

**KITAB – EGYPTOLOGY IN FOCUS**  
**AUTHOR GUIDE**

**Language:**

- Texts should be written in English (for other languages please contact the editors). Please make sure that the language is flawless and respects the guidelines, as the publishing house does not provide any copy-editing service for the submitted manuscripts.

**Format:**

- Maximum word length: 70,000. However, the word count is given by the combination of images, tables and text: the volume should not exceed 160 pages in approximately B5 size.
- The text should be written in Microsoft Word (**.doc** or **.docx**), Times New Roman or Times (11 points), 1 point line spacing.
- Images, drawings, tables and artwork must be submitted in separate files.
- Footnotes (see below **Bibliography**) should also be written in Times New Roman or Times (10 points), simple-spaced lines.
- Please avoid any formatting of the text, like indent, return and line spaces, etc.
- An abstract in English must be provided together with each volume (between 150-200 words).

**Illustrations (images, drawings, tables and graphic):**

- There is no fixed limit to the number of images but the volume should not exceed 160 pages in approximately B5 size. By consequence, the more images, the lower is the maximum word count for the length of the text.
- High quality picture reproduction is the major concern.
- All the images, illustrations, drawings, tables, and graphic should be presented in separate files in **.jpeg**, **.tiff** or **.png**. Illustrations in .pdf or .doc/.docx must be avoided.
- Please do not supply illustrations, graphic, tables, and images embedded in the word file.
- Please avoid footnotes in tables.
- Black and white illustrations must be provided at least at 300 dpi.
- Line drawings must be provided at least at 600 dpi.
- Authors should number illustrations and put number reference in the text, indicating their preferred position in the text. Reference to illustrations in the text must be highlighted in red, following the example here provided: e.g. “**INSERT HERE IMAGE xx**” or “**INSERT HERE TABLE xx**”.

**Copyright:**

- Copyright of all images should be cleared. Authors are responsible for copyright violations.

### **Captions:**

- Captions of illustrations should be placed in a separate Word file, named “Captions \_title of the book”.
- Captions should be numbered according to the number give to the illustrations (images, drawings, tables, graphics), in order to match the illustrations and their text placement.

### **Hieroglyphs and non-standard fonts:**

- Hieroglyphs should be embedded in the text **and** submitted as separated images as well, .jpg, .tiff, .png and numbered following the system adopted for illustrations (see *above*). When the number of hieroglyphs in the text is high, the contributors should contact the editing house and discuss directly with it alternative and simpler strategies.
- All non-standard fonts used (e.g. *Transliteration, Greek, Arabic*) must be provided separately with the manuscripts.
- Diacritics should be avoided.

### **General guides:**

- Brackets should be always round (...).
- Quotation marks are single ‘...’, except in embedded quotations where double quotation marks should be used “...”.
- Dynasties are spelled out, e.g. ‘Eighteen Dynasty’ not ‘18<sup>th</sup> Dynasty’ or ‘Dynasty 18’. Similarly spell out the numbers of centuries with lowercase initial, e.g. ‘late thirteenth century BC’.
- Dates BC are always indicated as such, e.g. ‘1457 BC’.
- Footnotes should be placed above the line (superscripted) after punctuation, without brackets.
- In pages reference use the least number of figures possible, e.g. 54–5, 234–66, 110–2.
- Use hyphen (-) only for joint words, use dash (–) for punctuation and numbers. The hyphen should have no spacing on either side of it; the en-dash should have a space on either side when used as punctuation but not when used with numbers. E.g. *Hyphen*: on-going; best-suited; *En-dash*: We went to visit the Tower of London – and met a ghost; nos. 567–9.
- Measurement will be given with point 3.5 cm and **not** 3,5 cm.
- Plates always with Arabic number, pls 1–33, Roman number only where there are two numbers, e.g. pl. X.12.

### **Common abbreviations:**

Catalogue number = cat. no. 390

*Circa* = c. (italicized)

*cf.* (Italic) instead of *cfr.*  
Chapter = chap.  
Colour plate = cl. pl.  
Edition = ed. (2<sup>nd</sup> ed. = second edition)  
Editor(s) = ed./eds (avoid eds.)  
*Exempli gratia* = e.g. (comma before but not after)  
Especially = esp.  
Example given = e.g. (not italics)  
Figure(s) = fig./figs (avoid figs.)  
and Following line(s), page(s) = f./ff.  
Line(s) = l./ll.  
Note(s) = n./nn.

Number(s) = no./nos (avoid nos.)

*Opere citato* = op. cit.

Page(s) = p./pp.

Plate(s) = pl./pls (avoid pls.)

*Recto* = r

Translated (by); translation; translator = trans.

Verse(s) = v./vv.

*Verso* = v

Volume(s) = vol./vols.

