# AULA AEGYPTIACA-STUDIA (AAE-S)

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# AUTHOR GUIDELINES

The **Aula Aegyptiaca-Studia** series publishes specialised Egyptological works, either monographs by one or more authors or edited volumes by one or more editors.

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The main language of publication is Spanish, but works may also be published in the main languages of scholarship in Egyptology: English, French and German. Italian and Catalan may also be accepted.

Manuscripts undergo a rigorous process of proofreading and double-blind peer review. Reviewers are specialists with internationally recognised academic careers, who are approached according to the thematic or methodological specificities of the monograph or of the chapters of edited volumes.

Authors and editors of edited volumes publishing in the series are required to commit to the ethical responsibilities inherent in research and in the publication of research results, particularly with regard to the processing and use of personal and scientific data, authorship and intellectual property of texts and graphic material, the use of quotations, the use of artificial intelligence, and rigour and integrity in scholarly debate. The same commitment is required of reviewers, in accordance with the *Ethical Guidelines for Peer Reviewers* of the Committee on Publication Ethics (COPE).
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## STRUCTURE OF VOLUMES

Two types of work are accepted:

1) Monographs;
2) Edited volumes.

Monographs must include the following sections:

a) Table of contents.
b) Foreword, by a recognised specialist in the subject of the book other than the author. For works based on doctoral theses, it is recommended that the Foreword be written by the thesis supervisor(s).
c) Main body of the work, divided into chapters (see below), including the figures and tables that form an integral part of the argument (see further below).
d) Extended summary in a language other than that of the work (minimum 10,000 characters including spaces; maximum 25,000 characters including spaces).
e) Bibliography, preceded by a list of Abbreviations (see further below).

At the beginning of the volume, other sections may be added, such as:

f) List of figures and plates.
g) Author's introduction.
h) Acknowledgements and funding.
i) Methodological note. And, at the end:
j) Supporting textual, graphic or documentary appendices.
k) Indexes of various kinds: index of sources, lexical index, general index.

The text of the main body of the work (main text and notes) is divided into chapters (numbered consecutively from 1, without the word "Chapter"). Each chapter is divided into sections, and these into subsections. The first three levels of subdivision of the main text are numbered. E.g.:

2. Catalogue of ceramic fabrics
    2.1. Introduction and research questions
    2.2. Catalogue of ceramic fabrics
        2.2.1. Nile silt fabrics
        2.2.2. Marl clay fabrics, etc.

Levels below the third one are not numbered; instead, their headings are set in **bold** (fourth level), in *italics* (fifth level) or underlined (sixth level). During typesetting, all headings will be given the final format of the series template. Subdivisions must not exceed six levels, and authors are advised to avoid excessive subdivision of the text unless absolutely necessary.

Only the numbered levels, i.e. the first three, are included in the Table of contents.

Edited volumes must include the following sections:

a) Table of contents.
b) Introduction, by the editors. This may range from a brief presentation to a contribution of the same scope as the others.
c) Main body of the work, divided into chapters. Each chapter corresponds to an article by one or more authors.

Other sections may optionally be added, such as those indicated by the letters f), h) and k) for monographs (see above).

Each chapter of an edited volume must comprise:

l) Two abstracts of between 800 and 1,200 characters including spaces, one in the language of the chapter and one in English. If the chapter is in English, the second abstract must be in Spanish or, if the volume is published in a language other than Spanish or English, in the language of the volume.
m) Between six and ten keywords, in alphabetical order, in the same languages as the two abstracts (the alphabetical order of each language applies, even if this results in a different order of terms in the two languages).
n) The body of the article, divided into sections (see below), including the figures and tables that form an integral part of the argument (see further below).
o) Bibliography, preceded by a list of Abbreviations (see further below).
p) Supporting textual, graphic or documentary appendices. These appendices may all be placed at the end of the volume if the editor(s) consider it appropriate.

