

# Guidelines for Writing a Text

## General Information

- The final text must be submitted in Word format (.docx), without images.
- The list of illustrations must be provided in a separate Word file (.docx).
- The illustration folder must include all images in JPG, TIFF, or similar formats, named as follows: author\_Fig\_00 (e.g., Muller\_Fig\_01, Muller\_Fig\_02, etc.).

Use a very simple word processor format—no layout, styles, or bullet points—but with a very clear hierarchy of titles and subtitles. If there are numerous subdivisions, you may number them for editorial purposes. The numbering of subtitles will be used during layout styling and then deleted unless the author explicitly requests otherwise. Therefore, avoid referring to section numbers within the text and prefer “infra” or “supra” references instead.

Do not use bold or underlining.

Uppercase letters must include accents (e.g., Égée, Égypte, À partir de, Évelyne, etc.).

## Standards

The reference works for text composition and typographic rules are the Lexique des règles typographiques en usage à l’Imprimerie nationale for French and The Chicago Manual of Style for English.

The Chicago Manual of Style, 17th Edition,  
Chicago, University of Chicago Press, 2017  
ISBN: 978-0226287058

Lexique des règles typographiques en usage à l’Imprimerie nationale, Paris, Imprimerie nationale, 2002  
ISBN: 978-2743304829

Authors are invited to refer to these manuals.

This document provides a simplified summary, complemented by certain additional details.

## Special Characters

Use Unicode fonts for all characters, whether for transliteration, non-Latin alphabets, or East Asian languages. **Always** use a Unicode font, as only Unicode-encoded texts can be published in XHTML.

If you use a rare Unicode font, attach it with the text.

For object measurements, use × (Unicode 00D7) instead of the letter x.

## Dating

### Years

- In French: 10 av. J.-C. or 10 apr. J.-C.
- In English: AD 10 or 10 BC.

### Centuries

- In French: Roman numerals in small caps; “siècle” written out or abbreviated as “s.”  
e.g., xxe siècle or xxe s.
- In English: Arabic numerals with “th” in lowercase; “century” written out or abbreviated as “c.”  
e.g., 20th century or 20th c.

### Hijri Calendar Dates

- Use the abbreviation H. (e.g., 820 h.; 820/1417–1418) or write out “of the Hijrah/Hegira.” When both Hijri and Gregorian calendars are cited, separate them with a slash: “in 921/1515.”
- The months of the Gregorian and Hijri calendars are not abbreviated except in tables (e.g., Jan. for January). “Ramadan” is never abbreviated.

### Millennia

- IIIrd Millenium av. J.-C. (Roman numeral without uppercase, lowercase “Millenium,” no abbreviation).

### Dynasties

- Dynasty XVIII (lowercase “Dynasty,” followed by Roman numeral, no abbreviation).

### Radiocarbon Dating

- Example: “2680 ± 40 BP (95% probability)”, cal. BC, cal. BP, cal. AD.

Do not abbreviate years (write “1914–1918” and not “1914–18”; “the 1930s” and not “the ’30s”).

### Abbreviations in Ceramic Typology

All commonly used ceramic terminologies adopted by the ceramological community for all periods must first be written in full, followed by the acronym in italics:

e.g., *Late Roman*, *LR A*; *Eastern Sigillata A*, *ES A*; *African Red Slip Ware*, *ARS*.

Certain standard English terms in ceramology should be used as they are:

e.g., *Maidum Bowls*.

French terms are in italics (specific form, notable term).

## **Names of Persons**

For collaborators, indicate their institutional affiliation in parentheses at the first occurrence.

Do not capitalize professional titles or academic positions.

Avoid “Sir” and “Madam,” as well as abbreviations “Mr” or “Mrs.”

Arabic first and last names must always remain complete.

## **Workshops, round tables, conferences, etc.**

In quotation marks and in roman type.

Always write “programme(s) de recherche,” “journée(s) d’étude,” and “rapport d’activité” without capital letters and without pluralizing “recherche,” “étude,” or “activité.”

## **Titles of Communications, Lectures, etc.**

In quotation marks and in roman type.

## **Institutions, Organizations, Universities**

Give the full name of the institution at the first occurrence, then use the acronym thereafter: e.g., École française d’Athènes then EFA.

