

Instructions for Contributors

Near East Archaeological Society Bulletin
Revised 2018

When submitting your work to the NEAS bulletin for publication, please follow the instructions. The bulletin's style authorities include the current edition of *The Chicago Manual of Style* (currently 17th ed.) supplemented with *The SBL Handbook of Style* (currently 2nd ed.).

Article Submissions

Normal length: 3,000–9,000 words. Preliminary excavation reports may receive extra space. Endnotes permissible; substantive endnotes discouraged (*CMS* §14.56–58). Include an abstract (90–150 words) and a list of keywords (4–8 terms). For guidance, see “Help Readers Find Your Article” by Sage Publishing (<https://us.sagepub.com/en-us/nam/help-readers-find-your-article>). Also include a biographical sketch (1–2 sentences).

Book Reviews

Normal length: 800–1,300 words. The bulletin reviews books released within two years, ideally. The review should include the bibliographical entry, a concise introduction to the book's author, a summary and evaluation of the book's contents, and reviewer information (name, institutional affiliation, city and state). For guidance on the contents of a review, consult a guidebook, such as Vyhmeister and Robertson's *Quality Research Papers* (Zondervan, 2014, pp. 66–71).

Tables and Figures

See *CMS* (§3). Table captions take a different numbering system than figure labels. Each illustration must be referred to by its number in the running text, whether directly or parenthetically (§3.50). Please employ sentence-style capitalization for the table captions and figure labels. For credit lines, follow §§3.29–37. Authors secure necessary permissions (§4).

Punctuation

See *CMS* §6. Employ the en dash rather than the hyphen between inclusive numerals (1–3 rather than 1-3), but preserve the original hyphenation of a book title or article title.

Spelling and Capitalization

Use American spelling rather than British spelling. The preferred dictionary is *Webster's Third New International Dictionary* (<https://www.merriam-webster.com/>). Use down-style capitalization (rather than up style) for the running text. Prior to submission, please read the list of examples in the *SBL Handbook* and conform your spellings and capitalizations (§4.3.6). For archaeological site names, favor the *SBL Handbook* §§4.3.3.3–4. Examples of capitalization: Area C, Locus 8, Phase 7.

Numbers and Numerals

As a general rule, spell out single-digit numbers, otherwise use numerals (*CMS* §9.3). But, use numerals in technical contexts (4 km, 9 ha). Numerals never begin a sentence, so spell them out, or recast the sentence (§9.5).

Abbreviations

Please abbreviate the following items: (a) Bible books and other ancient texts, when they appear in parentheses or endnotes, per §8.3 of the *SBL Handbook* (e.g., 2 Kgs 2:11, 14; 3:1–2; 1 Chr 5:5); (b) inclusive numbers (*CMS* §9.61); (c) measurements, in technical contexts (*CMS* §10.49), such as 4 km and 9 ha; and (d) archaeological ages, if they include a subdivision (EB I, MB IIA).

Do not abbreviate the following items: (a) inclusive years (AD 132–135); (b) archaeological ages, if they lack a subdivision (Middle Bronze Age, but MB II); (c) Iron Age (not IA); and (d) points of the compass (north, southwest).

Transliterations, Transcriptions, and Fonts

Follow the *SBL Handbook* §5. Set all type in a Unicode font, such as SBL BibLit (https://www.sbl-site.org/educational/BiblicalFonts_SBLBibLit.aspx). For transliterations of Unicode Greek, Hebrew, and other languages, try the online transliteration tool by Logos Bible Software (transliterate.com).

Documentation of Sources

If you cite sources in your book review, please exclude a reference list and endnotes. Instead, place the citation in parentheses within the running text. For examples, see *CMS* §§13.64–72 or the most recent edition of the bulletin.

When citing sources in an article, employ the author-date style (*CMS* §15). Please note the style of a text citation (e.g., Grayson 1996, 15). In-text string citations of four or more entries should be relegated to an endnote so they don't impede the flow. Avoid "ibid." In its place, give the author's surname (§14.34).

In a reference list, each entry must correspond to an in-text citation by name and date. As a rule, please supply (and use) the most recent edition of a book. Spell the author's name as it appears on the title page, per *CMS* §15.12. Spell the series and journal names fully, as listed in the *SBL Handbook* §8.4. Give the publisher names and locations as listed in the *SBL Handbook* §6.1.4.1. For non-English titles, please provide the title in its original language, followed by an English translation, capitalized sentence-style, in brackets (*CMS* §14.99). See the following examples or the most recent issue of the bulletin.

Aristotle. 1970. *The History of Animals*. Translated by A. L. Peck. Vol. 2, *Books 4–6*. Loeb Classical Library 438. Cambridge: Harvard University Press.

Hellwing, Shlomo, Moshe Sade, and Vered Kishon. 1993. "Faunal Remains." In *Shiloh: The Archaeology of a Biblical Site*. By Israel Finkelstein, Shlomo Bunimovitz, and Zvi Lederman, with contributions by Baruch Brandl et al. Edited by Israel Finkelstein, 309–50. Tel Aviv University Sonia and Marco Nadler Institute of Archaeology Monograph Series 10. Tel Aviv: Tel Aviv University Press.

Rappaport, Uriel. 2004. ספר מקבים א: מבוא תרגום ופירוש [The first book of Maccabees: An introduction, translation, and interpretation]. Jerusalem: Ben-Zvi.

Snyder, Frankie, Gabriel Barkay, and Zachi Dvira. 2016. "What the Temple Mount Floor Looked Like." *Biblical Archaeology Review* 42, no. 6 (November/December): 56–59.

Watson, C. M., trans. 1913. "Commemoratorium de Casis Dei vel Monasteriis" [A survey of churches and monasteries]. *Palestine Exploration Fund Quarterly Statement* 45, no. 1 (January): 23–33.