

Rivista del Museo Egizio

Guidelines for authors (English)

1. Submissions

Format

Submissions should be sent in Word or compatible format to rivista@museoegizio.it.

Abstract

An abstract in English of maximum 250 words should be provided as a separate file in Word or compatible format. An Arabic translation of this abstract will also be published, which the author may provide if s/he so chooses; otherwise the journal will have it translated and bear the translation costs.

Keywords

With the abstract, authors should provide a maximum of eight keywords in English.

2. Review of manuscripts

Articles

Articles are submitted to two reviewers according to the "double-blind" system: the reviewers do not know the name of the author, and vice versa. The reviewers will assess the article's scholarship, elements of novelty, completeness of documentation, and clarity of argumentation.

To conceal their identity from the reviewers, authors should:

Not include their name in the file name;

Remove their name and other identifying elements from the Properties of the submitted files;

Refer to themselves as "the author" rather than by their name (for example, "photograph by the author" instead of "photograph by [Name] [Last Name]);

Not explicitly cite their earlier works as their own.

The name and self-references will be restored after the conclusion of the reviewing process.

Research notes

Research notes are short essays – 3000 words including bibliography and end-notes – focusing on a specific research finding: a discovery, an interpretation, an attribution, a study of a particular feature of an artifact, etc. They undergo the same peer-reviewing process as articles.

Research projects, excavation reports, and book reviews

Presentations of research projects, excavation reports, and book reviews will be reviewed by the editors, without going through the blind peer-review process.

Comments

The Rivista del Museo Egizio allows for the addition of comments to published articles. Comments are reviewed internally by the editors. Only comments from authors whose identity has been verified, proposing useful additions or corrections, and formulated in a constructive spirit will be accepted. These will be published in permanence alongside the article. Comments will be submitted to the author of the article for feedback before publication. Authors may publish comments to their own articles.

3. Languages

The Rivista del Museo Egizio accepts contributions in English, French, German, and Italian.

Authors not publishing in their native language are recommended to have their manuscript professionally translated from their own language, or carefully revised by a native speaker who is familiar with the subject.

4. Manuscript formatting

Format

Dimensions: A4

Font: Times New Roman 12 points for body of text, 10 points for notes

Title in bold followed by a space

Spacing: 1.5

No word breaks at end of line.

No headers or footers.

Hieroglyphs and transliteration

If hieroglyphs are included in the text, each inscription should also be provided as a grayscale digital image at a scale of 600 dpi. The image files should be numbered sequentially in order of appearance of the hieroglyphs, first those in the text, then those in the notes: for example, Glyph1.tif, Glyph2.tif, etc. If the hieroglyphic sentence, word or sign is repeated, a new identical file following the sequential numbering should be created.

If a hieroglyphic word processing software is used (Jsesh, Winglyph, or Visual Glyph), the data file should also be provided (.gly).

For the transliteration of Egyptian, Trlit_CG Times shall be used, downloadable at <http://www.wepwawet.nl/dmd/fonts.htm>. Do not use the fonts TTF Transliteration or TTF Umschrift_TTn. As an alternative, the use of a Unicode font is recommended, downloadable at <http://www.ifao.egnet.net/publications/publier/outils-ed/polices/>.

In the text, one should refrain from rendering Egyptian proper names in transliteration: preferably write Neferhotep rather than *Nfr-ḥtp*. The transliteration should be given between parentheses, however, on the first mention of the name: Neferhotep (*Nfr-ḥtp*).

Demotic, Coptic, Greek, Arabic, etc.

Unless a Unicode font is used, fonts for the transliteration of Demotic, Coptic, Greek, Arabic, etc., should be provided for installation along with the manuscript.

5. Writing guidelines

Length of manuscript

The maximum length of articles should not exceed 10,000 words, not including notes and bibliography, unless the length is justified by the scope or complexity of the subject.

Sections

Unless the article is especially short, the use of sections is recommended, introduced by a heading in bold type, without a period/full stop at the end.

If a two-level structure is used, the headings and subheadings should be numbered (in the format 1.1, 1.2 etc.).

Notes

Endnotes should be used.

Do not place footnote reference numbers in the title or headings of the article, as this is incompatible with the html version of the journal.

