

JCHP Style Guide

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Purpose: This document outlines the general style guidelines for publication of contributions and volumes submitted for publication in The Jaffa Cultural Heritage Project Series, which is published by the Cotsen Institute of Archaeology Press at UCLA.

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1. JCHP SERIES DESCRIPTION

The Jaffa Cultural Heritage Project Series is a refereed publication series of the Jaffa Cultural Heritage Project (JCHP), which is a joint endeavor of the Cotsen Institute of Archaeology at UCLA and Israel Antiquities Authority (IAA). It publishes preliminary and final reports of archaeological excavations in Jaffa, and article length studies related to the cultural heritage of Jaffa. The series is published by the Cotsen Institute of Archaeology Press (hereafter “Press”).

The series is divided into two types of volumes:

1. *The History and Archaeology of Jaffa*. These volumes will serve as a series within the series that permits for the publication of recently completed archaeological and historical studies of article length. Contributions may include preliminary reports, artifact studies, conservation reports, historical studies, etc.
2. *Excavations in Jaffa*. Volumes under this title are final reports for archaeological excavations conducted in Jaffa.

2. PUBLICATION PROCESS

- 1.1. Articles will be accepted for publication after review by the editors and by referees.
- 1.2. An edited version may be returned to the authors for corrections and/or revisions. Before submission for the general review process of the Press.
- 1.3. Proofs of the author’s contribution will be sent to each author for final approval.

3. MINIMUM REQUIREMENTS

- 3.1. Manuscripts are expected to be in readable American English; poorly written manuscripts will be returned to authors. It is highly recommended that authors work with paragraph marks ON during final edits, in order to identify and remove stray marks including additional spaces between words. In Word toggle ON the ¶ symbol under the paragraph menu on the Home menu bar.
- 3.2. Submitted electronically to the editors as a Word document files.
 - 3.2.1. Each chapter should be contained within a separate folder (i.e., Chapter 1, etc.), which will include all images and a single Word document for the chapter.
 - 3.2.2. Each Word file should be named by chapter number (e.g., Chapter 1). Do not include part or section numbers in the file names or any part of the title of the chapter. No further description should be found in the file name such as subsection, etc. The chapters can be placed in appropriate folders for each section or part, if desired (e.g., a

folder called Part 1). Please do not include date, version number, or any other information within the file names submitted.

- 3.3. Page layout should be 8.5-x-11-inch in size (“Letter” size in word processor page setup size).
- 3.4. Double-spaced with 1.5 inch (3.7 cm) margins on all sides.
- 3.5. Left justified and not hyphenated.
- 3.6. Submitted with high-quality digital files of the illustrations (see below for details).
- 3.7. Each chapter should be organized as follows:

3.7.1. Title

3.7.2. Author and Institution

3.7.3. Main text

3.7.4. Acknowledgements

3.7.5. Appendix(es)

3.7.6. Works Cited

3.7.7. Notes

3.7.8. Figure captions

3.7.8.1. Please use the following format for credits, which should appear in italics.

3.7.8.1.1. For JCHP resources (e.g., photos, drawings), unless individual credit is requested: e.g., *JCHP photo* or *JCHP drawing*, and where possible include photo number.

3.7.8.1.2. For individual credits for photo or illustrations: *Photo by Yoav Arbel*.

3.7.8.1.3. For items provided by IAA without individual credit: *Courtesy of Israel Antiquities Authority*. (e.g., IAA).

3.7.8.1.4. For items from the collection of Kaplan materials: *Kaplan Archive*.

3.7.9. Figures and plans

3.7.10. Tables should be simple and must include a short title; a key and/or short explanatory notes may accompany them. Do not use spaces within cells of the table for centering text.

3.8. **Pages** are numbered consecutively for the entire manuscript including the main text, the notes, the reference list, and the list of captions.

3.9. **Images** are numbered consecutively to indicate chapter and figure number within each chapter (e.g., Figure 2.1). No additional data should appear in the image file names. Please

submit only one version, of the highest quality, for each image, which should appear in the chapter folder where the Word document is stored.

