

## INSTRUCTIONS FOR CONTRIBUTORS

In an effort to standardize style as much as possible, *NEASB* has adopted for the most part the guidelines of the *Bulletin of the American Schools of Oriental Research* printed in *BASOR* 253 (1984): 1-8 and 294 (1994): 1-6.

### EDITORIAL POLICY

The *Near East Archaeological Society Bulletin* (*NEASB*) is the scholarly journal of the Near East Archaeological Society. It will consider for publication manuscripts consistent with the areas of research and scholarship supported by the society. These include archaeology, anthropology, art, epigraphy, history of antiquity, literature, and philology. The geographical and temporal areas covered include the Near East and eastern Mediterranean world from the Palaeolithic period through the Islamic periods. The Bulletin is published one time a year (in November).

*NEASB* is especially interested in discussions of Archaeology and the history of antiquity as they relate to the Bible. The Bulletin also publishes reports of original research and discussions of problems raised through excavations or other research and preliminary reports of archaeological excavation, articles analyzing the current state of scholarship in a field, short notes on individual objects and research topics. Finally, *NEASB* publishes reviews on books dealing with archaeology and the history of antiquity as well as on Bible as it relates to Archaeology and the history of antiquity and review articles.

The Bulletin will not consider for publication manuscripts submitted to other journals at the same time or accepted elsewhere for publication in the same form.

### MANUSCRIPT PREPARATION

I.1. Articles, critical notes, or book reviews submitted for publication in the *Near East Archaeological Society Bulletin* must conform to the requirements stated in these Instructions for Contributors. If your manuscript does not adhere to these Instructions, it will be returned to the author(s) for retyping before

it can be scheduled for publication.

2. Other than the specific instructions dealt with below authors should consult *The Chicago Manual of Style* (14th ed. University of Chicago, 1993). Spelling should follow standard American English conventions as found in *Webster's Third New International Dictionary of the English Language Unabridged* (Springfield, MA: Merriam-Webster, 1993). Note: Some words that in the past were written with hyphens are no longer written that way: pre, post, non, and similar prefixes are not separated from the root words, unless the root word is a proper noun. For example: postbiblical, nonfunctional, northeast, Transjordan, but pre-Israelite. Specialized terminology should follow standards accepted in American archaeological writing, both in terms of spelling and usage (e.g., wall, course, etc.)

### Articles

3. Authors should submit one hard copy of their manuscripts or book review. That copy must be an original. Papers should not exceed 24 pages. Papers that are too long may be shortened by the *NEASB* editorial staff or returned to the primary author to be shortened. Authors wishing to submit a paper longer than 24 manuscript pages (excluding endnotes, references, appendixes, and illustrations) should consult with the editor in advance. Preliminary excavation reports may be allotted additional space. Excavation reports should be submitted by the excavation director and should be in the form of one seminal article. Naturally, all members who contributed to the report should be credited with the director, but the director is responsible for the overall editing, providing photos, drawings, and general accuracy of the report. In addition, authors must include a 3½" computer diskette (preferably in WordPerfect 6/7/8/9) as well as the

hardcopy. The diskette copy facilitates editing and typesetting of the manuscript. The author should note on the diskette the format or software version of the file (e.g., WordPerfect 9.0; ASCII text file, or Microsoft Word 97). Those authors who use Apple Macintosh should either convert their MS to IBM-compatible PC or to Rich Text Format (RTF) and save it on an IBM diskette before sending their articles.

4. Tables should be as simple as possible. Captions should be short and explicit; explanatory material may be included in a note appended to the table.

5. Photographs and/or line art which accompany the manuscript must be high quality black and white originals. Whenever possible, submit illustrations in a form close to the anticipated published size. Exceptionally large illustrations should be avoided. Any illustration that, in the judgment of the editorial staff, may not reproduce well in the journal may be removed, along with references to it in the text.

