

PREPARATION OF CONTRIBUTIONS

Revised November 2020

All typescripts **MUST** follow the following guidelines; those that do not conform will be returned to the author for revision

- Manuscripts may be in English, French, or German.
- All non-native speakers **must** have their contribution reviewed/edited by a native speaker before submission.

1. Formatting of Paper

Authors should provide their paper in Microsoft Word (.docx) format.

- Format of text: 12-point Times New Roman is preferred.
- All text should be left-hand aligned.
- Please use a minimum of formatting codes.
- Footnotes should be kept to a minimum (see below for format).
- A bibliography of sources cited must follow the text (see below for format).
- Papers should be a maximum of 5000 words, including footnotes, but excluding bibliography, tables, and figures. (Minimum word count for the main text is 1000 words, excluding footnotes.)
- For submissions in English, use British English spelling, grammar and punctuation (*see UK English Language and Style Guide*); for German, please use Neue Deutsche Rechtschreibung; for French, both français classique and français réforme are acceptable.

2. Footnote Format

- Please set all notes as footnotes in your typescript, automatically numbered at the bottom of the page
- The number for each footnote **follows** any punctuation (i.e. 'superstructure.⁴⁷' NOT 'superstructure⁴⁷.')
- Footnotes should be numbered, EXCEPT for one at the beginning that comprise acknowledgements, affiliation (if needed) or some other kind of notice, which should use an asterisk.

3. Citation and Bibliography Format

- *CIPEG Journal* now uses a strict 'AUTHOR-DATE-PAGE' referencing system. Therefore **no** bibliographical abbreviations can be notes – e.g. 'PM' or '*Top Bib*' must NOT be used for Porter and Moss's *Topographical Bibliography*, nor '*Urk*' for Sethe and Helck's *Urkunden*, etc.): these should be cited as though 'normal' books, following the rules below.
- Note that entire works should only be cited as such if the WHOLE book or article is relevant to the SPECIFIC point you are referencing. Normally, one would expect the relevant pages to be cited.
- Do **not** use op. cit., loc. cit., ibid., or idem in notes: give full AUTHOR-DATE-PAGE reference in all cases.
- **Please consult the Citations and Bibliography Guidelines for proper formatting.**

4. Illustrations

Illustrations should be preferably in colour; however monochrome is also acceptable.

- Illustrations should be submitted as separate files, with the following title-format:
ARTICLE_FIG_NUMBER
- Minimum resolution for images: for photographs, 300 dpi (minimum width: 2000 pixels); for line-drawings, 600 dpi (minimum width: 4000 pixels), but 1200 dpi is preferred (minimum width: 8000 pixels).
- Images should be in TIFF or JPG format.
- Contributors must secure rights, as appropriate, to reproduce illustrations.
- Please number all figures/plates and send a separate file with captions and credit lines.

5. Author Information

With your paper, please provide the editor with the following information in a separate document:

- Name and contact information of the (main) author.
- Biographical notes for the author(s) in the following standard format:

FULL NAME studied at INSTITUTION(S); (s)he is currently POST at INSTITUTION.

6. Submission of Contribution

Authors must supply the following:

- Their paper in Microsoft Word (.docx) format, following the guidelines above
- A copy of the paper in a single PDF document, including all with images and tables
- All photos, illustrations, and tables provided in separate files (see 3, above).
- Captions and credit lines for the accompanying images and tables, in a separate file
- Any image reproduction permissions, as applicable
- An abstract (250 or fewer words) inserted before the main text
- Author information (see 4, above) in a separate file

Contributions missing any of the above or improperly formatted will be returned to the author. If you have questions, please contact the editor at cipeg.journal@gmail.com.

7. Deadline

All contributions derived from papers presented at the annual meeting: **1 May of the following year.**

Articles not related to the annual meeting will be published on a rolling schedule.