

PRAGUE EGYPTOLOGICAL STUDIES (PES)

GUIDELINES FOR CONTRIBUTIONS

Prague Egyptological Studies (PES) is a bi-annual double-blind peer-reviewed English journal published by the Czech Institute of Egyptology, Faculty of Arts, Charles University, in Prague. The journal was published regularly since 2002 in Czech and starting from 2015 also in English. Newly since 2021, two English issues per year have been issued, dedicated to ancient Egyptian and Nubian (Sudanese) prehistory and history, from the prehistory to Late Antiquity.

The journal accepts archaeological reports as well as original studies on any aspect of ancient Egyptian and Nubian material culture, religion, language and history, or the history of Egyptology and the reception of ancient Egypt in later periods. In addition, it welcomes primary studies focusing on the wider interdisciplinary scope of Egyptology, such as environmental archaeology, archaeozoology and archaeobotany, as well as new research in applied sciences. The journal also includes book reviews on recently published monographs in the above-mentioned fields.

General remarks

Please, submit your manuscripts to prague.egyptological.studies@gmail.com. The upcoming deadlines for the year 2024:

PES XXXII/2024: October 31, 2023

PES XXXIII/2024: February 28, 2024

Please, read the guidelines below and note that manuscripts not conforming to these guidelines may be returned. Only manuscripts of sufficient quality that meet the aims and scope of the *Prague Egyptological Studies* (PES) will be reviewed.

There are no fees payable to submit or publish in this journal.

The language of PES is English. Please note that language proof-reading is in the responsibility of the author.

The submitted papers must be original works of the contributors to *Prague Egyptological Studies* and cannot be concurrently submitted to any other journal or publication in a world language (especially English, German, French). The authors are solely responsible for obtaining all copyrights and permissions to publish the discussed material, as well as figures and illustrations. With the manuscript itself, the author is required to provide the editors with figures in high resolution and with a permission to use the pictures. Unless the figures are in high resolution, they cannot be printed. The authors should also submit the figures edited in black and white for the printed version and in colours for the electronic version in the TIFF format. The maximum amount of the figures is one picture for two standard pages.

Peer-review process

Submission is not a guarantee of publication. All the papers and reports will be peer-reviewed by two anonymous and independent scholars. PES operates a strictly blinded peer review process in which the reviewer's name is withheld from the author and, the author's name from the reviewer. The reviewer may at their own discretion opt to reveal their name to the author in their review, but our standard policy practice is for both identities to remain concealed. The peer-review process takes six weeks. After that the authors will be able to make the required changes within a timespan of two weeks.

As part of the submission process the author can provide the names of three peers who could be called upon to review your manuscript. Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:

a) The reviewer should have no prior knowledge of your submission,

- b) The reviewer should not have recently collaborated with any of the authors,
 - c) Reviewer nominees from the same institution as any of the authors are not permitted.
- You will also be asked to nominate peers who you do not wish to review your manuscript (opposed reviewers).

Please note that the Editors are not obliged to invite/reject any recommended/opposed reviewers to assess your manuscript.

Plagiarism

PES takes issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

If material has been previously published it is not generally acceptable for publication in PES. However, there are certain circumstances where previously published material can be considered for publication.

Publishing agreement

Before publication, PES requires the author as the rights holder to sign a publishing agreement. It is an exclusive licence agreement which means that the author retains copyright in the work but grants PES the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or

preferred by a proprietor other than PES. In this case copyright in the work will be assigned from the author to the society.

Open access and author archiving

PES is an open access journal (see <https://pes.ff.cuni.cz/en/>).

Proofs

The authors will furthermore receive **one** page proof and they are obliged to only correct technical and apparent textual mistakes. During page proofs, larger changes and additions in the text are unsuitable and must be always discussed with the editors beforehand. The authors will be asked to return the corrected proofs within two weeks. The time limits are necessary to ensure that each issue can be printed on time, therefore late changes and proofs cannot be accepted.

Manuscript

Text

Named as: “surname of the author_text” (Jones_text)

Text editor: MS Word, version 6.0 and higher (= format **.DOC** or **.DOCX**)

Typeface: Times New Roman, size 12 pt.

