

GUIDELINES FOR CONTRIBUTORS

Submission of Manuscripts

Submitted manuscript should contain all parts, which it could not be properly estimated, edited, typeset and published without:

I. **Text in Microsoft Word** (.doc, .docx.). Please, make sure that your manuscript, besides the body-text of the article as such, contains: 1) author's name, place of employment and certain position, contacts (e-mail); 2) title of the work; 3) abstract; 4) keywords; 5) footnotes; 6) list of bibliography; 7) appendices (if there are any), 8) list of illustrations and tables.

II. **Illustrative material and tables**, both presented as separate files. Detailed guidelines on illustrations can be found below. Tables should be presented as Microsoft Excel files (.xlsx).

III. **Specialized fonts**.

IV. You may optionally provide the **PDF** containing the full text of the article, placed images, tables etc.

The Journal publications are professionally typeset. Therefore, you should avoid formatting your manuscript yourself. In particular, do not try to create and use separate styles for any text elements.

MS Word standard font Times New Roman 12–14 pt should be used throughout the text with essential specialized fonts where required. Text should be arranged in a standard manner: margins are to be standard, text is to be justified with the last line aligned left, spacing between lines is 1,5, paragraphs are to be indented. Headings are to be given in bold, center aligned. Subheadings are to be given in italics, center aligned. Try to avoid heading-systems employing more than two levels of headings.

You should also avoid placing your images and tables in the text. Suggested position of the one is to be marked the following way: [place figure 1 here], [place table 3 here]. The PDF may be also used for this purpose.

A manuscript is to be submitted as email attachment via the Journal email address: enc-journal@mail.ru. As soon as all of the further interactions between authors and the Editor occur via email, it is important for contributor to provide the Editor with a viable email contact address. Proofs are also sent via email as PDFs.

Languages

The Journal publishes contributions in Russian and English. Support can be provided during editing process for native and non-native speakers presenting their works in Russian. Unfortunately, now, we do not have specialists able to provide a fully-fledged language proof-reading for manuscripts presented in English. Therefore, potential contributors writing in this

language are advised to seek native speaker guidance on language before submitting a contribution.

Current version of the Guidelines provides guidance on style for manuscripts written in English. Similar guidance for contributions in Russian is to be found separately.

Abstract

An abstract in English should be provided at the beginning a contribution, with the exception of book reviews and current events surveys. It is supposed to be short (not more than 200 words) and provide core ideas and conclusions of the work. Manuscripts without abstracts will not be accepted for publication.

N.B. Russian-speaking contributors should also provide a version of their abstracts in Russian as well as Russian version of their work titles.

Keywords

Keywords in English are one more compulsory additional text that the contribution should be accompanied with, with the exception of book reviews and current events surveys. Manuscripts without keywords will not be accepted for publication.

N.B. Russian-speaking contributors should also provide a version of their keywords in Russian.

Fonts

If any non-standard fonts (e. g. transliteration, Greek, Arabic etc.) are used in a work, they all should be supplied along with the manuscript.

Hieroglyphic passages (if there are such), besides being embedded in proper positions in the Word manuscript, should be also supplied as separate digital files of JSesh or Glyph for Windows formats. Texts suitable for placing on separate pages as regular illustrations can be applied to a manuscript as digital images.

Language, spelling and punctuation

Authors can use British or American spelling and punctuation system. The only requirement is not to mix these systems, a chosen one should be used throughout.

Quotations

Quotation marks are double throughout. Use them to mark the beginning and the end of a quotation within the text, as well as of particular words and passages requiring quotation marks. If within a quotation an embedded quotation takes place, use single quotation marks.

Extensive quotations, especially ones consisting of more than one paragraph or occupying more than one page, should be set off from surrounding text by indenting. If there are any quotations with borders that for some reasons might be not obvious for the Editor, the beginning and end of a quotation are to be additionally marked the following way:

[beginning of the quotation] ...quotation text... *[end of the quotation]*.

This kind of markings is of assistant character and will be gone during editing process.

Elements in the end of a quotation are to be arranger in the following order: quotation mark, footnote number, comma or a full stop.

Capitalization

The use of capital initials should be kept to minimum, both in text and headings. Use capital initials only for proper nouns, names of institutions, organizations, buildings, etc.