- 3.10. **SAA Guidelines.** The general guidelines employed in this document are a modified variant of those required by the Society for American Archaeology, which are available at: www.saa.org/Portals/0/SAA/Publications/StyleGuide/styleguide.pdf.
- 3.11. Whenever there is a doubt concerning conventions, please consult these instructions, contact the series editors, and follow examples published in the most recent JCHP volume.

4. SPELLING

1. **American English.** All contributions to the JCHP Series will be published in American English and should adopt American English spelling (except when quoting material). Individual authors bear responsibility for translation of the manuscripts into English from Hebrew or any other language, but please consult the series editors for project assistance with translation of relevant materials before doing so.
2. **Site Names.** The preferred spelling of site names should follow entries in *The New Encyclopedia of Archaeological Excavations in the Holy Land* whenever possible.
 - a. **Jaffa.** To avoid confusion when referring to Jaffa, owing to different languages prevailing during different periods and sometimes during a single period, for all historical periods the site should be referred to as Jaffa unless there is an explicit reason to do otherwise.
 - b. **Tel Yafo.** The tell of Jaffa can be referred to as Tel Yafo (transliterated from Hebrew), as it was never known in Arabic as a tell. This refers to the site from 1936 (CE) since prior to that period Jaffa was never, properly speaking a *tell* or abandoned mound.
 - c. **Tel Aviv-Jaffa.** Care should be taken whenever referring to the joint municipality to consistently spell it as it appears in English. Do not use Tel Aviv-Yaffo or any variant thereof. Variant spellings in extant bibliography items are, of course, excluded from this as would be any instances where the term itself is the object of discussion.
3. **Arabic** titles, names and spellings should conform to the Library of Congress guidelines available at: <http://www1.lib.uchicago.edu/e/su/mideast/MSRguidelines.pdf>
4. **Genus and species names** should be checked against the database at: <http://www.itis.gov/>. Please place these in italics.

5. FIGURES & PLANS

High quality digital files of illustrations should accompany the manuscript.

1. All illustrations should be submitted in original digital format (at the highest resolution possible).
 - a. *Black-ink drawings* should be saved as **black and white** NOT color.
 - b. *Black-and-white photographs* should be saved as **grayscale** NOT color.
 - c. *Color photographs* may be submitted in consultation with the editors.
 - d. Whenever possible please submit plans as vector formats. If not possible please provide high-quality scans of paper originals.
2. Plates of artifacts (including ceramics) should be produced as they should appear, although we recommend that plates be finalized only after editing. The maximum final size of a **plate is 5.75 x 8 inches (ca. 15 x 20.3 cm)**, which is smaller than the page size. When necessary, photographs can be incorporated into pottery or small-find plates. A scale must be included on all drawings and photographs, especially of objects; in cases where the scale is missing, measurements should be provided in the caption or the text.
3. The editors reserve the right to remove illustrations that are of poor quality or that for any reason will not reproduce well. It is recommended therefore that all images can be reproduced at 300 dpi or better at the size at which they will be printed.
4. All illustrations must be numbered sequentially following the order in which they are referenced in the text. Illustrations are numbered in two series: "Plans," including plans and sections; and "Figs.," including photographs, maps, line drawings, plates and graphs. Sections accompanying a plan are included under that plan's number; sections appearing alone receive their own number. Please write author's name, site name, Figure number, and proper orientation on each illustration.

6. TEXT

6.1. STYLE

The American style of spelling is employed (e.g., "leveled" rather than "levelled," "center" rather than "centre"). Centuries are fully spelled out, both the numbers and the word "century/ies" (e.g., the twenty-second century CE). All numerical dates, as well as page, figure and catalogue numbers, are to be written in their entirety (e.g., 336–332 BCE, 67–70 CE; pp. 425–428; fig. 5:13, 14). All

measurements should be expressed in Arabic numerals and abbreviated units not followed by a period (e.g., cm, m, km, ha), unless they appear at the beginning of a sentence, in which case both numbers and units are spelled out in their entirety. Be sure to include a space between the number and the unit of measurement.

6.2. FORMAT

Headings for subdivisions of the article should follow a three-level format and appear as follows:

Primary-level Headings

Primary headings are centered, fully capitalized, and used for major divisions.

Acknowledgements, Appendix(es), Works Cited, and Notes are primary-level headings.

