

## Instructions for Contributors

### Categories of Papers

1. This journal accepts three categories of papers : articles, short notes and book reviews.
2. Articles should be not more than 12,000 words, short notes, not more than 1,500 words, and book reviews, not more than 3,000 words. Authors wishing to submit a paper longer than 12,000 words (including notes, references, appendices, and illustrations) should consult with the editors in advance.

### Formats of Papers

1. Manuscripts must be typewritten in English, French or German using white paper of A4 size (210×297 mm) or letter-size (8.5"×11"), and must be double spaced throughout (24 lines per page), including the text, figure captions, notes, appendices, and references. Margins of at least 3 cm must be kept on all edges of the page. Manuscripts should be printed in a standard font such as Times Roman, in 12 point or larger type.
2. Notes should appear at the bottom of the page rather than at the end of the article. Where notes are included, they must be numbered sequentially in the text, using Arabic numbers in superscript. For citations within the notes, follow the rules below.
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6. Authors are responsible for obtaining any permission needed to publish their illustrations.

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1. The author should e-mail a Microsoft Word document (or text file) of the manuscript (the text, figure captions, notes, appendices, and references) along with a PDF file of the Manuscript. Alternatively, he/she may mail the Microsoft Word document (or text file) on a disk (floppy or CD-ROM) along with three hardcopies of the manuscript.
2. Manuscripts must arrive no later than August 31 each year.
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1. Manuscripts are sent to two referees specializing in the topic at hand. Referees evaluate the paper based on such criteria as the importance of the subject, the clarity of the writing, and adherence to the format guidelines.
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4. If a manuscript is accepted with modifications, the editors will ask the author to revise the manuscript.
5. If a manuscript is rejected, the editors will notify the author of the reasons why it was rejected. They will return the figures to the author.

### Publication of the Manuscripts

1. The primary author of an article receives the proofs. The author is responsible for checking the proofs against the manuscript and making necessary corrections. Changes must be limited to correction of typographical errors; substantive changes to the text at this stage are not permitted. The author does not receive copies of the revised page proofs.
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### Citation of References

Authors should cite references in one of the following ways. The former is recommended for articles, and the latter, for short notes and book reviews.

1. Provide a separate list of references of all works cited in the article, including those in figure captions. E. g.:  
Driver, S. R. 1998 : *A Treatise on the Use of the Tenses in Hebrew and Some Other Syntactical Questions*, Reprint of 1874 ed. with an introductory essay by W. R. Garr, Grand Rapids, Michigan and Cambridge, U. K.  
Escovitz, J. H. 1984 : *Under the Bahri Mamluks*, Berlin.  
Hallo, W. W., and W. K. Simpson 1998 : *The Ancient Near East : A History*, Second edition, Fort Worth.  
Nasr, S. H. 1963 : "Fakhr al-Din Razi," in M. M. Sharif (ed.), *A History of Muslim Philosophy*, Wiesbaden, 642–656.  
Palmieri, A. 1985 : "Excavations at Arslantepe (Malatya)," *Anatolian Studies* 31, 101–120.  
Noda, K. 1999 : "Old Persian Active and Passive," *Bulletin of the Society for Near Eastern Studies in Japan* 42/1, 19–28 (in Japanese with English abstract).  
Within the body of the article, incorporate references in parentheses, citing the work by authors last name, year of publication, and page number. For example, (Driver 1998, 108 f.), and (Escovitz 1984, 135 and 179–180).
2. Cite references in the footnotes following the examples below. In addition, provide a separate list of references using the format in 1. above (The latter will not be published in our journal, but will be needed when the paper is posted to J-STAGE):  
<sup>46</sup>S. R. Driver, *A Treatise on the Use of the Tenses in Hebrew and Some Other Syntactical Questions*, Reprint of 1874 ed. with an introductory essay by W. R. Garr, Grand Rapids, Michigan and Cambridge, U. K., 1998.  
<sup>47</sup>J. H. Escovitz, *Under the Bahri Mamluks*, Berlin, 1984.  
<sup>48</sup>W. W. Hallo and W. K. Simpson, *The Ancient Near East : A History*, Second edition, Fort Worth, 1998.  
<sup>49</sup>S. H. Nasr, "Fakhr al-Din Razi," in M. M. Sharif (ed.), *A History of Muslim Philosophy*, Wiesbaden, 1963, 642–656.  
<sup>50</sup>A. Palmieri, "Excavations at Arslantepe (Malatya)," *Anatolian Studies* 31 (1985), 101–120.  
<sup>51</sup>K. Noda, "Old Persian Active and Passive," *Bulletin of the Society for Near Eastern Studies in Japan* 42/1 (1999), 19–28 (in Japanese with English abstract).

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