

ABUSIR AND SAQQARA IN THE YEAR 2020

– GUIDELINES FOR PROCEEDINGS –

A. GENERAL INFORMATION

All contributions should be sent to abusaq2020@gmail.com. Please contact us at the same email address with any queries.

The deadline for submission is **July 31, 2020**; no contributions will be accepted after this deadline.

Language: Manuscripts may be submitted in English, French or German.

Proofreading: All manuscript submissions require proofreading provided by a native speaker with the proper erudition. The proofreading is the responsibility of the author(s) and should take place prior to manuscript submission. Upon non-compliance with this request, the manuscript will be returned and the author(s) asked to provide proofreading prior to resubmission.

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Every contribution must contain a heading with the following information:

- Name and surname of the author
- Affiliation
- Abstract (max. 2000 characters)
- 5-7 keywords

B. FORMAT

Submit your contribution as a MS Word file (.doc or .docx) accompanied by a pdf version.

Times New Roman font, point-size 12 (size 10 for footnotes), 1.5 pt line spacing is preferred.

Keep formatting to an absolute minimum and do not number the pages of your document.

Non-standard fonts should be supplied along with the manuscript. To avoid problematic issues with fonts and/or symbols, please try to use as much as possible the standard symbols available in all Microsoft office programs. If you use transliteration fonts, inform us the exact type of font you are using. Longer translations from Egyptian should be set in italics.

Subheadings: use an empty line before and after the highlighted subheading.

A single space (not two) should follow full-stops at the end of sentences; a single space should follow commas, colons, and other punctuation marks.

The style of quotation marks should follow the article's language: English "Text 'within' quotation marks"; French « Text 'within' quotation marks »; German „Text ‚within‘ quotation marks“ .

In English, period designations should generally not be capitalised (e.g. 'ancient Egypt', 'first millennium'), but specific cultural periods should be capitalised, e.g. Bronze Age, Early Dynastic, New Kingdom, Late Period, Islamic Period, Eighteenth Dynasty, Twenty-eight Dynasty etc.

In English, refer to single digit numbers in word form (one, nine), and higher numbers in numerical form (10, 54, 893), but avoid awkward mixtures of numbers in word form and numerals ('nine and 10'). Numbers as measurements, statistics, etc. should all be given as numerals. Avoid beginning a sentence with a numeral.

Cross-references: Try to limit cross-references, but if you must refer to a specific page of your contribution, use three zeros: see page 000. This ensures that enough space is available in the line when pages are laid out so that no adjustments will have to be made to paragraphs or pages when the reference is supplied.

C. REFERENCING

Please note that **references** to publications should be **within the text** according to the following format: **(Author(s) Year, page(s))**. Separate individual references from one another with a “;” – e.g. (Lehner 2002, 253-255; Lehner and Tavares 2005, 122; el-Batal, Khatab and Soleiman 2012, 200). Please consult the overview with several examples at the very end of this document.

The use of **footnotes** should be kept to an **absolute minimum**. Please insert the footnotes, automatically numbered, at the bottom of each page. Footnotes should be inserted after punctuation (i.e. Egypt.⁵ and Egypt,⁵ – not: Egypt⁵. or Egypt⁵).

Use “en-dash” “–” in between numbers of years, pages, plates etc.

Do not use supra references (e.g. “*id.*”, “*ibid.*”, “*op. cit.*”, “*loc. cit.*”, “*op. laud.*”, etc.).

D. ILLUSTRATIONS AND TABLES

All illustrations (photographs, line drawings, graphs, charts and tables) should be submitted as separate files and not embedded in the Word document of the manuscript. Please indicate where you would like to have specific figures inserted into your text.

Figures

Submit all figures named as follows: “surname_fig (number of the figure)” (Jones_fig1).

Submit all figures both in black and white in the following format:

Line drawing: **.PDF** file in high press quality together with the format **.AI**.

Photograph: **.TIFF** format, resolution **400 dpi**. If there is no .tiff, it is possible to provide us with a **.JPG** file.

Only photographs with resolved **copyright** will be published. It is not possible to publish figures downloaded from the internet, or scanned pictures from publications without the author’s consent. Where permission must be obtained, it is the author’s responsibility to secure it in writing from the copyright owner. If any fees are to be paid, these are also the author’s responsibility.

