

AUTHOR INSTRUCTIONS PROCEEDINGS ICH 10

LENGTH

1. Manuscripts shall not exceed **45,000** keystrokes in length, including spaces, footnotes and bibliography.

SUBMISSION

2. Manuscripts should be electronically submitted as an email attachment and sent to pgoedegebuure@uchicago.edu or tvdhout@uchicago.edu by **June 1, 2018**.

3. Submissions should be in *Microsoft Word* or in another program that can be read by Microsoft Word, and as a *pdf copy*. Illustration files should be clearly and consistently labeled.

4. The Oriental Institute Publications Office uses Unicode fonts with diacritics (e.g., *Gentium Plus*, *Gentium Basic*; *Semiramis Unicode* for articles on Anatolian, which can be downloaded from <http://www.hethport.uni-wuerzburg.de/keyboards/>). Using Unicode fonts greatly expedites and simplifies publication. Authors should provide a copy of the fonts that are used in their contributions. Please contact Tom Urban in the Publications Office at turban@uchicago.edu if you have questions about fonts.

5. If any problems arise with the pdf copy, a hard copy on paper will have to be mailed upon request to:

Petra Goedegebuure or Theo van den Hout
Oriental Institute
1155 East 58th Street
Chicago, IL 60637
USA

FORMAT: Use minimal formatting

6. The text must be double-spaced, with one-and-one-half-inch margins on all sides.

7. Please format notes as footnotes, not endnotes.

8. All indented text must be indented using tabs. Do not use the space bar for indenting text.

9. Indicate placement of illustrations and tables by adding callouts in parentheses within the text (e.g., “Figure 1 here”)

PERMISSIONS

10. Authors must obtain permission from the copyright owner to reproduce artwork or long text quotes. Written proof of this permission must accompany the manuscript.

CITATIONS AND STYLE

11. A list of all works to which your article refers should be put at the end of your article. **You are responsible for making sure that the bibliographic entries conform to the style below.** Since it is very time-consuming to reformat incorrectly formatted bibliographic entries, we will have to return your article for reformatting of references if they are not correctly done.

12. Style: The basic reference for style is the Chicago Manual of Style (16th ed.).

13. Abbreviations: If any abbreviations are used, an explanatory list must accompany.

14. Spelling: American spelling (rather than British) is used.

GENERAL PRINCIPLES

Manuscripts in English

15. Please use the author-date style.

Within the text and footnotes, the name of the author(s) and the date of the work's publication are given in parentheses. Page and illustration numbers are separated by a comma and the appropriate abbreviation: p(p). for pages, fig(s). for figures, pl(s). for plates. E.g., (Frankfort 1970, pp. 54–55, fig. 52).

16. In the list of references at the end of the contribution:

Author: do not abbreviate first names of authors unless they are abbreviated in the source. Do not use the same author's name more than once (for multiple titles); replace it with an emdash (i.e. with “—”) the second and additional times around.

Title: titles of books, journals and series in italics, articles in roman and enclosed in double quotes. Include the subtitle if there is one.

Words in English titles of books and journals are capitalized (except for articles and prepositions); in other titles, and in foreign language titles of all kinds, only the first word of the title and subtitle are capitalized, except of course for proper nouns or whatever other words would normally be capitalized in the language in question.

Editor: only give name(s) of head editor(s), not also the names of assistants.

Publisher: name of publisher **and** place of publication. If you write in English, anglicize place of publication (Rome not Roma, Moscow not Moskva, etc.).

17. Examples:

Book:

Frankfort, Henri (1970). *The Art and Architecture of the Ancient Orient*, 4th edition (New Haven: Yale University Press).

Edited Volume:

Boardman, John, Jasper Griffin and Oswyn Murray, eds. (1991). *The Oxford History of the Roman World*. Oxford: Oxford University.

Article in Edited Book:

Civil, Miguel (1987). “Ur III Bureaucracy: Quantitative Aspects,” in *The Organization of Power: Aspects of Bureaucracy in the Ancient Near East*, edited by McGuire Gibson and Robert D. Biggs, *Studies in Ancient Oriental Civilization* 46 (Chicago: The Oriental Institute), pp. 35-44.

Article in Journal:

Kraus, Fritz Rudolf (1947). “Die Istanbuler Tontafelsammlung,” *Journal of Cuneiform Studies* 1: 93-119.

Dissertation:

Meek, Theophile James (1915). “Old Babylonian Business and Legal Documents (The R. F. H. Collection)” (Ph.D. diss., University of Chicago).

CITATIONS AND STYLE in non-English manuscripts:

Guidelines regarding LENGTH, method of SUBMISSION, and FORMAT as above. For more information on manuscripts in German see immediately below.

Manuscripts in German

18. Für die Verwendung der Stilarten gelten folgende Richtlinien, die besonders beachtet werden sollten:

Kursivdruck im Text und in den Anmerkungen wird nur für Beispiele und für sprachwissenschaftlich analysierte Elemente verwendet (z.B.: lat. *caput* ‘Kopf’, das *-tro-*Suffix). Eine Ausnahme bilden griechisch geschriebene Beispiele, die stets nicht kursiv erscheinen. Andere Alphabete (z.B. kyrillisch, hebräisch usw.) müssen wissenschaftlich transliteriert werden und erscheinen wiederum kursiv. (In der Bibliographie [s. unten] ist Kursivsetzung auch für Titel von Büchern, Sammelbänden und Zeitschriften zu verwenden.) Jegliche Sperrung ist ebenfalls nach Möglichkeit zu vermeiden.

19. Abkürzungspunkte werden für die Abkürzung von Sprachen (z.B. mhd., ai., heth. usw.), sowie von grammatischen *termini technici* (z.B. Nom., Ptzp. Prät.) gebraucht.

20. Bibliographische Angaben:

Wir bitten die Verfasser, eine gesonderte Bibliographie (die die im Aufsatz erwähnte Literatur enthalten sollte) am Ende des Aufsatzes anzufügen. Im Text und in den Anmerkungen wird dann in der Regel in der folgenden Kurzform zitiert: „Andere Deutungsversuche finden sich bei Boley 1993, 200f.“ Bei solchen Zitaten sollen das Datum und ggf. Seitenangaben in Klammern stehen, wenn auf den Verfasser, statt auf das Werk, hingewiesen wird: „Schon Boley (1993, 200f.) weist hierauf hin.“

Bei der Gestaltung der Bibliographie ist zu beachten, daß Kursivauszeichnung für Buch-, Sammelband- und Zeitschriftentitel (bitte voll ausgeschrieben, keine Abkürzungen) verwendet wird. Titel von Aufsätzen werden dagegen nicht kursiv gesetzt. Die Verfasseramen dürfen keinesfalls mit Kapitälchen hervorgehoben sein. Abkürzungen jeder Art sollten grundsätzlich einen Abkürzungspunkt aufweisen.

21. Bei der Anordnung der bibliographischen Informationseinheiten bitten wir die Verfasser, nach den Mustern von 17. vorzugehen.

22. Abkürzungen von Sprachen usw. wie in den deutschsprachigen Standardzeitschriften.

LANGUAGE AND IDIOM

23. Submissions should be in correct English or German. Authors must see to it that the idiom of their manuscript is suitable for publication and must have their contribution corrected by a native speaker if necessary.

Once the volume has been compiled and edited, you will receive a PDF proof. You will have one week to return the proof with any comments and/or edits. Upon publication, you will receive a password-secured PDF offprint that you are free to distribute as you please. The entire manuscript will be available on the Oriental Institute website for free download.

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