

ÉTUDES ET TRAVAUX AUTHOR GUIDELINES

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Études et Travaux (commonly abbreviated EtudTrav) deals with the archaeology of the ancient and early medieval cultures of the Mediterranean Basin, Near East, Arabian Peninsula and North Africa. We invite any scholar willing to share the results of her/his studies in this particular research field to contribute to our journal. Études et Travaux is the scholarly annual of the Institute of Mediterranean and Oriental Cultures of the Polish Academy of Sciences and is indexed by the SCOPUS database and by the European Reference Index for Humanities (ERIH and ERIH PLUS). The journal is edited primarily in print version. However, from volume XXVII onwards, an electronic version is published alongside the printed one.

The papers are assessed by double-blind peer-reviews, conducted by specialists from an independent scholars' reviewing board. Contributions should be in English, French or German. No fee is charged to the Authors for the submission, evaluation, and publication process Each Author will receive a complete copy of the journal and a .pdf version of his contribution.

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DETAILED GUIDELINES FOR MANUSCRIPT PREPARATION

In principle, the length of articles, including all the sections except the abstract, should not exceed 40,000 characters (spaces included). The text should be supplied by email. Ideally, to ensure we follow your concept for the article, the submission should be both in .doc/.docx and .pdf formats. When using special fonts, please supply us with the font files. All acknowledgements (if any) should be given at the end of the article's main text, under a separate heading. The number of illustrations (numbered consistently with their appearance in the text) should not exceed fifteen. Tables are to be included in the figure count, but they have to be numbered independently from the figures. Longer papers or with a higher number of figures/tables could be rejected by the editorial board, although in each case the decision is made separately.

Each article should also contain:

- title and full names of all authors,
- a short abstract in English (max. 1000 characters, spaces included),
- 4-8 keywords in English,
- an English translation of the article's title (should the original text be in a language other than English),
- **the Author's affiliation** (with the official name of the institution, preferably in English), email address and ORCID number,
- acknowledgements (optional),
- a bibliography of all works quoted (for guidelines see below),
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Illustrations should be supplied in an electronic form appropriate for the publication: - colour and greyscale **images** (i.e. photos) – in .jpg or .tif format – 300 (max. 600) dpi; at least in size corresponding to the intended dimensions of the final illustration (as reproduced in the publication)

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REFERENCES IN THE MAIN TEXT

Bibliographical notes should be given in the **footnotes** and follow a **modified Harvard system**. All works quoted in the paper must be included at the end of the work in the form of a bibliography. All works and sources which **cannot be quoted in a modified Harvard system** should be introduced by **abbreviations**, **written in italics**, **and expanded in the bibliography**. **Original source texts** should be quoted in the form of universally recognised abbreviations.

Suggested system of quotation:

- one author: Name date: page(s), figure(s) etc., e.g. Szymańska 2005: 15–19, Figs 3–8, Pls 10–18
- when more than one position is quoted in the same footnote, please separate them with a semicolon, e.g. Szymańska 2005: 15–19; Meyza, Peignard-Giros 2010: 57–60
- one author quoted several times in the same footnote: Name date1: page(s), figure(s) etc.; date2: page(s), figure(s) etc., e.g. Meyza 2010: 57–60, Fig. 5; 2011: Pl. 7
- several works of the same author with the same date: Name date1a: page(s), figure(s) etc.; date1b: page(s), figure(s) etc., e.g. Meyza 2010a: 57–60, Fig. 5; 2010b: Pl. 7
- up to three authors: Name, Name date: page(s), figure(s) etc., e.g. Meyza, Peignard-Giros 2010: 57–60, Fig. 5, Pl. 7
- different authors with the same family name: Name1 Initial(s)1 date: page(s), figure(s) etc.; Name1 Initial(s)2 date: page(s), figure(s) etc., e.g. Arnold Di. 2010: 57–60, Fig. 5; Arnold Do. 2010: Pl. 7
- more than three authors: Name et al. date: page(s), figure(s) etc., e.g. Myśliwiec *et al.* 2004: 15, Pl.
- the editors' names (when no author is mentioned) should be followed with Ed./Eds in brackets Name (Ed.), date: page(s), figure(s) etc.; Name, Name (Eds) date: page(s), figure(s) etc.), e.g. Gawlikowska (Ed.) 2010: 57–60, Fig. 5; Meyza, Peignard-Giros (Eds) 2010: Pl. 7
- paper (e.g. some exhibition catalogues) and electronic publications with no Author or Editor's name as well as translations and/or commentaries of original source texts should be quoted in abbreviated form, expanded in the bibliography: *Abbreviation date*: page(s), figure(s) etc., e.g. *British Museum 1912*: 234; Plin. *Nat. Hist. 1949*: 20
- original source texts should be quoted using universally accepted abbreviations, e.g. Plin., *Nat. Hist.* V, 58

