

AUC Eastern Mediterranean Site Reports: Style and Submission Guidelines

About the series

AUC Eastern Mediterranean Site Reports is an edited series that seeks to publish exceptional archaeological studies from a region that includes Egypt, the Fertile Crescent, and the eastern islands of the Mediterranean Sea.

The series will accept site reports covering the period from prehistory to the coming of Islam. Preference will be given to reports that clearly demonstrate aspects of regional inter-relationships in economics, politics, religion, and other aspects of ‘culture.’ From time to time, the series will re-publish historical reports that fall within the scope of the series but are difficult to obtain.

The **series editors** are:

Susanne Bickel, University of Basel

Hermann Genz, American University in Beirut

Joanna Smith, University of Pennsylvania

Kent Weeks, American University in Cairo

Please consult our website for further details: <http://aucpress.com/AUCSiteReports>

Submitting a proposal

Report proposals for this series should be sent by email to: aucsitereports@aucegypt.edu

They should include the following information:

- A synopsis of the proposed report
- A brief statement on why this report should be published as part of this series—i.e., what it will add to the field and why it is important
- An estimated word count and number of figures and plans
- An estimated delivery date for the finished manuscript
- You may also mention a subvention if available, but this is not essential for publication

All proposals will be reviewed by the series editors (listed above) and by the AUC Press. Following acceptance of a proposal, the manuscript (ms) will then be reviewed by the series editors and authors may be asked to make changes.

Editorial and design process

When the ms has been accepted by the series editors, it must be thoroughly copyedited before submission to the AUC Press. The AUC Press cannot undertake to check and correct the text, but can recommend professional copyeditors that authors can approach.

The AUC Press will proofread and then design and lay out the text and illustrations into page proofs. It is the responsibility of the author to index the proofs when they are ready.

The standard publication size will be A4, with text layout in two columns. All figures will be integrated into the text.

Printed books in this series will be a maximum of 350 pages. The word limit will therefore depend on the number of illustrations included.

Text

Submission

The copyedited ms, along with copyedited figure captions and figures (see below), should be submitted by email to: aucsitereports@aucegypt.edu.

Format

The ms should be submitted as a single MS Word file (i.e., not as separate chapters), and be formatted as follows:

- Single column (although the printed book will appear in two columns), left aligned
- Times or Times New Roman font, 12 pt., double spaced, including notes
- Paragraph indent 1.27 cm. All paragraph indents should be marked with the arrow ruler bar at the top of the Word file, not with tabs or spaces
- Do not use all caps anywhere
- No extra line spaces between paragraphs
- No extra leading before or after paragraphs
- Mark section breaks with an asterisk
- Insert **[set as extract]** before and **[end extract]** after block quotes
- Mark placement of figures in the ms with **[insert fig. X here]**

Clearly mark chapter titles and sub-headings as follows:

- Chapter titles **[ch]**. For example:
 [ch]1. Introduction: Archaeology in Egypt
- sub-headings **[a-head]**, **[b-head]**. For example:
 [a-head]Archaeology in Cairo

Notes

Reports will use endnotes, rather than footnotes.

Figures, tables, and captions

Submission

All figures and tables must be submitted as separate high-resolution (300 dpi at a width of 17cm) tif files, not embedded in the ms.

Digital photographs or scans must be originated at the above-mentioned resolutions—please do not submit files that have been artificially inflated with extra pixels after scanning (known as pixel interpolation or re-sampling). Although interpolated files may look fine on screen, or even on a laser printout, they do not survive the offset printing process and may suffer from one or more of the following: excessive darkness (dots too dense); excessive faintness (dots too dispersed); uneven inking; pixelation; haziness; or coarseness.

Line drawings should be even higher resolution: a minimum of 1200 dpi at a width of 17cm (portrait).

No other formats should be submitted without the prior agreement of the AUC Press.

Figures can appear either in color or in black and white.

Placement of figures

Figures may appear as full-page, half-page, or quarter-page images to fit the standard publication size. They may extend across the full width of the text area (17cm) or one column (8cm).

No figures will be side turned.

Captions

Captions should be submitted as a separate Word file. Captions should include all necessary copyright information. It is the responsibility of the author to clear permissions for all figures that do not belong to him/her, before submission of the ms.

Numbering

Number figures in one sequence and refer to them all as figures – rather than distinguishing between tables or plates, etc. Make sure that each figure file is numbered and that the numbers correspond correctly with the list of captions.

Style Guide

Please consult the ‘Manuscript Style’ section of the [AUC Press Guide to Authors](#) for guidelines on the use of italics, numbers, dates, quotation marks, spelling conventions, punctuation, abbreviations, cross-references, and bibliographies. The following notes are designed to supplement this guide.

US English

US English conventions will be used throughout for spelling and punctuation (except in direct quotations from published sources).

Referencing

Referencing will always be in the Author-Date-Page format; page numbers will be quoted except where the *whole* work is being referred to.

Conventional abbreviations such as (e.g.) ‘PM’ or ‘*Top Bib*’ for Porter and Moss’s *Topographical Bibliography*, or ‘*Urk*’ for Sethe and Helck’s *Urkunden*, should not be used.

Single-author book

Bloggs, A.S. 1902. *Embalming for Beginners*. London: Crippin & Co.

Cited as: Bloggs 1902.

Or as: Bloggs 1902: 10–15.

Two-author book

Jekyll, D. and M. Hyde. 1967. *Changing Times*. Bristol: Wills.

Cited as Jekyll and Hyde 1967.

Multi-author book

Borgia, L., F. Burke, C.S. Pease, and W. Gladstone. 2010. *The Life of Alexander*. New York: Times Square Press.

Cited as: Borgia et al. 2010.

Edited volume

Where each section of a volume has a separately identified author, each section must be cited as a separate work under that author's name, not under the editor of the volume itself, unless you are simply citing the whole volume.

Entire volume (no specific article or page[s])

Harker, J. (ed.) 1935. *Encyclopedia of the Undead*. Highgate: Transylvanian Publishing.
Cited as: Harker (ed.) 1935.

Specific article/chapter (note that the whole page-span of the article must be included in the Bibliography, not just the page(s) specifically being referenced in your work)

Smith, J. 1935. "Zombies." In *Encyclopedia of the Undead*, edited by J. Harker, 666–90.
Highgate: Transylvanian Publishing.
Cited as: Smith 1935.
Or as: Smith 1935: 669–72.

Article in a periodical

Similar rules apply, but there is not normally a need to provide editorial or publisher details. Please ensure that all abbreviated journal titles are included at the beginning of the Bibliography.

Alucard, V. 2000. "Stakeholder Management in early Romania." *Journal of Transylvanian Studies* 39: 222–25.
Cited as: Alucard 2000.
Or as: Alucard 2000: 224–25.

Multiple volume authored works

Bloggs, A.S. 1902–3. *Embalming for Beginners*, 2 volumes. London: Crippin & Co.
Cited as: Bloggs 1902–1903.
Or as: Bloggs 1902–1903: II, 10.

Specific volume of multiple volume authored works

Smith, J. 1935. "Zombies." In *Encyclopedia of the Undead*, edited by J. Harker, IV, 666–90.
Highgate: Transylvanian Publishing.
Cited as: Smith 1935.
Or as: Smith 1935: 680.
(Please note that in this case the volume number is not relevant as this is the only volume in the bibliography.)

A book with an author, plus an editor or translator

Marquez, Gabriel G. 1988. *Love in the Time of Cholera*, translated by E. Grossmann.
London: Cape.
Cited as: Marquez 1988.
Or as: Marquez 1988: 242–55.