6. Illustrations must be numbered sequentially. Clearly identify each photograph and drawing by writing its figure number, as used in the body of the article, on the back. Designate line drawings, charts, graphs, and photographs as "figures" (instead of "plates"). The author's name should also be put on the back of each photograph or line drawing. Mark lightly with a fiber-tipped pen to avoid distortions on the front of pictures. Indicate in the margin of the manuscript the approximate location desired for each illustration. Carefully mark any cropping that is desired, using a fiber-tipped pen or a soft light blue pencil on the back of the photograph or on a sheet of paper attached to the photograph. Do not cut or mark on the front of the photograph.

7. It is the author's responsibility to obtain permission to reprint illustrations from another journal or a book. The editor may request written confirmation that permission has been received when illustrations from another work are submitted for publication. Include appropriate credit lines.

8. Number tables in the separate sequence. Captions must accompany all figures and tables.

9. Line drawings should be prepared in black ink on absorbent material that will prevent blotching and running. Drawings may be submitted as glossy prints. Drawings may also be done on a computer program such as Adobe Photoshop.

10. Submit figure captions on a page or pages separate from the body of the article. Include a statement of scale, if there is no scale on the figure itself.

11. The cover letter accompanying a manuscript should include the corresponding author's address, telephone number, fax number, and/or E-mail address.

12. Manuscripts should be submitted in final form, with no substantive changes expected later. They should be typewritten, on one side of the paper only, using white paper of good quality, standard size 8 1/2" x 11" (210 x 297 mm). Manuscripts prepared on a word processor should be printed on a letter-quality (preferably, laser) printer in Times Roman, or other standard font, in 10 point or larger type.

13. The manuscript must be double spaced throughout, including the text, figure captions, notes, and references. Keep the margins at least 1 inch (2.5 cm) on all edges of the page. The right margin of the text should be ragged (i.e., no right justification). Avoid dividing words at the end of a line. Manuscripts should be numbered consecutively (including tables and notes to tables; figures, endnotes, references, and captions.). Figures should be included separately and are not paginated.

14. The title section should provide the title, authors' names, and professional addresses, in that order.

15. A three-level outline usually is sufficient for articles. Use titles for all divisions rather than numbers. Use the following levels:

a. Major divisions: centered, with all words fully capitalized.

b. Important subdivisions: even with the left-hand margin and on a separate line, words in capital and lowercase letters.

c. Minor subdivisions or where greater detail is needed: indented, as for a paragraph, and on the same line as the text, words in capital and lowercase letters.

16. If more levels are required, they may be added at the author's discretion. However, these are subject to alteration by the editorial staff. Outline levels should always begin with the highest available and proceed to lower levels as needed. Use titles for the divisions, rather than numbers alone.

17. Limit italics to such standard uses as for book titles, foreign words, and transliterations.

18. Quotations of eight or more typewritten lines in any language should be printed as a separate,

indented paragraph and in type smaller than that used in the body of the article (without opening and closing quotation marks). Such quotations should be indented.

### Book Reviews

19. *NEASB* publishes book reviews of recent (normally within 2-3 years of the date of publication) books on archaeology and the history of antiquity as well as on Bible as it relates to Archaeology and the history of antiquity.

20. Books in these areas are assigned for review by the *NEASB* book review editor. Those interested in reviewing a book should contact the book review editor. Book reviews can be accepted free-lance if one feels that a particular book deserves analysis. Contact the book review editor for permission to take on such an assignment.

21. Reviews should summarize the main content of the book and provide a critique, the latter typically given the larger amount of space. Brief reference to the author's background and achievements is also useful. The review should be critical, in the sense that it is evaluative. Comparisons with other books on the same or similar topics, as well as other works by the same author, and the place of the book in its special context, should be noted. Reviews must maintain dignified language, free from invectives of any kind. Assess the book on its own terms.

22. Begin with full bibliographical reference. Title, by (or edited by) Author (first name or initials first). Place of publication: Publisher, date of publication. Number of pages.

23. Identify the author, and place both author and title in context of earlier works in the same field of study.

24. State the author's main argument in very specific terms. See introduction, conclusion, and chapter beginnings.

25. Describe and evaluate the sources from which the author derived his information (primary or secondary? many or few?). See introduction, footnotes, and bibliography.

26. Evaluate the development of the author's argument. How well does he succeed in what he set out to do? This you can learn by reading the body of the work after having completed the steps above. List

and comment on the book's strengths and weaknesses.

