ARCANE Editorial Guidelines

Language of publication

The language of publication will be *English*.
However, since English is not the mother language of most of the contributors, the Project will cover the cost of editorial revisions of their English text. The Project can cover the expenses of translation in English from the original language only exceptionally.

Structure of each volume

Preliminary remarks :
• Each volume is evaluated at *c. 300 pages + bibliography*. Note that each page follows the format of the *Subartu* series, *which is of* c. *5000 characters, including spaces*.
• Order of discussed items follows that of the database
• The maximum numbers of pages indicated below include plates, tables and maps

Title page

Will feature the name of the editor(s) — i.e. the team leader(s) — and those of the associated editors (i.e. the topic coordinators)

Foreword (1-2 pages)

Will list :
- the team leader(s)
- the topic coordinators
- the contributors (i.e. the data providers = excavators or their delegates)

Introduction (17 to 24 pages)

The introduction should include four parts :

• Geography *(c. 1 page)* : the boundaries of the region and their justifications (i.e. how is the region defined and why so ? Are there subregions ?).

• Methodology *(c. 1 page)* : working methodology followed by the group.

• Periodizations *(5-10 pages)* : former periodizations and their problems (i.e., former knowledge and why it is no longer adequate).

• The data available *(10-12 pages)* :
     - The excavated sites in the region (total number, nature, etc.).

     - Key sites retained for our study : how many were retained ? why ?

Stratigraphy (<u>25 pages with tables</u>)

• Presentation of the stratigraphic sequence of the selected sites.
• This chapter should stress the stratigraphic hiatuses, the major articulations of the local stratigraphic sequences, etc., i.e., this chapter should underline the bases for chronological divisions which will be, so to speak, tested by the following analysis of the different categories of material.

Pottery (<u>max. 80 pages</u>)

• Introduction.
• Presentation and discussion : the order of variables follows that of the database.
<u>Note the following recommendations</u> :
- Discussion should be based not on idealized types, but on excavated specimens.
- Each pottery plates should have a catalogue description with *columns* giving : no. of drawing on plate ; site ; area ; stratum ; locus ; catalogue no. ; period as proposed by the excavator ; period as proposed in this ARCANE publication ; brief standardized description of the ware, including the traditional nickname[s]) *. This catalogue descriptions should appear *in small print on the left hand page, while the plate will appear on the right hand page*.
    * Models of standardized description were not discussed at these meetings and will be provided later.
- Scales not too large, bottom right.
- The c. 80 pages maximum ascribed to this chapter include : between 20 and 40 pages of text + *max. 30 plates* + tables + distribution maps.

Architecture (<u>20-25 pages</u>)

• Includes fortifications, buildings and also ovens, silos and various installations.
• The items selected should be discussed and presented by type, context, and phase.
• The illustrations of this chapter should be *schematic plans only, at a scale of 1:200 or smaller*.

Metal (<u>15-20 pages</u>)

Figurines & small finds (<u>15-20 pages</u>)

Lithics & stone industry (<u>10-15 pages</u>)

Burials & funerary customs (<u>20-25 pages</u>)

Glyptic & Art (<u>15-25 pages</u>)

C14 (5-10 pages)

Epigraphic finds (5-10 pages)

Conclusions (c. 15 pages)

This final chapter summarizes all the data presented above and offers a cultural interpretation of the various stratigraphies in order to reach a comprehensive periodization, with periods and subperiods.
The conclusions should be summarized in a standardized* tabular form. The table(s) should present the stratigraphies of the major reference sites ; the old periodizations : and the ARCANE periodization, *which is the conclusion of the volume.*
* Models of standardized tables were not discussed and will be provided later

Credits (max. 5 pages)

Names of people who entered the data in the DB.

Bibliography

Each regional publication will end with a regional bibliography mentioning all the references used in the volume *and all references quoted in the DB*.

Index

Index of site names only.

Presentation of manuscripts

Text

Manuscripts will be typed in WORD Times New Roman 10 pts.

Editorial rules

• The editorial rules to be followed are those of the so-called « Harvard system » as detailed in the *BASOR Instructions to Contributors* (see *BASOR* 262 [1986],1-8 or http://www.asor.org/pubs/basor/basor.html).
However, it was decided to adapt this system for the presentation of references : instead of appearing in brackets within the text, references should be given as footnotes.
• *The extent of footnotes should be as limited as possible* (comments worth a footnote are usually also worth appearing in the text…)
• Concerning the presentation of the bibliography, the Harvard system as detailed in the BASOR instructions should be strictly followed.

Note that the final formatting will be done by Mrs Polly Butowsky who is an independent graphist engaged by Brepols Publisher and using the In-Design program.

Transcriptions of toponyms

Toponyms should be transcribed according to the archaeological usage as represented by their official publications and by their appearance in the Database.

Illustrations

• *Size of available page for illustrations* : 22,5 cm (max. 23 cm) x 15 cm.
• All illustrations should be provided in ADOBE ILLUSTRATOR
• *Editors must check uniformity and illustrations will have to be redrawn or retouched accordingly*. J.-P. Thalmann will soon propose rules for the presentation of the drawings as much standardized as possible. It was however agreed that no thorough standardization will be possible because this would imply that everything should be redrawn – a gigantic task, difficult to undertake because of the amount of material and because (in the case of pottery drawings) archaeologists working in different areas of the Near East are used to different rules of graphic representations.
• Scale : Pottery drawings should be at 1/4 (or 1/8 for very large vessels) *Note that this scale is different from the ones proposed for the DB*.