

## Guidelines for Authors

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### 1. Originality and Copyright

Contributors are reminded that papers submitted for publication should be original contributions to knowledge and that the content should not have been published elsewhere, whether by the same author or another. Copyright is held by the publishers, Archaeopress.

### 2. Submission of Manuscripts

Papers should be submitted by the **28<sup>th</sup> February 2009**. We will do our best to assist authors who have difficulty meeting the deadline, but we regret that it is not possible to accept those papers which are submitted very late. The Editorial Committee for the conference proceedings consists of Lloyd Weeks (chief editor), Harriet Crawford, Alexandra Porter, St. John Simpson, Janet Starkey, and Shelagh Weir. For the purposes of mailing, all papers (in digital form on disk plus one printed copy) and correspondence should be sent to:

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To save time, electronic versions of the text and/or digitized illustrations can be sent to Lloyd Weeks as email attachments or through a web-based file sharing site such as [www.yousendit.com](http://www.yousendit.com) (where files as large as 100 MB can be electronically transferred **for free**). Printed and disk copies should follow by post.

### 3. Content

**Language.** Papers should be written in English. If the language of the paper is not the writer's own, it is essential that the author ask a native speaker to ensure that the language of the paper is correct and unambiguous, before it is submitted.

**Length.** Papers should be no more than 5000 words long (including notes, but excluding the list of references, see below) with no more than 10 figures/tables. Papers which exceed the maximum length of 5000 words will be returned to the author(s) to be shortened. More than 10 figures/tables will only be accepted in exceptional circumstances and at the editors' discretion.

**Summary.** In addition to the main text, authors are requested to include a short Summary of the paper (c. 200 words).

**Keywords.** Please list five keywords at the end of your Summary. These will be used to reference the subject matter of your paper in any future electronic resource.

**References.** References should be cited using the "Harvard" system e.g. "(Smith 1983: 224-226)" and should normally be included in the text, rather than consigned to notes, unless the clarity of the text is endangered, e.g. if one sentence contains a large number of references, they may be placed in a note, still using the "Harvard" format. A List of References containing all the works cited in the text should appear at the end of the paper after the Notes and Sigla. **See § 4, below.** Please note that the page numbers referred to should always be included in the Harvard reference (e.g. Smith 1999: 42–45), unless the reference is to the entire work.

**Sigla.** In some papers (usually epigraphic), frequently-cited collections or reference works are often given an abbreviation or siglum. If abbreviations or sigla of this sort are used, a list should be provided at the end of the paper, giving the full reference for each siglum or a "Harvard" reference to a work cited in the List of References.

**Notes.** All notes should be endnotes (not footnotes) and should be placed on a separate page from the rest of the text (**see also § 4.1(e), below**). Notes should not be used simply for references, except in the case mentioned above under References).

**Captions.** Figure captions (i.e. for photographs, line-drawings, graphs, tables, etc.) should be supplied as a separate text file with one printout and should not be placed on the illustrations themselves.

**Authors' address(es).** Please give the title(s), name(s), postal address(es) and e-mail address(es) of the author(s) in the form in which you would like them to appear in the proceedings. These should be placed at the end of the List of References.

**Order of items.** The order should be Title; list of Authors; Summary; Keywords; text; Acknowledgements; Notes; Sigla; List of References; Authors' Addresses (postal and email). The list of captions should be in a separate file.

## 4. Formatting

### 4.1. Text

**Disk version.** Papers should be submitted on a CD-ROM. They may be written in any of the usual word-processing programs, though "Microsoft Word" is preferred. All the files should be saved in "Rich Text Format" (.rtf). The files should not be compressed or "stuffed" in any way. The name(s) of the author(s), the titles of the files, the word processing program, and the format of disk (PC or Mac) should be clearly marked on the label of the disk.

**Paper version.** One printout (hard copy) of the paper should also be sent.

**Backup.** Authors should keep a backup of the text and illustrations, in case of loss in transit.

**Formatting.** Please note the following:

- (a) The disk version should be submitted in Times New Roman font 12-point with 1.5 line spacing and 1 inch or 2.45 cm margins all round.
- (b) The text should be left-aligned, not fully justified.
- (c) The word processing program's automatic hyphenation should not be used.
- (d) Sentences should be separated by a single space only, and paragraphs by a blank line. New paragraphs should not be indented.
- (e) Automatic note-numbering systems (within word-processing programs) should not be used. Instead, note numbers should be placed in the text manually, in round brackets after punctuation, thus, (15) and the notes placed at the end of the text.