As with monographs, the text of each chapter may be subdivided into up to three numbered levels and up to three further unnumbered levels, but authors are advised not to use the fifth and sixth levels unless absolutely essential.

There is no maximum length for chapters in edited volumes. The editor(s) will set limits as appropriate to the volume.

**MAIN TEXT AND NOTES**

The manuscript, together with the graphic material, must be sent to the series editor (josep.cervello@uab.cat) via a large-file transfer service. The manuscript must be submitted in two formats: Word document and PDF. (For graphic material, see below).

The main text must be set in Times New Roman, 12 pt, 1.5 line spacing, with the word processor's default margins, and justified.

The scholarly apparatus consists of footnotes created with the word processor's "Insert Footnote" function. The text of the notes has the same format as the main text, except for the font size, which is 10 pt, and the line spacing, which is single.

In monographs, notes are numbered consecutively from the beginning to the end of the whole text. In edited volumes, each chapter has its own numbering.

Note numbers are placed after punctuation marks, not before: Egypt.[23] / Egypt,[23] / Egypt:[23] / Egypt;[23] etc.

In the main text, quotations from other authors of up to one line in length are run

into the text, in quotation marks and in roman type (not italics). Quotations of more than one line are set off from the main text as a separate paragraph, with one blank line before and after. They are set in Times New Roman, roman type (not italics), 11 pt, 1.5 line spacing, without quotation marks, and indented on the left. In the notes, all quotations from other authors are run into the text of the note, in quotation marks and in roman type (not italics), regardless of their length.

Double quotation marks (“ ”) are used, with single quotation marks (‘ ’) for quotations within quotations. Punctuation is placed outside the closing quotation mark.

In the main text, editions of Egyptian texts in hieroglyphic, hieratic, demotic or Coptic script, or of other ancient texts, are set off from the discursive text as a separate paragraph, with one blank line before and after. They are set in Times New Roman (except for specific transliteration or transcription fonts), 11 pt, 1.5 line spacing, and translations are not placed in quotation marks. The following order of presentation is suggested:

a) Identification of the text or passage;
b) Edition or, where appropriate, facsimile of the text (indicating its provenance, if applicable);
c) Transliteration of the text, where applicable;
d) Translation of the text;
e) Optionally, a commentary, which may be structured as continuous text or as notes to the preceding sections; in the latter case, references to these notes are included in the preceding sections as superscript lower-case letters: [a], [b], etc. These notes are independent of the footnotes.

Example:

False-door stela of Sabu Tjety (6th dynasty),

Egyptian Museum in Cairo, CG 1756 and 1709, right inner jamb, col. 3.



*sm ḫrp šnḏwt nb*(*t*)[a] *smr wʿty wr ḫrp*(*w*) *ḥmwt m prwy n*(*y*) *hrw ḥb* [*Ṯty*]

The *sem*-priest, controller of all *shendjut*-kilts, sole companion, greatest of the directors of craftsmen in the Two Houses, attached to the day of the festival, [Tjety].

[a] For this sequence of two titles, see most recently LARCHER 2022: 113-159.

Very short hieroglyphic sequences that are an integral part of the main text (words, expressions or sentences not exceeding one line), as well as scans of very short fragments in cursive hieroglyphs, hieratic or demotic, or very short sequences in other ancient scripts, optionally accompanied by transliteration, transcription and/or translation, are inserted into the main text as an image occupying one character; transliterations, transcriptions and translations take the font size of the main text (12 pt), and translations are placed in quotation marks. Example:

The High Priest of Memphis Imephor Impy Nikauptah bore the title  *wr ḫrpw ḥmwt m gswy-pr*, “greatest of the directors of craftsmen in the Double Workshop”, which is not attested for any other Memphite high priest.

Hieroglyphic texts must be edited with the free software JSesh: https://jsesh.qenherkhopeshef.org/. Texts are transferred from JSesh to the Word document using "Copy as RTF" and the small copy size (Copy small size). Each line or column of text is grouped as a single picture (Preferences > Quadrants grouping – as one large picture), and the quadrant height of the small copy is set to 14 (Preferences > Quadrant Height (small copy) – 14). The same settings are used for inserting individual hieroglyphic signs or short hieroglyphic sequences (words or phrases) into the main text.

