

## Instructions for Authors

The CBRL publishes scholarly monographs relating to the archaeology, history and culture of the countries of the Levant and its immediate neighbours. The CBRL Monograph Series has recently moved from Oxbow Books to its own in-house, online, open access format, distributed and promoted through our institutional and individual membership and through online cross-publisher citation cooperatives such as Crossref and Scopus (a full list of our distribution and promotion activities is available on request). Our online monograph series is available to read, or to download at point of publication free of charge. Current monographs are available through a link on our [website](#), or direct from the Archaeology Data Service.

Authors and editors intending to submit a volume for consideration for publication by the CBRL are encouraged to contact the [Chair of Publications](#) in advance to discuss the suitability of their potential submission.

## Book Proposal

Authors should submit a detailed 'book proposal' with a comprehensive research rationale. The book proposal must include:

1. Title
2. Names of Authors/Editors
3. Names of Contributors
4. Estimated submission date
5. Outline Research Rationale

In approximately 500 words you should outline the research rationale for your book. This should be expressed in terms of 1) the background for the research, 2) why this particular book needs to be written and published and why now, 3) why you/your team are the right team to write this book, 4) how this book will contribute and advance current scholarship in the field.

6. Chapter Outline:

In addition to the research rationale there should be a detailed chapter outline. Each chapter and its focus should be summarised in relation to the research rationale. The aims and objectives of each chapter should be detailed.

The CBRL Publications Committee will consider each submission individually. The CBRL expects that authors/editors will pay a subvention to cover the cost of the production of the monograph. This includes the cost of typesetting which will be done 'in house' by the CBRL. Costs can also include copyediting and indexing, which can be provided by the CBRL if requested and will also include a small contribution toward the provision of a DOI. Because our monographs are free to download **any printing will be exclusively 'on demand' from the online version of the monograph.** The copyright of the monograph remains with the CBRL. **The author/editor will not print or distribute any copies of the monograph for profit.** The cost of production will be agreed between the CBRL and the

author/editor prior to production of the monograph and included in the publication contract.

### **Copy editing**

Copyediting and indexing will ordinarily be the responsibility of the authors/editors (however the CBRL can provide these services for a fee if requested). The CBRL will check the text but will not undertake a full copy edit. The CBRL will check for consistency of style and punctuation, the CBRL will not check that all references are included in bibliographies etc. If we consider a text to be unfit for publication it will be returned. In the event that copy supplied by an author requires additional work to bring it up to publishable standard, the cost of this work will be charged to the author, at a price set by CBRL.

### **Peer review**

All monographs for publication by the CBRL will be anonymously peer reviewed as a single entity and not as individual papers (in a conference proceedings for example). Peer reviews are taken seriously by the CBRL and a monograph may be turned down for publication if it is deemed unsuitable.

### **Copyright of images**

It is the author/editor's responsibility to ensure that all copyright permissions have been gained for images, tables, maps, line drawings, etc. Authors must cite the copyright for illustrations where necessary, either in the captions, in the list of illustrations or in the acknowledgments section.

### **Layout and typesetting**

Books published by CBRL online, open access, will be available for print on demand and therefore will require print formatting guidelines. All manuscripts should be complete and include **all** of their chapters, contributions, illustrations and references. For print on demand, text should be submitted in 12-point Times New Roman, double-spaced, left-justified, with a margin of at least 2.5 cm on all sides.

Print on demand will be in 'A4' format.

For A4 the overall page size will be 297 x 210 mm (= 11.7 by 8.2 inches). When typeset the pages will be laid out in two columns; the text will be set in columns, the illustrations can be in one column or both. The text area, which is the maximum area for illustrations, is 240 mm (= 9.5 inches) high by 172 mm (= 6.75 inches) wide. This makes **NO ALLOWANCE** for figure captions. In general allow 10 mm (0.4 inches) for a one line caption.

A book is easier to read and to handle if all the pictures are arranged to be viewed upright - portrait - and this is our preferred style; and we will fit them in this way if we can.

## Submission

Submission is via WeTransfer or Dropbox to the Monographs Editor.