**Calendar dates.** If Hijri (Islamic) dates are used they should always be coupled with the corresponding dates in the Christian calendar. The Islamic date should be given first, followed by a space then by an oblique stroke then a space followed by the Christian date. AH and AD should be omitted; e.g. 386 / 996; seventh / thirteenth century.

**Radiocarbon dates** should be given with the statistical margin of error, and it should be stated whether or not they are calibrated, listing (with references) the program and calibration dataset that were used. The laboratory reference should be quoted in all instances.

**Captions** must not be included on the illustrations themselves but should be submitted in a separate text file with one printout (**see § 3, above**).

### 4.2. Figures and Tables

#### (a) Figures

Illustrations (photographs, linedrawings, maps, charts, etc.) should be numbered in a single sequence, as Fig. 1, Fig. 2, etc., in the order in which they are mentioned in the text.

Illustrations should be submitted in digital form on CD-ROM.

**Photographs and greyscale images** should be submitted in JPEG or TIFF format at 600 dpi resolution.

**Line drawings** should be submitted as TIFF files at 1200 dpi resolution.

Please write in pencil "Fig. 1 near here", etc., in the margin of the hard copy (printout), at the point in the text where you would like each illustration to appear.

Lettering should be computer-generated, word-processed, stencilled, or lettraset, not hand-written.

Lines and lettering should be sufficiently large and clear to take further reduction.

Please include a scale in metric units and, in the case of maps and plans, a north point.

Authors are responsible for obtaining copyright permissions, where necessary, for any illustrations, maps etc. that they use in their contribution.

## **(b) Tables**

Tables should be submitted on disk as text files. They should be numbered in a separate sequence, as Tab. 1, Tab. 2 etc., in the order in which they are mentioned in the text. As for figures, a pencilled note should be made in the margin of the hard copies indicating the preferred position for the table.

### **4.3. Citations and References (see also the examples below)**

All works cited in the text should appear in the list of references, and those which appear in the list should refer only to citations in the text. The list of references should not aim to be an independent bibliography of the subject.

#### **(a) Citations within the text**

Citations should follow the Harvard system, in the form:

(author's surname + date: page(s), fig. [etc.]), please note the punctuation and see examples 1–15. Page numbers should always be included in the Harvard references unless the entire work is being cited.

**Works in more than one volume.** In this case the volume number should appear, in lower case Roman figures, as follows:

(author's surname + date, vol. no.: page(s), fig. [etc.]), **see examples 4, 17, and 21.**

**Editions of classical texts** should be cited in the text in the form:

(Author *Abbreviated Title* [or *Abbreviation*], book number. Chapter number. Section number [etc., or page number[s] + "line[s]" + line number[s] as appropriate, all in Arabic numerals) **see example 16.**

**Editions of mediaeval texts in Arabic, Persian, etc.** should be cited in the form:

(name by which the author is general known [i.e. his *ʿurf*] + date of edition, volume number [if any, in lower case Roman numerals]: page number(s), + "line[s]" + line number[s] [if appropriate]), **see example 17.**

**Works by more than one author.** When citing a work by two or three authors, all the surnames should be given in the Harvard reference, see **examples 11 and 5**. Please use "&", rather than "and" between authors. When there are more than three authors, only the first + *et al.* should be cited in the Harvard reference in the text, but the names of all the authors should be given in the reference in the List at the end, **compare example 5 with 13.**

**The author's initials** should not be given in the Harvard reference unless the paper refers to two authors with the same surname (e.g. Ryckmans G and Ryckmans J or Potts DT and Potts TF [note there are no full stops after the initials in the Harvard reference], **see examples 9 and 10**). If the author's name appears in the sentence preceding the reference it need not be repeated in the reference, as long as there is no ambiguity.

## **(b) List of References at the end of the paper**

All references cited in the text should be listed at the end of the paper in alphabetical order of the authors' surnames.