Secondary-level Headings

Secondary headings are employed for important subdivisions; they are left justified, italicized with the first letter of each word capitalized, on a separate line.

Tertiary-level headings. Text for tertiary headings occurs on same line as the following text and is left justified, italicized, with the first letter of each significant word capitalized, followed by a period.

Additional sub-headings, as for a catalog, may be employed but should be employed consistently by the author.

7. CITATIONS AND FOOTNOTES

Both citations and footnotes/endnotes may be employed. Works are cited in the body of the text, enclosed in parentheses, in chronological order. The elements are: author's name, date of publication and pages (and/or figs., pls., etc.; note that fig. and pl. references are not capitalized). Bibliographic details are presented under *Works Cited*.

Footnotes, which should be kept to a minimum and should be used to present details supplemental to the information in the text, but not to present arguments belonging to the body of the article. This includes website references.

All citations in the main text or in the footnotes must appear in full in the **Works Cited** at the end of the article. For works with more than two authors, please use first author name and et al. (not

italicized) for in-text citations, and include all author names in *Works Cited*. All first, as well as last, names of participants should be spelled out in *Works Cited*.

Table 1. Examples of in-text citations

Type of Work	Citation
Complete work	(Epstein 1985)
Pages or figures	(Epstein 1985:20–22) (Epstein 1985:fig. 3, pl. 8)
Work by author mentioned in same sentence	(1985:22)
Publication mentioned in the same paragraph	(Epstein 1985:20), i.e., repeat name and year
Two works by the same author	(Epstein 1982; 1985)
Works of the same author from the same year	(Vitto 1981a; 1981b), ordered alphabetically by title
Two authors	(Orni and Efrat 1976:57)
Three authors	(Stech, Muhly and Maddin 1985:75)
More than three authors	(Yadin et al. 1961)
No author	(<i>HA</i> 1961:11–14)
Ancient Source	(Plin. <i>H.N.</i> 36:20–22); see <i>Oxford Latin Dictionary</i> (J, A.J. 13:15,4 [395]); see <i>Liddell and Scott</i>
Biblical source (OT/NT)	(1 Kgs 21:5) (Luke 24:13)
Talmudic source (see http://jqr.pennpress.org/PennPre ss/journals/jqr/styleguide.pdf)	mMen 7:2 for Mishnah Menahot Talmud: (Babylonian Pe’ah > bPeah 16a) (Jerusalem Makkot > yMak 31d) Tosefta: (Tosefta Shevi’it > tShevi’it 4:1)
Standard reference work	(<i>CIJ</i> : No. 1226)

8. CAPTIONS AND IN-CHAPTER CROSS REFERENCES

All references to tables or figures provided by the author should be capitalized (e.g., Table, Figure, Plate). This is in contrast to not capitalizing references to figures within citations (e.g., Burke 2008:fig. 1). All captions should include chapter numbers to facilitate cross reference to them in other chapters within the work (e.g., Figure 5.1 [within Chapter 5]).

Authors, particularly those working with a single Word document, are encouraged to use the Caption and Cross Reference features in Word for inserting captions and inserting cross references

within a chapter. This will reduce inconsistencies and make updating changes and movements to figures easier.

9. TRANSLITERATION

Biblical place names should be spelled according to the English Bible, without diacritics. When reference is made to modern toponyms or non-biblical place names, an accurate transliteration of the name is required. Site names are transliterated according to the Registry of Monuments and Historical Sites, published in *Reshumot—Yalqut Hapirsumim* (1964→) or as printed on maps published by the Survey of Israel.

10. INSTITUTIONAL ACKNOWLEDGEMENTS

Where appropriate within a contribution (i.e., either preface to edited volume or the acknowledgements within a chapter) owing to the requirements for assigning appropriate credit to the granting agencies funding JCHP research, please include the following text (and any other relevant acknowledgements). We have made an effort here to collect the requirements of the most significant of those agencies as outlined in their own publications or websites.