References to specific hieroglyphic signs follow this model: sign-[space]-code. For the code, follow Gardiner's *Sign-list*, as expanded in the *Extended Library* (both included in JSesh). Small or horizontal signs are exported in baseline sign format (the JSesh default). Sequences of several signs are exported in centred small-sign format (Format > "Center small signs"). Examples:  G5;  N1;  D54; .

Hieroglyphic, hieratic and demotic texts are transliterated using the Glyph_i.ttf font, which will be provided by the series editors, or using Unicode encoding (freely available on the website of the Institut Français d'Archéologie Orientale: https://www.ifao.egnet.net/publications/publier/outils-ed/polices/). Coptic texts are edited using the COPTIC.ttf font, which will be provided by the series editors, or using Unicode encoding (same link). For other ancient languages, the transliteration or transcription fonts or encodings customary in the relevant disciplines are used.

The notes contain bibliographical references and all kinds of data relating to the archaeological sites, monuments or sources discussed, and may also include discursive text. The locations of archaeological sites and monuments must be indicated precisely, as must the locations or places of provenance and/or current location of all kinds of sources, with the registration or catalogue numbers of museums, institutions, collections or exhibitions where applicable. The notes may also include content consulted on websites, particularly those of scholarly institutions and research projects.

If hieroglyphic signs or sequences are included in the notes, they are exported from JSesh to the Word document in the same way as for the main text, but in this case the quadrant height of the small copy is set to 12 (Preferences > Quadrant Height (small copy) – 12). This is the difference in size between hieroglyphic sequences in the main text and in the notes:  (14) /  (12).

The text of any one note (bibliographical references and/or data and/or discursive text) must always be continuous, without paragraph breaks.

In the main text and in discursive notes, the names of cited authors are given in roman type. In the Bibliography and in bibliographical references in the notes, they are given in SMALL CAPITALS (see below).

In the main text and in discursive notes, authors may be cited by surname only, by initial(s) and surname (where there is more than one initial, the initials are separated by a space), or by full first name and surname: a single criterion must be

applied consistently throughout the work. An author cited repeatedly may be cited more fully the first time and by surname only thereafter. Examples: Hornung / E. Hornung / Erik Hornung; Allen / J. P. Allen / James P. Allen; Moreno García / J. C. Moreno García / Juan Carlos Moreno García.

For the structure of bibliographical references in the notes, see below.

## GRAPHIC MATERIAL

Graphic material must be sent to the series editor (josep.cervello@uab.cat) together with the manuscript via a large-file transfer service.

All images (photographs, drawings, maps, charts, etc.) must be submitted in high resolution: photographs at a minimum of 600 dpi, and drawings and line scans (including scans of texts) at a minimum of 300 dpi. The volume is printed entirely in colour, so all graphic material may be in colour.

Authors must ensure that all images are free of copyright restrictions, or else pay any fees due to the rights holders, which are the authors' responsibility. The series and the publisher accept no liability for any dispute that may arise in connection with the copyright and intellectual property of the images. Wherever possible, authors are encouraged to publish their own graphic material.

Graphic material may be of two types:

a) Figures and tables that are an integral part of the argument;
b) Graphic appendices.

Figures and tables comprise all graphic material that directly illustrates or complements the main text of the work. Authors must not embed them in the manuscript (which must contain text only), but must submit them in a separate folder, as jpg, tif, Word or PDF files named "Figure" or "Table" followed by the figure or table number (see below).

Authors must indicate in the manuscript the exact place where figures and tables are to be inserted, always as close as possible to their reference in the main text and after it (not before). They must also indicate the size of each figure. For both purposes, they use the marker "Insert figure/table X.X here", where X.X = chapter number and figure/table number (see below). For figures, they add in parentheses the indication "(L)" / "(M)" / "(S)" / "(D)", where L = large, full page; M = medium, half page; S = small, quarter page; D = detail, smaller than a quarter page.

