

Hieratic Studies Online (HSO) – Authors’ Instructions

How to submit?

Languages: Submissions should be written in English, German, or French. Please let your manuscript be checked by a native-speaker if the chosen language is not your mother-tongue.

Summary, keywords, email-address: Please add an English abstract at the beginning (maximum 1000 characters incl. spaces), and choose up to ten keywords which can also be found in the keyword index of OEB. We may modify abstracts and keywords if necessary. Please also supply an email address which will be published with the article, so that readers can contact the author(s).

Contact details: Send your submissions or any queries to hso@uni-mainz.de and include full contact details (postal, telephone, mobile) so that we can contact you with queries about your article. Of course contact details are treated with respect and will not be published nor made accessible online.

Format: Please send your submission to us by email as a Word (*.docx) document (other formats may be possible after approval – we also provide a LaTeX template on request) as well as in form of a PDF file. We ask that you send all included images as separate files (see below) via a web-hosted service for transferring large files. If any content needs to be arranged in a specific format, such as a complex table or chart, please send a pdf of how the chart should look, so that we can ensure material is not lost during migration between formats.

It is your responsibility to check whether your files are intact and not corrupted or infected with viruses.

The reviewing process: Your paper will be peer-reviewed by international colleagues who are experts in the field. If your paper is accepted with some minor changes or additions, you will have to make the changes outlined in the verdict, and we will inform you of the likely publication date.

How to format your paper?

Text format

- Please use **Times New Roman** or **Garamond** 11p. for the main text and 9p. for footnotes.
- Please **do not hyphenate** your text; emphasize only using *italics*.
- Please indicate the level of your headings as follows (max. 3 level):
 - <0> Title of the article
 - <1> First level
 - <2> Second level
 - <3> Third Level

- Please **do not format tables with tabs or spaces**. Use real table environments instead and provide tables with a **correct header** where each column has a name. Add a **caption for each table**.
- Please add a **list of captions** (including figures) at the end of your document. Provide **appropriate copyright resp. licensing information**, both for your own images and for images from other sources. When selecting images, please note that it is planned to publish your paper open-access under a free licence.
- Put the footnote number behind the full stop resp. comma, if not referring to a single word or part of a sentence.
- Please put citations of original text passages in quotations marks.
- Please *italicise* Latin or other foreign language words: *quasi, editio princeps, sic, recto, verso, kitāb*, etc.
- French É is to be written with accent, also in abbreviations: Égypte, RdÉ, CdÉ, BdÉ, ÉAO, ASAE

Images and Figures

- We kindly ask you not to use Word to create figures.
- For a smooth typesetting process, please **do not include your figures** within the Word document (except hieroglyphs, see below). The placement of a figure should be indicated by callouts at a relevant place in your manuscript:
 - [Insert Figure 1]
- Please **refer to the figures** in your text:
 - For example: “... (see fig. 1)” or similar references
- Where possible, line, greyscale or colour images should be **supplied as TIFF files** with a **minimum resolution of 300 dpi** (better more!) at the final publication size. JPEGs can be accepted if of sufficient quality and resolution.
- It is also possible to submit figures as **vector graphics** (Adobe Illustrator, EPS, SVG, or PDF files).
- Small extractions (snippets) of images can be integrated into the text lines. However, we would like to point out that the images are rescaled to line-height during typesetting.

Diacritics

It is recommended, that any **Egyptological transcription** is encoded with **Unicode characters**. To convert traditional coding systems to Unicode, please use the online-tool by Alexander Ilin-Tomich:

<https://pnm.uni-mainz.de/tools/unicode/>.

To display the Egyptological characters, you can install a font like **Gentium**

(<https://software.sil.org/gentium/download/>) or **Charis** (<https://software.sil.org/charis/download/>).

If you need any help, please do not hesitate to contact us.

Hieroglyphs

Please use hieroglyphs generated by JSesh (<http://jsesh.qenherkhopeshef.org/>) or Visual Glyph (<https://aegyptologie.unibas.ch/werkzeuge/visualglyph-for-pc/>). Please send us the hieroglyphs as individual files.

Please write the hieroglyphs in the original direction whenever possible. If not possible, please indicate the original direction of the hieroglyphs.

Bibliography

For bibliographic references within your text and for the bibliography you can choose a common system as long as it is applied consistently. Please choose a format that allows bibliographic objects to be identified without doubt. We recommend you to use the author-date system (without brackets) of the Chicago Manual of Style (https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html). The advantage of this widely used system is that it is included in most literature management programs.

Please place your citations within footnotes – do not use inline citations. Please do not use “&” for multiple authors – use “and” instead.

Abbreviations of sources

- Gardiner, Sign-list N35 (not: N 35) / N35
- Please use systematic abbreviations:
 - oDeM / O. DeM = Ostrakon Deir el-Medineh
 - oIFAO / O. IFAO = Ostrakon Institut Français d’Archéologie Orientale du Caire
 - pLondon BM EA 9900 / P. London BM EA 9900= Papyrus London British Museum Egyptian Antiquities 9900
 - mBoston MFA 59.1070 / M. Boston MFA 59.1070 = mummy bandage Boston Museum of Fine Arts 59.1070
 - tParis Louvre 983 / T. Paris Louvre 983 = wooden tablet Paris Louvre 983

Web pages: <https://www.metmuseum.org/art/collection/search/561865> [21 January 2022].

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