

Journal of Ancient Near Eastern History

Guidelines for Contributors

1. General guidelines

- Contributions should be submitted both in a common text-processor format (preferably MS Word) and in a PDF.
- All contributions must be written in English, French, or German. For English both American and British spellings are acceptable, but consistency is required. In order to speed and smooth the process of editing and copy-editing, all authors are encouraged to pay particular attention to matters of style and the like. For any doubts on specific matters of style that are not covered in these Guidelines, contributors should refer to the *Chicago Manual of Style*.
- All contributions must be submitted alongside an abstract in English (300 words) and a series of descriptive key-words

1.1. References and bibliography

- Abbreviations (sigla) should follow the field's standards (CAD, AHW, HKL). Authors should list, at the beginning of their bibliographies, any additional abbreviations used in their contributions.
- The quotation style must be that of the social sciences. Both in the main text and in the footnotes, references must be given like this (YEAR: PAGE[S], with a space between the colon and the page numbers):
 - “... as Jacobsen (1929: 65) pointed out...”
 - “... Kramer (1961: 252-58) noted that...”
 - “... see Falkenstein 1956-57, I: 87 n. 3.” [= footnote 3 on p. 87 of vol. I]
 - “... see Nissinen and Parpola 2004: 200-205.”

- In the bibliography of each chapter, references should be listed as follows (no quotes for article or chapter titles, and book titles in italics):

Abusch, Tzvi, John Huehnergard, and Piotr Steinkeller (eds.). 1990. *Lingering over Words: Studies in Ancient Near Eastern Literature in Honor of William L. Moran*. HSS 37. Atlanta, Georgia: Scholar Press.

Black, Jeremy. 1991. *Sumerian Grammar in Babylonian Theory*. 2nd ed. Studia Pohl, series maior, 12. Rome: Biblical Institute Press.

Civil, Miguel. 1960. Prescriptions médicales sumériennes. *RA* 54: 57-72.

———. 1995. Ancient Mesopotamian Lexicography. Pp. 2305-14 in *Civilizations of the Ancient Near East*, vol. 4, ed. J. M. Sasson. New York: Scribner.

Falkenstein, Adam. 1956-57. *Die neusumerischen Gerichtsurkunden, I-III*. Bayerische Akademie der Wissenschaften, phil.-hist. Klasse, Abhandlungen, nF 39 (vol. I, 1956), 40 (vol. II, 1956) & 44 (vol. III, 1957). Munich: Beck.

Jacobsen, Thorkild. 1929. How Did Gilgamesh Oppress Uruk? *AcOr* 8: 62-74.
———. 1939. *The Sumerian King List*. AS 11. Chicago: University of Chicago Press.

Kramer, Samuel Noah. 1961. Sumerian Literature: A General Survey. Pp. 249-266 in *The Bible and the Ancient Near East: Essays in Honor of William Foxwell Albright*, ed. George E. Wright. Garden City, N.Y.: Doubleday.

Nissinen, Martti, and Simo Parpola. 2004. Marduk's Return and Reconciliation in a Prophetic Letter from Arbela. Pp. 199-219 in *Verbum et calamus: Semitic and Related Studies in Honour of the Sixtieth Birthday of Professor Tapani*, ed. Hannu Juusola et al. StOr 99. Helsinki: Finnish Oriental Society.

Note the conventions for multi-volume works (e.g., Falkenstein 1956-57) and chapters in them (e.g., Civil 1995), and how page numbers are listed for book chapters, as in Kramer 1961 and Nissinen and Parpola 2004.