Figures and tables are numbered separately, with the chapter number followed by the figure or table number within that chapter: figure 1.1 (= figure 1 of chapter 1), figure 1.2… / table 1.1, table 1.2 (= table 2 of chapter 1). The numbering of figures and of tables restarts in each chapter.

Figures and tables are referred to in the main text as follows: "(fig. 1.1)", "(table 1.1)".

Figures are all illustrations involving images or graphics: photographs, drawings, maps, charts, facsimiles of texts, etc.

Tables are all textual or numerical content presented in tabular form.

All figures and tables must have a caption, beginning with: "FIGURE 1. [+ text]"; "TABLE 1. [+ text]". At the end of the caption, after a full stop or in parentheses, the author or source of the image(s) is indicated. If the images are by the author of the work, this is stated as: "Photograph/Chart/Drawing by the author". If the images are not by the author of the work, for photographs the photographer or the copyright holder is indicated, on the understanding that the author of the work has secured the rights or permission to reproduce them, including payment of any fees where required (see above); drawings or charts taken from other works are cited following the model for bibliographical references in the footnotes (see below), and the work must be listed in the Bibliography.

The list of figures and tables, with their captions, must be submitted in two formats (Word document and PDF) in files separate from the manuscript.

Graphic appendices are placed at the end of the volume (or, where applicable, at the end of the chapter in edited volumes; see above). They are graphic complements to the text, ranging from plates with photographs and drawings to plans, maps or facsimiles of texts.

## BIBLIOGRAPHY (AND ONLINE SOURCES)

The Bibliography begins with a section of Abbreviations, listing all abbreviations and acronyms used. For Egyptological reference works, series and journals, the abbreviations established by B. Mathieu must be used and listed, in:

MATHIEU, B.
2019[7]. *Abréviations des périodiques et collections en usage à l'Institut français d'archéologie orientale*. Le Caire: IFAO.

For non-Egyptological reference works, series and journals, the abbreviations customarily used in the relevant disciplines must be used and listed.

Egyptological reference works must be cited using their customary acronyms or abbreviations, not by author surname and year of publication: *Wb* (*Wörterbuch*), *TLA* (*Thesaurus Linguae Aegyptiae*), F*CD* (Faulkner, *Concise Dictionary*), HL1...5 (Hannig Lexica 1...5), *LÄ* (*Lexikon der Ägyptologie*), PM (Porter & Moss), *Urk.* (*Urkunden*), K*RI* (Kitchen, *Ramesside Inscriptions*), CG or CGC (Catalogue Général du Musée du Caire), *PN* (*Personennamen*), *AEO* (*Ancient Egyptian Onomastica*), L*D* (Lepsius, *Denkmäler*), etc.

Examples of entries in the list of abbreviations

[Journal:]
*RdÉ* *Revue d'Égyptologie*, Paris. [*Journal title in italics*]

[Series:]
BiEtud/BdÉ Bibliothèque d'Étude, Le Caire. [Series title in roman]

[Reference works:]
K*RI* KITCHEN, K. A. 1975-1990. *Ramesside Inscriptions. Historical and Biographical*. 8 vols. Oxford: Blackwell. [Author's initial in roman and *title initials in italics*]
*Wb* ERMAN, A.; GRAPOW, H. 1926-1931. *Wörterbuch der ägyptischen Sprache*. 5 vols. Leipzig-Berlin: Akademie Verlag. [*Title abbreviation in italics*]

The Bibliography is arranged alphabetically by the surname of the author (single-authored publications) or of the first author (co-authored publications); for authors with two surnames, entries are alphabetised under the first surname.

Each reference consists of two parts: a first line giving the author(s) and, on a new line, a second part with the rest of the reference, beginning with the year of publication. Where more than one publication by the same author(s) is listed, they are arranged chronologically, from oldest to most recent. Where more than one publication by the same author(s) from the same year is listed, they are distinguished by lower-case letters (2014a, 2014b).

