



INSTITUT FRANÇAIS
D'ARCHÉOLOGIE ORIENTALE

المعهد الفرنسي للآثار الشرقية

EDITORIAL GUIDELINES

2023

I. ICONOGRAPHIC GUIDELINES

Resolution and formats

As far as possible, files must be “ready to print”, that means requiring no adjustment.

Provide source files only, proscribe photocopies or printed documents; scans have to be done from a scanner only (photocopier should be banned), with 300 DPI resolution for coloured or grey-level pictures and 600 DPI for line drawings; their scale in the book cannot exceed the scale of the original pictures.

Provide source files only with a JPG, TIFF or RAW extension for photographs and preferably an AI extension for plans and drawings; PSD files are accepted; Excel (XLS) should be banned; JPG or TIFF files associated to Illustrator files have to be joined as links (“linked” pictures—ban “embed” pictures), and thus provided with the AI file within a dedicated folder.

Illustrator Files (AI)

Scale/Size: respect the template of the publication.

Lines: the minimal thickness is 0,25pt for plain lines and 1,5pt for screened lines; delete any useless objects, elements and layouts.

Font: use Cronos Pro or a single Unicode font with no wheelbase.

Layers: the flattening of the layers in Illustrator and Photoshop should be banned; the text within the file has to be modifiable by word processing.

Photographies (JPG, TIF or RAW)

Quality: check the clearness 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. [On Photoshop, go to “Image size”: to control the resolution, link “Width”, “Height” and “Resolution”: a 300 DPI resolution has to give a sufficient size in centimeters in the final format.]

How to name figure or plate files

Files must be named without accents, spaces or specific signs other than underscore, the full stop being used only before the file extension; numbering takes into account the total number of figures or plates (1 → 9; 01 → 10; 001 → 100).

Examples: Fig01_Egyptian_Ceramic.jpg or simply Fig01.jpg **NOT** Fig. 1.Egyptian ceramic.jpg or Fig.01.jpg

Presentation and page layout

Precise the origin of the photographs and the copyright: provide the authorizations.

Number each document, one after the other, continuously as “fig.”; proscribe numbering by plates.

Provide a preliminary layout precisising the size and place of the images in the text, or fulfill the chart of iconographic treatment sent by the editorial service, with all the details useful for the layout.

II. PRESENTATION, WRITING AND DELIVERY OF THE MANUSCRIPT

Delivery of the manuscript

The complete folder of the manuscript is being sent in the electronic format and it includes:

- the text in a Word format, the charts in the Excel or Word format;
- the iconographic folder with the list of elements provided (figures, plates, legends, copyrights) and the preliminary layout or the chart of iconographic treatment;

The editorial service assesses formally the manuscript upon delivery: calibration, quality of illustrations, presentation of the text and the bibliography, transliteration and toponymy according to the guidelines of the IFAO.

During the amendment of the final proof, only typographic and orthographic amendments are admitted. The adding or deleting of a footnote or a paragraph must be avoided. Digital amendments (comments and marks in Acrobat) are preferable; the typographic signs of amendment annexed to the present guidelines apply to the handwritten amendments.

Presentation of the manuscript

Text

Choose a word processing as simple as possible, without any page layout, but with a very clear hierarchy of headings and crossheadings, preferably by using the title numberings:

- ex. 1. Title one
- 1.1. Title two
- 1.1.1. Title three

NB: As for the articles are concerned, the numbering of crossheadings will be used for the stylage during the page layout process, then it will be deleted, unless expressly requested by the author. Thus it is important to avoid any reference to numbers crossheadings in the text, and to prefer the mentioning *infra* or *supra*.

Capital letters in French are accented (Égypte, À partir de, etc.).

Do not use bold nor underscoring.

Italics is to be used for titles and specific terms (see *infra*).

Adopt a continuous automatic numbering for footnotes by article.

Use the 2004 or later versions of Microsoft Word for the writing of texts in Latin characters.

Special characters composing

Use the Unicode codage. A Unicode keyboard and a converter in plain text mode of most of ancient transliteration Macintosh and PC fonts are available on the Ifao website:

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

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

Compose the hieroglyphic texts under JSesh (provide also the source files in attachment), free to download:

https://jsesh.qenherkhopeshef.org/fr/releases/release_7_3_2

The Greek fonts IFAOGrec Unicode and Coptic fonts Ifao N Copte are available on the Ifao website:

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

Guidelines

Abbreviations of ceramic typologies

The usual ceramic terminologies used by the community of ceramologists for all periods have to be spelled out 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*.

Acronyms

Give the full name of the institution at the first occurrence, then use the acronym:

ex. Institut français d'archéologie orientale (IFAO).

Bibliography and footnotes

Use the "IFAO referencing styles for Egyptology" provided together with the present guidelines.

Citation

In case of an included citation in a citation, use the single quotes: "... '...' ...".

A Beyond 4 lines, the cited passage is composed in smaller characters, it is indented, with no quotes and in roman.

Calls for notes

They have to be placed after any punctuation marks (“,” “:” “;” “.” “?” “!”).

Datation

Years

AD 10, 10 BC, or 10 BCE.

Centuries

Century has to be either spelled out or abbreviated in the whole article: ex. 20th century/c.

Small caps

They are to be used for names in the bibliography. CAPITAL LETTERS must NOT be used.

To create SMALL CAPS, use on Mac the keyboard shortcut cmd+shift+k and on PC ctrl+shift+k.

If you cannot manage to type the names in SMALL CAPS, leave them in lower case.

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 forename of an author: G. Daressy, K.A. Kitchen, and between the forename of an author and the year of edition in bibliographic references: DARESSY 1909;

for each number of figure, plate, room, causeway, tomb, dynasty, inventory, 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.

To create an unbreakable space, use on Mac and PC the keyboard shortcut shift + alt + space bar.

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.

Em dashes

Em dashes have to be used between two page numbers in a bibliographical reference: ex. pp. 23–36.

To create an em dash, use on Mac the keyboard shortcut alt + shift + -, on PC use the keyboard shortcut Ctrl + -.

Suspension points

Omission marks have to be placed in square brackets when used in a quotation: “as for the lightning of the bath is concerned, [...] it brings happiness to the heart.”

Archaeological terms

In italics: *thesaurus*, *synoda*, *balanentikon*, *dipinti*.

In roman: ostracon/ostraca.