- In giving page ranges, for two-digit numbers, give always the two digits (23-29, 57-72, 45-49), but for three- or more-digit numbers, give only the last two (or three) digits, depending on the range (145-48, 234-56, 473-79, 405-56, 2305-14, etc.), unless the first of the last digits is zero (405-409, 202-208).
 - In the case of multiple editions of the same work, authors should always try to refer to the most recent edition.
 - In giving the names of authors, you should generally give the first name unabbreviated and any possible middle name or names in initials. However, exceptions should be made when it is customary to do otherwise (e.g., Oppenheim, A. Leo) or depending on various name-giving traditions. For instance, in the case of Kramer 1961 above, instead of giving the editor's names as "George E. Wright," one could have used "G. Ernest Wright," as the latter was Wright's own preference.
 - The capitalization of titles of books and articles should follow the standards in each language (e.g., fully capitalized in English, but not in French).
 - Do not refer to journal articles or collective volumes with abbreviations or otherwise within the text or footnotes of your contribution. All bibliographical references must follow the social science format outlined above. Abbreviations must be used only in the following contexts:
 - citations from primary text editions (CT, PBS, CTN, BE, etc.) within the text and footnotes of your contribution;
 - journal titles and series titles in the bibliography of your contribution.
- An exception to this rule can be made for references to texts edited in journal articles, which can be cited within the main body of a chapter in accordance to the same conventions employed for all original sources cited (see below); e.g., JCS 32: 125 rev. 42-43.

- Abbreviations of journal titles should be given in italics; however, abbreviations of text editions and series (CT, VAS, AOAT, etc.), whether in the main text or in the bibliography, should go in normal-face font.
- If you really need to mark emphasis on a specific term, do not use bold face (that would be converted to spaced lightface as if it were Sumerian). You may write the emphasized term in italics, for instance. If you really want something to appear in bold face in the journal, you must underline the term, and then it will be converted to bold face.
- As far as possible, short bibliographical references should be given in the main text. Footnotes should be left for (a) lists of references that are too long and would disrupt the reading if in the main text, and (b) tangential comments and expansions that go over a line or two. Nevertheless, authors are encouraged to use as many footnotes as necessary. The point is to avoid tiny footnotes consisting of only two or three words and a couple of numbers.
- Concerning on-line references, avoid URL's that are likely to change sooner or later. It is fine to refer to on-line photographs or specific entries on well-established scholarly websites, such as the Pennsylvania Sumerian Dictionary, the Cuneiform Digital Library Initiative, or the Digital Corpus of Cuneiform Lexical Texts. But on-line articles or academic personal websites should always be avoided.
- In quoting from editions of original sources (copies of tablets and the like),
- avoid blank spaces without punctuation between different numbers,
- try to distinguish obverse (obv.) from reverse (rev.),
- and indicate columns with lower-case Roman numbers; e.g., MVN 21: 200 obv. iii 21.
- When giving a series abbreviation followed by a volume number, insert a colon (:) followed by a space between the volume number and the text number; e.g., OIP 99: 256 obv. i 6.
- Distinguish between text number and page number; in the latter case, insert “, p.” between the abbreviation and the number; e.g., MEE 3, p. 45 (as opposed to MEE 3: 45, which would refer to text no. 45).
- When listing several texts from the same volume, separate them with semicolons (;); e.g., OSP 1: 41 rev. i 2; 84 rev. 5.
- When listing several lines from the same text, use commas to separate the line numbers (but semicolons for different texts in the same volume); e.g., OIP 99: 278 obv. vi 7, 12, 16; 328 ix 2; 504 obv. ii 2.
- When the abbreviation refers to a specific (single-volume) title and not a series, write the text number after the abbreviation with a space in between; e.g., LKA 118 rev. 1-2.
- Use the same system when giving museum or excavation numbers; e.g., UM 29-15-155 obv. i 1-10; 3N-T868 obv. 2.

1.2. Illustrations

- Contributors should feel free to use tables, illustrations, maps, and diagrams, as they see fit.
- Please submit all illustrations, maps, and diagrams in electronic files. Line drawings should have a minimum resolution of 600 dpi at publication size. Photographs should have a minimum resolution of 300 dpi at publication size. The file format should be

.TIF(F), .JPG or .EPS. Please submit a list of captions to all figures that clearly indicates to which figure each caption belongs. Credit lines and permissions should be included in the captions. Please mark clearly in the text all references to figures in the form (Fig. 1).

2. Transliteration and transcription

- For all diacritics, try to use a uniform font, preferably a Unicode font. Do specify in your submission which font you have used; you may be asked to send us the font file in question (TTF or otherwise).
- NOTE that all quotations in the original ancient languages must be provided along with a translation into the language of your contribution.
- These guidelines are not meant as an imposition or interference, but as a way to achieve a modicum of uniformity and to facilitate the processes of indexing and copy-editing.