If an acronym is pronounced as a word, capitalize only the first letter and write the rest in lowercase (Ifao, Unesco, Iramat, Cedej, Inrap, etc.). Otherwise, keep all capitals without periods: CNRS, MSH, CSA, etc.

In English and other languages, always in capitals (e.g., DAIK).

In general, use the institution’s official name. If in doubt (many French universities have recently changed names), consult the institution’s official website.

For foreign institutions, it is preferable to give the name in the language of the country concerned. For rare languages, refer to established usage.

Specify the country or U.S. state only in cases of homonymy.

For UMRs (French research centres): at first occurrence, write as follows: CNRS, UMR 5189 Histoire et sources des mondes antiques HiSoMA. Do not use quotation marks. In later mentions, use only the UMR number: UMR 5189.

## **Italics**

Used for:

- Foreign words (Latin, Arabic, French, German, etc.): *villa* (plural: *villae*), *oppidum* (*oppida*), *in situ*, *ex voto* (or *ex-voto*), *triclinium*, *tegula* (*tegulae*), *opus caementicium*, *favissa*, etc.
- Latin expressions: *ad hoc*, *ad libitum*, *a fortiori*, *a posteriori*, *a priori*, *bis*, *grosso modo*, *ibidem*, *ibid.*, *idem*, *in extenso*, *in extremis*, *in fine*, *infra*, *loc. cit.*, *modus vivendi*, *op. cit.*, *passim*, *quater*, *sic*, *statu quo*, *supra*, *ter*, *via*, *vice versa*.
- Anglicized words (now standard in English) are in roman type: radius, nucleus, erratum, locus, tumulus, kom, tell, ouadi, etc.

## Measurements

height: H.

length: L.

width: W.

thickness: T.

## Museums and Monuments

- In French, “musée” is lowercase except when followed by an adjective, in which case it is capitalized: le musée de l’Homme, le musée du Louvre, le Muséum national d’histoire naturelle, le Musée égyptien du Caire, etc.
- Names of French monuments: capitalize proper names, common nouns, or adjectives that characterize them: le pont du Gard.
- Do not capitalize elements within a building: hypostyle, pronaos, naos, court, sanctuary, etc.

## Research Programs (ANR, ERC, etc.)

Acronyms are in roman type. At the first occurrence, write the full title in quotation marks followed by the acronym in parentheses. Example: ANR “Dynamiques de transmission: familles, autorité et savoir dans le Moyen-Orient médiéval et moderne (xve–xviie siècle)” (DYNTRAN).

## Cardinal Directions

When referring to direction, exposure, position, or orientation, use lowercase: “The north-facing orientation of the residence,” “The southern side of the temple,” etc.

When denoting a geographical region:

- Capitalize when the direction forms part of the name: Southeastern Asia, the North Sea, etc.
- Lowercase when followed by a complement: southern Egypt.

Use “north-east – south-west” (with en dashes and non-breaking spaces).

## Quotations

**Short quotations** (under forty words) are integrated into the text with quotation marks.

Example: According to A. Martin, this sum “était restituée par le cavalier qui sortait du service et remise à celui qui le remplaçait.” The city had then...

**Long quotations** (over forty words or two lines of verse) are in roman, smaller font, single-spaced, justified, indented on both sides, without quotation marks, and separated by line breaks.

Example: P. Roesch draws the following conclusion:

Cette seconde possibilité est la plus séduisante, d’abord parce que les effectifs des pelotons seraient des nombres simples, correspondant plus que les autres à un « tableau d’effectifs » idéal ; ensuite parce que le total de 230 cavaliers représente à peu près la proportion habituelle des troupes thébaines dans l’armée béotienne.

### Acronyms and Abbreviations

For all abbreviations not otherwise indicated, follow *L’Année philologique*.

Common methodological acronyms (NMI, AFC, MEB) may be used if defined at first occurrence.

Common archaeological acronyms include:

AMS – Accelerator Mass Spectrometry (radiocarbon dating)

CA – Correspondence Analysis

EVE – Estimated Vessels Equivalent

INPN – *Inventaire national du patrimoine naturel*

KAP – Kite Aerial Photograph

SEM – Scanning Electron Microscopy

NEP – Number of Weight

MNI – Minimum Number of Individuals

NR – Number of Remains

GPR – Ground-Penetrating Radar

GIS – Geographic Information System

SU – Stratigraphic Unit