Each author's entry is separated from the (last) reference of the preceding author(s) by a blank line. References by the same author(s) follow on consecutive lines, without blank lines between them.

Online sources, if any, are listed in a separate section after the Bibliography.

Examples of bibliographical and online references

[Book:]
WILKINSON, T. A. H.
1999. *Early Dynastic Egypt*. London: Routledge.

[Book in a series:]
SERVAJEAN, F.
2011. *Le tombeau de Nakhtamon (TT 335) à Deir al-Medina. Paléographie*. PalHiero 5. Le Caire: IFAO.

[Book in a series, second edition:]
ALLEN, J. P.
2015. *The Ancient Egyptian Pyramid Texts*. Writings from the Ancient World 38. 2nd ed. Atlanta: Society of Biblical Literature.

[or:]
ALLEN, J. P.
2015[2] [2005[1]]. *The Ancient Egyptian Pyramid Texts*. Writings from the Ancient World 38 [23]. Atlanta: Society of Biblical Literature.

[Edited book in a series:]
BICKEL, S.; MATHIEU, B. (eds.)
2004. *D'un monde à l'autre: Textes des Pyramides et Textes des Sarcophages*. BdÉ 139. Le Caire: IFAO.

[Multi-volume work:]
LEITZ, C. (ed.)
2002. *Lexikon der ägyptischen Götter und Götterbezeichnungen*. 7 vols. OLA 110-116. Leuven: Peeters.

[Volume of a multi-volume work in a series:]
KANAWATI, N.; ABDER-RAZIQ, M.
2001. *The Teti Cemetery at Saqqara* VII. *The Tombs of Shepsipuptah, Mereri (Merinebti), Hefi and Others*. ACER 17. Warminster: Aris and Phillips.

[Article or chapter in an edited book:]
LOPRIENO, A.
2003. Is the Egyptian hieroglyphic determinative chosen or prescribed? In: MORRA, L.; BAZZANELLA, C. (eds.) *Philosophers and Hieroglyphs*, 237–250. Torino: Rosenberg & Sellier.

[Article or chapter in an edited book in a series:]
BAINES, J.
2004. Modelling sources, processes, and locations of early mortuary texts. In: BICKEL, S.; MATHIEU, B. (eds.) *D'un monde à l'autre: Textes des Pyramides et Textes des Sarcophages*, 15–41. BdÉ 139. Le Caire: IFAO.

[Journal article:]
HAYS, H. M.
2009. Unreading the pyramids. *BIFAO* 109: 195–220.

[Article in an online journal:]
BARAHONA MENDIETA, Z.; RELATS MONTSERRAT, F.; SÉGUIER, R.
2023. Tracing the specialisation and the *chaîne opératoire* of a pottery workshop in Egypt (mid 9th–mid 8th century BCE), the example of Medamud. *Journal of Archaeological Science: Reports* 51 (104203): 1–15. https://doi.org/10.1016/j.jasrep.2023.104203

[Online content:]
DOBREV, V.
Tabbet el-Guech. Une nécropole de l'Ancien Empire à Saqqâra-sud https://www.ifao.egnet.net/recherche/archeologie/tabbet-al-guech/ (last accessed yyyy/mm/dd).

A DOI, which is compulsory for publications available only in electronic format, may also be given for other publications that have one, on a separate line.

In each reference, the author's surname(s) are given in full, and only the initial of the first name; where there is more than one first name or the first name is compound, the initials are separated by a space; all in SMALL CAPITALS: MORENO GARCÍA, J. C. Where a compound first name is hyphenated, the initials of both parts are given and the hyphen is retained: LAUER, J.-P.

Multiple authors are separated by semicolons: KANAWATI, N.; ABDER-RAZIQ, M. In bibliographical references in the notes (see below), only the surnames are given, separated by semicolons: KANAWATI; ABDER-RAZIQ.

