



Manuscript Submission Guidelines

1. *Hard Copy and PDF:* Please provide one hard copy of the complete manuscript, including all front and back matter, printouts of illustrations labeled with figure number, list of figure/plate captions, and permissions for illustrations and quoted text, if applicable. The hard copy and PDF must match the electronic version character for character.
2. *Electronic Version:* The Publications Office uses Unicode fonts with diacritics (e.g., Gentium Plus, Gentium Basic, available for free download; see link on Publications' homepage). 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.

Submissions should be in Microsoft Word or in another program that can be read by Microsoft Word. Save each chapter and its notes as a separate, clearly and consistently labeled file. Illustration files should be clearly and consistently labeled (see also Artwork Submission Guidelines).
3. *Formatting:* Use minimal formatting.
 - Number all pages consecutively (front matter with Roman numerals, text and back matter with Arabic numerals). Subheads should be clearly labeled and limited to three levels.
 - If there is a special character that is not available in the font you are using, create a code for each. Put the code in curly brackets { } and use the code throughout the manuscript.
 - Indicate placement of illustrations and tables by adding callouts in parentheses within the text (e.g., "Figure 1 here").
4. *Style:* The basic reference for style is the *Chicago Manual of Style* (16th ed.).
5. *Abbreviations:* If any abbreviations are used, an explanatory list must accompany the manuscript.
6. *Spelling:* American spelling (rather than British) is used.
7. *Permissions:* Authors must obtain permission from the copyright owner to reproduce artwork or long text quotes. Written proof of this permission must accompany the manuscript.
8. *Referencing Systems:* The Oriental Institute Publications Office uses three referencing styles, depending on the series and the volume editor or editors' preference (see page 2 for examples of each style).
 1. Long title, short title
 2. Author-date
 3. Short title with bibliography

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.

Authors maintain copyright of the content of any work published through the University of Chicago. However, the University maintains the copyright to the formatting. Therefore, any contribution may be submitted elsewhere for publication but must undergo reformatting.

1. Long title, short title

Book:

First citation: Henri Frankfort, *The Art and Architecture of the Ancient Orient*, 4th edition (New Haven: Yale University Press, 1970), p. 54.

Short citation: Frankfort, *Art and Architecture*, pp. 75–80.

Book in Series:

First citation: Walther Hinz and Heidemarie Koch, *Elamisches Wörterbuch*, Parts 1–2, Archäologische Mitteilungen aus Iran, Ergänzungsband 17 (Berlin: Dietrich Reimer, 1987), pp. 685–86, s.v. hu-uh-nú-ur.

Short citation: Hinz and Koch, *Elamisches Wörterbuch*, p. 68.

Article in Edited Book:

First citation: Miguel Civil, “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, 1987), p. 53.

Short citation: Civil, “Ur III Bureaucracy,” p. 53.

Article in Journal:

First citation: Fritz Rudolf Kraus, “Die Istanbuler Tontafelsammlung,” *Journal of Cuneiform Studies* 1 (1947): 116–17.

Short citation: Kraus, “Die Istanbuler Tontafelsammlung,” p. 118

Dissertation:

First citation: Theophile James Meek, “Old Babylonian Business and Legal Documents (The R. F. H. Collection)” (Ph.D. diss., University of Chicago, 1915), pp. 100–02.

Second citation: Meek, “Old Babylonian Business and Legal Documents,” p. 54.

2. Author-date

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).

3. Short title with bibliography

In this system, all citations are short titles that can be looked up in an accompanying bibliography.

Short citations: Naroll, “Floor Area and Settlement Population,” p. 587.

Bibliographic entry:

Naroll, Raoul

1962 “Floor Area and Settlement Population.” *American Antiquity* 27: 587–89.