



INSTITUT FRANÇAIS  
D'ARCHÉOLOGIE ORIENTALE

المعهد الفرنسي للآثار الشرقية

### **Prerequisite for the Publication of a Manuscript (Arabic Studies)**

Your proposal (monograph or collective publication) has been accepted by the Editorial Board. Before addressing the manuscript to the Editorial Department ([detudes@ifao.egnet.net](mailto:detudes@ifao.egnet.net)), please:

#### **1. make sure that it adheres to the following guidelines:**

- 1.1. the text is in Word format or Mellel format
- 1.2. compliance with the editorial rules of the Ifao, available online:  
<http://www.ifao.egnet.net/publications/publier/normes-ed/>
- 1.3. compliance with the bibliographical rules of the Ifao, available online:  
<http://www.ifao.egnet.net/publications/publier/normes-ed/>
- 1.4. compliance with the guidelines for romanisation of Arabic:  
<http://www.ifao.egnet.net/publications/publier/normes-ed/>  
  
use of the unicode font for special characters: use of the unicode keyboard, downloadable on the Ifao website:  
<http://www.ifao.egnet.net/publications/publier/outils-ed/polices/>;  
  
or use of the converter to unicode:  
<http://www.ifao.egnet.net/publications/publier/outils-ed/convertisseurs/>
- 1.5. compliance with the iconographical recommendations: native files in JPEG or TIFF format using high resolution, Illustrator files for computerised figures, preliminary layout (size of the figure: full page, 1/8, 1/4 or 1/2 page, location within the text, etc), copyrights
- 1.6. specify whether the illustrations are placed within the text or set apart

#### **2. provide an anonymised version of your text**

3. **provide a text for the back cover (2500 characters, including spaces: one text in French, and one text in English: 1250+1250)**
4. **provide a short promotional text (2-3 lines) with a list of 5 keywords**
5. **give a commercial catchphrase and 3 key points characterising your work in a few words**
6. **provide a figure for the front cover with a caption and a copyright**
7. **present yourself briefly (titles, functions, domain of research, institutional links, and so on) and send a picture of you**