

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 x 297 mm) or letter-size (8.5" x 11"), and must be double spaced throughout, 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 end of an article rather than at the bottom of a page. 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.
3. Only Latin and Greek scripts may be used. Passages in other scripts (e.g. Arabic, Hebrew and Russian) must be transliterated in the Latin script.
4. Whole numbers from one through ninety-nine should be spelled out and round numbers above that (e.g. two thousand years) should also be spelled out, unless in a percentage (e.g. 45 percent).
5. Figures (photographs, maps, and other illustrations) should be limited to 10. However, more figures may be used at cost to the author(s). The author(s)' name and the figure number should be indicated clearly on the back of each figure. Submit figure captions on a page or pages separate from the body of the article. Special plate-making is available at cost to the author(s).
6. Authors are responsible for obtaining any permission needed to publish their illustrations.

Submission of the Manuscripts

1. The author must submit three copies of the manuscript (the text, figure captions, notes, appendices, and references) in hardcopy as well as a copy of the manuscript on a disk (floppy or CD-ROM) using, if possible, Microsoft Word and characters used.
2. Manuscripts must arrive no later than August 31 each year.
3. The cover letter accompanying a manuscript should include the following: the names of the author(s), the institutions to which they belong, and their titles; the primary author's address, telephone number, fax number, and e-mail address; and, if an article, an abstract (not more than 300 words) and five keywords of the article. Author(s) who plans to be away from their usual address during the evaluation and publication period should provide an alternate address, phone number and e-mail.

Evaluation of the Manuscripts

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.
2. Based on the referees' evaluation, the editorial board decides whether the paper is accepted outright, accepted with modifications, or rejected.
3. If a manuscript is accepted outright, the editors will ask the author to submit ASCII text file(s) of the manuscript (the

text, figure captions, notes, appendices, and references) on a floppy disk without delay. If the manuscript contains non-ASCII characters, the author must also submit a hardcopy clearly indicating all non-ASCII characters (e.g. by circling or coloring).

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.
2. A gratis copy of the journal will be provided to the primary author of articles, short notes and book reviews. Fifty offprints will be provided gratis to the primary author of an article. Additional offprints are available at cost to the author, and may be ordered when the proofs are returned.

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.

Within the body of the article, incorporate references in parentheses, citing the work by author's last name, year of publication, and page number. For example, "(Driver 1998, 108f.)," and "(Escovitz 1984, 135 and 179-180)."

2. Cite references in the endnotes following the examples below instead of compiling a separate list of references:

⁴⁶ 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.

⁴⁷ J. H. Escovitz, *Under the Bahri Mamluks*, Berlin, 1984.

⁴⁸ W. W. Hallo and W. K. Simpson, *The Ancient Near East: A History*, Second edition, Fort Worth, 1998.

⁴⁹ S. H. Nasr, "Fakhr al-Din Razi," in M. M. Sharif (ed.), *A History of Muslim Philosophy*, Wiesbaden, 1963, 642-656.

⁵⁰ A. Palmieri, "Excavations at Arslantepe (Malatya)," *Anatolian Studies* 31 (1985), 101-120.

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