### **Submission:**

- All contributions should be submitted by email attachment to the editor-in-chief, Dr Gianluca Miniaci [gianluca.miniaci@unipi.it](mailto:gianluca.miniaci@unipi.it), and cc to Nicanor Books edition [nikanorbooks@yahoo.com](mailto:nikanorbooks@yahoo.com). Acknowledgement of receipt will be made by email, unless otherwise requested.
- Larger files can be sent by means of [www.wetransfer.com](http://www.wetransfer.com). You do not need to sign up and the website allows to transfer (multiple-)files up to 2 GB.

### **Publication:**

- The volume will be published by Nicanor Books in Kitab – Egyptology in Focus (sub-series: *Material culture of ancient Egypt and Nubia*) series.
- Pdf version of the volume will be provided to the authors.
- 5 copies of the volume will be given to authors; a discount of 30% is reserved to authors for purchasing further copies of the volume.

## **Bibliography:**

The bibliographical references will be only quoted in **footnotes** in a **shorted version**. The full list of titles – under an alphabetical order, in case of same author please follow a chronological order – should be added in a separate file or at the end of each contribution under a section titled ‘**Bibliography**’.

Please, **follow strictly** the following conventions and use the small capitals, capitals, and italics, position of names, editors, etc. as shown in the following examples:

### **BOOK as quoted in final bibliography:**

MINIACI, G., *The Middle Kingdom Ramesseum Papyri Tomb and its Archaeological Context* (London: Kitab 1, 2020).

SPENCER, A.J. (ed.), *Aspects of Early Egypt* (London, 1996).

PARKINSON, R.B., *Poetry and Culture in Middle Kingdom Egypt: A dark Side to Perfection* (London, New York, 2002).

Cited in the footnotes as:

MINIACI, *The Middle Kingdom Ramesseum*, 72.

SPENCER (ed.), *Aspects of Early Egypt*, 99.

PARKINSON, *Poetry and Culture*, 12.

### **ARTICLE IN JOURNALS as quoted in final bibliography:**

MALININE, M., ‘Notes juridiques (à propos de l’ouvrage de E. Seidl)’, *BIFAO* 46 (1947), 93–123.

Cited in the footnotes as:

MALININE, *BIFAO* 46, 117.

### **ARTICLE IN COLLECTIVE PUBLICATION as quoted in final bibliography:**

EYRE, C., ‘The market women of Pharaonic Egypt’, in N. GRIMAL, B. MENU (eds), *Le commerce en Egypte ancienne* (Cairo: BdE 121, 1998), 173–91.

Cited in the footnotes as:

EYRE, in GRIMAL, MENU (eds), *Le commerce en Egypte*, 173–91.

### **MULTIPLE AUTHORS PUBLICATION as quoted in final bibliography:**

JEFFREYS, D.G., J. MALEK, H.S. SMITH, ‘Memphis 1985’, *JEA* 73 (1987), 18–20.

Cited in the footnotes as:

JEFFREYS, MALEK, SMITH, *JEA* 73, 18–20.

or **MULTIPLE AUTHORS PUBLICATION as quoted in final bibliography** (for more than three authors or editors)

KARWIESE, S., ‘Was es wiegt, das hat’s. Ein Beitrag zur altägyptischen Metrologie’, in E. CZERNY, I. HEIN, D. MELMAN, H. HUNGER, A. SCHWAB (eds), *Timelines. Studies in Honour of Manfred Bietak*, vol. I (Leuven, Paris, Dudley, MA: OLA 149, 2006), 171–81.

Cited in the footnotes as:

KARWIESE, in CZERNY *et al.* (eds), *Timelines*, vol. I, 171–81.

**REVIEWS as quoted in final bibliography:**

DODSON, A., ‘Review of M.J. Raaven, *The Tomb of Pay and Raia at Saqqara* (London, 2005)’, *JEA* 92 (2006), 285–6.

Cited in the footnotes as:

DODSON, *JEA* 92, 285.

**UNPUBLISHED WORKS/PHD DISSERTATION as quoted in final bibliography:**

VON FALCK, M., *Textgeschichtliche Untersuchungen zu Götterreden und verwandten Texten auf ägyptischen Särgen und Sarkophagen* (PhD dissertation: Westfälischen Wilhelms Universität – Münster, 2001).

Cited in the footnotes as:

VON FALCK, *Textgeschichtliche Untersuchungen zu Götterreden*, 3–56.

**WEB-SITES:**

Should be referenced by the particular web-page (the most accessible page), preferably followed by a date of consultation, e.g. ‘[www.ucl.ac.uk](http://www.ucl.ac.uk) <accessed 15.05.2013>’

PARKINSON, R., The Ramesseum Papyri, online resource at

[https://research.britishmuseum.org/research/publications/online\\_research\\_catalogues/rp/the\\_ramesseum\\_papyri.aspx](https://research.britishmuseum.org/research/publications/online_research_catalogues/rp/the_ramesseum_papyri.aspx) <accessed 22.12.2019>.

**Abbreviations:**

Use standard set of Egyptological abbreviations, the following link might be useful:

<http://www.egyptologyforum.org/EEFrefs.html>

**Contact:**

For any enquires and further information, please contact the editor at the following email address: [gianluca.miniaci@unipi.it](mailto:gianluca.miniaci@unipi.it)