27. Conclude the book review by giving your judgment on the general value of the book and the type of reader who will likely find it useful.

28. Book reviews should be two to three double-spaced pages in length. In exceptional cases the book review editor may request a longer "review article," but normally reviews that are longer than three pages will be returned so that the author may do appropriate cutting or rewriting.

29. No more than half the review should be used to describe the contents of the book; the rest should be used for evaluation and comment.

30. Write in a style that allows the reader to distinguish your ideas from those of the author you are reviewing.

31. Quotations should be kept at a minimum and should be short. Paraphrase in your own words whenever possible.

32. Symposia, such as *Festschriften* and collected essays, can be treated within the prescribed limits by listing the titles of the articles and selecting a few for special treatment in which the reviewer is specifically interested or for which he is by training particularly competent.

33. As in the case of articles, footnotes are not used in *NEASB* book reviews. Any needed references are to be incorporated into the text in parentheses (in-text style). Any quotations from the book should be short and followed by the exact page reference in parentheses. References cited in the text must appear in full at the end of the review after the author's name and institutional affiliation or address according to the style requirements of the journal.

34. Reviews should be submitted in the most readable form possible. They should be typescript on white letter-size paper. One-inch margins should be allowed on all four edges of the paper. The right margin of the text is not to be justified; the appearance will be "ragged." Either letter-quality or laser printing is requested.

35. Together with the printed hard copy of the article, authors should submit a 3.5" computer diskette preferably in WordPerfect 6.0 or higher. The author should note on the diskette the format or software version of the file (e.g., WordPerfect 9.0; ASCII text file, or Microsoft Word 97). Those authors who

use Apple Macintosh should either convert their MS to IBM-compatible PC or to Rich Text Format (RTF) and save it on an IBM diskette before sending their articles.

## EVALUATION AND PUBLICATION PROCESS

II. 1. *Manuscripts submitted to NEASB* normally are sent to two referees, one of whom may be a member of the journal's editorial board. Referees evaluate the paper based on such criteria as the importance of the topic, the methodology of the author(s), and the quality and clarity of the writing; and they recommend whether the paper be accepted, rejected, or accepted with modifications.

2. If a manuscript is accepted with modifications, the editors advise the author on revising the article and preparing it for copyediting and publication. It is explicitly understood that any acceptance of a manuscript is conditional until the necessary additions and revisions have been made, and the editor considers the paper ready for publication.

3. Once final changes have been made to the paper, the author should again submit a copy of the final draft on a 3½" computer diskette as well as in hardcopy, noting on the diskette the format or software version of the file (see no. 1, above).

4. The primary (or corresponding) author of an article usually receives the proofs. The author is responsible for checking the galleys against the latest edition of the manuscript and making necessary corrections. Changes must be limited to correction of typographical errors; substantive changes to the text at this stage are not permitted. The author does not receive copies of the revised page proofs.

## Ancient Languages

III. 1. *NEASB* can print Akkadian, Arabic, Aramaic, Egyptian, Greek, Hebrew and Ugaritic text. However, avoid including long passages in languages other than English. If such sections are essential, include an English translation of the material that will preserve the nuance of the quotation as you are interpreting it.

2. Although blocks of Hebrew and Aramaic text can be set in their proper characters, use the unpointed consonantal text whenever possible. Isolated

words within English sentences can be set in their proper characters when necessary. Transliteration, however, is sufficient for most articles. Transliteration of Hebrew and Aramaic is as follows:

3. Consonants:  $\overset{\curvearrowright}{b}$ ,  $b$ ,  $g$ ,  $d$ ,  $h$ ,  $w$ ,  $z$ ,  $\underset{\curvearrowleft}{h}$ ,  $\underset{\curvearrowleft}{t}$ ,  $y$ ,  $k$ ,  $l$ ,  $m$ ,  $n$ ,  $s$ ,  $\overset{\curvearrowleft}{c}$ ,  $p$ ,  $\underset{\curvearrowleft}{s}$ ,  $q$ ,  $r$ ,  $\underset{\curvearrowleft}{s}$ ,  $\underset{\curvearrowleft}{s}$ ,  $t$  ( $\overset{\curvearrowright}{a}$ aleph and  $\overset{\curvearrowleft}{a}$ ayin may be written in with a pen if necessary; do not use a typed single quotation mark or apostrophe). The aspirant form of  $b$ ,  $g$ ,  $d$ ,  $k$ ,  $p$ ,  $t$  normally is not indicated; if needed, use the underlined  $\underline{b}$ ,  $\underline{g}$ ,  $\underline{d}$ ,  $\underline{k}$ ,  $\underline{p}$ ,  $\underline{t}$ . *Dāgeš forte* is shown by doubling the consonant (e.g., *hammelek*). Normally *mappîq* is not indicated.