1. The Jaffa Cultural Heritage Project:

For figures (plans, images, etc.): *Courtesy of the Jaffa Cultural Heritage Project.*

General acknowledgements in footnote: *Access to and analysis of materials from excavations in Jaffa was provided by the Jaffa Cultural Heritage Project, courtesy of the directors, Aaron A. Burke and Martin Peilstocker.*

2. Max van Berchem Foundation (<http://www.maxvanberchem.org/en>): a copy of all papers and/or book on their research once it is published and to name clearly our Foundation as a major sponsor with the following phrase (framed and centered):

This project is sponsored by the Max van Berchem Foundation.

The Max van Berchem Foundation is a scientific foundation established in Geneva, Switzerland, in memory of Max van Berchem (1863–1921), the founder of Arabic epigraphy. Its aim is to promote the study of Islamic and Arabic archaeology, history, geography, art, epigraphy, religion and literature.

3. National Endowment for the Humanities (www.neh.gov). All materials publicizing or resulting from grant activities must contain an acknowledgment of NEH support. The acknowledgment must also include the following statement:

Any views, findings, conclusions, or recommendations expressed in this {article, book, exhibition, film, program, database, report, Web resource}, do not necessarily represent those of the National Endowment for the Humanities." Two copies of all grant products should be forwarded to the Endowment as soon as they are available.

4. **White-Levy Program for Archaeological Publications**

(<http://www.fas.harvard.edu/~semitic/wl/index.html>).

Any funded final report, once published, must include the following notation acknowledging the Levy Program's support of funded research. Such acknowledgement for the project is to be set apart from other acknowledgements, and must read as follows.

The research and compilation of the manuscript for this final publication were made possible through a generous grant from The Shelby White-Leon Levy Program for Archaeological Publications.

11. CITATIONS

11.1. CROSS-REFERENCED CITATIONS FOR VOLUME

Cross-references to chapters within the current volume should be made as follows. Cross references to:

1. Chapters in the volume:
 - a. In text: (Peilstöcker, this volume); no pages are necessary.
 - b. In text if there is more than one contribution by the same author or set of authors (Peilstöcker, "*Ganor Compound*," this volume).
 - c. Avoid prefacing the reference with "see".
2. Figures, Tables, etc. Simply refer to the number of the figure or table within the respective chapter, which should be cited like above. As long as they are standardized, it will be no problem to adjust them.

11.2. WORKS CITED

References should be listed alphabetically by surname, then date of publication. If there is more than one work by the same author, the works should be listed chronologically. If more than one work by this author appeared in a single year, the works should be listed alphabetically by title and the year indicated as a, b, c, etc. Works written individually precede those published jointly with others. New editions of old books may include the original year of publication set in square brackets following the new year of publication.

Titles of works not written in the Latin alphabet should be translated into English, with the original language mentioned in parentheses at the end of the entry, followed by page numbers of any existing English summary.

1. All references listed must be cited in the text.

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2. Abbreviations of standard reference works may be used; these must be entered alphabetically by the abbreviation in the list of references.
3. References should include the city of publication and when known the publishing house.
4. In citing books or articles with more than three authors, list each authors' names (citations in the text should include only the name of the first author followed by et al.; see above),

Examples of references:

1. Book:

Tolkowsky, Samuel

1924 *The Gateway of Palestine: A History of Jaffa*. George Routledge & Sons, London.

2. Book in series:

Shiloh, Yigal

1984 *Excavations at the City of David I, 1978–1982: Interim Report of the First Five Seasons*. Qedem 19. Hebrew University, Jerusalem.

3. Monograph in periodical:

Wachsmann, Shelley

1990 The Excavations of an Ancient Boat in the Sea of Galilee. *'Atiqot* 19.

4. New edition of book:

Kenyon, Kathleen M.

1979 *Archaeology in the Holy Land*. 4th ed. Norton, New York.

5. Edited volume:

Levine, Lee I. (editor)

1981 *Ancient Synagogues Revealed*. Israel Exploration Society, Jerusalem.

6. Work by more than three authors:

Yadin, Yigael, Yohanan Aharoni, Ruth Amiran, Trude Dothan, Immanuel Dunayevsky, and Jean Perrot

1989 *Hazor III–IV: An Account of the Third and Fourth Seasons of Excavations, 1957–1958*, Text. Magnes, Jerusalem.

7. Edition of a classical or medieval work:

Pliny

NH: Natural History (H. Rackham trans., Loeb Classical Library). Cambridge, Mass.

