Instructions for Authors – Feature Articles

***Bulletin of the Council for British Research in the Levant* (*CBRL Bulletin*)**

The *Bulletin of the Council for British Research in the Levant* (*CBRL Bulletin*) is the annual document of record of the CBRL, the British Academy-sponsored society for research into the humanities and social sciences in the Levant based in London, with research centres in the region. The *CBRL Bulletin* is devoted to providing stimulating articles on current CBRL-funded and affiliated research projects, and includes feature articles and short research reports.

SUBMISSION

Feature articles should be sent directly to the CBRL Bulletin Editor (director@bi-amman.org.uk) unless otherwise advised. The deadline for feature articles is normally **31 May**. However, feature article authors are advised to contact the Editor directly regarding their submission date. Large digital images accompanying research reports should be sent via a web-based digital content delivery service (e.g. Dropbox, Skydrive, Google Drive, etc). Please do not send large reports images via email unless specifically asked to do so.

The final inclusion of reports/articles and associated images in the *Bulletin* is at the discretion of the Editor.

TEXT

1. **Contributions for the *CBRL Bulletin* should be written in an engaging and accessible style suitable for a general readership.** Please do not assume that you are writing for an informed readership. 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! Do include links to web pages if appropriate (e.g. excavation web sites, author information links, etc.)
2. Text for all contributions must be in MS Word using a 12 pt Times New Roman font, with standard 1 inch margins, double-spaced and no indentions at the beginning of each paragraph. There are only three formats that will be allowed—doc, docx, and pdf. The latter should only be used if special text such as Arabic letters are used. Please do not use any word processing programs other than MS Word. These include, but are not limited to: Open Office, Pages, etc.
3. Feature articles should be from **2,500 words to a maximum of 3,000 words**. We are looking for an economy of word usage, but hope for engaging writing. Articles can often be effectively written with fewer words. **The Editor reserves the right to make cuts or additions as necessary**.
4. Please use the following format example for the **heading**, **abstract** and **keywords** of your article. Your **email address** must be included.

   Women's Political Participation in Jordan: The Experiences of Female Candidates in the 2010 Parliamentary Elections
   Marta Pietrobelli (Centre for Gender Studies, SOAS); e-mail: marta.pietrobelli@soas.ac.uk

   Please provide a short abstract …

   Keywords: … up to a maximum of 5
5. You are allowed up to **a maximum of ten bibliographic references** in your *CBRL Bulletin* feature article**. The CBRL Bulletin DOES NOT USE FOOTNOTES AND ENDNOTES SHOULD BE AVOIDED.**
6. Authors should provide a short bibliographic note about themselves and any co-authors under the heading: **Notes on Contributor(s)** to be published at the end of the article after the acknowledgements.

Please note the following instructions used for *Levant* as a formatting guideline. The full text can be found at: http://www.maney.co.uk/index.php/journals/lev/

Detailed text formatting

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.

ILLUSTRATIONS

1. Authors are requested to supply at least two to three illustration with each feature article. Authors may submit as many illustrations as considered appropriate, although final inclusion is at the discretion of the Editor.
2. **Illustrations should not be integrated in the text or in any kind of Word document, but supplied as separate image files**. Please supply a **separate sheet/word doc** with captions for each picture in addition to the separate image file(s).
3. The *CBRL Bulletin* is produced in full colour in print and online Digital photographs should be provided in JPEG format only, and the highest resolution/dpi possible. Line drawings can be supplied in Adobe Illustrator format or, if using scanned images, black and white line drawings should be BITMAP images in TIF format at no less than 800 dpi (ideally 1200 dpi for fine line drawings). Composite drawings, e.g. a drawing incorporating text, line drawings and photographs, should be a minimum of 600 dpi at printed size.
4. Label digital image files with the lead author's name and with a number, e.g. Pietrobelli1.jpg, Pietrobelli 2.jpg, Pietrobelli 3.jpg, etc.
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