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OI Seminar Manuscript Submission Guidelines

Submit electronically to Kathryn Morgan at krmorgan@uchicago.edu by August 30, 2019

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

- Word count: 6,000–9,000 (around 20 double-spaced, single-sided pages)
- 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). Submit all fonts (unless readily available in MS Word)
- Style: Chicago Manual of Style
- References (see examples on p. 2): footnotes with author-date references; include bibliography at end (or in separate document)—make sure any references in footnotes or in images are also included in the bibliography
- Include list of any abbreviations used (at end or in a separate document)
- Include title, author name(s), and relevant affiliations
- Include subheads (which should be clearly labeled and limited to three levels)
- Include callouts to figures in-text, abbreviated and in parentheses
 - E.g. “Indiana Jones opened his briefcase (fig. 4), his students in awe...”
- Include captions to figures:
 - Group together and clearly number, 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)

- Reasonable number of images (0–30); Publications reserves the right to have final say about what images are (or are not) included in the final publication
- Can send as email attachments, but if files are too big use wetransfer.com, UBox, Dropbox, or some similar means of transfer
- If possible: TIFF, PNG, or Bitmap format; resolution of 300 ppi (or above) at minimum 4” × 6”; clearly named
- Color is permitted
- 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)

Timing

- Submit to editor, who does initial editing and bibliography check
- Editor compiles contributions, preferably into one PDF, which is then submitted to the director for approval
- Director submits the manuscript to the Publications Committee, which 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, it’s sent to Publications and formatted in InDesign. Authors will receive proofs. *At this author proofing stage, please do not submit an entirely new document* (but proceed with submitting comments/corrections)
- Including proofing, the book takes about a year to publish

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 and Ethnic Identity*. 2 volumes. 2nd edition. Oxford: Oxford University Press.

Book with volume specified:

Pfeiffer, Robert H.

1932 *The Excavations at Nuzi*. Vol. 2, *The Archives of Shilwateshub, Son of the King*. Harvard Semitic Series 9. Cambridge, MA: 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 BCE*, edited by Margeret 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 diss., 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. Accessed January 13, 2017. <http://dx.doi.org/10.1177/0959683614561891>.

Footnotes:

The name of the author(s) and the date of the work’s publication are given. 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.:

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 you 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>.
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