1952: Harvard University Press.

8. Doctoral dissertation (use only for otherwise unpublished material):

Kaplan, Jacob

- 1958 The Chalcolithic and Neolithic Settlements in Tel Aviv and the Surrounding Vicinity. Unpublished Ph.D. dissertation, Hebrew University, Jerusalem.

9. Journal article:

Hanauer, J. E.

- 1903 The Traditional "Harbour of Solomon" at Jaffa. *Palestine Exploration Fund Quarterly Statement*:355–356.

10. Article in a book or book chapter:

Kaplan, Jacob

- 1976 The Hyksos in the Land of Canaan. In *Concepts, Critiques and Comments, Wide and Varied: A Festschrift in Honor of David Rose*, edited by B. Dibner and M. Rubien, pp. 137–141. Colish, Mt. Vernon, NY.

11. Multiple works by the same author in the same year:

Kaplan, Jacob

- 1975a Jaffa. *Revue Biblique* 82:257–60.
1975b The Second Samaritan Amulet from Tel Aviv. *Israel Exploration Journal* 25:157–59.

12. Anonymous article:

Anonymous

- 1961 News from the Archaeological Museum. *Hadashot Arkheologiyot* 1:11–14.

13. Hebrew article with English summary:

Kaplan, Jacob

- 1958 Excavations at Teluliot Batashi in the Vale of Sorek. *Eretz-Israel* 5:9–24; *83–*84 (Hebrew with English summary).

14. Encyclopedia article:

Kaplan, Jacob, and Haya Ritter-Kaplan

- 1993 Jaffa. In *New Encyclopedia of Archaeological Excavations in the Holy Land*, vol. 2, ed. E. Stern, 655–59. Jerusalem: Israel Exploration Society.

15. Standard reference work (corpus, dictionary, etc.):

CIJ: J. B. Frey. *Corpus Inscriptionum Judaicarum*

- 1936–1952 Rome: Pontificio istituto di archeologia Cristiana

CRE VI: R. A. G. Carson

- 1962 The Coins of the Roman Empire in the British Museum VI: Severus Alexander to Balbinus and Pupienus. London 1962.

16. Electronic journal article:

Peilstöcker, Martin et al.

2006 Yaffo, Flea Market Complex. In *Hadashot Arkheologiyot—Excavations and Surveys in Israel* 118 (Jan. 11). http://www.hadashot-esi.org.il/report_detail_eng.asp?id=431&mag_id=111 (accessed Sept. 6, 2007).

17. Online source

Herzog, Ze'ev

2000 Tel Yafo Expedition: Excavations at Ancient Jaffa (Joppa). Electronic document, http://www.tau.ac.il/humanities/archaeology/projects/proj_jaffa.html. July 17, 2010.

18. Report

Nagar, Yossi

2004 *Anthropological Report Yafo Bet Eshel*. Submitted to the Israel Antiquities Authority, Jerusalem (Hebrew).

Note: References should include title and subtitle as well; these should be separated by a colon unless another sign is indicated in the original title.

12. ABBREVIATIONS

All articles and books should be abbreviated as they appear in the List of Abbreviations (see discussion above). Exceptions should be spelled out. When a certain work appears more than once, refer to it in full, not as *ibid.*

12.1. ABBREVIATIONS FOR JOURNALS & REFERENCE WORKS

Most journals and reference works should be cited in full within bibliographies. However, if such a work is for some reason mentioned in the text or in a note, the following are among the more common abbreviations.

AAA *Annals of Archaeology and Anthropology*, Liverpool.

