

## **Sudan & Nubia Guidelines for Authors**

### **Format and Language**

Articles should be submitted in English as a Microsoft Word document with figures as separate files, no longer than **7000 words and 20 figures**.

Please also include a short biography of yourself, no more than **50 words**, to be included in the journal. Use a minimum of formatting in your article, and keep all text at Gentium 11pt size. The editors will then fit the format to our specifications.

If your article includes non-English languages, please also include a PDF file and highlight any special characters for the attention of the editor. If your article includes hieroglyphs, please include these as a separate image.

### **Style**

Please use British spelling conventions.

All linear measurements must be given either in kilometres, metres or millimetres – e.g. 1km, 3 x 0.5m, 300mm.

Dates should be written e.g. 3500 BC, AD 500. Where BP dates are provided, calendar dates must also be included. Dynasties as Dynasty 18, or 18<sup>th</sup> dynasty. Centuries as 3<sup>rd</sup> century AD, 2<sup>nd</sup> millennium BC etc.

Names of places and individuals should be consistent within each article.

Use the en-dash for number/date ranges (e.g. 3<sup>rd</sup>–5<sup>th</sup> centuries etc.) and a hyphen for page numbers (e.g. 5-12).

Footnotes are allowed for further information deemed necessary outside the main body of text.

All numbers under ten should be spelt out except where attached to a unit of quantity (e.g. 3kg). Numbers above 10 should be numerals except where the context makes this awkward (e.g. use spelt-out forms at the beginning of a sentence). Write '0.37' not '.37', etc. Decimals should be indicated by point (.) rather than a comma (,). Squares and cubes should be given as '89m<sup>2</sup>' and not '89 sq. m'.

Quotation marks: Use single quotation marks ( ' ') and, if needed, double quotation marks ( " ") within single quotation marks. Long quotations of several lines of text should not be enclosed within quotation marks, but should be indented and separated from the preceding and following lines of typescript by a double line-space.

### **Citations**

All citations must be by the Harvard system. Please ensure that citations and bibliographies follow these guidelines, otherwise it is extremely time-consuming for the editors.

Please do not abbreviate journal and series titles; write the full name or include a list of abbreviations within your article.

For multiple publications by a single author in one year, please write as Adams 2001a, 2001b etc. Note that author initials should be written as W. Y. Adams, not W.Y. Adams.

**In-text citations** e.g. text references as Adams 1977, 531; Addison 1931, 10.

### **Bibliographic citations**

Adams, W. Y. 1977. *Nubia: Corridor to Africa*. London-Princeton.

Addison, F. 1931. 'Notes on Pottery from Zankor', *Sudan Notes and Records* 14, 3-11.

Spataro, M., M. Millet, and N. Spencer. 2015. 'The New Kingdom settlement of Amara West (Nubia, Sudan): mineralogical and chemical investigation of the ceramics', *Archaeological and Anthropological Sciences* 7(4), 399-421.

Usai, D. 2014. 'Recent advances in understanding the prehistory of Central Sudan' in J. Anderson and D. Welsby (eds), *The Fourth Cataract and Beyond. Proceedings of the 12<sup>th</sup> international conference for Nubian Studies*. 31-44.

### **Layout**

All images will be integrated within the text by the editor. Please indicate the approximate location of each image within the text – e.g. [Figure 1 here].

### **Photographs and Illustrations**

All drawings, photographs, maps, tables etc. should all be labelled as Figures. Please provide all images as high-resolution (350dpi) TIFFS, or uncompressed JPGs, and line drawings as Adobe Illustrator .ai or EPS .eps files at high resolution (600dpi). Ensure that any text within figures is in Gentium Regular font, size 11pt.

Please give each figure a separate caption and do not make group figures. Captions for all figures should be sent in a separate document. They should be clearly numbered.

**All figures must be referenced in the text.**

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### **Proofs**

Author's proofs and PDF proofs will be provided for each article.