



## THE GRIFFITH INSTITUTE PUBLICATIONS EDITORIAL GUIDELINES

Version 1  
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When your proposal is accepted for publication, you must ensure, while writing the manuscript, to comply to the guidelines of the Griffith Institute Publications.  
To streamline the editing, composition, and printing process, the Griffith Institute requires that all manuscripts be in line with both its editorial guidelines.

### DOCUMENT LAYOUT

- Microsoft Word Document (Word 2004 or later).
- Page layout: A4, all margins 2.5 cm.
- 12-point Times New Roman font, 1.5 line spacing.
- Full justification for the text, including the footnotes (do not use endnotes).  
However, the first line of a new paragraph must be indented.
- Opt for basic word processing, without formal layout, but with a clear hierarchy of headings and subheadings, preferably using numbers.  
e.g. 1. Heading  
    1.1. Subheading 1  
    1.1.1. Subheading 2  
    Avoid smaller subdivisions, e.g. 1.1.1.1.
- Paginate the manuscript.
- Use automatic numbering for footnotes.

### SPECIAL CHARACTERS

- Compose hieroglyphic texts using JSesh:  
<http://jsesh.genherkhopeshef.org/fr> (free download).  
Attach JSesh files (.gly) with your manuscript.
- Use Unicode for script encoding (transliteration, Greek, Coptic, Arabic). If specific fonts are used, they must be provided alongside the manuscript.
- Respect specific accentuations or specific characters found in foreign languages.

## ILLUSTRATIONS

The following guidelines apply for all image masters for printing. The publisher has the right to refuse any (photo)graphic material or other digital illustration material that is of insufficient quality to be reproduced.

- Illustrations must be ready-to-print, requiring no further adjustments.
- Black-and-white and colour images must be submitted as uncompressed TIFF files with a minimum resolution of 300dpi.
  - Black-and-white images must be formatted in greyscale (8-bit), and colour images in RGB (24-bit).
- Digital vector graphics (images created in Adobe Illustrator, AutoCAD, etc.) must be submitted in their common original format (e.g. .ai) and as high-resolution export TIFF files. Please note that the minimum line width for the final print format is 0.5 mm, and that texts (e.g. captions in plans) must be written using a single Unicode font.
- Choose a continuous numbering for illustrations, according to their types:
  - Figures, comprising illustrations, maps, plans, graphs, etc.;
  - Plates: full size illustrations (usually placed at the end of the publication);
  - TablesTables must be created separately in Word or Excel.  
e.g. Fig. 1 (a plan); Fig. 2 (an illustration);  
Table 1.  
Plate 1.

A list of illustrations, tables, and plates, with captions and copyright, must be composed in Word and appended to the manuscript.

The author(s) or editor(s) is/are responsible for obtaining necessary permissions to reproduce. Relevant authorisations must be sent with the manuscript.

- Send a PDF mock-up showing the required location and size of illustrations.

## EDITORIAL STYLE FOR PUBLICATIONS IN ENGLISH

**SEE THE ATTACHED DOCUMENT (EDITORIAL STYLE).**

### **Other languages**

For publications not in English, try to follow as closely as possible the editorial style document produced by the Griffith Institute.

However, specifics of each language must be respected. As such:

- For publications in French, please refer to the ‘Normes éditoriales de l’IFAO’:  
[http://www.ifao.egnet.net/uploads/publications/enligne/Normes\\_editoriales2018.pdf](http://www.ifao.egnet.net/uploads/publications/enligne/Normes_editoriales2018.pdf);
- For publications in German, please refer to ‘Schlagwortliste zur formalen Gestaltung von Manuskripten’ edited by the Deutsches Archäologisches Institut:  
[https://www.dainst.org/documents/10180/70593/01\\_Schlagwortliste\\_quer.pdf/60686d03-44a0-4fc0-a614-136c50257a12](https://www.dainst.org/documents/10180/70593/01_Schlagwortliste_quer.pdf/60686d03-44a0-4fc0-a614-136c50257a12).