4. Vowels:  $a$  (*pataḥ*),  $\bar{a}$  (*qāmeš*),  $\hat{a}$  (final *qāmeš hē*),  $e$  (*sēgōl*),  $\bar{e}$  (*šērê*),  $\hat{e}$  (final and medial *šērê yōd* and medial *sēgōl yōd*),  $i$  (short *ḥîreq*),  $\bar{i}$  (long *ḥîreq* defectively written)  $\hat{i}$  (medial or final *ḥîreq yōd*),  $o$  (*qāmeš hātûph*),  $\bar{o}$  (defective *ḥōlem*),  $\hat{o}$  (full *ḥōlem*),  $u$  (short *qibbûš*),  $\bar{u}$  (long *qibbûš* defectively written),  $\hat{u}$  (*šûreq*). Other final vowels are to be written with the appropriate vowel sign followed by *hē* (or  $\overset{\curvearrowright}{a}$ aleph) or *mater lectionis*. Furtive *pataḥ* is to be recorded as *patah* (e.g., *rûaḥ*). Reduced vowels are to be written with the breve:  $\check{a}$ ,  $\check{e}$ ,  $\check{o}$ . (No distinction is made between single *šēwa* and *ḥātêph sēgōl*.) Short vowels fully written should be shown as *o(w)*, *u(w)*, *i(y)*, e.g., *bēqu(w)štā $\overset{\curvearrowright}{a}$* . Accents are usually not indicated; if really necessary, the acute is to be used for the primary and the grave for the secondary accent. A hyphen is used for *maqquēph*.

5. Letters of the Hebrew alphabet are spelled as follows:  $\overset{\curvearrowright}{a}$ aleph, *bet*, *gimel*, *dalet*, *he*, *waw*, *zayin*, *ḥet*, *ṭet*, *yod*, *kaph*, *lamed*, *mem*, *nun*, *samek*,  $\overset{\curvearrowleft}{a}$ ayin, *pe*, *ṣade*, *qoph*, *reš*, *šin*, *šin*, *taw*. The plurals of the letter names are formed with an "s," which is not italicized: *zayins*, *sameks*, etc.

6. Transliteration of Aramaic: The system described for Hebrew is to be followed for Aramaic, even though *šērê* and *ḥōlem* often do not indicate long vowels in Aramaic.

7. Hebrew and Aramaic verbal stems are italicized and should be spelled as follows: Hebrew: *Qal*, *Niph $\overset{\curvearrowleft}{c}$ al*, *Pi $\overset{\curvearrowleft}{c}$ el*, *Pu $\overset{\curvearrowleft}{c}$ al*, *Hiph $\overset{\curvearrowleft}{c}$ il*, *Hoph $\overset{\curvearrowleft}{c}$ al*, *Hitpa $\overset{\curvearrowleft}{c}$ el*. Aramaic: *Pe $\overset{\curvearrowleft}{c}$ al*, *Pa $\overset{\curvearrowleft}{c}$ el*, *Pe $\overset{\curvearrowleft}{c}$ il*, *Pu $\overset{\curvearrowleft}{c}$ al*, *Haph $\overset{\curvearrowleft}{c}$ el*, *Huph $\overset{\curvearrowleft}{c}$ al*, *Hitpe $\overset{\curvearrowleft}{c}$ el*, *Hitpa $\overset{\curvearrowleft}{c}$ al*, *Saph $\overset{\curvearrowleft}{c}$ el*.