BIBLIOGRAPHY

All works quoted in the paper (with the exception of original source texts) have to be enumerated at the end of the main text in the form of a bibliography. Titles and abbreviations of series, journals, lexica etc. should normally be italicised. These abbreviations should conform to already existing systems, e.g. Lexikon der Ägyptologie, Archäologische Bibliographie, Fasti Archaeologici and « Abréviations des périodiques et collections en usage à l'Institut français d'archéologie orientale, Le Caire 2019 » by B. Mathieu (https://www.ifao.egnet.net/uploads/publications/enligne/IF1216.pdf).

In the Bibliography, all authors/editors of the work should be quoted (also if their number exceeds three names).

A separate short list developing the **abbreviations universally used in the field** concerned, as well as in the present article should be attached at the end of the Bibliography, e.g. for Egyptology: Wb – Erman, A., Grapow, H., Wörterbuch der ägyptischen Sprache, Leipzig-Berlin Urk. – Urkunden des ägyptischen Altertums, Leipzig-Berlin

Suggested system of bibliographical entries:

BOOKS

Szymańska, H. 2005: Terres cuites d'Athribis, MRE 12, Turnhout

ARTICLES IN JOURNALS/PERIODICALS

Carlye, R.M., Allen, A.L., Speece, M.A., El-Werr, A.-K., Link, C.A. 2005: Land Streamer Aided Geophysical Studies at Saqqara, Egypt, *Journal of Environmental and Engineering Geophysics* 10/4, 371–380

ARTICLES IN CONFERENCE ACTS, COMMEMORATION VOLUMES, INDIVIDUAL CHAPTERS IN BOOKS AND ENTRIES IN ENCYCLOPEDIAS & LEXICA

Welc, F., Trzciński, J. 2013: Geology of the site, [in:] Welc, F. et al., Old Kingdom structures between the Step Pyramid complex and the Dry Moat. Part 2: Geology, anthropology, finds, conservation, *Saqqara* V, Ed. Myśliwiec, K., Varsovie, 323–343 Vernus, P. 1975: Athribis, [in:] LÄ I, 519–522

TRANSLATIONS AND/OR COMMENTARIES OF SOURCE TEXTS

Plin. Nat. Hist 1949: Pliny Natural History, Preface and Books 1–2, transl. H. Rackham, *Loeb Classical Library* 330, Cambridge Mass.-London 1949

ELECTRONIC SOURCES

When the Author of an internet source is known, the publication should be quoted according to the rules accepted for paper publications with the URL address and access date (in brackets) added, e.g. Bieliński, P. 2007: Mugheira/Al-Sabiyah 2007. The Kuwaiti-Polish Archaeological Project, PCMA Newsletter 2007, http://www.pcma.uw.edu.pl/pl/newsletterpcma/2007/pre-and-protohistory-in-the-near-east/al-sabiyah-kuwait/ (accessed July 17, 2013)

Every abbreviation of an electronic source requires the URL address and access date (in brackets), e.g. British Museum: http://www.britishmuseum.org (accessed June 28, 2014)

REMAINING

Abbreviation of works and sources which cannot be quoted in a modified Harvard system (as e.g. some exhibition catalogues) have to be expanded in the following way: *Tanis 1987*: Tanis. L'or des pharaons, Paris 1987