AAS *Annales Archéologiques de Syrie*

AASOR Annual of the American Schools of Oriental Research

ADAJ *Annual of the Department of Antiquities of Jordan*

AE *L'Année Épigraphique*

AJA *American Journal of Archaeology*

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<i>AJC</i>	Y. Meshorer. <i>Ancient Jewish Coinage</i> I–II. Dix Hills 1982.
<i>‘Atiqot</i>	English Series
<i>‘Atiqot (HS)</i>	Hebrew Series
<i>BA</i>	<i>Biblical Archaeologist</i>
<i>BAIAS</i>	<i>Bulletin of the Anglo-Israel Archaeological Society</i>
<i>BAR</i>	<i>Biblical Archaeology Review</i>
<i>BAR Int. S.</i>	British Archaeological Reports (International Series)
<i>BASOR</i>	<i>Bulletin of the American Schools of Oriental Research</i>
<i>BBSAJ</i>	<i>Bulletin of the British School of Archaeology in Jerusalem</i>
<i>BCH</i>	<i>Bulletin de Correspondence Hellenique</i>
<i>BIAL</i>	<i>Bulletin of the Institute of Archaeology, London.</i>
<i>BIES</i>	<i>Bulletin of the Israel Exploration Society</i> (Hebrew)
<i>BIFAO</i>	<i>Bulletin de l’Institut Français d’Archéologie Orientale</i>
<i>BJPES</i>	<i>Bulletin of the Jewish Palestine Exploration Society</i> (Hebrew)
<i>BMB</i>	<i>Bulletin du Musée de Beyrouth</i>
<i>BMC</i>	e.g., <i>BMC Arab.</i> : G.F. Hill. <i>Catalogue of the Greek Coins of Arabia, Mesopotamia, and Persia</i> . London 1922.
<i>BMCO</i>	e.g., <i>BMCO</i> 1: S. Lane-Poole. <i>The Coins of the Eastern Khaleefehs in the British Museum. Catalogue of the Oriental Coins in the British Museum</i> 1. London 1875.
<i>BMQ</i>	<i>British Museum Quarterly</i>
<i>BZ</i>	<i>Biblische Zeitschrift</i>
<i>CRE</i>	e.g., <i>CRE</i> 1: H. Mattingly. <i>The Coins of the Roman Empire in the British Museum</i> I. <i>Augustus to Vitellius</i> . London 1923.
<i>DOC</i>	e.g., <i>DOC</i> 3: P. Grierson. <i>Catalogue of the Byzantine Coins in the Dumbarton Oaks Collection and in the Whittemore Collection</i> 3. <i>Leo III to Nicephorus III 717–1081</i> . Washington, D.C. 1973.
<i>ESI</i>	<i>Excavations and Surveys in Israel</i>
<i>HA</i>	<i>Hadashot Arkheologiyot</i>
<i>HA–ESI</i>	<i>Hadashot Arkheologiyot—Excavations and Surveys in Israel</i> (1999→)

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<i>IEJ</i>	<i>Israel Exploration Journal</i>
<i>IMJ</i>	<i>Israel Museum Journal</i>
<i>INJ</i>	<i>Israel Numismatic Journal</i>
<i>IOS</i>	<i>Israel Oriental Studies</i>
<i>JAC</i>	<i>Jahrbuch für Antike und Christentum</i>
<i>JAOS</i>	<i>Journal of the American Oriental Society</i>
<i>JARCE</i>	<i>Journal of American Research Center in Egypt</i>
<i>JEA</i>	<i>Journal of Egyptian Archaeology</i>
<i>JFA</i>	<i>Journal of Field Archaeology</i>
<i>JGS</i>	<i>Journal of Glass Studies</i>
<i>JHS</i>	<i>Journal of Hellenic Studies</i>
<i>JJPES</i>	<i>Journal of the Jewish Palestine Exploration Society</i>
<i>JMS</i>	<i>Journal of Mediterranean Archaeology</i>
<i>JNES</i>	<i>Journal of Near Eastern Studies</i>
<i>JPA</i>	<i>Journal of Palestinian Archaeology</i>
<i>JPOS</i>	<i>Journal of the Palestine Oriental Society</i>
<i>JRA</i>	<i>Journal of Roman Archaeology</i>
<i>JRS</i>	<i>Journal of Roman Studies</i>
<i>JWP</i>	<i>Journal of World Prehistory</i>
<i>LA</i>	<i>Liber Annuus</i>
<i>LRBC</i>	e.g., <i>LRBC 2</i> : R.A.G. Carson and J.P.C. Kent. <i>Bronze Roman Imperial Coinage of the Later Empire, A.D. 346–498. Part 2 of Late Roman Bronze Coinage (A.D. 324–498)</i> . London 1965. Pp. 41–114.
<i>NEA</i>	<i>Near Eastern Archaeology</i>
<i>NEAEHL</i>	E. Stern and A. Lewinson-Gilboa eds. <i>New Encyclopedia of Archaeological Excavations in the Holy Land</i> . Jerusalem 1993
<i>OJA</i>	<i>Oxford Journal of Archaeology</i>
<i>RDAC</i>	<i>Report of the Department of Antiquities of Cyprus</i>