8. Transliteration of Arabic is as follows:

9. Consonants:  $b$ ,  $t$ ,  $\underset{\curvearrowleft}{t}$ ,  $j$ ,  $\underset{\curvearrowleft}{h}$ ,  $h$ ,  $d$ ,  $\underset{\curvearrowleft}{d}$ ,  $r$ ,  $z$ ,  $s$ ,  $\underset{\curvearrowleft}{s}$ ,  $\underset{\curvearrowleft}{s}$ ,  $d$ ,  $\underset{\curvearrowleft}{t}$ ,  $z$ ,  $\overset{\curvearrowleft}{c}$ ,  $\underset{\curvearrowleft}{g}$ ,  $f$ ,  $q$ ,  $k$ ,  $l$ ,  $m$ ,  $n$ ,  $w$ ,  $y$  (*alif* is not transliterated but *hamza* can be indicated as  $\overset{\curvearrowright}{a}$ ; *tâ marbûṭah* is writ-

ten as *t* only when vocalized).

10. Vowels: short: *a* (*fatha*), *i* (*kasra*), *u* (*damma*); long: *â* (*fatha* followed by *alif*, or by *yâ*<sup>2</sup> at the end of a word), *î* (*kasra* followed by *yâ*), *û* (*damma* followed by *wâw*).

11. Diphthongs: *ay* (for *fatha* followed by *yâ*, *aw* (for *fatha* followed by *wâw*).

12. Place names should be written as follows: Unfamiliar Arabic site names and words should be written with diacritics. Familiar words such as “wadi” are spelled without diacritics except when joined with a word having them. Biblical place names should be cited according to their spelling in the English Bible, without diacritics. When reference is made to modern toponyms or nonbiblical place names, an accurate transliteration of the name should be given.

13. Transliteration of Greek should be as follows: Use *th* for  $\theta$ , *ph* for  $\phi$ , *ch* for  $\chi$ , *ps* for  $\psi$ , *ē* (not *ê*) for  $\eta$ , *ō* (not *ô*) for  $\omega$ , *h* for rough breathing, and *y* for  $\nu$ , except when it is part of a diphthong (e.g., *au*, *eu*, *ui*). The *iōta* subscript should be represented by a cedilla under the vowel concerned: *ç* for  $\alpha$ , *ç̣* for  $\eta$ , and *ç̣* for  $\omega$ . Single words or blocks of text can be set in their proper characters.

14. Transliteration of Ugaritic should follow the system of *A Basic Grammar of the Ugaritic Language* (S. Segert; Berkeley: University of California, 1984).

15. Transliteration of Akkadian should follow the system used in *The Assyrian Dictionary of the Oriental Institute of the University of Chicago* (Chicago: The Oriental Institute, The University of Chicago, 1955-), or that of *Akkadisches Handwörterbuch* (W. von Soden; Wiesbaden: Harrassowitz, 1965-1981).

16. Transliteration of Egyptian should follow the system of *Egyptian Grammar* (A. H. Gardiner; 3rd ed., London: Oxford University, 1957).

### Numbers and Dates

IV. 1. Cardinal and ordinal numbers from one to ten should be spelled out; use the figures for larger numbers.

2. In the following instances only figures should be used:

- a. In a series, if one or more of the numbers are greater than ten;
- b. In mathematical, technical, scientific, or statis-

tical usage; including measures of distance, volume, area, etc.: 1 km, 15 ha, 8C, 6 hr. Abbreviations of such measures are not followed by periods (e.g., 15 km, not 15 km.).

3. Common fractions are written out within the text: “one-third of the population.

4. The word “percent” should be written out in the text, but use the symbol in headings for graphs or tables.

5. Arabic numbers should be used in all figure and plate references, journal volume numbers, Egyptian dynasties, etc., except where confusion would result. This applies even when Roman numerals are used in the original publication. Do not change page references to Arabic in citing pages in introductions or prolegomena where lowercase Roman is used. Use Arabic numbers for volume numbers of multivolume works, except when the volume number is part of the title (e.g., *Hazor* II).

6. First through tenth centuries should be written out; for centuries higher than the tenth, use figures (fifth century; 14th century).