Avoid unnecessary use of notes, using them mainly for bibliographical citations. Several consecutive citations of the same (or different) pages of the work can be conveniently reunited in a single note. Authors should avoid using notes to give information that can be included in the main text, unless it is truly parenthetical (although important) and would hence break the flow of the text.

Use “above” and “below” in notes only to refer to other note numbers. Do not use them to refer to pages or headings in the text.

Quotations

Quotations longer than two lines or 40 words should be presented in a separate paragraph with a line space above and below, indenting the left and right margins by one centimeter, and reducing the font size by one point (Times New Roman 11 points).

Punctuation

Quoted text should be enclosed in double quotation marks; single quotation marks should be used for quotes inside a quote.

Parentheses inside parentheses should be replaced by brackets.

When parenthetical expressions are enclosed by dashes instead of brackets, these should be en dashes between spaces (–).

Abbreviations

Use fig. and figs., pl. and pls. in lower case in bibliographical citations, but Fig. and Figs., Pl. and Pls., when referring to the figures and plates in your article. References to tables (Tables if in your article) should not be abbreviated.

References to figures, plates or tables in a publication in another language than that of writing should be “translated”. In citing the figures or plates of a German publication, for example, you will refer to them as fig. or pl., not Abb. or Taf.

References to the Figs. and Pls. of the article should not be included in a section subtitle.

Academic titles

The use of titles such as Prof. or Dr. in front of names should be avoided.

Museo Egizio inventory numbers

The Museo Egizio in Turin has three main series of mutually exclusive inventory numbers:

- Cat. (also C.), or “Catalogo”, i.e., the numbers assigned to the museum’s objects until their publication in the catalog by Fabretti et al. (1882 and 1888), notably including the Drovetti collection;
- Suppl. (also S.), i.e., “Supplemento”, for objects acquired after the publication of the catalogue by Fabretti et al., largely from Schiaparelli’s purchases and excavations (1901-1920), but also including objects acquired after his tenure as director of the Museo Egizio, or before it but after the publication of the Fabretti et al. catalogue.
- Provv. (also P.), for “Provvisorio” (temporary), assigned to objects whose original inventory number is no longer known.

Since 1965, an additional CGT (Catalogo Generale Torino) numbering system has also been in use; it was originally assigned to objects when they were published, but has been employed more recently only for the inventorying of papyri (including unpublished ones).

Artifacts of the Museo Egizio should be designated simply as Cat. 1333, Suppl. 24761, Provv. 877, or CGT 50057, etc., without the prefix “inv.” or “inv. no”. Any initial zeros (for example, Suppl. 02741, Cat. 0025) should be dropped (Suppl. 2741, Cat. 25).

6. Illustrations

Images

Digital photographs should be in high-quality TIFF format. The resolution should be at least 600 dpi for black-and-white drawings and 300 dpi for color or grayscale images.

Image files should be named Fig. 1, 2, 3 etc. They should not be included in the text. You can indicate where you wish the image to appear by inserting place markers in the following format: #1, #2, #3, etc. The images should be placed, whenever possible, after an already existing paragraph break to maintain the original text flow.

Submitters of comments to articles can upload one or more images, including copyright information, as part of their comment.

Photographs of small or medium-sized artifacts should preferably include a metric scale. As an alternative, or in the case of especially large objects, their dimensions should be indicated in the caption.

Captions

Every image should have a caption. Consecutively numbered captions should be provided in a separate Word or compatible file. They should include the name of the photographer (if so required or desired) and/or of the institution granting the photograph.

In image captions taken from publications, the source will be indicated using the same citation style used in notes.

Example of a caption:

Shabti of Djehutyhotep II (Trieste 5390). H. 28.5 cm. Photo by Enrico Halupca/Civico Museo di Storia e Arte in Trieste.

Plan of Qantir with the areas excavated by Pusch and Rehren (QI, IV and V). From Pusch and Rehren, *Hochtemperatur-Technologie in der Ramses-Stadt*, 2007, plan 01, p. 20.

Copyright

Images not supplied by the Museo Egizio will only be published if the author holds their publishing rights.

For images provided by the Museo Egizio, the license is always Attribution 2.0 Generic (CC BY 2.0) (freedom to use, even commercially, provided appropriate credit is given and changes are indicated).

Unless otherwise indicated by the author, the images s/he provided will be released under the same license.

