

Near East Archaeological Society Bulletin

Revised September 2017

Editorial Policy

The *Near East Archaeological Society Bulletin* is the scholarly journal of the Near East Archaeological Society. The bulletin publishes peer-reviewed articles, review articles, and critical notes in the areas of archaeology, anthropology, art, epigraphy, literature, philology, and the history of antiquity through the Islamic periods. The bulletin favors preliminary excavation reports and submissions that relate archaeology to the Bible. It also prints articles that assess the current state of scholarship in a field, or resolve methodological problems of excavation or other research. The book review editor handles the books for review. Unsolicited reviews are normally not accepted.

Manuscript Submission Guidelines

When you submit your work for publication, please abide by the following directives.

Article Submissions

Articles should normally be 4,000–10,000 words. Preliminary excavation reports may receive extra space. Be sure to include an abstract (90–140 words) and a list of keywords (4 to 6 terms). See “Help Readers Find Your Article” at <https://us.sagepub.com/en-us/nam/help-readers-find-your-article>.

Book Reviews

The normal length of a review is 800–1,300 words. Usually the book in review should be released within the past two years. The review should include the following elements: bibliographical entry, author information, summary, evaluation, and reviewer information. For the reviews, please exclude reference lists and footnotes. Instead, use an in-text parenthetical citation. For guidance on the contents of a review, consult a guidebook (e.g., Vyhmeister and Robertson, *Quality Research Papers*, Zondervan, 2014, pp. 66–71).

Style Authorities

The Chicago Manual of Style (17th ed.) supplemented with *The SBL Handbook of Style* (2nd ed.).

Tables and Figures

See *CMS* (§3). Use high resolution photos (600 dpi) and line art (1,000–1,200 dpi). 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 (*CMS* §3.50). Please employ sentence-style capitalization for the table captions and figure labels. For credit lines, follow *CMS* (§§3.29–37). Authors secure necessary permissions (cf. *CMS* §4).

Punctuation

See *CMS* (§6). For ellipses, use the three and four dot method, with fixed spaces between dots (*CMS* §§13.50–56). 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 spellings and capitalizations (§4.3.6). For archaeological site names, follow the *SBL Handbook* (§§4.3.3.3–4). Capitalization examples: Stratum VIII, Area C, Locus 8, Phase 7.

Numbers and Numerals

As a general rule, spell out single-digit numbers, otherwise use numerals (*CMS* §9.3). An exception is this: use

numerals in technical contexts (4 km, 9 ha). Numerals never begin a sentence (*CMS* §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; (d) archaeological ages, if they include a subdivision (EB I, MB IIA); and (e) OT, NT, LXX, MT, AD, BC, BCE (omit dots, but retain dots if they are used in titles or quotes).

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

Measurements

Use the metric system (e.g., 4 km, 0.4 m).

Special Fonts

Use the SBL Hebrew and Greek fonts.

Transliterations and Transcriptions

See the *SBL Handbook* (§5). Use the academic style for Hebrew (§5.1.1).

Documentation of Sources

Employ the author-date style (*CMS* §15). Please note the style of a text citation (e.g., Grayson 1996, 15). String citations of four or more entries should be relegated to an endnote. Never use “*ibid*” but in its place use the author’s surname (*CMS* §14.34). Substantive endnotes are permissible, but they should be brief and infrequent (*CMS* §14.56–58).

In the reference list, each entry must correspond to an in-text citation by name and date. As a rule, list (and use) the most recent edition of a book. Spell the author’s name as it appears on the title page (*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). Note a few examples of reference list entries:

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.

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.