Paragraph: Line spacing: 1.5

Alignment: left

Indent: 0

Every contribution must contain:

Heading

Name and surname of the author

Affiliation

E-mail address

Abstract (max. 2000 characters) and *ca.* 5 keywords

The first paragraph shall serve as the introduction to the topic and shall be printed in bold.

We recommend not to begin with sub-headings (e.g. Introduction). Do not use indentation for the first paragraph.

The beginning of the following paragraphs indent with Tab.

Subheadings

An empty line before and after the subheading. Use neither highlighting, nor numbering.

Footnotes can be inserted into the text using the function References → Insert footnote.

Typeface: Times New Roman, size 10 pt.

Paragraph: Line spacing: 1

Alignment: left

Indent: 0

For transliteration use fonts *tr^cnslit*. If you use any different font, it is necessary to send it to us with your text.

Use English quotation marks “ and ” for quotations.

Abbreviations:

1. Use *ca.*, NOT c. or circa. It should be italicised.
2. “*e.g.*” and “*i.e.*” should be italicised and not followed by a comma.
3. Use BC and AD (no punctuation).
4. Use *e.g.* Third Dynasty, Third Millennium BC, King Nyuserre.
5. Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.
6. Please, avoid any abbreviations, especially with regards to journals (*Zeitschrift für Ägyptische Sprache und Altertumskunde*, instead of ZÄS), publications (e.g. Lepsius 1913, instead of LD), and institutions.

Citation rules

Use scientific references (Huehnergard 1987: 26; Petrie 1901: 230) in the text.

At the end, cite every bibliographical reference mentioned in the text (**Bibliography**).

It must be pointed out that it is necessary to distinguish between a dash (—) and a hyphen (-). The dash is used *e.g.* for number sequences (51—57), whereas the hyphen connects two words (*e.g.* Begelsbacher-Fischer, so-called).

(a) Monographs

Surname, name

Year *Title of the monograph* (in italics), place of issue: publisher [series (whole title, NOT abbreviation) and number].

Example:

Huehnergard, John

1987 *Ugaritic Vocabulary in Syllabic Transcription*, Atlanta: Scholars Press [Harvard Semitic Studies 32].

NOTE: It is necessary to cite the name of the author and the title exactly according to the original (capital and lower-case letters, dots, colons, commas etc.).

(b) Article in a magazine

Surname, name

Year “Title of the article”, (comma after the quotation marks) magazine (whole title, NOT abbreviation) number, pp. x-x.

Example:

Ryholt, Kim S. B.

1998 “Hoteibre, a Supposed Asiatic King in Egypt with Relations to Ebla”, *Bulletin of the American Schools of Oriental Research* 311, pp. 1-6.

(c) Article in proceedings or collective monograph

Surname, name

Year “Title of the article”, in: name of the editor (surname, name) (ed., in the case of more editors use eds.). *Title of the monograph*, place of issue: publisher [series (whole title, NOT abbreviation) and number], pp. x-x.

Example:

Hoffmeier, James K.

2004 “Aspects of Egyptian Foreign Policy in the 18th Dynasty in Western Asia and Nubia”, in:
Knoppers, Gary N. — Hirsch, Antoine (eds.). *Egypt, Israel, and the Ancient Mediterranean
World. Studies in Honor of Donald B. Redford*, Leiden — Boston: Brill [Probleme der
Ägyptologie 20], pp. 121–141.

Figures

Please, submit the figures separately black and white (printed version) and in colours (electronic version) in the following formats:

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

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

Only photographs with resolved **copyrights** will be published. It is not possible to publish figures downloaded from the internet, or scanned pictures from publications without author's consent.

Figures named as: "surname_fig (number of the figure)" (Jones_fig1).

Amount of figures: The maximum amount is one picture for two standard pages. If you need to publish more figures, contact our executive editors. It will be possible to publish select photos in colour on separate plates. If you would like to have some figures printed in colour, please contact the editor.

Tables

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

Captions for figures, tables and charts (in a Word file):

Named as: "Surname_captions" (Jones_captions)

Each caption: "Fig. (number of the picture) text (photo/drawing author)"

Example:

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

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

Example:

Tab. 1 (Chart 1) List of officials