7. References

Bibliographical abbreviations

Bibliographical abbreviations should be those currently employed in Egyptology, as found in the *Lexicon der Ägyptologie* and in the list compiled by Bernard Mathieu, available on the IFAO website: www.ifao.eg-net.net/uploads/publications/enligne/Abbreviations.pdf.

Citation of references

Full and abbreviated citations

The Rivista del Museo Egizio uses abbreviated citations in endnotes and image captions, and full citations in a final bibliography.

Author's names

In the final bibliography, either the full first name or just the initial(s) of an author or editor may be used. Whichever of the two systems is chosen, it should be applied consistently throughout. In the case of multiple authors or editors, the following syntax should be used:

Nicholson, Paul and Ian Shaw, or P. Nicholson and I. Shaw

In the case of three or more authors, in abbreviated citations in endnotes the name of the first one will be given, followed by "et al.", while the names of all the authors should be cited in the final bibliography.

Page runs and page numbers

In notes, only specific pages should be cited, not the entire page runs of articles or chapters in edited books. In the final bibliography, instead, the full page-run should be given. Pages "from... to" should be separated by an en dash (–) with no spaces before and after, according to the following model: 3–8, 4–11, 33–37, 214–16, 124–31.

Op. cit., ibid., etc.

The use of op. cit., ibid., id., and loc. cit. should be avoided, to be replaced by repetition of the citation

Volumes, issues, series and editions

The volumes of a work are indicated by Roman numbers (e.g., Schneider, *Shabtis*, II).

Journal issue numbers should be indicated after the volume number using a slash as a separator, as in the following example: *BiOr* 67/1 (2010).

Series volumes should be indicated by Arabic numerals (see example below).

Editions after the first should be indicated by a number in superscript after the publication year (e.g., 2007²).

Titles

In the titles of cited works in English, the first word of the title and subtitle should be capitalized, as well as all nouns, pronouns, adjectives, verbs and adverbs. Articles (a, an, the) and conjunctions (but, and, or etc.) should be lowercased, as should prepositions up to four letters in length (to, in, from etc.). Prepositions longer than four letters ("among", "between", "through" etc.) should be capitalized.

Place of publication

The place of publication should be in the same language as that of the work cited (see examples below).

Citation models

Monograph:

Curto, Silvio, *Lo Speos di Ellesija: un tempio della Nubia salvato dalle acque del lago Nasser*, Bagno a Ripoli 2010.

In endnotes: Curto, *Lo Speos di Ellesija*, 2010.

Monograph in a series:

Kákosy, László, *Egyptian Healing Statues in Three Museums in Italy (Turin, Florence, Naples)* (CMT. Serie Prima – Monumenti e Testi 9), Torino 1999.

In endnotes: Kákosy, *Egyptian Healing Statues*, 1999.

Journal article:

Capart, Jean, “La statue d'Amenophis Ier à Turin”, *CdE* 19 (1944), pp. 212-13.

In endnotes: Capart, *CdE* 19 (1944).

Chapter in edited book:

Valbelle, Dominique, “Les archives de la Tombe, aujourd’hui”, in: Guillemette Andreu (a cura di), *Deir el-Médineh et la Vallée des Rois:| La vie en Égypte au temps des pharaons du Nouvel Empire. Actes du colloque organisé par le musée du Louvre les 3 et 4 mai 2002*, Paris 2003, pp. 157-171.

In endnotes: Valbelle, in Guillemette Andreu (ed.), *Deir el-Médineh et la Vallée des Rois*, 2003.

Exhibition catalogue

Oppenheim, Adela, Dorothea Arnold, Dieter Arnold, and Kei Yamamoto (eds.), *Ancient Egypt Transformed: The Middle Kingdom (catalogue of the exhibition, Metropolitan Museum of Art)*, New York 2015.

In endnotes: Oppenheim et al. (eds.), *Ancient Egypt Transformed*, 2015.

Unpublished dissertation

Ugliano, Federica, “La collezione predinastica del Museo Egizio di Torino: uno studio integrato di archivi e reperti” (doctoral dissertation, Università degli Studi di Trento), Trento 2015.

In endnotes: Ugliano, "La collezione predinastica", 2015.

Websites

Deir el Medine online. Nichtliterarische Ostraka aus Deir el Medine, dem-online.gwi.uni-muenchen.de.

In endnotes: [Deir el Medine online](http://dem-online.gwi.uni-muenchen.de)