

Instructions for Authors -- Research Reports (Fellowships/Scholarships, Pilot Studies, BRISMES Network Awards, Affiliated Projects)

Bulletin of the Council for British Research in the Levant (CBRL Bulletin)

The *Bulletin of the Council for British Research in the Levant (CBRL Bulletin)* is the annual document of record of the CBRL, the British Academy-sponsored society for research into the humanities and social sciences in the Levant based in London, with research centres in the region. The *CBRL Bulletin* is devoted to providing stimulating articles on current CBRL-funded and affiliated research projects, and includes feature articles and short research reports.

SUBMISSION

Research reports from CBRL supported and affiliated research should be sent to the CBRL Administrative Secretary, Penny McParlin (cbri@britac.ac.uk) by **30 April**. Large digital images accompanying research reports should be sent via a web-based digital content delivery service (e.g. Dropbox, Skydrive, Google Drive, etc.). Please do not send large reports images via email unless specifically asked to do so.

The final inclusion of reports/articles and associated images in the *Bulletin* is at the discretion of the Editor.

TEXT

- 1. Contributions for the *CBRL Bulletin* should be written in an engaging and accessible style suitable for a general readership.** Please do not assume that you are writing for an informed readership. All technical terms should be clearly explained and all acronyms must be spelled out the first time used, e.g. Early Bronze Age (EBA). Avoid the use of technical jargon. If the lay reader cannot understand the term, don't use it! Do include links to web pages if appropriate (e.g. excavation web sites, author information links, etc.)
2. Text for all contributions must be in MS Word using a 12 pt Times New Roman font, with standard 1 inch margins, double-spaced and no indentions at the beginning of each paragraph. There are only three formats that will be allowed—doc, docx, and pdf. The latter should only be used if special text such as Arabic letters are used. Please do not use any word processing programs other than MS Word. These include, but are not limited to: Open Office, Pages, etc.
3. Research reports should be from **800 words to a maximum of 1,500 words**. 1,500 words is absolutely the upper limit. Reports can often be effectively written with fewer words. We are looking for an economy of word usage, but hope for engaging writing. **If you exceed this range, your report will be rejected and remain unread. The Editor reserves the right to make cuts or additions as necessary.**
4. Please use the following format for the heading of your report. Your email address must be included.

The Dhra' Excavation Project

Bill Finlayson (CBRL); e-mail: director@cbri.org.uk

[project title, author name/s (affiliation/s) and e-mail details]

- 5. Please do not use bibliographic references in your *CBRL Bulletin* research report. If absolutely necessary, a bare minimum of in-text citations may be permissible, but only if essential to the article. The *CBRL Bulletin* DOES NOT USE FOOTNOTES AND ENDNOTES SHOULD BE AVOIDED.**
6. The only dating system used is BC/AD. **DO NOT USE BCE/CE**, and other alternative methods.
7. If all of these guidelines are not followed, your article will be rejected.

Please note the following instructions used for *Levant* as a formatting guideline. The full text can be found at: <http://www.maney.co.uk/index.php/journals/lev/>

Detailed text formatting

Numbers Spell out numbers one to nine; express all numbers greater than nine with Arabic numerals. Spell out 'million' or 'billion', numbers that begin sentences, and those used in a general sense in the narrative, e.g. 'many hundreds of artefacts'.

For dates and times: 18th Dynasty; 16th-century pottery (hyphenated); 1990s; 1978-79; 333 BC, 85-135 AD (no periods in BC or AD); spell out all ordinal numbers (the fourth season, not 4th).

Spelling British rather than American spelling should be used. Also, and where appropriate, the ending 'ize' rather than 'ise' should be used, for example criticize, rather than criticise.

Measurements Distance, area, volume and weight should be expressed in metric units and abbreviations should not have full stops, thus: 5 m; 10 km; 15 ha; use 200 sq m (not 200 m2). Any unusual symbols should be explained clearly in the left margin.

Historical dates must be written as BC/AD. Levant does not use BCE or CE.

Radiocarbon dates Radiocarbon determinations should be cited in full, with laboratory reference, age determination in 14C years BP (Before Present, i.e. AD 1950), and 1-sigma (68.2%) measurement error estimate (e.g. OxA-1083, 4370 ± 90 BP).

Uncalibrated dates: In a radiocarbon context, BP is understood as a symbol meaning precisely 'conventional radiocarbon years before AD 1950'. Ordinarily, then, uncalibrated radiocarbon dates are reported in a form of this type: UtC-2020: 3510 ± 60 BP. Thousands of years BP may be abbreviated using the form ka BP. For example: 'these developments are usually placed between 11 and 10 ka BP'.

Calibrated dates cal BP/ cal BD/ cal AD: The symbol cal is used to express calibrated radiocarbon ages, with 'cal' understood as 'calibrated', not 'calendar'. A 'calendar age' is an absolute date, while a 'calibrated date' is an estimate based on statistical probability, and is therefore properly expressed as one or more ranges of calendar years, accompanied by the appropriate confidence level; contributors should be aware that the normal expectation is that dates will be expressed at 2 standard deviations (2s). For example, 'sample of linen fabric dated to 780 ± 40 BP, or cal AD 1210-1321 (2s)'. Calibrated dates should always cite the specific calibration curve, and the name and version number of the computer program used to obtain the estimate.