**Names.** Only the surname and initials (not forenames or titles) should be given. This also applies to modern Arab authors, whose forenames should be reduced to initials, as with Western authors. The particle al-, irrespective of whether it is spelled with an upper case or a lower case "a" and whether or not it is hyphenated, should be placed before the "surname", but should be ignored for the purposes of alphabetical order. Thus, ElMahi and al- Rāshid come after Ibrahim. However

**Classical authors** should be listed under the name by which they are generally known (e.g. Pliny, Livy, Cicero), without the initials of their other names. **See example 16.**

**Mediaeval Arab writers** should be listed under the name by which they are generally known (their *urf*), followed by a comma and their forename, patronym, *kunyah*, etc. **See example 17.**

**If several works by the same author are cited**, they should be listed in the order of their dates of publication. If two or more were published in the same year, they should be listed as Smith H. 1990*a*, 1990*b*, etc., in the order in which they are cited in the text. The author's name should not be repeated but the date should be inset by two tab points. **See examples 18–21.**

**Works by more than one author.** Works by a single author should precede those written by the same author with collaborators, the order being: author alone, author + one collaborator, author + two collaborators, etc. Within each of these categories, works should be listed in alphabetical order of the collaborators. Note that names of authors (in both the Harvard Reference and the List at the end) should be joined by "&" not "and". The names of all the authors of a collaborative work should be given in the List of References at the end, even though, in the Harvard reference, works by four or more authors are cited as "First author + *et al.*" **See examples 13, 22, 23 and 24.**

**Dates, etc.** If a work appeared at a different date from the one on its title page (e.g. a volume of a journal dated 1999 which actually appeared in 2000) the date printed in the work should be used in the reference, though the true date can be added in [ ] immediately after it, if desired. **See example 8.**

**If it is not possible to give the date of a work, one of the following should be used.**

"in press" = with the publisher and/or being printed

"forthcoming" = accepted for publication but not yet in production

"in preparation" = in the process of being written

Several unpublished works by the same author should be given in the above order.

"n.d." = published, but the date of publication is not printed in the work. However, if the date is known from other sources it can be shown as, for example, "n.d. [1968]"

**Titles.** The titles of journals and of multi-volume works such as encyclopaedias should be given in full, not abbreviated.

**Numbers.** Page, column and similar numbers (including dates) should always be given in full, for example

33–34, 234–265, 1592–1596 (not 33–4, 234–65, 1592–6), etc.

### (c) Examples

The following examples show the form of Harvard references in the text (in brackets) and then the same reference as it should appear in the List of References at the end of the paper.

#### Book or independent item

1. (Beeston 1956: 45) refers to page 45 in:  
Beeston A.F.L. 1956. *Epigraphic South Arabian Calendars and Dating*. London: Luzac.
2. (al-Theeb 1995: 114) refers to page 114 in:  
al-Theeb [= al-Diyāb] S.A. 1995. *dirāsah taḥlīliyah li-nuqūš nabaṭiyah qadīmah min šamāl ġarb al-mamlakat al-ʿarabiyat al-saʿūdiyyah*. Riyadh: maktabat al-malik fahd al-waṭāniyah.
3. (Nāmī 1952: 9) refers to page 9 in:  
Nāmī K.Y. 1952. *Les monuments de Maʿīn (Yemen). Étude épigraphique et philologique des 19 inscriptions de Maʿīn publiées par le Professeur Moḥammed Tawfiq*. (Études de l'Institut Français d'Archéologie Orientale du Caire. Études sud-arabiques, 2). Le Caire: Institut Français d'Archéologie Orientale. [In Arabic].
4. (Löfgren 1936–1950, i: 45) refers to page 45 of the first volume of:  
Löfgren O. 1936–1950. *Arabische Texte zur Kenntnis der Stadt Aden im Mittelalter*. (2 volumes). Uppsala: Almqvist & Wiksells.
5. (Cleuziou, Reade & Tosi 1990: 10, fig. 6/8–9) refers to page 10, + items 8–9 on fig. 6 in:  
Cleuziou S., Reade J. & Tosi M. (eds). 1990. *The Joint Hadd Project. Summary report of the Third Season (1987–1988)*. Paris: ERA 30/Rome: ISMEO. [Unpublished circulated report].

