

EDITORIAL GUIDELINES OF THE IFAO

Iconography, Writing



2019

I. ICONOGRAPHIC GUIDELINES

Resolution and formats

- To the extent possible, files should be “ready to print”, meaning that no adjustments are required.
- Provide original exemplaries only, proscribe photocopies or printed documents.
- Provide source files only with a .JPG or a .TIFF extension for photographs and an .AI extension for plans and drawings; .JPG or .TIFF files linked to Illustrator files must be included in the folder.

Illustrator Files (.ai)

- *Scale/Size:* respect the template for publication.
- *Lines:* the minimal weight (thickness) of lines is 0,25pt; delete all unused objects, elements and layouts.
- *Font:* use a single Unicode sans serif font.

Photoshop Files (.jpg or .tif)

- *Quality:* check the sharpness of photographs
- *Resolution:* the requested resolution for printing is 300 DPI for photographs, and at least 600 DPI (preferably 1200 DPI) for layout drawings in Bitmap (black and white) format. [When using Photoshop, go to “Image size”: check the resolution by linking the “Width”, “Height” and “Resolution”: the final format must render a sufficient dimension for publication (in centimetres) and reach a minimum of 300 DPI resolution in this final format]

Presentation and page layout

- Indicate the origin and the copyright for each photograph: provide all required authorizations for publication thereof.
- Use serial numbering for each document according to their nature (figure or photograph); proscribe numbering by plates.
- Provide a preliminary layout indicating the preferred size and position for the images in the text, or complete the chart entitled “Figures/Plates” supplied by the editorial service, including all useful details for the layout.

II. PRESENTATION, WRITING AND DELIVERY OF THE MANUSCRIPT

Delivery of the manuscript

- The complete manuscript folder is to be sent in an electronic format and must include:
 - The text in a Word format (or Mellel for Arabic texts), the charts in either Excel or Word format;
 - The iconographic folder along with the list of elements provided (figures, plates, legends, copyrights) and the preliminary layout or the “Plates/Figures” chart;
 - For articles only: a summary in French and English as well as a list of keywords in both languages;
 - For monographs and collective works: a text for the back cover and a suggested illustration for the cover.
- The editorial service formally assesses the manuscript upon reception: calibration, quality of the illustrations, presentation of the text and the bibliography, transliteration and toponymy according to the guidelines of the IFAO.
- Provide an anonymous version in a .PDF format. This version will be transferred to the referee. Subsequent to the editorial and scientific assessment, the author may be requested to proceed to some amendments.

NB: The deadline for submitting manuscripts to the *BIFAO* is March 31; the deadline for submitting manuscripts to the *Annales islamologiques* is January 31.

- As of the date on which the final proof is sent to the author, the latter disposes of 3 weeks for a monograph and 10 days for an article for final proofreading.
- During the amendment of the final proof, only typographic and orthographic amendments are permitted. The addition or deletion of a footnote or a paragraph should be avoided. The typographic signs of amendment are annexed to the present editorial guidelines.

Presentation of the manuscript

Text

- Use basic word processing with no page layout, but using a very clear number pattern for headings and crossheadings, preferably employing title numberings:

Ex. 1. Title one

1.1. Title two

1.1.1. Title three

NB: Where articles are concerned, the numbering of crossheadings will be used during the page layout process, after which it will be deleted, unless expressly requested otherwise by the author. Thus it is important to avoid any cross-referencing in the text to heading numbers but to prefer the use of *infra* or *supra*.

- Accents will figure on capital letters in French where concerned (Égypte, À partir de, etc.).
- Do not use bold or italics.
- Italics are to be used for titles and specific terms (see *infra*).
- The manuscript must be paginated.
- Adopt continuous automatic numbering for footnotes (by chapter or article).
- Use Microsoft Word 2004 or subsequent versions thereof for drafting texts using Latin characters.