Punctuation When expressing the possessive form of proper names ending in s add 's, e.g. Hess's report or Robins's programme.

Quotations Quotes should be enclosed in single quotation marks, double quotation marks being used only for quotes within a quotation.

Abbreviations Try to avoid wherever possible. Abbreviations should end with a full-stop, but contractions should not (eg ed.; but edn, Dr.); Levant does not use a full-stop after (eds) in bibliographies. Common abbreviations, such as BC, AD, PhD, UK, should not be punctuated.

Repeated Use When a term such as a time period or artefact type is used frequently within the text, the full spelling should be given for the first use of the term followed by an abbreviation in parentheses that is used subsequently. Examples: Early Bronze Age (EBA), Coarse Ware (CW).

Transliteration into Roman script of names and words in oriental languages: Arabic and other words in common English usage (e.g. wadi, Amman) should be kept in the conventional English form, but names etc. in Arabic should normally conform to the system outlined [here](#), omitting the diacritical marks. The definite article should not be assimilated before linguals, e.g. *al-shams* rather than *ash-shams*. Only when necessary (in epigraphic studies etc.) should Arabic transliteration with diacritical marks be used. Well-known sites can be referred to by their 'common' names (e.g. Megiddo).

Italics and Accents Italicize non-English words (including *et al.*), but do not do this for common abbreviations such as e.g. or etc.

ILLUSTRATIONS

1. Authors are requested to supply at least one illustration with each report. Authors may submit as many illustrations as considered appropriate, although final inclusion is at the discretion of the Editor.
2. Illustrations should not be integrated in the text, but supplied as separate files. Please supply a separate sheet/word doc with captions for each picture in addition to the separate image file.
3. The *CBRL Bulletin* is produced in full colour in print and online. Digital photographs should be provided in JPEG format only, and the highest resolution/dpi possible. Line drawings can be supplied in Adobe Illustrator format or, if using scanned images, black and white line drawings should be BITMAP images in TIF format at no less than 800 dpi (ideally 1200 dpi for fine line drawings). Composite drawings, e.g. a drawing incorporating text, line drawings and photographs, should be a minimum of 600 dpi at printed size.
4. Label digital image files with the lead author's name and with a number, e.g. Finlayson1.jpg, Finlayson2.jpg, Finlayson3.jpg, etc.
5. Illustrations that are not the author's own should not be supplied unless copyright permission has been sought, proof of which should be submitted with the contribution. The author will be required to provide written evidence of permission to reproduce images (in all formats, in perpetuity and in all geographical regions world wide) from the copyright owner for the use of any illustrative matter in the *Bulletin* and will be liable for any fee charged by the owner of the image. The caption should include relevant credit of the permission of the copyright holder to reproduce the image.

PROOFS POLICY

Where important editorial concerns are identified in submitted contributions, the *Bulletin* Editor will contact contributors directly to revise their text or approve editorial suggestions.

COPYRIGHT

It is a condition of publication that all items published in the *Bulletin of the Council for British Research in the Levant* become the copyright of the Council for British Research in the Levant. Permission to reuse or republish all items, in the same or reworked format, will not be withheld from the original author(s), subject to the referencing of the *Bulletin of the Council for British Research in the Levant* as the original place of publication.

Authors who wish to reproduce material from previously published sources or where the copyright is owned by a third party, such as sections of text, tables or images, must obtain written permission from the copyright holder (usually the publisher) and the author(s)/artists of the original material. A line giving the full source of the material should be included in the manuscript. **Copyright is required for use in all formats (including digital), in perpetuity and in all geographical regions world-wide.**

PERMISSIONS

Any reproduction from *Bulletin of the Council for British Research in the Levant*, apart from for the purposes of review, private research or 'fair dealing', must have the permission of the Council for British Research in the Levant. Requests for such permission must be addressed to permissions@maney.co.uk or

Permissions Section, Maney Publishing, at the above address, who acts on behalf of the Council. In all cases, acknowledgement must be made to the *Bulletin of the Council for British Research in the Levant*.

OFF-PRINTS

Contributors receive a complimentary printed copy of the *CBRL Bulletin* and feature article authors will receive, in addition, a PDF of their contribution. This PDF may be forwarded to co-authors without separate permission being required from the publisher. The PDF cannot be used for commercial purposes. The *Bulletin of the Council for British Research in the Levant* must be cited as the original source of publication and a link to www.maney.co.uk/journals/cbri included with any listing. This PDF may be posted on authors' individual websites or that of their institution. Authors are entitled to make copies of the article for reasonable personal use only. For more information please see Maney's copyright and permissions policy and advice for authors page available in the Maney Author Area www.maney.co.uk/author/permissions. **Authors should note that eprints are produced as screen resolution PDFs, so the printed quality will not match that of the print copies of the journal.**