Number of figures: The maximum amount is one picture for two standard pages. If you need to publish more figures, contact the executive editor in advance. It will be possible to publish a limited

number of photos in colour on separate plates. If you would like to have some figures printed in colour, please contact the editors.

Tables

Tables in MS Excel (= format **.XLS** or **.XLSX**), without any formatting.

Captions for figures, tables and charts

Provide a separate word file, identified as: "Surname_captions" (Jones_captions)

Captions for tables and charts must be in the same file and in the same format.

Each caption should take on the following format: "Fig. (number of the picture) text (photo/drawing author)"

For example: Fig. 1 Mortuary temple of Sahure (photo M. Frouz)

For example: Tab. 1 (Chart 1) List of officials

E. ACKNOWLEDGMENTS

If you would like to make an acknowledgment, please add it at the end of your contribution, but before the bibliography.

F. BIBLIOGRAPHY

Include the bibliography at the very end of your contribution.

In case when referring to works published by the same author in the same year, please add "a", "b", ... to the year of publication: (Badawy 1975a, 12-45; Badawy 1975b, 4-6; etc)

Please use "en-dash" "—" in between numbers of years, pages, plates etc.

Make sure that abbreviations of series and magazines are in accordance with W. Helck/W. Westendorf (eds.), *Lexikon der Ägyptologie* VII, Wiesbaden 1989, IX–XXXVIII. For abbreviations that are not in the Lexikon, please add a list at the end of the article.

Examples

Single author monograph

* *Reference in body of text:* (Posener-Kriéger 1976, 200)

* *Bibliography:*

Posener-Kriéger, P.

1976 *Les archives du temple funéraire de Néferirkarê-Kakai (Les papyrus d'Abousir). Traduction et commentaire I–II*, BdE 65, Cairo.

Several authors monograph

* *Reference in body of text:* (Posener-Kriéger and De Cenival 1968, 200)

* *Bibliography:*

P. Posener-Kriéger, P., De Cenival, J. L.

1968 *Hieratic Papyri in the British Museum. Fifth Series. The Abu Sir Papyri*, London.

* *Reference in body of text:* (el-Batal, Khatab and Soleiman 2012, 200)

* *Bibliography:*

el-Batal, A., Khatab, F., Soleiman, S.

2012 *The Gisir El-Mudir Cemetery at Saqqara, vol. 1: The Tombs of Ia-Maat and Others*, Cairo.

Edited volume

* *Reference in body of text:* (Brinkmann 2010, 200)

* *Bibliography:*

Brinkmann, V.

2010 *Sahure. Tod und Leben eines großen Pharaos*, Frankfurt.

Article in edited volume

* *Reference in body of text:* (Verner 2010, 200)

* *Bibliography:*

Verner, M.

2010 “Leben für den Tod. Die Texte der Abusir-Papyri”, in: Brinkmann, V., ed., *Sahure. Tod und Leben eines großen Pharaos*, Frankfurt, 251–263.

* *Reference in body of text:* (Mendel 2010, 383–385)

* *Bibliography:*

Mendel, D.

2010 “Zwei Erscheinungsformen der Achtheit”, in: Knuf, H., Leitz, C., Von Recklinghausen, D., eds., *Honi soit qui mal y pense. Studien zum pharaonischen, griechisch-römischen und spätantiken Ägypten zu Ehren vom Heinz-Jozef Thissen*, OLA 194, Leuven, 383–396.

Article in series/magazine

* *Reference in body of text:* (Posener-Kriéger 1991, 293, n. 1)

* *Bibliography:*

Posener-Kriéger, P.

1991 “Quelques pièces du matériel cultuel du temple funéraire de Rêneferéf”, *MDAIK* 47: xxx–xxx.

Online publication

* *Reference in body of text:* (De Meyer and Minas-Nerpel 2012, 6)

* *Bibliography:*

De Meyer, M., Minas-Nerpel, M.

2012 “Temple of Shenhur”, in: Wendrich, W., ed., *UCLA Encyclopedia of Egyptology*, Los Angeles.
<http://escholarship.org/uc/item/5hc3t8dh>. Accessed on 07.12.2015.

Should you have any questions or remarks regarding the proceedings, please do not hesitate to contact us at abusaq2020@gmail.com.

Sincerely,

Miroslav Bárta, Filip Coppens and Jaromír Krejčí

Czech Institute of Egyptology, Faculty of Arts, Charles University, Prague