**JEMAHS EDITORIAL POLICY**

Co-editors: Ann E. Killebrew and Sandra A. Scham

The *Journal of Eastern Mediterranean Archaeology and Heritage Studies* (*JEMAHS*) is a peer-reviewed journal published by the Pennsylvania State University Press. *JEMAHS* is devoted to traditional, anthropological, social, and applied archaeologies of the eastern Mediterranean. The goal of this journal is to engage with regional archaeological specialists, both academic and professional archaeologists in cultural heritage/resource management, working in the Aegean, Egypt, the Levant, Anatolia, North Africa, and other areas that have impacted on or been influenced by eastern Mediterranean cultures. The journal combines traditional and theoretical archaeologies with temporal parameters from prehistory to recent periods. The journal aims to publish accessible, jargon-free, readable, color-illustrated articles that will be informative for professionals but comprehensible to non-practitioners—in particular, undergraduates. *JEMAHS* solicits contributions across several disciplines, including anthropology, social archaeology, Near Eastern and classical archaeology, archaeometry, ethno-archaeology, cultural resource management, heritage and conservation studies, new technologies/virtual reality reconstruction, landscape archaeology, and Egyptology.

All of the modern countries bordering the eastern Mediterranean Sea define the geographic range of the journal. Topics considered for the journal will include excavation and survey results, landscape archaeology and GIS, underwater archaeology, archaeological sciences, material culture studies, ethno-archaeology, social archaeology, conservation, heritage studies, cultural heritage management, “high-tech” archaeology, sustainable tourism, and international development. The journal does not publish unprovenanced artifacts purchased on the antiquities market or objects from private collections.

**INSTRUCTIONS FOR CONTRIBUTORS**

By submitting their work to *JEMAHS*, authors agree to editorial modifications of their manuscripts that are designed to help *JEMAHS* fulfill its mission.

**Procedures for Submission**

To submit a manuscript, please visit [http://www.editorialmanager.com/jemahs](http://www.editorialmanager.com/jemahs) and create an author profile. The online system will guide you through the steps to upload a manuscript to the editorial office for consideration. Papers should be limited to not more than 20–25 manuscript pages or ca. 6,000–7,000 words. Shorter papers are welcome, but an author wishing to submit a paper longer than 25 manuscript pages (including endnotes, references, and appendices) should consult with the editors in advance. Any questions about submission of a manuscript can be directed to co-editor Ann E. Killebrew ([aek11@psu.edu](mailto:aek11@psu.edu)).
A manuscript should be submitted in final form, with no substantive changes expected later. Articles must be submitted as MS Word files using a standard size (8 ½ x 11 in) with the font in 12-point Times New Roman, double-spaced throughout. All tables and figures must be called out in the text at the end of a sentence—(Fig. 1) or (Table 1)—and include instruction for placement (Insert Figure 1 around here). High-resolution images must be included separately, labeled sequentially with the figure number, and sent in jpeg or tiff format (1200 dpi for line drawings; 600 dpi for grayscale; and at least 300 dpi for color). Tables should be labeled separately from the figures. All captions should be submitted in a separate MS Word document.

*JEMAHS* will include only tables that clarify points made in the text. Keep tables as simple as possible. Table captions should be short and explicit; explanatory material may be included in a note appended to the table. All labels and abbreviations on the table should be explained.

*Please note:* Permissions to use photographs and copyrights for all illustrations are the responsibility of the author and need to be included when the manuscript is submitted. (For more information regarding copyright issues for authors, go to: http://psupress.org/author/author__copyright.html).

When submitting a manuscript, authors should be prepared to supply an abstract of no more than 150 words, 5–7 keywords, and an author biography of less than 200 words.

The signing of the online Pennsylvania State University Press copyright and publication agreement will form part of the submission steps through Editorial Manager.

**Evaluation and Publication Process**

Manuscripts submitted to *JEMAHS* are normally sent to two referees, especially those specializing in the topic at hand. Referees evaluate the paper based on such criteria as the importance of the topic, the methodology of the author(s), and the quality and clarity of the writing; and they recommend whether the paper be accepted, rejected, or accepted with modifications.

If a manuscript is accepted, whether outright or with modifications, the editors advise the author on revising the article and preparing it for copyediting and publication. It is explicitly understood that any acceptance of a manuscript is conditional until the necessary additions and revisions have been made, and the editors consider the manuscript ready for publication.

The primary (or corresponding) author of an article usually receives the proofs. The primary author is responsible for checking the proofs against the manuscript and making necessary corrections. Changes must be limited to the correction of typographical errors; substantive changes to the text at this stage are not permitted. The primary author does not receive copies of the revised page proofs.

Upon publication, the author(s) will receive a PDF of the article.
STYLE

*JEMAHS* seeks to be accessible to a broad audience that includes professionals, students, and interested lay audiences. Manuscripts should be written in a jargon-free, engaging, and reader friendly style.


