

PUBLICATIONS OFFICE

Thomas G. Urban

The full-time staff of the Publications Office remains Leslie Schramer (starting eighth year) and Thomas G. Urban (starting twenty-fourth year). Part-time staff includes Assistant Editor Rebecca Cain, now in her third year, and Editorial Assistant Zuhail Kuru, who recently began her second year. At the end of the year graduate-student Tate Paulette was hired as Editorial Assistant. Editorial Assistant Jessen O'Brien graduated from the College in June and has moved on to full-time employment in Baltimore — we miss you Jessen.

Work flow usually follows a pattern: First and foremost a manuscript is approved for publication by the Director of the Institute, after the manuscript has gone through both internal and external review. The part-time staff and students then usually initiate work on the approved publication. Bibliography is checked both against online bibliographic catalogs for accuracy and against the manuscript to be sure sources cited in the text are also in the bibliography. Artwork is gathered, inventoried, specifications are checked for publication readiness, matched with captions, and then checked against the manuscript to be sure all are referred to in the text. Then, the chapters of the manuscript are read, placed into Adobe InDesign, our page layout program, and formatted with the appropriate style for the series in which the book will appear. Once in InDesign, all diacritics are checked against and adjusted to accurately reflect the diacritics in the original manuscript. After these basic tasks are accomplished, the full-time editors check everything again, copy-edit the manuscript, prepare and distribute proofs to authors, and then complete the manuscript for publication and work with a printing company to have the book printed and shipped.

The more the part-time staff accomplish the tasks mentioned above, the closer they become to preparing manuscripts for publication. To this end, Rebecca was assigned preparation of the quarterly *News & Notes*, and Zuhail was assigned production of the yearly *Annual Report* — they do not complete all the work on these publications, but they certainly bring

PUBLICATIONS OFFICE

them very close to completion — which brings an end to this overview of office procedure: simply put, all of us do the same things, just at levels commensurate with experience.

Aside from the publication of *News & Notes* and the *Annual Report*, which are published as benefits of membership for the Membership and Development offices, various staff, notably Zuhail and Leslie, prepared miscellaneous postcards, brochures, mailings, and posters for various units. To view all serial publications available from the Oriental Institute Publications Office, visit the gateway to the Publications Office web pages:

<http://oi.uchicago.edu/research/pubs/>

At the end of the year, while preparing the forthcoming Museum publication, *Between Heaven and Earth: Birds in Ancient Egypt*, Lauren Lutz assisted with production. As always, we thank Foy Scalf and John A. Larson for all their help during the year. Also, we very much enjoyed working with Post-doctoral Scholar Deena Ragavan and Assistant Curator Mónica Vélez.

Sales

Casemate Publishers acquired the David Brown Book Company and Oxbow Books this year. Casemate Publishers & Book Distributors, LLC, was founded in 2001 and is based in Haverstown, Pennsylvania, and Rockville Centre, New York. Casemate is the leading publisher and distributor of trade military history and other related subjects in the United States. Going forward, each constituent part of the new group will retain its brand and position in the market. Resources in the production of books and sales and marketing are being pooled to enhance the group's efficiency to customers and distribution clients. The David Brown Book Company and Oxbow Books, Ltd., U.K., continue to represent the Oriental Institute for its book distribution. Although a limited number of titles are available for in-house sales in the Suq museum gift shop, please note that all external orders for Institute publications should be addressed to: The David Brown Book Company, P.O. Box 511, Oakville, CT 06779; telephone toll free: 1-800-791-9354; fax: 1-860-945-9468; e-mail: david.brown.bk.co@snet.net; website: www.oxbowbooks.com.

Information related to the sales and distribution of Oriental Institute titles may be obtained via e-mail: oi-publications@uchicago.edu

Electronic Publications

As part of the Oriental Institute's Electronic Initiative, all new titles are simultaneously issued in print and online as Adobe Acrobat PDF (Portable Document Format) files delivered through the Internet. Older titles are scanned, saved as .tif and .pdf files, with the latter being posted online, as time and funds permit. This year the Publications Office completed the scanning portion of the retroactive scanning project: forty-nine older titles were posted online and twenty-six years of *Annual Reports* (1928–1955), comprising 1,700 PDFs, have been given to John Sanders for uploading to the Publications Office online catalog. The following 280 PDFs (158 *N&N* + 122 books) are being reviewed for uploading:

158 PDFs *News & Notes* (1973–1998) (NN)

21 PDFs Assyriological Studies (AS)

9 PDFs Oriental Institute Communications (OIC)

1 PDF Oriental Institute Essay (OIE)

- 16 PDFs Oriental Institute Publications (OIP)
 1 PDF Materials and Studies for Kassite History (MSKH)
 50 PDFs Miscellaneous Titles (MISC)
 24 PDFs Studies in Ancient Oriental Civilization (SAOC)

In order to keep the project moving along, *Chicago House Bulletins*, *News & Notes*, and several of the miscellaneous titles were scanned in the office. And then a surprise: In the first sentence of the first issue of *News & Notes* (No. 1, October 15, 1973) then Director John A. Brinkman wrote: “This year we are experimenting with an expanded newsletter,” which meant a newsletter existed prior to *News & Notes*. Indeed, the Oriental Institute randomly issued about twenty-three years of *Archaeological Newsletters* (October 15, 1950–March 11, 1973), and we estimate the quantity amounts to about one-thousand (plus) pages, and these, which we hope to be the last, will also be scanned in the office. Foy Scalf has loaned the Publications Office the Research Archives copies, and John Larson has loaned us his personal copies of *Archaeological Newsletters*. In next year’s *Annual Report* we hope to report that the project has truly been completed and a catalog with quick reference to all Oriental Institute publications has been made available. Please see the *Electronic Resources* report for a list of all electronic titles distributed through the Internet this year.