Italics

Limit italics in main text to:

- 1) foreign words and terms that are not accepted in the usage of your discipline;
- 2) titles of books, journals, etc., including ancient works;
- 3) Latin terms;
- 4) logical emphases (cases when italicizing a word can influence on the whole sentence sense).

Numbers

Basic guidance is the following: write the numbers one to nine in full and numbers 10 onwards in figures.

Numbers one to nine are written in figures when they come along within a sentence with figure-spelling numbers, represent units of measure or dates.

Numbers 10 onwards are written in full if they stay at the beginning of the sentence.

To designate big numbers such as thousands, millions etc., excepting dates, you should use a required figure accompanied with a necessary word, rather than using a zero ending.

Ranges of any kind should be spelled in full, rather than being elided. E. g. you should write “1902–1945”, not “1902–45”.

Numbers of “Dynasties”, “centuries” and “millenniums” are to be written in Roman numerals (21st Dynasty, 5th century BC, 1st Millennium AD).

Abbreviations

You may use common abbreviations as well as some specialized abbreviations, which are accepted in scholar literature: etc., BC (not BCE), AD (not ACE), c., B. P., P. (papyrus), e. g., i. e., St, Dr, Prof and others. Some other specialized abbreviations accepted within particular disciplines and fields of knowledge may also be used, but authors are strongly advised to limit themselves in their usage to minimum and avoid those of them that are not to be understood beyond a circle of narrow specialists.

When inserting in your text an abbreviation of any kind, make sure that you use it throughout. Also, pay attention to keeping your abbreviation system logical, i. e. all of the words and terms of similar nature in the manuscript are to be abbreviated or not.

Unites of measure are abbreviated.

Footnotes and list of bibliography may contain abbreviations, which are standard for this kind of texts, e. g.: et al., ff., cf., fig., pl. (note that the words “figure” and “plate” are to be written out in full in text, but to be abbreviated in footnotes; the word “table” is written out in full both in text and footnotes), Taf., ed. (not eds — independently of quantity of persons who edited the work), cat. no. (not nos), inv. no., s. a. (no date), s. l. (no place). The words “note” and “line” should always be written out in full.

The Journal does not use abbreviations such as id., ibid., op. cit., loc. cit., ill., l. (line), tr., BCE, ACE; as well as ser., vol., pt. (you will find how to arrange information about series, volumes etc. in “Footnotes” and “Bibliography” sections).

Titles of journals and series should be written out in full.

Standard reference works, including collections of original texts and vocabularies, are to be abbreviated in footnotes and then deciphered in a list of bibliography. You will find more information about how to decipher this kind of abbreviations in “Bibliography”.

Usage of personal abbreviations in a work is also allowed. It might be source, literature or organizations titles, specialized terms consisting of several words.

Spelling of Arabic names of persons, places and terms

You can use that particular system of transliteration of Arabic names and terms that in your opinion better agrees with your research tasks. The only requirement is being constant in usage of the chosen system throughout. In other words, whatever system is being taken, all of the similar passages have to be written out using this system; different systems should not be mixed.

Footnotes

The Journal uses footnotes. Avoid author-date references in the main text; place all references along with author’s comments of any kind in footnotes. Notes are numbered throughout. They begin with a capital letter, even when the first word is an abbreviation, such as Cf. or E. g.

All references, whether it is the first or consequent ones, have a unified form: [author] [date]: [page(s)]. Pages are not to be written out, if you refer to the whole book or article. E. g.:

Goddio 2007.

Goddio 2007: 136–140.

If you refer to an illustration, table etc., there are several options for reference to be arranged. If the material is located on regular numbered page, the reference has to look this way: [author] [date]: [page] ([name of an element and its number]). E. g.:

Niwiński 1995: 36 (fig. 21).

Kees 1956: 88 (Abb. 7).

N.B. Pay attention that if the language of book under referencing is German, name of an element should begin with capital letter (see the second one of examples above). Otherwise, it always begins with a lower-case letter.

If the material is located on unnumbered page, the reference has to look this way: [author] [date]: [name of an element and its number]. E. g.:

El-Banna 1985: Pl. 28.

N.B. Pay attention that in this case name of an element should always begins with capital letter.