## Style Guide

1. Submissions *must* be written in English.
2. Works written by authors whose first language is not English must be proof read and corrected by a native English speaker prior to submission.
3. Text should be in the British system of spelling (for example 'colour' rather than 'color' and 'artefact' rather than 'artifact').
4. The British standard rather than the British Oxford system of spelling should be used (for example 'organise' rather than 'organize').
5. Abbreviations should be avoided wherever possible, except for 'Dr', 'ed.', 'eds', 'fig.', 'figs', 'pl.', 'pls', 'tr.' (translated by), etc, eg. Truncations should be followed by a dot (for example Prof.) shortenings should not (for example Dr)
6. Oxford commas should be avoided (thus, 'Greek, Roman and Byzantine' rather than 'Greek, Roman, and Byzantine').
7. Latin abbreviations should be italicised ('*cf.*', '*et al.*', '*ca.*').
8. Dates 'AD', 'BC', 'BCE', 'BP', 'bp', there should be no dots.
9. Runs of years should be 480-425 BC or AD 527-565.
10. The 5th century and the compound adjective, 5th-century architecture, which should be hyphenated
11. There should be no superscripts for 1st, 3rd, or 5th.
12. Cultural periods should be capitalised (for example 'Late Bronze Age', 'Classical').
13. Numbers one to ten should be spelled out in full except when preceding a unit (for example, '2 mm').
14. Numbers above ten should be written as numerals (for example '11th century AD'), except at the beginning of a sentence.
15. Runs of numbers should be expressed 48-49, 148-49, 1148-49.
16. Abbreviations for distance, volume are as follows, 'm' for metre 'cm' for centimetre 'mm' for millimetre 'km' for kilometer, 'ha' for Hectare 'l' for litre. There should be a space between the number and the metric eg, 1 mm, 200 km and no dot after an abbreviation.
17. Cardinal points. There should be no initial capital letter and abbreviations should be avoided, along with hyphens (for example 'southwest' not 'Southwest' or 'SW' or 'south-west').
18. Where necessary square brackets should be used inside round brackets.
19. Use of italics should be kept to a minimum. Italics should be used for emphasis of isolated words or phrases. Italics should be used for non-English terms not in common use (*terra nullius*, *in situ*, *terminus post quem*) but not for familiar terms (polis, ergo).
20. Transliteration: Latin forms of common names should normally be used (for example, 'Ephesus' rather than 'Ephesos'). Arabic spelling should use 'ay' not 'ei'. When diacritical markers come at the beginning of a word they should be used (eg, <sup>◌</sup>Ain).

Diacritical markers in the middle of a word are not essential unless the meaning of the word is compromised or they are essential for clarity.

21. Quotations: For short quotes use a single quotation mark ( ' ) within normal text. For quotes within quotes, use double quotation marks ( “ ).
22. Paragraph breaks should be inserted for quotes of more than four lines of typescript.
23. Footnotes: The use of footnotes should be avoided.
24. Hierarchy of headings should be consistent throughout the monograph.

## References

1. The Harvard system should be used. Avoid using 'pp' and 'ff' within text.
2. Citations in text: Single-author reference: (Gough 1954, 201-205, fig. 3, pls 16-18)
3. Two-author reference: (Solin and Salomies 1994, 113-124)
4. Three-author (or more) reference: (Coulton *et al.* 1988, 13-15)
5. Several citations in text place in alphabetical order: (Coulton *et al.* 1988, 13-15; Gough 1954, 201-05, fig. 3, pls 16-18; Solin and Salomies 1994, 113-124)
6. Personal communication reference: (Stephen Mitchell, *personal communication*).
7. Citations for ancient and later historical authors should not be abbreviated.
8. Arabic numbers should be used for book/chapter/ine references.
9. Where necessary, the edition used should be specified in the bibliography.
10. Citation in text: Procopius *Historia arcana* 30.8-11.
11. References to standard corpora may use accepted abbreviations, in which case the full citation should be given in the bibliography.
12. Citations in text: CIL 8.12296; SEG 28.1218; IG II2 2326, IG XII.3 333; LGPN 13.535.  
Page numbers should not be used for cross-referencing. Any cross-referencing must be by section name or indicated merely by 'above' or 'below'.