7. To indicate strata use Roman numerals (Stratum XI; Strata IX—II), but Arabic numbers should be used for related location designations (Locus 2, Phase 4).

8. Use Roman numerals for ancient rulers (Thutmose I, Tiglath Pileser III).

9. All measurements should be given in the metric system (e.g., 5 km, 0.5 m).

10. Use the standard designations B.C. and A.D. in *NEASB* for historical and archaeological dates. Authors wishing to use B.C.E. and C.E. may do so as long as they use the terms consistently.

11. Radiocarbon dates should be expressed as years b.p., b.c., or a.d. Calendrical estimates should be cited as CAL B.P., CAL B.C., or CAL A.D., and the calibration curve used to obtain the estimate identified. For calibrating dates, *NEASB* recommends the latest version of the computer software program CALIB 3.0, which was initially released in *Radiocarbon* 35 (1993). Include the laboratory code and sample number (e.g., BM2114) and appropriate publication information with the radiocarbon assay.

### Abbreviations

V. 1. Do not abbreviate archaeological terms such

as stratum, locus, level, area, phase, etc. These should be capitalized when they precede a specific reference (Stratum IX, Level 3). Archaeological time periods when they stand alone should be spelled out, e.g., Early Bronze Age. They should be abbreviated, however when they are followed by a specific subdivision, e.g., EB II, MB IIC, Iron Age, on the other hand should, never be abbreviated.

2. Points of the compass are not abbreviated.

3. The following are commonly used abbreviations: fig(s), chap(s), no(s), p(p), m, cm, km, L (for liter or liters), ml, col(s), pl(s), v(v), n(n), ca., mg, and kg. Do not abbreviate "line" or "lines" in discussions of inscriptions. Write Latin abbreviations and words in *italics* (for example, *et al.*).

4. Use the abbreviations OT, NT, HB, LXX, MT, QL, Vg, OL, G, or OG (preceded by "the" when needed, but with no punctuation) for the terms Old Testament, New Testament, Hebrew Bible, Septuagint, Masoretic Text, Qumran Literature, Vulgate, Old Latin, Greek, Old Greek.

5. Titles of biblical books and the Apocrypha are not italicized. The following standard abbreviations are to be used:

Gen	Ps ( <i>pl.</i> Pss)	Sus
Exod	Job	Tob
Lev	Prov	Wis
Num	Ruth	Matt
Deut	Cant	Mark
Josh	Eccl (or Qoh)	Luke
Judg	Lam	John
1-2 Sam	Esth	Acts
1-2 Kgs	Dan	Rom
Isa	Ezra	1-2 Cor
Jer	Neh	Gal
Ezek	1-2 Chr	Eph
Hos	1-2-3-4 Kgdms	Phil
Joel	Add Esth	Col
Amos	Bar	1-2 Thess
Obad	Bel	1-2 Tim
Jonah	1-2 Esdr	Titus
Mic	4 Ezra	Phlm
Nah	Jdt	Heb
Hab	EpJer	Jas
Zeph	1-2-3-4 Macc	1-2 Pet
Hag	Pr Azar	1-2-3 John
Zech	Pr Man	Jude
Mal	Sir	Rev

6. Full spelling should be used in titles.

7. Punctuation is used only when both chapter and verse references follow: Gen 1:2, Exod 3:4, but not when only the chapter follows, e.g., Acts 2. There is no space after the colon. The colon should be used in referring to intertestamental literature and the Mishna. In references to Philo, classical, and patristic literature, the current English or Latin titles are to be used (italicized and abbreviated if possible, and without punctuation), followed by appropriate book, chapter, and paragraph numbers where available. Thus, Homer *Il.* 24.200; Eusebius *Hist.eccl.* 3.3.2. For Josephus, the following form is used: *JW* 2.8.16 @160. Abbreviations for Josephus are: *AgAp*, *Ant*, *JW*, *Life*.

#### Citations, Notes, and References

VI. 1. *NEASB* uses the in-text system of documentation in the text, endnotes, and reference list. References are incorporated, in parentheses, within the body of the article, citing the work by author's last name, year of publication, page, and plate or figure number. There is no space after the colon in figure or plate references. For example, "(Petrie 1934: p1. 14:25)," "(Finkelstein 1995: 213-39; Barkay 1993: 108)," or "(Wright, Schick, and Brown 1989: 345-50)."