If you want to refer to a piece of information on one page and an illustration, table etc. going with this information or important on its own on the other one, the reference has to look this way: [author] [date]: [page], [name of an element and its number]. The reference has to look the same way if you want to refer to an illustration, table etc. on one page and a commentary on it on the other one. E. g.:

Niwiński 1995: 36, fig. 21.

If the reference includes several entries, you can order them the way most appropriate in your opinion. Entries are separated by a semi-colon. Non-consecutive pages are separated by a comma. If you need to reference to several figures, tables etc., which are placed on particular pages, it makes sense to insert semi-colons into description. E. g.:

Desroches-Noblecourt 1962: 24, 30; Niwiński 1995: 36, fig. 21; 1999: 48, fig. 65; 57, fig. 80, 82.

Consequent references are to be written out in full, without being abbreviated to “id.”, “ibid.”, “op. cit.”, “loc. cit.”.

If a cited work has more than two authors, only the first of them is to be written out with an addition of «et al.».

Reference to a web-site should include a date of the last visit. E. g.:

See.: <http://www.nabilswelim.com/dry.asp> (accessed on June 23, 2016).

If cited works are standard reference ones, usual abbreviations are to be used, such as PM, Wb., ÄW I–II etc. Each abbreviation should be placed as an entry and deciphered in the list of bibliography. E. g., reference to pages 1323–1324 in the first part of «Hannig R. *Ägyptisches Wörterbuch*, II: *Mittleres Reich und Zweite Zwischenzeit* (Hannig-Lexica 5; Mainz am Rhein, 2006), I–II» is going to look this way:

ÄW II, I: 1323–1324.

It should be deciphered in the list of bibliography like this (see more information about it in “Bibliography” section):

ÄW II = Hannig R. *Ägyptisches Wörterbuch*, II: *Mittleres Reich und Zweite Zwischenzeit* (Hannig-Lexica 5; Mainz, 2006), I–II.

References to original texts are to be arranged in similar manner: standard abbreviation standing for particular work, volume information (if a work consists of several volumes) and a cited place are to be written. E. g., reference to page 591 in “Sethe K. *Urkunden der 18. Dynastie* (Leipzig — Berlin, 1906–1958)” will look this way:

Urk. IV: 591.

Decipherment in the list of bibliography:

Urk. IV = Sethe K. *Urkunden der 18. Dynastie* (Leipzig — Berlin, 1906–1958).

If you want to refer to an ancient author’s work, you should use a standard Latin abbreviation standing for each of them. E. g.:

Herod. *Hist.* 2.96.

Plin. *Nat.* 37.201.

Philo *Somm.* 1.67.

Decipherment of the last example in the list of bibliography:

Philo *De somn.* = Philo. *De somniis*. With an English translation by F. H. Colson (The Loeb Classical Library 5; Cambridge, 1958).

Bibliography

Your manuscript should contain a list of bibliography.

Entries should be arranged in alphabetical order. If your list of bibliography is not limited to works in Latin letters, entries are to be grouped in the following order: works in Russian, works in other Cyrillic letters, works in Latin letters, works in languages such as Arabic, Hebrew and other ones using specialized graphics. Digital resources do not form a separate group; place them in the list according to a mentioned general order.

Each entry has to contain the short name of the work used in footnotes, then goes the equals sign and the full bibliographical description of this work.

See bellow how to describe works of different kinds.

Monographs:

Casson 1971 = Casson L. *Ships and Seamanship in Ancient World* (Princeton, 1971).

Jones 1988 = Jones D. *A Glossary of Ancient Egyptian Nautical Titles and Terms* (London — New York, 1988).

Liddell et al. 1940 = Liddell H. G., Scott R., Jones H. S., McKenzie R. *A Greek-English Lexicon* (9th revised and augmented edition; Oxford, 1940).

Journal articles:

Belov 2014 = Belov A. “New evidence for the steering system of the Egyptian *baris* (Herodotus 2.96)”, *International Journal of Nautical Archaeology* 43/1 (2014): 3–9.

