

CBRL Monographs: Guide for Authors

Editorial Policy

The CBRL publishes monographs which present significant new contributions to the study of the humanities and social sciences (e.g. archaeology, geography, history, literature, linguistics and social anthropology), as relevant to the countries of the Levant (Cyprus, Israel, Jordan, Lebanon, Palestinian Territories and Syria). They are normally published in the CBRL's *Levant Supplementary Series*, which is produced and distributed by Oxbow Books, Oxford.

Monograph Proposals

At least six months before submitting the entire manuscript, the author should submit a proposal consisting of a brief account of the content, purpose and value of the work, accompanied by a draft table of contents, an estimate of the number of words and illustrations that the work will contain, and a proposed completion date. The author will be informed whether or not the proposal has been accepted in principle.

Evaluation of Manuscripts

All CBRL monographs are fully peer-reviewed before they are accepted for publication. The author should submit two drafts of the *complete* text, along with two sets of photocopies of *all* illustrations. The final decision on the manuscript's acceptance will be taken once the peer reviews have been received, and may be conditional on minor or extensive revisions, which need to be completed to the satisfaction of the Honorary Monographs Editor. Please see *Notes on Preparing Typescripts* below for details of house style and format.

Submission of Final Manuscripts

All manuscripts should be complete and include **all** of their chapters, contributions, illustrations and references. The text should be in 12-point Times New Roman, double-spaced, left-justified, with a margin of at least 2.5 cm on all sides, and printed on one side of a page only. Please submit one high-quality printout and a CD with a digital version of the text which is identical to the printout. Microsoft Word or RTF is preferred, on a PC-formatted disk. The full text (including low resolution illustrations, etc.) should also be sent as a PDF file, as this is the format we use when sending material out to referees. In cases where this is likely to cause difficulty, the author should contact the CBRL Monographs Publications Officer, caro.middleton@me.com, in advance of submission.

Copyright

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Subventions

The CBRL has only limited funds for publication, and may ask authors to contribute to the expenses of publication by means of subventions, for example if colour plates are to be included in the volume. In most cases authors will know appropriate funding bodies relevant to their particular research area. The Monographs Editor will be happy to advise on possible sources of funding.

Contact

Until further notice, please direct any queries to the CBRL Monographs Publications Officer:

Caroline Middleton

Email: caro.middleton@me.com

Page Size and Layout

Most of our publications are published in 'A4' format.

For A4 the overall page size will be 297 x 210 mm (= 11.7 by 8.2 inches). The pages will be laid out in two columns; the text will be set in columns, the illustrations can be in one column or both. The text area, which is the maximum area for illustrations, is 240 mm (= 9.5 inches) high by 172 mm (= 6.75 inches) wide. This makes NO ALLOWANCE for figure captions. In general allow 10 mm (0.4 inches) for a one line caption.

A book is easier to read and to handle if all the pictures are arranged to be viewed upright - portrait - and this is our preferred style; and we will fit them in this way if we can. Alternatively, very long pictures can be set across two facing pages, and we would prefer doing this to having fold-outs.

Illustrations

The printed parts of the book are going to be in black and white, and care should be taken that the images submitted show what they are supposed to show when printed in black and white. If colour photographs/illustrations are considered necessary then a subvention from the authors will be required to cover the additional production and printing costs.

All tables, diagrams, figures and plates should be submitted electronically (see below for acceptable formats). Please provide a hard-copy black and white print of your images and tables AS WELL AS any electronic version, to ensure that you are satisfied with the result and so we can check them as we proceed. Very often, and particularly in charts and diagrams, you will get a better, clearer effect in black and white if the tones and tints are suppressed or removed. If for some reason electronic submission is not possible please contact the CBRL Publications Officer to discuss alternatives.

The **following** image formats are acceptable:

TIFF or EPS **These are our preferred formats for scanned images.**

Scan photos and slides at 300 dpi
Scan b/w line artwork at 600 dpi
Scan mixed line and tone illustrations at 600 dpi

Excel Charts and tables should be designed to appear in black **and** white. Try to use patterns on charts rather than colour or tone.

Word We will accept tables created in Word format **but not** embedded tables, charts, photographs or line art.

Adobe Illustrator Convert to black and white; do not submit in colour. If using versions earlier than 9 please make sure that all fonts are embedded or included on the disk, or save them as a PDF.

