CBRL Bulletin Feature guidelines

The *CBRL Bulletin* is an annual in-house publication for members and a wider public to update on the year's activities, achievements and research. It includes summaries of all the CBRL sponsored and affiliated research projects as well as a number of feature length articles on CBRL sponsored or affiliated projects that cover the breadth of our eight research themes. The Bulletin will be printed and available for CBRL members and a general public at events and in our institutes. An electronic version of the Bulletin will be distributed widely.

The aim of CBRL's Bulletin is to:
- Showcase the impact and achievements of CBRL through its research, activities, publications and partnerships.
- Promote the breadth of CBRL funded and supported research.
- Advance public knowledge of the Levant.
- Encourage partnership, support, sponsorship and patronage of CBRL.

Audience
The Bulletin's audience is largely made up of CBRL members, most of whom are academics working in or on the Levant in subjects across the full range of the humanities and social sciences. We are also actively promoting the work of CBRL to a wider public and the Bulletin should interest the non-academic reader who values the insight and high-quality research featured.

Submission guidelines
- **Please send feature article submissions to**: cbrladmin@britac.ac.uk.
- Please submit at least one (preferably 3 – 5) **high-res eye-catching image as .jpg files**. Please provide **full caption and where relevant, copyright information** to accompany the image. If an image relates to a specific part of the text, please indicate this.
- Upon submission of your piece, a CBRL staff member or trustee with related subject knowledge will review your piece and should any significant edits be required, will liaise directly with you. We kindly ask that any edits be made within one week of receipt to avoid delaying the production of the Bulletin.
- By sending your feature article to us, we understand that you give us permission to post it after editorial assessment.
- The final inclusion of reports/articles and associated images in the Bulletin is at the discretion of the CBRL staff.

Length and format
- Feature articles should be **between 1,500 – 1,800 words maximum**. We are looking for **engaging writing with an economy of word usage**. CBRL reserves the right to make cuts or additions as necessary.
- The article should be sent in **Word**.
- Please include a **short biographical note** (maximum 70 words).
- The Bulletin is not a journal and we ask that you **do not use footnotes and endnotes should be avoided**. If you feel the need to include **bibliographic references, please keep these to a minimum** (maximum of six bibliographic references).

Audience
The Bulletin's audience is largely made up of CBRL members, most of whom are academics working in or on the Levant in subjects across the breadth of the humanities or social sciences. **Articles should be written in an accessible style suitable for an interested general readership**. It is our

intention that the Bulletin is also read by an informed non-academic public who value the insight and high-quality research featured in the Bulletin.

Language
- All technical terms should be clearly explained, and all acronyms must be spelled out the first time used, e.g. Early Bronze Age (EBA).
- Avoid the use of technical jargon. If the lay reader cannot understand the term, don't use it!
- Use a **first-person and write in the active** (rather than a passive) voice.
- Use **simple (but not simplistic) language**.
- **Avoid jargon and clichés.**

Style
- A feature article is written using **storytelling techniques** that **grab the reader's attention instead of simply providing dry facts.**
- **Keep your audience in mind** – see note on audience above.
- A feature article **provides information/a story from a unique angle**.
- Feature articles should be **original** and demonstrate **'on the ground'** experience. All **views expressed are those of the author**.
- Feature articles should be **evidence-based** – please provide links to citations for reference where necessary (up to a maximum of six references).
- **Don't include all your research material** – the best features only make use of material that is **interesting and relevant.**
- **Style and context matter**, articles are generally **shorter and more to the point**.
- Try and **focus on one question/argument only**.
- The **structure of a piece is as important as the content** and it is useful to think about a clear structure at every stage of the writing process.
- Using **subheadings and bullet points** can be a good way to improve the readability of a piece.

Structure
- **Sentences should be short**. It's fine to have an occasional long sentence, but you want to make your article as easy to read as possible. **Keep paragraphs short**.
- Write your feature article as a **standalone piece**, even if it summarises material in a longer paper or journal post. Present all of your argument and evidence within the text and avoid relying too heavily on information contained in external sources.
- Include the use of **questions, drama, emotion, quotations, descriptions in the introduction** to hook the reader in.
- The **body of the article** needs to **keep any promises or answer any questions** raised in the introduction.
- The **conclusion should be written to help the reader remember the story**.