2. Papers that are "in preparation" or "forthcoming" should not appear in the list of references. If appropriate, a notation of "personal communication" may be included in the body of the text, e.g., "(L. Herr, personal communication, 1999)." If a paper has been accepted and scheduled for publication, you may indicate that it is "in press" but do not give a publication date; include this type of citation in the list of references. "In press" items should be updated in the galley, if the item has been published since it was submitted in the original article.

3. Page citation should follow the style illustrated here: 100-105, 202-7; but 123-55, 532-85; 324-421. Do not use f., ff. or and passim. This system applies to any citation of numbered items, e.g., p1. 23:12-15; figure 3:11-15; A.D. 330-39; but 1230-1225 B.C.

4. Notes should appear at the end of an article rather than at the bottom of a page. Where endnotes are included, number them sequentially in the text, using superscript numbers. Compile all notes at the

end of the article before the references. Citations within the notes must meet the same requirements as those in the main text.

5. Provide a separate, carefully compiled list of references of all works cited in the article, including those in figure captions. (Do not include publications that may have been used in preparation of the paper but are not cited in it.)

Include the following information, in full:

6. Author(s) of the work, by last name(s) and initials. When more than one work by an author is included, arrange the entries chronologically; for more than one entry by an author in a single year, arrange them alphabetically and modify the year citation with a, b, c, etc., as needed. Up to and including three authors (or editors) should be identified. If there are four or more authors, the work should be listed under the first author, *et al.* Otherwise, all authors (or editors) should be identified. Two authors are separated by a comma; three authors are separated by semicolons.

7. Date of original publication.

8. Title of the work. Do not use quotation marks for article titles. Underline the titles of books and periodicals to indicate italics, observing whether volume numbers in multivolume series are included in the title (*Megiddo II* by Loud; but *Gezer I* (Dever, Lance, and Wright 1970)).

9. Edition quoted. Include original publication information for reprinted and translated works where possible.

10. Festschriften. Note for whom the work was compiled.

11. Editors of collected works, symposia, festschriften, etc.

12. Translator(s) and original language of work. Also include the edition from which the translation was made, and the year of that edition.

13. Series information, in full, if the work is part of one or more series. Series titles are not italicized.

14. Journal title and volume number. Write the complete journal title; do not use abbreviations.

15. Page numbers of articles in journals or books.

16. Publication information, including city, state (if necessary, for example, to distinguish Cambridge, MA, from Cambridge, England), and publisher. If a work is published jointly in the United States and another country, cite the American publisher only. Do

not include the first name of a publisher; e.g., cite Åström, not Paul Åström. Eliminate the words "Press," "and sons," "and company" along with any unnecessary punctuation.

17. Certain common abbreviations may be used instead of the author's last name and date of publication. These should be italicized, e.g., *CAD* for *The Assyrian Dictionary of the Oriental Institute of the University of Chicago*, or *CIS* for *Corpus Inscriptionum Semiticarum*. If such abbreviations are used, the work should be cited in the references under the abbreviation, e.g.:

*KAI* = Donner, H., and Röllig, W.

1971 *Kanaanäische und aramäische Inschriften*. 3rd ed. 3 vols. Wiesbaden: Harrassowitz.

18. For references to classical literature, use the style indicated in *The Chicago Manual of Style*. Although such elements as authors' names, titles of works, and collections of inscriptions, papyri, and ostraca are often abbreviated, *NEASB* prefers that such abbreviations be minimized. Provide a list of abbreviations in a note. The most comprehensive list of classical abbreviations available may be found in the front of the *Oxford Classical Dictionary*, eds. N. G. L. Hammond and H. H. Scullard (2nd ed. Oxford: Clarendon, 1970).

## SAMPLE REFERENCES

### Articles in Journals

Tushingham, A. D.  
1992 New Evidence Bearing on the Two-Winged LMLK Stamp. *Bulletin of the American Schools of Oriental Research* 287: 61-65.

Tsafrir, Y.  
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