Composition of special characters

- Use the Unicode encoding. A Unicode keyboard and converter to plain text mode for the majority of former transliteration Macintosh and PC fonts are available on the Ifao website:

<http://www.ifao.egnet.net/publications/publier/outils-ed/polices/>

<http://www.ifao.egnet.net/publications/publier/outils-ed/convertisseurs/>

- Compose hieroglyphic texts under JSesh (also attach the source files), free download: <http://jsesh.qenherkhopeshef.org/en/node/845>
- The Greek fonts IFAOGrec Unicode and Coptic fonts Ifao N Copte are available on the Ifao website:
<http://www.ifao.egnet.net/publications/publier/outils-ed/polices/>

Guidelines

The editorial service complies with the guidelines of:

B. Mathieu, *Abréviations des périodiques et collections en usage à l'Institut français d'archéologie orientale*, Le Caire, 2017 (6^e éd.) : <http://www.ifao.egnet.net/uploads/publications/enligne/IF1098.pdf>

Abbreviations of ceramic typologies

- The usual ceramic terminologies used by the community of ceramologists for all periods shall be written full and then identified by an acronym, in italics:
ex. *Late Roman, LR A; Eastern Sigillata A, ES A; African Red Slip Ware, ARS.*
- Some usual words in ceramology are deemed authoritative:
ex. *Maidum Bowls* (typical form in the Old Kingdom).

Acronyms

- Give the full name of the institution at the first occurrence then use the acronym:
ex. Institut français d'archéologie orientale (IFAO).

Arabic

Use the guidelines of the IFAO for translitering Arabic:

http://www.ifao.egnet.net/uploads/publications/enligne/Normes_translit_FR_en_ligne.pdf

Bibliography

Use the bibliographical guidelines of the IFAO:

<http://www.ifao.egnet.net/publications/publier/normes-ed/>

Quotations

- In the case of a sub-quotation included within a first quotation, use English quotation marks: “...«...»...”
- Beyond 4 lines, the quoted passage should be set out in smaller characters, in a distinct paragraph which is to be indented, without quotes and in roman.

Dating

Years

AD 10, 10 BC, or 10 BCE

Centuries

Century will be spelled out in full or abbreviated: ex. 20th century/c.

Dates of the Hejira calendar

- Use the abbreviation H. or spell out in full “of the Hejira”
- Months of the Hejira calendar are not to be abbreviated

Writing of quoted persons' names

- Spell out in full on the first occurrence and then abbreviate the initial letter of the first name:
ex. Bernard Mathieu → B. Mathieu.
- A hyphen will be placed between the initial letters of a hyphenated first name when it is French: ex. Jean-Philippe Lauer → J.-P. Lauer

Hard (unbreakable) spaces

They are to be used:

- between dates and centuries, millennia, AD or BC: 19th c., 3rd millennium, 25 BC, June 14, 17th day, etc.;
- between the initial letter of the first name and the surname of an author: G. Daressy, K.A. Kitchen, and in bibliographic references between the surname of an author and the year of edition: DARESSY 1909;

- for all numbers of figures, plates, rooms, causeways, tombs, dynasties, inventories, etc.: fig. 2, pl. II, p. 185, room C, causeway D, tomb 60, CGC 2530, no 1, 18th Dynasty, etc.;
- between the name of a sovereign and his associated number: Ramesses II, Amenhotep I.

Italics

Italics are used for:

- foreign words (Latin, German, etc.): *villa* (pl. *villae*), *oppidum* (*oppida*), *in situ*, *ex voto*, *favissa*, *sepat*, etc.;
- hieroglyphic and arabic transliteration.

Omission marks

Omission marks are to be placed in square brackets when used in a quotation: “regarding the lighting used for the bath, [...] it brings happiness to the heart.”

Archaeological terms

- In italics: *thesaurus*, *synoda*, *balaneutikon*, *dipinti*
- In roman: ostracon/ostraca and more generally all terms included in the main French dictionaries (Robert, Larousse, TLF).