#### Article in a journal

6. (Potts 2008: 171) refers to page 171 in:  
Potts D. 2008. An Umm an-Nar-type compartmented soft-stone vessel from Gonur Depe, Turkmenistan. *Arabian Archaeology and Epigraphy* 18: 167–180.
7. (ʿAbd allāh 1996: 22–25) refers to pages 22–25 in:  
ʿAbd allāh Y.M. 1996. risālah min imraʿah bi-ḥaṭṭ al-zabūr al-yamanī. *New Arabian Studies* 3: 18–28. [Arabic section].
8. (al-Ghul 1999 [2000]: 68) refers to page 68 in:  
al-Ghul O. 1999 [2000]. The names of buildings in the Greek papyrus No. 10 from Petra. *Proceedings of the Seminar for Arabian Studies* 29: 67–71.
9. (Ryckmans G 1951: 258, pl. 4) refers to page 258 and pl. 4 in:  
Ryckmans G. 1951. Inscriptions ṣafāʾītiqes de Transjordanie. *Vivre et Penser* 1: 255–259.
10. (Ryckmans J 1973: 545) refers to page 545 of:  
Ryckmans J. 1973. Review of Harding 1971 [if this work is already in your list of references; or, if it is not,] Review of G.L. Harding, *An Index and Concordance of Pre-Islamic Arabian Names and Inscriptions* (Toronto, 1971). *Le Muséon* 86: 543–547. **See also example 19 for the treatment of reviews.**
11. (Barker & Hartnell 2000: 205) refers to page 205 in:  
Barker D. & Hartnell T. 2000. Notes on a decorated spiny oyster from Sharm. *Arabian Archaeology and Epigraphy* 11: 204–206.

- 12 (Grave, Bird & Potts 1996: 77) refers to page 77 in:  
Grave P., Bird R. & Potts D.T. 1996. A Trial PIXE/PIGME analysis of Pre-Islamic Arabian Coinage. *Arabian Archaeology and Epigraphy* 7: 75–81.
13. (King *et al.* 1995: 64) refers to page 64 of:  
King G.R.D., Dunlop D., Elders J., Garfi S., Stephenson A. & Tonghini C. 1995. A Report on the Abu Dhabi Islands Archaeological Survey (1993–4). *Proceedings of the Seminar for Arabian Studies* 25: 63–74.

#### **Contribution to conference volume or multi-author work**

14. (Müller 1988: 50) refers to page 50 in:  
Müller W.W. 1988. Outline of the history of ancient southern Arabia. Pages 49–54 in W. Daum (ed.), *Yemen. 3000 Years of Art and Civilization in Arabia Felix*. Innsbruck: Pinguin.
15. (Livingstone 1989: 101) refers to page 101 in:  
Livingstone A. 1989. Arabians in Babylonia/Babylonians in Arabia: Some reflections à propos new and old evidence. Pages 97–105 in T. Fahd (ed.), *L'Arabie préislamique et son environnement historique et culturel*. Actes du Colloque de Strasbourg 24–27 juin 1987. (Travaux du Centre de recherche sur le Proche-Orient et la Grèce antiques, 10). Leiden: Brill.

**For a contribution to an encyclopaedia see example 18.**

**For a contribution to a festschrift see example 21.**

#### **Editions of classical texts**

- 16 (Pliny *H. N.* 6.2.7) refers to the Book 6, chapter 2, section 7 in:  
Pliny/ed. and transl. H. Rackham. 1969. *Historia Naturalis*. (Loeb Classical Library). London: Heinemann/Cambridge, MA: Harvard University Press.

#### **Editions of mediaeval texts in Arabic, etc.**

17. (al-Hamdānī 1884–1891, i: 134, lines 15–16) refers to lines 15–16 on p. 134 of volume 1 of:  
al-Hamdānī, Abū Muḥammad al-Ḥasan b. Aḥmad/ed. D.H. Müller. 1884–1891. *ṣifāh jazīrat al-ʿarab*. (2 volumes). Leiden: Brill.