CorelDraw Convert files to black and white. Please save as version 5, not a later version.

Photoshop All formats are OK.

PDF Use High Resolution only. Embed all fonts and do not compress images when distilling.

DO NOT SEND anything in these formats: JPEG, GIF, Powerpoint, Images less than 300 dpi; WMF

Text

Please provide a hard copy of the text marked up with the following:

1. The positions for the figures and tables, indicated in the margin.
2. Any non-standard characters, highlighted.

Please provide an electronic copy of the text in one of these formats: Word (versions 95 to 2003), or Wordperfect, or Corel, or in MAC files CONVERTED to PC format. For multi-author volumes, the complete text with all contributions should be in a single file.

We don't need the text to be elaborately formatted, but italics should be in italics.

Things to AVOID:

1. Please do not supply embedded illustrations and tables (submit them as separate individual files). – should this be left it?
2. Please avoid superscript 'th' in 6th, 8th, etc. If your wordprocessor does this automatically please SWITCH IT OFF (in Word go to Tools, Autocorrect, Autoformat as you type).

Things to DO:

1. Please use fullstops after initials in people's names and make sure there are SPACES between them as well. Thus Sinclair Hood should be M. S. F. Hood, and NOT M.S.F. Hood or MSF Hood. This applies to the Bibliography as well as the text.

Spelling:

Please standardize spelling across all parts of the same volume.

References:

Harvard style (Author Date, Page Number) followed by end-of chapter bibliographies. Thus: 'according to Bloggs (1966, 31) it seems ...' or 'it has been stated (Bloggs 1966, 31) that ...' Please use a comma after the date, NOT a colon.

Footnotes:

Please AVOID all footnotes, and endnotes; incorporate the comments into the text, or omit them.

Headings and Sub-headings:

Type these in upper and lower case characters, NOT in capitals.

Use **Bold** for the top level, *Italics* for the second level and ordinary Roman type for the third level.

Illustrations and Captions:

Please number your illustrations, both figures and photos, in one sequence. Figures numbers can also be sequential in each chapter: Fig. 5.4 is the fourth figure in Chapter 5, Fig. 7.3 is the third figure in Chapter 7, etc. Please AVOID sub-numbering such as Fig. 7a, Fig. 7b, call them Fig. 7 and Fig. 8. Please ensure that there is a numbered reference to each figure and table in the text. Please list all your figure and table captions separately at the end of your article AFTER the Bibliography, or in a separate file.

Bibliography:

Please choose a specific format and stick to it scrupulously. What follows is the standard Oxbow one; others are also acceptable, if clear and consistent. If in doubt, please contact the CBRL Monographs Editor.

Author (Date) Title of article or book. *Title of journal*. Vol & Page numbers. Place, Publisher.

Examples:

Bottema, S. (1974) *Late Quaternary Vegetation History of North-Western Greece*. Unpublished thesis, University of Groningen.

Lamb, H. H. and Tessler, L. (1987) *Weather, Climate and Human Affairs*. London, Routledge.

Cruise, G. M. (1990) Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63, 299-313.

Serre-Bachet, F., Guiot, J. and Tessler, L. (1992a) La dendroclimatologie; pour une histoire du climat. In *Les veines du temps*. Catalogue d'exposition, 93-119. Paris, Musée du Monde

Long, D. (1993) An ash fall within the Loch Lomond Stadial. *Journal of Quaternary Science* 2, 97-103.

Foster, I. D. L. and Grew, R. (1990) Magnitude and frequency of sediment transport in the Po valley. In J. Boardman (ed.) *Soil Erosion of Agricultural Land*, 36-56. New York, Wiley.

General points ... Please put full stops after initials AS WELL AS spaces. DON'T use bold for volume numbers. Use a comma rather than a colon between volume and page numbers. Write all journal titles out IN FULL, don't abbreviate. (In multidisciplinary volumes even the most familiar archaeological abbreviations are confusing to other people.)

Other conventional abbreviations:

BC and AD (no punctuation)

e.g. and *et al.* and *c.* (italics and fullstops)

No fullstops after abbreviations such as m (=metre), cm (=centimetre) and other abbreviations of measurements

Leading zero before measurements and numbers that are less than 1, *e.g.* 0.56 rather than .56.