is under copyright. Tables should be typed in the precise form in which they are intended to appear in print.

Photographs. As has been indicated, these will appear in a separate volume. They should nevertheless be keyed to the text for easy reference. Photographs should be identified with the name of the article they accompany written lightly on the back in grease pencil. Picture captions should be typed on a separate piece of paper. Style for captions should be the same as for the article itself. Each caption should be accompanied by a credit giving the full identification and the address of the source that controls the original. The picture source should also be written on the back of the photograph. If the exact source cannot be determined, and the picture is reproduced from a publication, provide full bibliographic information, including the address of the publisher.

Signature. Type your name at the end of your manuscript in capital letters and in the form in which you desire it to be printed.

Bibliography. The bibliography should be typed on a separate sheet, which should be numbered in sequence from the final page of the text.

(a) Each set of bibliographical notes should support views expressed in the article and be constituted so as to guide the reader into the whole literature on the subject. It is not intended, however, to supply a complete, exhaustive bibliography. The bibliography can be brief.

In general, the bibliography should contain only essential monographs, articles, excavation reports, scholarly studies, so chosen that they will include the latest scholarship and guide the reader into the whole literature by means of their own, more extensive references and bibliographies.

Items in the bibliography should be arranged alphabetically by author.

(b) Titles in the bibliography follow standard scholarly procedure in citation of books, manuscripts, annuals, periodicals, and the like. The examples given in the University of Chicago Press Manual of Style (Chapter on "Bibliographies")

may serve as models. Here are some examples:

Books: Goldman, H. 1956, Excavations at Gozlu Kule, Tarsus, II. From the Neolithic Through the Bronze Age, Princeton: Princeton University Press.

Perkins, Ann, 1949. The Comparative Archeology of Early Mesopotamia. ("Studies in Ancient Oriental Civilization" No.25.) Chicago: University of Chicago Press.

Journals: Mellaart, J. 1958. "Excavations at Hacilar; First Preliminary Report." Anatolian Studies VIII: 127-56.

Hajek, L. 1959. "Jižní Čechy ve Starší době bronzové" (La Bohème méridionale à l'âge du bronze ancien").

Památky archeologické XLV: 115-92. (Russian and French summaries.) Prague.

If more than one work by the same author appears in the bibliography, the citations should be arranged in chronological order. Cite titles in the original language; follow this, if considered necessary, with the English translation in quotes in parentheses.

If a French or German translation of the title appears in the original source, as in the Hajek article cited above, include that too, along with information about summaries or précis of the article that appear alongside it in another language.

Titles or essays, articles, and sections or chapters of books should be enclosed with quotation marks. Titles of published

books, pamphlets, and periodicals should be underlined with a single line. Names of learned societies, series of publications, and the like should be left in plain type without quotation marks or underlining.

(c) Abbreviations in the bibliography.

1. For citing months, use: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.
2. For all other abbreviations in the Bibliography, please follow standards as cited in the Chicago Manual of Style.
3. The names of scholarly journals should not be abbreviated.