GUIDELINES FOR THE PROCEEDINGS OF THE 68TH RENCONTRE ASSYRIOLOGIQUE INTERNATIONALE (LEIDEN)

INTRODUCTION

Authors are invited to submit an article for publication in the proceedings. Please note that only articles dealing with the topic of the 68th Rencontre, Inequality in the Ancient Near East, will be considered and that all articles will be peer-reviewed.

The present document gives an overview of guidelines for manuscripts to be submitted for the proceedings of the 68th Rencontre Assyriologique Internationale (Leiden), to appear in the *PIHANS* series of the Netherlands Institute for the Near East (NINO) published by Peeters, Leuven. This document may also be used as a template.

Main languages used may be English (please use UK spelling consistently), French, or German. Non-native speakers are requested to have their texts corrected before submitting. The word limit is 8,000 words (excluding bibliography). Please provide an English abstract of ca. 100 words.

The deadline for submission is **31 December 2023**. Manuscripts should be submitted in word and pdf by e-mail (rai68@hum.leidenuniv.nl).

GUIDELINES

Format

The present document may be used as a template: styles have been set for different headings, header text, footnotes, tables, and bibliography. Delete all text from the document and type or paste the manuscript text. "Paste special" > "Paste unformatted text" will ensure that no text styling from another source is copied. Peeters, Leuven (NINO's publisher and printer) will set all texts in Adobe Garamond Pro. The publisher will place illustrations and tables at or near the place in the text indicated by the author/editor.

Bold type, <u>underlined text</u> and *italics* should be used sparingly in running text.

Single 'quotation marks' are used to distinguish words, concepts or short phrases. Double "quotation marks" are used for direct short-length quotations in running text. Longer sections of quoted text should be set at larger indentation than the main text. Please use footnotes instead of endnotes.

Spelling of transcribed names, words etc.

Please ensure that transcribed names and words are consistent throughout main text, captions, appendices, indices etc. Please adhere to transcription standards used in the relevant subject field and language.

Sumerian words should be set in lower case, and spaced out (2 pts), not in small caps.

Akkadian and Hittite etc. words should be italicized.

Standard abbreviations should follow those of CAD U/W (please provide any additional abbreviations used in the opening footnote).

For references, please use author-date citations ('Harvard referencing', e.g., Van Soldt 1991: 72-77), with a bibliography at the end of the article (see below under *Bibliography*).

Illustrations, plates, and graphs

Illustrations may be included in the main text, or set at the end of a chapter. Plates (full pages containing mainly images) are usually appended at the end of the volume.

Images can be in any readable image format (jpg, tiff, png, gif, psd), vector or pdf format. Minimum resolution is 400 dpi. Images should be sent as separate files (not pasted into a Word file). Image files should be clearly named.

Permission to reproduce copyrighted images should be obtained by the author prior to printing.

Please make sure all captions are correctly numbered and offer consistent information. Illustration credits are preferably mentioned in a separate "List of illustrations" (part of front matter or appendices).

Tables

Table formatting should be kept plain and easily readable. Smaller tables may be included in running text. Larger tables are preferably provided in a separated document, and should be in editable format – .doc, docx, xls, xlsx, or pdf. Tables will be printed in black and white.

Bibliography

Monograph

Veenhof, K.R. 2003: *The Old Assyrian List of Year Eponyms from Karum Kanish and its Chronological Implications*, Ankara.

Journal article

Wiggermann, F.A.M. 2021: Sumuqan, *BiOr* 78.5/6: 597-706.

Contribution in edited volume

Stol, M. 1995: Old Babylonian Corvée (*tupšikkum)* in: Hout, Th.P.J., van den & Roos, J. de (eds.), *Studio Historiae Ardens. Ancient Near Eastern Studies Presented to Philo H.J. Houwink ten Cate on the Occasion of his 65th Birthday* (PIHANS 74), Leiden: 293-309.