Heading
- **A good heading** will often define whether anyone actually reads your article
- Choose a **short and engaging title**.
- **Questions and statements** usually work best.

Detailed text formatting: Please note the following formatting guidelines.

Numbers Spell out numbers one to nine; express all numbers greater than nine with Arabic numerals. Spell out 'million' or 'billion', numbers that begin sentences, and those used in a general sense in the narrative, e.g. 'many hundreds of artefacts'.

For dates and times: 18th Dynasty; 16th-century pottery (hyphenated); 1990s; 1978-79; 333 BC, 85-135 AD (no periods in BC or AD); spell out all ordinal numbers (the fourth season, not 4th).

Spelling British rather than American spelling should be used. Also, and where appropriate, the ending 'ize' rather than 'ise' should be used, for example criticize, rather than criticise.

Measurements Distance, area, volume and weight should be expressed in metric units and abbreviations should not have full stops, thus: 5 m; 10 km; 15 ha; use 200 sq m (not 200 m2). Any unusual symbols should be explained clearly in the left margin.

Historical dates must be written as BC/AD. Levant does not use BCE or CE.

Radiocarbon dates Radiocarbon determinations should be cited in full, with laboratory reference, age determination in 14C years BP (Before Present, i.e. AD 1950), and 1-sigma (68.2%) measurement error estimate (e.g. OxA-1083, 4370 ± 90 BP). *Uncalibrated dates*: In a radiocarbon context, BP is understood as a symbol meaning precisely 'conventional radiocarbon years before AD 1950'.

Ordinarily, then, uncalibrated radiocarbon dates are reported in a form of this type: UtC-2020: 3510 ± 60 BP. Thousands of years BP may be abbreviated using the form ka BP. For example: 'these developments are usually placed between 11 and 10 ka BP'.

Calibrated dates cal BP/ cal BD/ cal AD: The symbol cal is used to express calibrated radiocarbon ages, with 'cal' understood as 'calibrated', not 'calendar'. A 'calendar age' is an absolute date, while a 'calibrated date' is an estimate based on statistical probability, and is therefore properly expressed as one or more ranges of calendar years, accompanied by the appropriate confidence level; contributors should be aware that the normal expectation is that dates will be expressed at 2 standard deviations (2s). For example, 'sample of linen fabric dated to 780 ± 40 BP, or cal AD 1210-1321 (2s)'. Calibrated dates should always cite the specific calibration curve, and the name and version number of the computer program used to obtain the estimate.

Punctuation When expressing the possessive form of proper names ending in s add 's, e.g. Hess's report or Robins's programme.

Quotations Quotes should be enclosed in single quotation marks, double quotation marks being used only for quotes within a quotation.

Abbreviations Try to avoid wherever possible. Abbreviations should end with a full-stop, but contractions should not (eg ed.; but edn, Dr,); Levant does not use a full-stop after (eds) in bibliographies. Common abbreviations, such as BC, AD, PhD, UK, should not be punctuated.

Repeated Use When a term such as a time period or artefact type is used frequently within the text, the full spelling should be given for the first use of the term followed by an abbreviation in parentheses that is used subsequently. Examples: Early Bronze Age (EBA), Coarse Ware (CW).

Transliteration into Roman script of names and words in oriental languages: Arabic and other words in common English usage (e.g. wadi, Amman) should be kept in the conventional English form, but names etc. in Arabic should normally conform to the system outlined **here**, omitting the diacritical marks. The definite article should not be assimilated before linguals, e.g. *al-shams* rather than *ash-*

shams. Only when **necessary** (in epigraphic studies etc.) should Arabic transliteration with diacritical marks be used. Well-known sites can be referred to by their 'common' names (e.g. Megiddo).

Italics and Accents Italicize non-English words (including *et al*.), but do not do this for common abbreviations such as e.g. or etc.

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