2.1. Sumerian

- Do not use italics for Sumerian. Use simply bold face, which later on will be replaced with an spaced light-faced font by the typesetter.
- Do not use hooked h, just simple h.
- Use numerical indexes, not accents (so du₃, not dù).
- As is customary, use hyphens (not dots) between signs, and try to separate words—as far as one may be able to decide what constitutes a word—with spaces. Thus, instead of lugal-ki-en-gi-ki-uri, write lugal ki-en-gi ki-uri.
- For signs whose reading is unknown or uncertain, or simply to refer to signs independently of their readings, try to use SMALL CAPS (not full CAPITALS): HI.LUM; LAMXKUR+RU, etc.
- Avoid normalizing Sumerian words or sequences; so write du₆-ku₃, not duku.
- For the sake of intelligibility and indexing, try to use sign readings that are well established and widely used; e.g., pisan rather than bisaĝ, sig₇ rather than se₁₂, etc. In the light of our defective knowledge of Sumerian phonology, it seems advisable to stick to simple transliterations and avoid transcriptions. Needless to say, authors should feel free to provide their own readings of signs, as long as the more traditional value is given as well; e.g., “the plural stem of the verb ti(l) ‘to live’ is se₁₂ (sig₇)...”
- Concerning the velar nasal segment /ĝ/, it is preferable to distinguish transliteration from transcription. For the sake of indexing and uniformity, authors are asked to give simple transliterations; e.g., gir₃ and dingir, rather than ĝir₃ and diĝir. If an author wants to make this segment explicit, it should be given in brackets the first time the term is discussed or mentioned within the contribution: “the Sumerian term gir₃ (ĝir₃) is translated as *zuqaqīpu* “scorpion” in Akkadian...”

2.2. Akkadian

- Use italics for Akkadian.
- Use a hooked h.
- As opposed to Sumerian, use accents for the first homophonous signs: u, ú, ù... (vs. Sumerian u, u₂, u₃...).
- For Sumerograms in Akkadian texts, use periods between signs, not hyphens.
- As far as possible, try to normalize all sentences or texts quoted in Akkadian. Transliterations with hyphens are fine when discussing a textual matter, but in general we want to offer a readable Akkadian text. Sumerograms can be noted in brackets after the

normalized Akkadian word. Nonetheless, one realizes that, for instance, normalizing late Akkadian rituals, which are full of Sumerograms, can present some challenges. Ultimately, this should be the author's call.

- When writing Assyrian names in English, always use Assur (not Ashur or Ashshur), Assurbanipal (not Ashurbanipal), etc.

2.3. Hittite

- Use italics for Hittite.
- Do not use hooked h, just simple h.
- For Sumerograms and Akkadograms in Hittite texts, use the current Hittitological standards.
- When writing Hittite names in English, write Hattusa (not Hattusha, Hattushash, or Hattusas), Mursili (not Mushilish or Murshili), etc. Do not use {sh} and drop the nominative case ending.

2.4. Hurrian and Urartean

- Use italics for Hurrian and Urartean.
- Do not use hooked h, just simple h.
- When transliterating Hurrian words or passages, always give a simple transliteration with dashes first, and then the normalization with all specific segments (*f*, *ž*, etc.). The idea is that a reader should be able to figure out the signs used to write that word simply on the basis of the syllabic transliteration (see, for instance, the Textproben in Ilse Wegner's *Hurrian grammar*).

2.5. Arabic, Persian, and Turkish

- Use the most accurate transliteration for toponyms and other terms:
- clearly note the “emphatics” (*q*, *t*, *ṣ*, *d*, *ẓ*);
- mark long vowels with a macron;
- distinguish between 'alif and 'ayn, but the former does not need to be indicated in initial position unless it carries hamza;
- when deemed important, note the *alif maqṣūra* as *à*.
- If there are doubts about the correct transliteration of an Arabic or Persian toponym, one can consult RIA, RGTC, TAVO, or even the NGA GNS website, which often includes variant spellings as well as the name in the original script: <http://earth-info.nga.mil/gns/html/index.html>
- With Turkish names, preserve *ğ*, *ç*, and *ş*, as well as the distinction between *ı* and *i* (and *I* vs. *İ*).