## Bibliography

1. The bibliography should contain only those works referred to in the text.
2. Entries should be organised by author surname in English alphabetic order (C/Ç, I/İ, O/Ö, S/Ş, U/Ü should be integrated).
3. Book titles in English should use traditional capitalisation rules. For other languages, the conventions normal to each language should be followed.
4. Article titles in English should include initial capital letters for proper nouns only. For other languages, the conventions normal to each language should be followed. Include the names of all authors (i.e., do not use 'et al.' in the bibliography).
5. Do not use abbreviations for journal titles; use Arabic numerals for volume numbers. Include place of publication and publisher.
6. Do not include US states, unless there is a serious risk of confusion, in which case use the two-letter postal code (i.e. 'Cambridge MA').

7. Use English spellings for place-names (for example 'Munich' rather than 'München', 'Izmir' rather than 'İzmir').

- Burl, A. 2000. *The Stone Circles of Britain, Ireland and Brittany*. New Haven and London: Yale University Press.
- Brooks, N., Clarke, J., Garfi, S. and Pirie, A. 2009. The archaeology of Western Sahara. Results of environmental and archaeological reconnaissance. *Antiquity* 83, 918-934.
- Cremaschi, M. 2002. Late Pleistocene and Holocene climatic changes in the central Sahara. The case study of the southwestern Fezzan, Libya. Pp. 65-81 in F. A. Hassan (ed.) *Droughts, Food and Culture: Ecological Change and Food Security in Africa's Later Prehistory*. New York: Kluwer.
- di Lernia, S., Bertolani, G. B., Castelli, R., Merighi, F. and Palombini, A. 2002a. A regional perspective: the surveys. Pp. 25-68 in S. di Lernia and G. Manzi (eds) *Sand, Stones and Bones. The Archaeology of Death in the Wadi Tannezuft Valley (5000-2000 BP)*. Arid Zone Archaeology Monographs 3. Firenze: All'Insegna del Giglio.
- Fujii, S., Adachi, T., Yamafuji, M. and Nagaya, K. 2016a. Khashm al-'Arfa: an Early Neolithic encampment in the eastern Jafr basin, southern Jordan. *Annual of the Department of Antiquities of Jordan* 58, 567-584.
- Gauthier, Y. and Gauthier, C. 1998. Quelques monuments du Messak (Fezzân, Libye). *Sahara* 10, 134-136.
- Jones, A. and MacGregor, G. 2002. *Colouring the Past: The Significance of Colour in Archaeological Research*. London: Berg.
- Kröpelin S., Verschuren D., Lézine A.-M., Eggermont H., Cocquyt C., Francus P., Cazet J.-P., Fagot M., Rumes B., Russell J. M., Darius F., Conley D. J., Schuster M., Suchodoletz H. and Engstrom D. R. 2008. Climate-driven ecosystem succession in the Sahara: The past 6000 years. *Science* 320, 765-768.
- Lancaster, W. and Lancaster, F. 1999. *People, land and water in the Arab Middle East: environments and landscapes in the Bilâd ash-Shâm*. Amsterdam: Harwood Academic Publishers.

### **Figures and tables**

1. Each figure and table must be submitted as an individual file and clearly identified by the author's surname and the figure / table number.
2. Figures should be presented in a continuous sequence (i.e., not divided into 'figures' and 'plates') with reference made in the text to each illustration.
3. Tables should be presented as a separate continuous sequence with reference made in the text to each table.
4. Each figure / table must have a caption which should include the source, and, where applicable, acknowledgement of permission having been granted by the copyright holder to reproduce the image/table.

5. In the two-column layout of CBRL publications, figures and tables can most conveniently occupy one column width (8.1cm) or the full-page width (16.7cm).
6. The maximum print area per page (including caption) is 16.7cm by 24.3cm.
7. Either landscape or portrait orientation may be used for whole-page illustrations but the CBRL would advise portrait wherever possible.
8. Where possible, similar items should be presented at the same scale (for example, 1/3 life-size for pots).
9. All maps and plans must include a north arrow and a scale, and images of objects must include a scale.
10. The spellings used on figures (e.g. for place-names) must be consistent with spellings used in the text of the article.
11. Tables should be presented as Word or Excel files.
12. TIFF is our preferred format for scanned images. Scanned photos and slides should be at least 300 dpi. Scanned b/w line artwork should be at 600 dpi. Scanned mixed line and tone illustrations should be at 600 dpi.
13. Do not use JPEG, GIF, Powerpoint, Images less than 300 dpi, WMF.
14. Microsoft Word is preferred for text.