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<i>PEFA</i>	<i>Palestine Exploration Fund Annual</i>
<i>PEFQS</i>	<i>Palestine Exploration Fund Quarterly Statement</i>
<i>PEQ</i>	<i>Palestine Exploration Quarterly</i>
<i>QDAP</i>	<i>Quarterly of the Department of Antiquities of Palestine</i>
<i>RA</i>	<i>Revue Archéologique</i>
<i>RB</i>	<i>Revue Biblique</i>
<i>RIC</i>	e.g., <i>RIC 1</i> : C.H.V. Sutherland. <i>The Roman Imperial Coinage I. From 31 BC to AD 69</i> . London 1984.
<i>RPC</i>	e.g., <i>RPC 2</i> : A. Burnett, M. Amandry and I. Carradice. <i>From Vespasian to Domitian (AD 69–96). Roman Provincial Coinage 2</i> . London 1999.
<i>SCBI</i>	<i>Sylloge of Coins of the British Isles</i> . London.
<i>SEG</i>	<i>Supplementum Epigraphicum Graecum</i>
<i>SNG</i>	<i>Sylloge Nummorum Graecorum</i>
<i>Svoronos</i>	J.N. Svoronos. <i>Ta Nomismata Ton Kratou V Twn Ptolemaiwn</i> (Ta Nomismata tou kratous ton Ptolemaion I–III). Athens 1904–1908.
<i>SWP</i>	C.R. Conder and H.H. Kitchener. <i>Survey of Western Palestine</i> . London 1882.
<i>WA</i>	<i>World Archaeology</i>
<i>ZDPV</i>	<i>Zeitschrift des Deutschen Palästina-Vereins</i>

12.2. ABBREVIATIONS FOR ANCIENT AND MEDIEVAL SOURCES

Standard abbreviations for various ancient and medieval sources as well as reference works should be employed. Please consult the following sources:

Arabic source abbreviations should follow

Biblical and Apocrypha source abbreviations should follow the *New Revised Standard Version*.

Greek source abbreviations, follow Lidell and Scott:

<http://artfl.uchicago.edu/cgi-bin/philologic/getobject.pl?c.0:2:3.lsj>

Latin source abbreviations, follow the *Oxford Latin Dictionary* (1996).

Rabbinic source abbreviations should follow *Jewish Quarterly Review* style:

<http://jqr.pennpress.org/PennPress/journals/jqr/styleguide.pdf>

For more information on sources, see: <http://www.lib.uchicago.edu/e/su/classics/abbrev.html>

12.3. ABBREVIATIONS FOR ARCHAEOLOGICAL PERIODS

These should be written out in full the first time they appear, and thereafter abbreviated, as:

Early Bronze Age I-IV	EB I-IV
Middle Bronze Age I, IIA, IIB	MB I, IIA, IIB
Late Bronze Age I, II	LB I, II

Periods should not be abbreviated when there are no sub-divisions, e.g., Early Bronze Age, Intermediate Bronze Age.

“Before the Common Era” is abbreviated to BCE—an alternate designation for BC; the “Common Era” is abbreviated to CE, an alternate designation for AD.

Please do not use IA for Iron Age as this can be confused with sub-phases of Bronze Age periods.

13. EDITOR’S RESPONSIBILITIES

Individual editors of volumes assume full responsibility for compliance with the stylistic requirements and editorial conventions required for the series. The series’ editors will enforce compliance with these expectations and no volume will be accepted that does not meet the expected requirements.

In addition to the stylistic and editorial conventions outlined above, volume editors are responsible for:

- All communications with individual authors as well as their compliance with series requirements.
- Cover material. Providing a one paragraph abstract of the volume to be used on the back cover of the dust jacket (see JCHP 1, for example).
- Obtaining and providing proof of all permissions for images to be published in the series that require such documentation, as well as the drafting of invoices for costs associated with images in the volume (during layout of the volume)