Instructions for Contributors

Categories of Papers

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

Formats of Papers

- Manuscripts must be written in English, French, or German, including the text, figures, and tables (with their captions), notes, appendices, and references. Manuscripts should be written in a standard Unicode font such as Times New Roman, in 12-point or larger type. To facilitate double-blind reviewing, please remove all personal identifying information (name, institutional affiliation, etc.) from your paper when you first submit it.
- 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.
- Names, words, phrases and so on originally written in scripts other than Latin should be transcribed or transliterated into the Latin script, except in cases where it is deemed necessary to present the original 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).
- Figures (photographs, maps, and other illustrations) and tables should be limited to ten in number, but more may be permitted at the author's expense. Figures and tables should be embedded in the manuscript for the first submission.
- 6. If the authors are finally invited to proceed to publication, they will be requested to submit the main text of the article, any figures and tables, and a list of figures and tablets with their captions, each as a separate file. The figures (photographs and illustrations) for publication should be sent electronically formatted as image files (e.g., jpg., tiff.) ideally in resolutions of 300 dpi for photographs and 600 dpi for other illustrations. Each figure and table should be formatted within a page size of 14.5 × 21 cm. They will be published in black and white print, but the PDF version can be made in colour.
- 7. Authors are responsible for obtaining any permission needed to publish their illustrations in printed and online formats.

Submission of the Manuscripts

- The author should e-mail a Microsoft Word document (or text file)
 of the manuscript along with a PDF file of the manuscript (an online
 storage site should be used if the total size of the files exceeds 10 MB;
 a separate notice should also be sent by e-mail).
- Manuscripts (of the first submission [see above]) 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, 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

- 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.
- Based on the referees' evaluation, the editorial board decides whether the paper is accepted outright, accepted with modifications, or rejected
- If a manuscript is accepted with modifications, the editors will ask the author to revise the manuscript.
- If a manuscript is rejected, the editors will notify the author on their reasons for doing so.

Publication of the Manuscripts

- 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.
- The primary authors of articles, short notes and book reviews are entitled to a gratis PDF file of their contributions. Offprints are available at cost to the authors, and may be ordered when the proofs are returned.
- 3. The PDF file can be used strictly for your own personal, non-commercial, or scholarly use under the terms and conditions below:
 - The Society for Near Eastern Studies in Japan retains the copyright for all papers published in *Orient*.
 - In order to reproduce all or a part of the PDF file in a publication or other work, the author(s) must obtain written consent of the copyright holder in advance.
 - The author(s) may print out the PDF file.
 - The author(s) may send the PDF file on a storage device or by email to other individuals.
 - The author(s) may not post the PDF file on a website, blog or SNS without written consent of the copyright holder.
 - The author(s) may not modify the PDF file without written consent of the copyright holder.

Citation of References

Authors should 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, MI and Cambridge. Escovitz, J. H. 1984: The Office of Qadi al-Qudat in Cairo under the Bahri Manluks. Berlin.

Hallo, W. W., and W. K. Simpson 1998: *The Ancient Near East: A History*, 2nd ed., Fort Worth.

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

Nakata, I, Y. Nishiaki, T. Odaka, M. Yamada, and S. Yamada (eds.) 2019: Prince of the Orient: Ancient Near Eastern Studies in Memory of H. I. H. Prince Takahito Mikasa, Journal of the Society for Near Eastern Studies in Japan Supplement I, Tokyo.

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).

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.), (Escovitz 1984, 135 and 179–180), and (Nakata et al. 2019, 37–40). The page numbers should be given fully (e.g. 179–180) with En-dash, not hyphen, between them.

Copyright

The Society for Near Eastern Studies in Japan retains the copyright for all papers published in *Orient*.

(Revised on March 31, 2023)