Arabic place names should be written as follows: Unfamiliar Arabic site names and words should be written with diacritics (‘alephs and ‘ayins should be clearly indicated). Familiar words, such as wadi and khirbet, are spelled without diacritics. When reference is made to modern toponyms or non-biblical place names, an accurate transliteration of the name should be given, including indication of alephs and ayns. Contributors should follow the standards outlined in CMS 11.96–11.101 and can also consult *The SBL Handbook of Style* 4.3.3.4. If in doubt, use the standards set forth in the *International Journal of Middle East Studies* (http://web.gc.cuny.edu/ijmes/pages/transliteration.html).

**Numbers and Dates**

In general, cardinal and ordinal numbers from one to ten should be spelled out; for larger numbers, use the Arabic numbers (1, 2, 3, etc.). Inclusive page number style should be followed throughout (CMS 9.60). This system applies to any citation of numbered items (e.g., pl. 23:13–14; fig. 3:11–15; but 1230–1225 BCE). Arabic numbers should only be used in the following instances:

a. In a series, if one or more of the numbers are greater than ten;

b. In mathematical, technical, scientific, or statistical usage; this includes measures of distance, volume, area, etc.: 1 km, 10 ha, 3°C, 2 hr.

c. Within the text, common fractions are written out: “two-thirds of the population”

d. Use Arabic numbers in all figure and table references, journal volume numbers, Egyptian dynasties, etc., except where confusion would result. This applies even when Roman numerals are used in the original publication. Do not change page references to Arabic numbers when citing pages in introductions or prolegomena where lowercase Roman numerals are used. Use Arabic numbers for volume
numbers of multivolume works, except when the volume number is part of the title (e.g., *Megiddo II*).

e. Centuries should be written out; e.g., twentieth century, first–third centuries, etc.

f. Use Roman numerals to indicate strata (Stratum XII; Strata IX–III), but Arabic numbers for related location designations (Locus 3, Phase 5).

g. Use Roman numerals for ancient rulers (Amenemhet III, Yarimlim I).

h. All measurements should be given in the metric system (e.g., 3 km, 0.5 m). Abbreviations of such measures are not followed by periods (e.g., 10 km, not 10 km.).

En-dashes (not hyphens) should be used to indicate a range of dates, pages, etc. (e.g., nineteenth–eighteenth Dynasties, east–west orientation, pp. 191–94). The en-dash can be keyed with control and - on the number pad or by inserting the symbol.

The standard designations in *JEM AHS* for historical and archaeological dates are either BC and AD or BCE and CE. Note that if an author uses the former, s/he should place AD before the date.

Radiocarbon dates should be expressed as years BP, BC, or AD. Calendrical estimates should be cited as cal BP, cal BC, or cal AD, and the calibration curve used to obtain the estimate identified.

**Abbreviations**

Do not abbreviate archaeological terms: stratum, locus, level, area, phase, etc. These should be capitalized when they precede a specific reference (Stratum IX, Level 3).

Do not abbreviate archaeological time periods when they stand alone (e.g., Late Bronze Age). When they are followed by a specific subdivision, however, they should be abbreviated (e.g., LB II, MB IIA) except that Iron Age should never be abbreviated.

Points of the compass are not abbreviated.

The following are commonly used abbreviations: fig.(s), chap.(s), no.(s), p.(p), m, cm, km, L (for liter or liters), ml, col.(s), pl.(s), v(v), n(n), ca., mg, and kg. Do not abbreviate “line” or “lines” in discussions of inscriptions. Do not italicize Latin abbreviations and words (e.g., et al., not *et al.*). Note that e.g. and i.e. can be abbreviated within parentheses but must be spelled out when used in a sentence.

Use the abbreviations OT, NT, HB, LXX, MT, QL, Vg, OL, G, or OG (preceded by “the” when needed, but with no punctuation) for the terms Old Testament, New Testament,
Hebrew Bible, Septuagint, Masoretic Text, Qumran Literature, Vulgate, Old Latin, Greek, or Old Greek.

Titles of biblical books are not italicized. Standard abbreviations for them are to be used, with punctuation, only when both chapter and verse references follow, for example, Gen. 1:2, Exod. 3:4 (CMS 10.45–10.48), but not when only the chapter follows, for example, Romans 8. There is no space after the colon. The colon should be used in referring to intertestamental literature and the Mishnah. In references to Philo, classical, and patristic literature, the current English or Latin titles are to be used (italicized and abbreviated if possible, and with or without punctuation [see below]), followed by appropriate book, chapter, and paragraph numbers where available (e.g. Homer Il. 24.200; Eusebius Hist. eccl. 3.3–2). For Josephus, the following form is used: J. W. 2.8.16–160. Abbreviations for Josephus are: C. Ap., Ant., J. W., Life (see SBL Handbook 8.3.7).

Citations, Notes, and References

JEMAHS uses the author-date system of documentation in the text, endnotes, and reference list. References are incorporated, in parentheses, within the body of the article, citing the work by author(s) last name, year of publication, page, and plate or figure number, e.g., (Petrie 1934: pl. 14:25), (Gophna 1972: 48–59; Alon 1974: 28), or (McGovern, Fleming and Swann 1991: 400–402). Endnotes, if needed, should be kept to a minimum.