Articles in collections of essays, reference works; chapters in collective monographs that are usual to be referred to by mentioning an editor (editors):

Darnell 1992 = Darnell J. C. *The Kbn.wt vessels of the Late Period*. In: Johnson J. H. (ed.) *Life in a Multicultural Society: Egypt from Cambyses to Constantine and beyond* (Chicago, 1992): 67–89.

Giveon 1984 = Giveon R. *Sopdu*. In: *Lexikon der Ägyptologie*, V (Wiesbaden, 1984): 1107–1110.

Dissertations:

Belov 2014 = Belov A. *Études de l'architecture navale égyptienne de la Basse Époque: Nouvelle évidence archéologique et essai de restitution en 3D*. PhD thesis, Université de Bordeaux Michel de Montaigne (Bordeaux, 2014).

Haldane 1984 = Haldane C. W. *The Dashur Boats*. MA thesis, Texas A&M University (College Station, 1984).

Reviews:

Morrison 1972 = Morrison J. S. "Review of L. Casson, *Ships and seamanship in the Ancient World*", *International Journal of Nautical Archaeology* 1 (1972): 230–233.

Multi-volume publications:

Boardman 1988 = Boardman J. (ed.) *The Cambridge Ancient History, IV: Persia, Greece and the Western Mediterranean, c. 525 to 479 BC* (2nd edition; Cambridge, 1988).

Borchardt 1913 = Borchardt L. (ed.) *Das Grabdenkmal des Königs Sahu-Re, II: Die Wandbilder* (Leipzig, 1913).

PM = Porter B., Moss R. L. B. *Topographical Bibliography of Ancient Egyptian Hieroglyphic Texts, reliefs, and Paintings*, III²: *Memphis* (2nd revised and augmented edition; Oxford, 1981); IV: *Lower and Middle Egypt* (Oxford, 1968).

ÄW II = Hannig R. *Ägyptisches Wörterbuch, II: Mittleres Reich und Zweite Zwischenzeit* (Hannig-Lexica 5; Mainz, 2006), I–II.

Naville 1894 = Naville E. *The Temple of Deir el Bahari* (London, 1894), I.

N.B. You should mention only those volumes of a multiple-volume publication that are used in your work.

Series (including publications that are parts of *Catalogue général des antiquités égyptiennes du Musée du Caire*):

Buchberger 1993 = Buchberger H. *Transformation und Transformat. Sargtextstudien I* (Ägyptologische Abhandlungen 52; Wiesbaden, 1993).

Niwiński 1995 = Niwiński A. *La seconde trouvaille de Deir el-Bahari: Sarcophages* (Catalogue général des antiquités égyptiennes du Musée du Caire 6029–6068; Cairo, 1995).

Digital sources:

Fagg, Mucedo 2005 = Fagg C. W., Mucedo J. Z. A. *Acacia nilotica (L.) Willd. ex Delile*. In: Jansen P. C. M., Cardon D. (ed.) *PROTA 3: Dyes and tannins / Colorants et tannins* (Wageningen, 2005). Digital resource, CD-Rom.

Feltham 2009 = Feltham H. B. *Justinian and the international silk trade* (Sino-Platonic Papers 194 (2009)). Digital resource, mode access: http://www.sino-platonic.org/complete/spp194_justinian_silk.pdf, accessed on 23.11.2016).

Reference works and publications of original texts:

Wb. = Erman A., Grapow H. (ed.) *Wörterbuch der Ägyptischen Sprache* (Berlin, 1955), I–VI.

Urk. IV = Sethe K. *Urkunden der 18. Dynastie* (Leipzig — Berlin, 1906–1958).

TAD C = Porten B., Yardeni A. *Textbook of Aramaic Documents from Ancient Egypt* (Jerusalem, 1993).

Commented ancient authors' works translations:

Philo *De somn.* = Philo. *De somniis*. With an English translation by F. H. Colson (The Loeb Classical Library 5; Cambridge, 1958).

Illustrations

Illustrative material in form of colored or black-and-white images (photographs) should be submitted as *.tif (with no compression) or *.jpg (with minimal compression) files.

For colored illustrations, RGB working space is optimal; for black-and-white ones, Greyscale is preferred.

Illustrations should be not less than 300 dpi in resolution.

The Journal also takes illustrations in form of *.ai и *.eps. files.

Diagrams are to be created via MS Excel and attached with tables that they are based on.