#### **Layout of works by the same author and by more than one author**

18. Beeston A.F.L.  
1960. Abraha. Pages 102–103 in *The Encyclopaedia of Islam*. (New Edition). i. Leiden: Brill.
- 19.----- 1985. Review of J.C. Biella, *Dictionary of Old South Arabic, Sabaean Dialect*. (Chico, CA: Scholars, 1982). *Journal of Semitic Studies* 30: 302–312.
- 20.----- 1994a. Lineation of the Sabaic Text Ir 19. *Raydān* 6: 37–39.
- 21.----- 1994b. Antecedents of Classical Arabic Verse? Pages 234–243 in W. Heinrichs & G. Schoeler (eds), *Festschrift Ewald Wagner zum 65. Geburtstag*. i. (Beiruter Texte und Studien, 54). Stuttgart: Steiner.
22. Beeston A.F.L. & Conrad L.I.  
1993. On Some Umayyad Poetry in the History of al-Ṭabaṛī. *Journal of the Royal Asiatic Society* 3rd series, 3: 191–206.
23. Beeston A.F.L., Johnstone T.M., Serjeant R.B. & Smith G.R. (eds).  
1983. *Arabic Literature to the End of the Umayyad period*. (Cambridge History of Arabic Literature). Cambridge: Cambridge University Press.
24. Beeston A.F.L., Winnett F.V., Ryckmans J. & al-Ghul M.A.  
1971. The inscription Jaussen and Savignac 71. *Proceedings of the Seminar for Arabian Studies* 3: 69–72.

## 5. Transliteration of non-Roman scripts

Quotations, single words, and phrases from Arabic, or other languages written in non-Roman alphabets, are transliterated according to the systems set out below. However, unless an author insists on a particular transliteration in all circumstances, place names and words from languages written in non-Roman alphabets which have entered English or French in a particular form (e.g. Mecca/la Mecque, Mocha, Dhofar, qadi, wadi, imam/iman), are reproduced in that form when they are part of an English or French sentence, rather than part of a quotation in the original language or of a strictly transliterated name or phrase. For example:

- 1 "the settlement was built in the wadi bed" BUT "the settlement in Wādī Mayfa<sup>h</sup>ah
- 2 "l'iman alla à Médine" BUT "Imām <sup>h</sup>Alī vint de al-Madīnat al-Munawwarah"

Note, however, the spellings Qur<sup>ān</sup> and Muḥammad should always be employed.

The transliteration systems are as follows:

### 5.1. Arabic

ء	ا	ج	<i>j</i>	ذ	<i>dh</i>	ش	<i>sh</i>	ظ	<i>ẓ</i>	ق	<i>q</i>	ن	<i>n</i>
ب	<i>b</i>	ح	<i>ḥ</i>	ر	<i>r</i>	ص	<i>ṣ</i>	ع	<i>ʿ</i>	ك	<i>k</i>	ه	<i>h</i>
ت	<i>t</i>	خ	<i>kh</i>	ز	<i>z</i>	ض	<i>ḍ</i>	غ	<i>gh</i>	ل	<i>l</i>	و	<i>w</i>
ث	<i>th</i>	د	<i>d</i>	س	<i>s</i>	ط	<i>ṭ</i>	ف	<i>f</i>	م	<i>m</i>	ي	<i>y</i>

Vowels: **a i u ā ī ū** Diphthongs: **aw ay**.

Initial *hamzah* is omitted

The *lām* of the article is not assimilated before the "sun letters", thus *al-shams* not *ash-shams*. The *hamzat al-waṣl* of the article is shown after vowels except after the preposition *li-*, as in the Arabic script, e.g. *wa<sup>l</sup>-l-wazīr*, *fī<sup>l</sup>-l-bayt*, but *li-l-wazīr*.

*Tā<sup>ʾ</sup> marbūṭah* (ة) is rendered *-ah* in pause, e.g. *birkah*, *zakāh*, and *-at* before a vowel, e.g. *birkat al-sibāḥah*, *zakāt al-fiṭr*.

### 5.2. Other Languages

#### Ancient North and South Arabian

ا b t ṭ ḥ g ḥ d ḍ r z s<sup>l</sup> s<sup>2</sup> s<sup>3</sup> ṣ ḍ ṭ ṣ<sup>h</sup> ḡ f q k l m n h w y.

#### Other Semitic languages

Other Semitic languages appear in the transliteration systems outlined in the *Bulletin of the American Schools of Oriental Research* 226 (1986), p. 3.

#### Persian, Urdu, and Ottoman Turkish

Persian, Urdu, and Ottoman Turkish are transliterated as for Arabic with the additional letters transliterated according to the system in the *Encyclopaedia of Islam* (New Edition).