Even when a book or article has numerous authors, all of them are listed. In references in the notes, up to three authors are all given; where there are more than three, only the first is given, followed by *et al.*.

The titles of Egyptological series and journals are given as acronyms or abbreviations, which are listed at the beginning of the Bibliography in an initial section of Abbreviations; those of non-Egyptological series and journals are given in full, unless one recurs frequently, in which case it may also be abbreviated, with the abbreviation listed in the Abbreviations section.

Authors who use the abbreviations in the work by B. Mathieu cited above, exclusively or in part, may replace all or part of the Abbreviations section with the note: "For abbreviations, the conventions established by MATHIEU 2019[7] are followed" / "For abbreviations not specified in this list, the conventions established by MATHIEU 2019[7] are followed", and Mathieu's work must be listed in the Bibliography.

In English titles, all lexical words (i.e. other than articles, prepositions and conjunctions) take an initial capital in book titles, and a lower-case initial (except, of course, for proper nouns) in article and book chapter titles. In German titles, all nouns take an initial capital. In all European languages of Egyptological interest, demonyms are treated as proper nouns ("Egyptian"); in Spanish and Catalan, they are not ("egipcio").

Page numbers are placed, for articles, after the journal volume number and a colon; for book chapters, after the title of the edited book (in italics) and a comma (the comma in roman type) and, where applicable, before the series information.

Places of publication are given in the language in which they appear in the imprint of the book itself. Where there is more than one place, they are separated by semicolons: Leiden; Boston.

When naming publishers, terms such as "Editorial", "Publications", "Éditions", "Éditeur" and "Verlag" are omitted unless they form an integral part of the publisher's name: Marcial Pons, Wiley-Blackwell, Gallimard, Harrassowitz, but: Editorial UOC, Oxford University Press, Éditions Universitaires, Akademie Verlag.

Bibliographical references should be as linguistically standard as possible. Only the linking terms and abbreviations are given in the language of the work being written (book or chapter):
Spanish "En:"; English "In:"; French "Dans :"; German "In:".
Spanish/English "(ed.)", "(eds.)"; French "(éd.)", "(éds.)"; German "(Hrsg.)".
Spanish/English/French "vols."; German "Bde.".

Bibliographical references in the notes have the following basic structure: SURNAME(S)-[space]-year(s)-[colon][space]-pages; and/or volume and pages (for multi-volume works); and/or figures; and/or plates; and/or note numbers… Page ranges are separated by hyphens (25-27) in works in all languages except English, in which they are separated by en dashes (25–27).

Online references provided in notes have the following basic structure: SURNAME(S)-[space]-URL. The date of access is given in the Bibliography and Online Sources.

Examples of bibliographical and online references in the notes (based on the bibliographical and online references given above):

BAINES 2004: 26–30.
LEITZ 2002, III: 24-25.
WILKINSON 1999: 83–85, 240–243.
KANAWATI; ABDER-RAZIQ 2001: 61–62, pls. 12.b, 53.
HAYS 2009: 201, n. 37.
BARAHONA MENDIETA; RELATS MONTSERRAT; SÉGUIER 2023: figs. 13–14.
DOBREV https://www.ifao.egnet.net/recherche/archeologie/tabbet-al-guech/.

Several consecutive bibliographical references within the same note are separated by semicolons: MATHIEU 2004: 256-258; WILLEMS 2008: 131-142.

**COVER**

Print volumes in the new format of the series are published in hardback, which gives them durability and mechanical stability and aids their preservation.

For the cover, the author(s) or editor(s) must prepare:

a) a short summary of the work, of between 2,500 and 3,000 characters including spaces;
b) a short CV or academic biography, of between 1,000 and 1,500 characters including spaces. Where there is more than one author or editor, this second text is divided proportionally.

The author(s) or editor(s) must also provide a photograph of an object highly representative of the work, in colour and at very high resolution (600 dpi), free of copyright restrictions and preferably their own, to illustrate the cover.