The older titles not-scanned-in-office were scanned by Northern MicroGraphics (NMT Corporation, <http://normicro.com>), located in LaCrosse, Wisconsin.

The Electronic Initiative is very successful. The uploaded PDFs are available wherever the Internet reaches, and our older titles — all our titles, old and new — are especially appreciated in the countries where data were gathered and library shelves do not hold Oriental Institute titles.



Figure 1. Over 400 titles published by the Oriental Institute from its beginnings through 2000 are contained on these 103 disks, which rest upon some of the scanned books. The disks contain both TIFF and PDF files for nearly 450 books. Most of the PDFs are available from the Publications Office web pages, and the last 280 titles are being prepared for uploading. Photo taken by Rebecca Cain with iPad newly acquired by the Publications Office — a very handy tool to have

Volumes Published (In Print and Online)

1. *The Oriental Institute Annual Report 2010–2011*. Edited by Gil J. Stein. AR 2010–11
2. *Chicago House Bulletin* 22. W. Ray Johnson for the Epigraphic Survey. CHB 22
3. *The 1996–1997 Survey Seasons at Bir Umm Fawakhir*. Carol A. Meyer. OIC 30
4. *Ancient Israel: Highlights from the Collections of the Oriental Institute, University of Chicago*. Gabrielle V. Novacek. OIMP 31

PUBLICATIONS OFFICE

5. *Picturing the Past: Imagining and Imaging the Ancient Middle East*. Edited by Jack Green, Emily Teeter, and John A. Larson. OIMP 34
6. *Bismaya: Recovering the Lost City of Adab*. Karen L. Wilson. OIP 138
- 7–10. *Oriental Institute News & Notes*. Edited by Amy Weber. NN 211–214
11. *Grammatical Case in the Languages of the Middle East and Europe* (Acts of the International Colloquium Variations, concurrence et évolution des cas dans divers domaines linguistiques, Paris, 2–4 April 2007). Edited by Michèle Fruyt, Michel Mazoyer, and Dennis Pardee. SAOC 64
12. *Perspectives on Ptolemaic Thebes*. Edited by Peter F. Dorman and Betsy M. Bryan. SAOC 65
13. *Pesher Nahum: Texts and Studies in Jewish History and Literature from Antiquity through the Middle Ages Presented to Norman (Nahum) Golb*. Edited by Joel L. Kraemer and Michael G. Wechsler, with Fred Donner, Joshua Holo, and Dennis Pardee. SAOC 66

Older Titles Scanned and Uploaded to Publications Online Catalog

— see Electronic Resources for titles and URLs —

1. CHB 32 issues — I–XVII (earlier on issued twice per year)
2. OIP 14 titles — 1, 6, 7, 19, 20, 28, 29, 30, 50, 75, 76, 77, 90, and 95
3. MISC 3 titles

Volumes in Preparation

1. *The Demotic Dictionary of the Oriental Institute of the University of Chicago*, Volume T. Edited by Janet H. Johnson. CDD T
2. *Language and Nature: Papers Presented to John Huehnergard on the Occasion of His 60th Birthday*. Edited by Rebecca Hasselbach and Na‘ama Pat-El. SAOC 67
3. *Ancient Settlement Patterns and Cultures in the Ram Hormuz Plain, Southwestern Iran: Excavations at Tall-e Geser and Regional Survey in the Ram Hormuz Area*. Abbas Alizadeh, with contributions by Loghman Ahmadzadeh and Mehdi Omidfar
4. *Early Megiddo on the East Slope (The “Megiddo Stages”): A Report on the Early Occupation of the East Slope of Megiddo; Results of the Oriental Institute’s Excavations, 1925–1933*. Eliot Braun, with contributions by David Ilan, Ofer Marder, Yael Braun, and Sarel Shalev
5. *Ancient Mesopotamia: Highlights from the Collections of the Oriental Institute*. Karen L. Wilson. OIMP
6. *Iconoclasm and Text Destruction in the Ancient Near East and Beyond*. Edited by Natalie N. May. OIS 8
7. *Where Kingship Descended from Heaven: New Light on Ancient Kish*. Karen L. Wilson
8. *The Hittite Dictionary of the Oriental Institute of the University of Chicago*, Volume Š, Fascicle 3. Edited by Hans G. Güterbock†, Harry A. Hoffner, and Theo van den Hout. CHD Š/3
9. *The Monumental Complex of King Ahmose at Abydos, Volume 1: The Pyramid Temple of Ahmose and Its Environs: Architecture and Decoration*. Stephen P. Harvey