#### Greek

Single letters or words or short passages may be written in the Greek script.

### 5.3. Transliteration in the electronic version of the document

In the electronic version on disk please write your text in **Times New Roman** using the system below to indicate letters with diacritical marks:

all letters with a dot under or over them should be represented by the **letter + /**.

Thus: ض = d/. ح = h/. ص = s/. ط = t/. ظ = z/.

all letters with a line under or over them should be represented by the **letter + /-**

Thus ā = a/- ē = e/- ī = i/- ō = o/- ū = u/- ġ = g/- đ = d/- ħ = h/- ṭ = t/-

all letters with an inverted circumflex or breve over them should be represented by the **letter + /v**

Thus š = s/v ž = z/v č = c/v and, when necessary, short vowels or shewa

Thus ǎ = a/v ě = e/v ĭ = i/v ǒ = o/v ů = u/v

However, ə = @/

ج should be transliterated by j, ء (*hamzah*) by >/ and ع by </

This method, which requires no specialized font and is simple to operate is being used in order to avoid the numerous problems experienced in the past with different transliteration systems and different fonts. Once a paper has been edited, a macro will automatically convert these letters with slashes into the appropriate letters with diacritical marks in the proceedings font before publication.

**NOTE** to avoid confusion please always place a space before and after all slashes which are not representing a transliterated letter. Thus "and / or" (not "and/or"). This is particularly important when transliterating epigraphic texts with word-dividers. The word-divider should be represented by a slash preceded and followed by a space.

Thus *bn / ms/lb>/ / >/wm*.

### 5.4. Orthography

The "a" of "al-" should always be written lower case (even in names), except at the beginning of a sentence. Since the distinction between **upper and lower case** letters does not exist in the Arabic script, transliterations of Arabic phrases, quotations and the titles of works should be written without upper case letters, even for the initial letters of names or at the beginning of a sentence. Articles on dialectology may use whatever transcription system is preferred by the author, but it should be explained in the first note **and should be expressed using the system outlined above**, e.g. š = s/, ı = z/~ Φ = s/u etc. For letters with two diacritical marks the upper one should precede the lower one with no space between, e.g. ˙ = d/-. θ = z/v. etc. A list of phonetic symbols and letters with diacritical marks, with their equivalents in this system will be found at the end of these *Guidelines*.

Names which have been Anglicized by the addition of an English ending should not be written with diacritical marks. Thus:

Umayyad, Abbasid, Ayyubid, Achaemenid, Sasanian

Safaitic (French Safaïtique) not Şafaitic, Thamudic not Ṭamūdīc, Madhabic not Maḏābīc,

Himyarite not Ḥimyarite, Hadramitic BUT Ḥaḏramī.

Names of sites, archaeological periods, types of pottery, etc. which have entered archaeological usage in a particular form should be used in that form.

ed-Dur, Julfar ware, Khor Rori, Mleiha, Rumeila, the Wadi Suq period, etc.

## 6. Refereeing

All papers submitted for the proceedings will be read by referees. Papers which the referees consider unsuitable for publication in the proceedings will be returned to the authors with the referees' comments. In other cases, the referees may recommend publication after specific changes have been made and the author will then have the choice of making these changes or withdrawing the paper.

As always, papers will be published at the discretion of the editors, who reserve the right to make any necessary changes. Naturally, any modifications made by the Editorial Committee will be seen by authors at proof stage before final publication.

## 7. Proofs

It is essential that authors provide the Editors with the address to which page proofs are to be sent (or alternative addresses for different dates if, for example, an author expects to be away on fieldwork). In the case of papers by more than one author, normally only one of the authors will be sent the proofs and his/her name and address(es) should be indicated when the paper is submitted. Please return corrected proofs within **one month** of receiving them. If this deadline is not met, the Editors will assume that there are no corrections to be made, and the paper will be published as it appears in the proofs.

## 8. Offprints

Authors will receive a pdf file of their contribution after the publication of the proceedings. In the case of papers of dual or multiple authorship, the pdf file will be provided to the first named author. Hard copies of offprints can be produced if requested, at minimum cost of £20 for 20 offprints. All contributors to the volume will be able to purchase the proceedings at a 35% discount off the recommended retail price.