



Oriental Institute Publications  
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## Manuscript Submission Guidelines

### 1. Text

- Format: Word document (or rich text file). Please use the “**OI Manuscript Author Template**” Word document, which has preset paragraph styles and easy-to-use instructions. If you are the main editor for a work, you will also need the “**OI Front Matter Author Template**.” Download both templates at: <https://oi.uchicago.edu/research/oriental-institute-publications-office#Guidelines%20for%20Authors%20and%20Editors>.
- Style: Chicago Manual of Style.
- Fonts: Use Unicode fonts (most fonts are, but when in question, please use Unicode). The Publications Office uses Unicode fonts with diacritics (e.g., Gentium Plus, Gentium Basic), and these are used in our Word templates.
- References: Bibliography and footnotes use author-date reference style (see p. 2).  
*Note: Please make sure any references in footnotes or in images are also included in the bibliography*
- Include a list of any abbreviations used (at end or in a separate document).
- Include title, author name(s), and relevant affiliations.
- OI Publications prefers US (rather than British) spelling.
- Measurements should adhere to the Chicago Manual of Style and conform with conventions used in the appropriate field. Generally, numerals are used with units of measure and measurements are abbreviated and set without periods. E.g., “The statue was found 5 m from the door in Area B, which is 13.5 ha.”

### 2. Figures and Images

- Send figures/images as separate files from text.
- If possible: TIFF, PNG, or Bitmap format; resolution of 300 ppi (or above) at minimum 4 × 6 in.; clearly named.
- For large transfers, use wetransfer.com, UBox, Dropbox, or some similar means of transfer.
- Include captions to figures: Group together and clearly number figures, placing them at the end of the text document or in a separate document.
- Clearly label image file names to indicate which caption corresponds with which image for Publications to use in layout (numbers and extraneous information will be removed during layout/editing).
- Include callouts to figures in-text, abbreviated, and in parentheses, e.g., “Indiana Jones opened his brief-case (fig. 4); his students were in awe.” (Publications tries to layout images following author preferences, though this is not always possible due to layout restrictions.)
- No foldouts, though images may be placed across two facing pages.
- Image permissions are author’s responsibility (as well as permissions for long text quotes).

## Manuscript Approval and Publication Process

- If there are multiple contributions, all authors submit contributions to editor, who does initial editing and bibliography check (it’s best to put the manuscript in the Word templates provided at this stage—as early as possible).
- Editor compiles contributions, which is then submitted as one PDF to the director for initial approval.
- Director submits the manuscript to the Publications Committee, who sends it out for external review.
- Once review is complete, it is sent to the chair with recommendations for the individual papers. The chair shares the recommendations with the authors and asks them to be taken into consideration for final submission.
- Once this has been approved, authors send Publications contributions using the Word templates, “OI Manuscript Author Template” and “OI Front Matter Author Template.” Publications edits contributions and authors receive proofs with track changes. *At this author proofing stage, please do not submit an entirely new document* (but proceed with submitting comments/corrections).
- After proofing, the manuscript is formatted in InDesign and a final PDF is submitted to the author for layout approval.
- Upon publication, authors receive a secured PDF offprint that they are free to distribute. The entire manuscript will be available on the OI website for free download here: <https://oi.uchicago.edu/research/catalog-publications>.
- Authors maintain copyright of the content of any work published throughout 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.
- If you have any questions or concerns, please do not hesitate to contact us.

# Referencing Examples

## BIBLIOGRAPHY:

### Book

Byrne, Muriel St. Clare, ed. 1981. *The Lisle Letters*. 6 vols. Chicago: University of Chicago Press.

Carson, Clayborne, ed. 2014. *The Papers of Martin Luther King, Jr. Vol. 7, To Save the Soul of America, January 1961–August 1962*, edited by Tenisha Armstrong. Berkeley: University of California Press.

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

### Chapter or other part of an edited book

Thoreau, Henry David. 2016. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press.

### Translated book

Lahiri, Jhumpa. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

### Thesis or dissertation

Rutz, Cynthia Lillian. 2013. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago.

### Journal article

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring): 1–34. <https://doi.org/10.1086/690235>.

Satterfield, Susan. 2016. "Livy and the Pax Deum." *Classical Philology* 111, no. 2 (April): 165–76.

### Book review

Kakutani, Michiko. 2016. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

### Interview

Stamper, Kory. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

### News or magazine article

Manjoo, Farhad. 2017. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. 2017. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pegoraro, Rob. 2007. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

### E-book

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle.

Melville, Herman. 1851. *Moby-Dick; or, The Whale*. New York: Harper & Brothers. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

### Website content

Bouman, Katie. 2016. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

Yale University. n.d. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

### Social media content

Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDrmfXTnNct/>.

## FOOTNOTES:

The name of the author(s) and the date of the work's publication are given, followed by page numbers and other applicable information (if any). Illustration numbers are separated by a comma and the appropriate abbreviation: fig(s). for figures, pl(s). for plates, etc. E.g.:

Footnote: Frankfort 1970, 154–55, fig. 52.