

Preparing your manuscript for CRRAI 61

Deadline for submission of your manuscript:

31 January 2016.

Submission of manuscript

You are requested to submit your manuscript in digital form (required format: Word and PDF) as an e-mail attachment to: sabine.ecklin@iaw.unibe.ch

Alternatively, you may also send a dropbox link.

Abstract, keywords and length

The article should be complemented by an English abstract as well as keywords. Its length should not exceed 15 pages (70.000 signs incl. space characters).

Page size and borders

We require that your page size is set to DIN A4 (borders: 18 mm above, 18 mm below, 15 mm left and right). Please consider this format when submitting illustrations as well.

The publication will be formatted into two columns by the editors.

Font and orthography

Times New Roman. Sumerian words are to be double underlined. Please write Akkadian and Hittite terms in *italics*. Please do not use space fonts.

German: Duden – Die Rechtschreibung

English: Oxford Style Manual or Chicago Manual of Style

Page numbers (footer)

Page numbers are to be placed in a special footer line.

Header

Please do not add a header to your document.

Main text

Font size: 11 pt, line spacing: 1.5.

Paragraph format: please align your text left. Do not insert additional spacing between paragraphs or indents.

Titles, subtitles etc.

If you wish to structure your text by inserting headings, please use numbers for the hierarchy, not letters. Do not exceed 2 hierarchical levels.

Emphasis

Use *italics* wherever possible. **Bold style** is reserved for special purposes, for instance to allow easy recognition of references to figures in the text.

Footnotes

Font size for footnote text: 9 pt, single line spacing.

Paragraph format: text alignment left, no additional spacing between footnote paragraphs.

Illustrations

Black-and-white line drawings should be scanned as bitmap TIFF at 1200 dpi. For photographs we recommend JPEG, 600 dpi.

Figures (photographs, drawings, plans, maps, tables, charts) must be submitted separately, with indication of where they are to be placed in the text. Please insert the captions where you wish the figure to be placed. Use “Fig./Abb.” for all illustrations (incl. tables).

Every plan should be equipped with a scale.

The number of figures is limited to 7.

Copyright:

Images whose author has passed away more than 70 years ago are no more subject to copyright, unless a special trust has secured particular inheritance rights.

Line drawings: Mentioning the source of the drawing is an essential requirement. If possible, give cite the work in which the drawing was first published.

Original photographs: If you want to publish original photographs, you must make sure that you have the copyright holders' permission to do so (e. g., museum or authorities of antiquities). This is especially important for formerly unpublished material. The permission should be explicitly mentioned in the legend or in a footnote, following the requirements of the copyright holders.

Photographs taken from books: Source indications are essential. If a copyright applies, one should ask for permission to republish a picture whenever possible.

The editors are not responsible for any charges resulting from non-authorized reproduction of visual materials.

Abbreviations

Literature is cited in accordance with the current *Abkürzungsverzeichnis des Reallexikons der Assyriologie und Vorderasiatischen Archäologie* (www.keilschrift.badw.de). Any other abbreviation or list of abbreviations must be mentioned and explained in the first footnote.

Citations

Bibliographical citations:

Within the article

... (Krecher 1991: 127–346) ...

Within the article with additional comment: citation in a footnote²³

23. See Freydank/Feller 2007: 25 for further discussion.

Titles in English should follow capitalization conventions of ordinary sentences. Place of publication is not stated.

al-Rawi, Farouk N.H./Verderame, Lorenzo

2006: Documenti amministrativi neo-sumerici da Umma conservati al British Museum (NATU 2) (= Nisaba 11).

Balke, Thomas E.

2014: Some observations on the Old Sumerian onomasticon. In: N. Koslova/E. Vizirova/G. Zólyomi (ed.), *Studies in Sumerian language and literature: Festschrift für Joachim Krecher* (= Babel und Bibel 8 = *Orientalia et Classica* 54), 83–100.

Rubio, Gonzales

2012: Reading Sumerian names. II: Gilgameš, *JCS* 64, 3–16.

Feliu, Lluís et al. (ed.)

2013: Time and history in the Ancient Near East: Proceedings of the 56th Rencontre Assyriologique Internationale at Barcelona 26–30 July 2010.

More than one author or editor: names are separated by slashes. 4 authors or more: First author et al.

Editors (one or more) are indicated by (ed.).

Roman numerals should be avoided and replaced by Arabic numerals.

Please do not use “ff.”; instead give the precise numbers.

Cuneiform texts: Tablets in canonical compositions are referred to with upper case Roman numerals, columns with lower case Roman numerals, lines with Arabic numerals.

GE VIII iv 1

Line numbers following Arabic numerals are separated by a colon.

AbB 10, 10: 1–3

The reverse of a tablet is indicated by r.

SAA 16, 40 r. 3–7

Parallel units in a citation are separated by a semicolon.

AbB 5, 30; 6, 31

Transcription

Place names without a generally accepted or bibliographically established form should be transcribed in accordance with: *TAVO Register zu den Karten. General Index Bd. 1–3*.

Determinatives should always be written in small superscript. This applies also to Hittite. Indices are also to be written in small subscript.

^{lú}nar, Kiš^{ki}, ^dEn-lil₂