Provide a separate, carefully compiled list of references of all works cited in the article, including those in figure captions. Do not cite multiple references where one will do. Do not include publications that may have been used in preparation of the article but are not cited in it. Do not use bibliography-generating software, such as RefWorks or Endnote. Include the following information, in full:

a. Author(s) of the work, by last name(s) and initials. When more than one work by an author is included, arrange the entries chronologically. For more than one entry by an author in a single year, arrange them by appearance in the text and modify the year citation with a, b, c, etc., as needed. All authors (or editors) should be identified. Two authors are separated by a comma and the second author’s initials appear before his/her surname; three or more authors are separated by commas and additional authors’ initials appear before their surnames.

b. Date of original publication.

c. Title of the work. Do not use quotation marks for article titles. Use italics for titles of books and periodicals, observing whether volume numbers in multivolume series are included in the title (Megiddo II by Loud; and The Excavation of Tell Beit Mirsim I: The Bronze Age by Albright, 1938).

d. Edition quoted, if other than first.
e. Number of volumes (if applicable).

f. Translator(s) and original language of work.

g. Festschriften. Note for whom the work was compiled.

h. Editors of collected works, symposia, festschriften, etc.

i. Series information, if applicable. Series titles are not italicized. Do not abbreviate series titles.

j. Journal title, in full, volume number, and issue number (if applicable). Do not abbreviate journal titles.

k. Page numbers of articles in journals or books. If part of a multi-volume work, indicate volume.

l. Publication information, including city, state (if necessary—e.g., to distinguish Cambridge, MA from Cambridge, England) (see CMS 10.28 for older forms of state abbreviations), and publisher. If a work is published jointly in the United States and another country, cite the American publisher only. Do not include the first name of a publisher; e.g., cite Åström, not Paul Åström. Eliminate the words “and sons,” “and company” along with any unnecessary punctuation. Eliminate “Press” except when used to distinguish between two entities (e.g., The Pennsylvania State University Press, not The Pennsylvania State University).

m. Foreign language, if the original article is in a non-Latin/Roman script.

For references to classical literature, use the style indicated in The SBL Handbook of Style (8.3.6–8.3.7, 8.3.14). Although such elements as author(s) names, titles of works, and collections of inscriptions, papyri, and ostraca are often abbreviated, JEM AHS prefers that such abbreviations be minimized. If an abbreviation cannot be found, consult the Oxford Classical Dictionary, ed. N. G. L. Hammond and H. H. Scullard (2nd edn.; Oxford: Clarendon, 1970).

Sample Reference Entries


Author(s). Year. Article Title. Journal Title vol. (issue [if pagination not continuous]): Pages (Language [indicate only if the original article is in a non-Latin/Roman script]).


**Books** (*CMS* 14.68–14.169)

Author(s). Year. *Title*. Edition. Vols. Translator(s), from Language. Editor(s). Series. Place: Publisher.


Author(s). Year. Review of *Book Title*, edition (if applicable), by Author(s). *Journal Title* vol. (issue [if pagination not continuous]):Pages.


**Chapters in Books** (*CMS* 14.111–14.116)


**Conference Papers** (Unpublished) (CMS 14.226)

Author(s). Year. Title. Paper presented at Conference Title, Place.


Author(s). Year. Title. Journal vol. (if applicable). URL (accessed Date).


**Theses & Dissertations** (CMS 14.224)

Author. Year. Title (Language [indicate only if the original article is in a non-Latin/Roman script]). Degree, University.


Guidelines for writing an Abstract

An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

Abstracts at a Glance:

- Condensed version of the article
- Highlights the major points covered
- Concisely describes the content and scope of the work
- Helps readers decide whether to read the entire article
- Provides readers with a preview of research
- Contains relevant keywords for searching and indexing

Many online databases, such as JSTOR, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

Writing Tips

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150–250 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)
- Thesis statement or question
- Summary of employed methods, viewpoint, or research approach
- Conclusion(s) and/or implications of research

Keep in Mind... Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Do
• Include your thesis, usually in the first 1–2 sentences
• Provide background information placing your work in the larger body of literature
• Use the same chronological structure as the original work
• Follow lucid and concise prose
• Explain the purpose of the work and methods used
• Use keywords and phrases that quickly identify the content and focus of the work
• Mimic the type and style of language found in the original article, including technical language

Do not

• Refer extensively to other works
• Add information not contained in the original work
• Define terms
• Repeat or rephrase your title

Examples

The abstract should begin with a clear sense of the research question and thesis.

“While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. In this article I use two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions.”

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

“The debate among Watts, Koupria, and Brecker over the reliability of stylometry (PMLA 126.5, Fall 2009) suggests that . . .” or “Using the definition of style proposed by Markos (2014), I argue that . . .”

Finally, briefly state the conclusion.

“Through analyzing the results of Watts and Koupria’s genetic algorithmic stylometry, I demonstrate that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . .”