



## Manuscript Submission Guidelines

Submit electronically to [turban@uchicago.edu](mailto:turban@uchicago.edu) and [crjohnson@uchicago.edu](mailto:crjohnson@uchicago.edu)

### 1. Text (format: both Word document and PDF)

- Include callouts to figures in-text, abbreviated and in parenthesis
  - E.g. “Indiana Jones opened his briefcase (fig. 4), his students in awe...”
- Include captions to figures:
  - Group together and clearly number them, placing them at the end of the text document or in a separate document
- Use minimal formatting

### 2. Figures (send as separate files from text)

- Can send as email attachments, but if files are too big, use wetransfer.com, UBox, Dropbox, or some similar transfer means
- If possible: TIFF format, 300 dpi (or above), CMYK mode, and clearly named

## Format and Style

Basic reference for style is the Chicago Manual of Style (17th ed.) which can be found online at:

<http://www.chicagomanualofstyle.org/home.html>

### Abbreviations

- Spell out dynasties (e.g. Twenty-fifth Dynasty)
- Use abbreviations with measurements (e.g. 5 mm)
- US, PhD, and BC/AD/BCE/CE/AH, no periods
- The OI does not use “Dr” but rather “PhD,” “MD,” or “MA,” etc., after one’s name

### 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)

### Permissions

- Authors must obtain permission from the copyright owner to reproduce artwork or long text quotes and written proof of this permission must accompany the manuscript

### Punctuation

- (–) Hyphen
  - A detailed hyphen PDF can be found online at: <http://www.chicagomanualofstyle.org/dam/cmos/tables/pdfs/table07-hyphens.pdf>
  - Connects two things that are intimately related, usually words that function together as a single concept (e.g. toll-free, tie-in, etc.)
- (–) En dashes (shortcut: option, minus)
  - Connects things that are related to each other by distance (e.g. pp. 147–50, the May–September issue of a magazine)
- (–) Em dashes (shortcut: option, shift, minus)
  - Allows for thoughts to be inserted within a sentence — as I’ve done here
- (“) The OI Publications Office always uses double quotations with the exception of single (‘) for linguistics

### Spacing

- Only one space is needed between the end of a sentence and the beginning of a new sentence (two spaces are no longer used)
- Please only use paragraph returns for new paragraphs and not to justify text
- Rather than using TABS, make a note if you’d like something indented (if possible — minimal formatting is best)

### Spelling

- American spelling (rather than British) is used

### Subheads

- These should be clearly labeled and limited to three levels

### Tense

- Avoid future tense whenever possible (e.g. “I/this/they will” statements)

## Referencing Examples

### Bibliography entries:

#### Book:

Adams, Robert McC.

1965 *Land Behind Baghdad: A History of Settlement on the Diyala Plains*. Chicago: University of Chicago Press.

Fishman, Joshua A., and Ofelia García, editors

2010 *Handbook of Language & Ethnic Identity*. 2 volumes. 2nd edition. Oxford: Oxford University Press.

#### Book with volume specified:

Pfeiffer, Robert H.

1932 *The Excavations at Nuzi, Volume II: The Archives of Shilwateshub, Son of the King*. Harvard Semitic Series 9. Cambridge: Harvard University Press.

#### Chapter in book:

Cooper, Lisa

2014 "The Northern Levant (Syria) during the Early Bronze Age." In *The Oxford Handbook of the Archaeology of the Levant: c. 8000–332 B.C.E.*, edited by Margreet L. Steiner and Ann E. Killebrew, pp. 278–91. Oxford: Oxford University Press.

#### Journal article:

Kuhnt, Tanja; Gerhard Schmiedl; Werner Ehrmann; Yvonne Hamann; and Nils Andersen

2008 "Stable Isotopic Composition of Holocene Benthic Foraminifers from the Eastern Mediterranean Sea: Past Changes in Productivity and Deep Water Oxygenation." *Palaeogeography, Palaeoclimatology, Palaeoecology* 268/1–2: 106–15.

#### Dissertation or thesis:

Brumfield, Sara

2013 *Imperial Methods: Using Text Mining and Social Network Analysis to Detect Regional Strategies in the Akkadian Empire*. PhD dissertation, University of California Los Angeles.

#### Article published online:

Sadori, Laura; Marco Giardini; Elsa Gliozzi; Ilaria Mazzini; Roberto Sulpizio; Aurelien van Welden; and Giovanni Zanchetta

2014 "Vegetation, Climate and Environmental History of the Last 4500 Years at Lake Shkodra (Albania/Montenegro)." *The Holocene*, published online December 9, 2014. <http://dx.doi.org/10.1177/0959683614561891> (accessed 1/13/2017).

### In-text citations and footnotes:

The name of the author(s) and the date of the work's publication are given (in parentheses if in-text). 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.:

In text: (Frankfort 1970, pp. 154–55, fig. 52)

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

## Final Details

- Once the volume has been compiled and edited, you will receive a PDF proof. You will have one week to return the proof (unless otherwise specified) with any comments and/or edits and will receive a final confirming proof.
- Upon publication, you will receive a secured PDF offprint that you are free to distribute as you please. 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.