

THE GRIFFITH INSTITUTE PUBLICATIONS EDITORIAL PROCESS AND PROCEDURES

Version 3
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Founded in 1939 by Francis Llewellyn Griffith, the first professor of Egyptology at the University of Oxford, the Griffith Institute (<http://www.griffith.ox.ac.uk>) has been at the heart of Egyptology in Oxford for almost eighty years. Now part of the Faculty of Oriental Studies, the Institute is home to a unique set of archives and also hosts two major ongoing research projects: the *Topographical Bibliography of Ancient Egyptian Hieroglyphic Texts, Statues, Reliefs and Paintings* (TopBib) and the *Online Egyptological Bibliography* (OEB).

The Griffith Institute is also a publishing house and has produced several landmark publications in Egyptology, including Sir Alan H. Gardiner's *Egyptian Grammar*, Raymond O. Faulkner's *Concise Dictionary of Middle Egyptian*, and the invaluable *Topographical Bibliography of Ancient Egyptian Hieroglyphic Texts, Statues, Reliefs and Paintings* in 8 volumes, in addition to other research monographs, text editions, collected volumes, and some basic reference works and syntheses. Fourteen books treat materials from the tomb of Tutankhamun, nine of which form the *Tutankhamun's Tomb Series*. For a full list of the Griffith Institute's publications, see: <http://www.griffith.ox.ac.uk/publications.html>).

In partnership with Peeters Publishers, Leuven (<http://www.peeters-leuven.be/home.html>), **the Griffith Institute has resumed its publishing activity and now welcomes proposals for future publications. The core area is Egyptology, but contributions in other related disciplines, particularly in the case of collected volumes, will also be considered** (e.g. history of Egyptology, modern travellers in Egypt, Coptic studies, etc.).

The preferred language of publication is English, but publications in other primary languages of the field, such as French and German, will also be considered, particularly in the case of collected volumes.

As part of the contract with Peeters Publishers, **the Griffith Institute only has the capacity to publish a limited number of books per year, with a number of pages ranging from *circa* 150 pages up to 500 pages.** Smaller or larger publications may, however, be agreed between the Griffith Institute, Peeters Publishers, and the author(s)/editor(s) on a case-by-case basis.

THE ADVISORY EDITORIAL BOARD

COMPOSITION OF THE EDITORIAL BOARD

The Editorial Board comprises the following **academic post-holders from the University of Oxford**:

- The Director of the Griffith Institute,
- The Professor of Egyptology, Faculty of Oriental Studies,
- The Professor of Assyriology, Faculty of Oriental Studies,
- The Associate Professor of Egyptology, Faculty of Oriental Studies,
- The Associate Professor of Egyptology and Coptic Studies, Faculty of Oriental Studies,
- The Assistant Keeper for Ancient Egypt and Sudan, Ashmolean Museum,
- The Managing Editor of the OEB and TopBib at the Griffith Institute,
- One OEB, TopBib and Archive Assistant at the Griffith Institute.

Two invited external academics will also be appointed to the Editorial Board, at the invitation of the Griffith Institute Management Committee.

The Editorial Board is responsible for all editorial decisions, including proposing titles for new publications and approving manuscripts. In most instances, **the work of editing final manuscripts and seeing them through the press will be delegated to a guest-editor, chosen for his/her expertise in the subject area of each publication. Copy-editing will be undertaken by a professional approved by the Editorial Board. Costs for copy-editing will fall to the author with the possibility of a subvention from the Griffith Institute in certain cases.** All costs of type-setting, layout, printing, and binding will be covered by Peeters Publishers.

MEETINGS OF THE EDITORIAL BOARD

The Editorial Board meets once every academic term prior to the meeting of the Griffith Institute Management Committee. During each meeting, the Editorial Board examines the proposals submitted since the last meeting and makes recommendations to the Griffith Institute Management Committee.

The Editorial Board must receive proposals **at least one week before the start of the term** (<https://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1>), in order to effectively review manuscripts and make its recommendations. If proposals are received once the term has already started, they will be discussed during the meeting of the following term.

SUBMITTING A PROPOSAL

The Griffith Institute is pleased to consider new proposals for print projects in the major areas in which it publishes. If you are interested in submitting a proposal, please follow the instructions below.

PLEASE NOTE: Do not submit a complete manuscript at this stage.

HOW TO SUBMIT A PROPOSAL

You are first asked to submit a **publishing prospectus** irrespective of whether the manuscript is complete or not. Regardless of the language of publication, the publishing prospectus must be **in English**. There is **no prescribed length** for such a document, but **the outline should at least contain the information listed below:**

- DETAILS OF THE PROSPECTIVE AUTHOR(S)/EDITOR(S)
 - Name
 - Affiliation
 - Address
 - Email address
 - Telephone
- TYPE OF PUBLICATION – Monograph, Collected volume, Excavation report, Catalogue of objects, Textbook, Conference proceedings, “Coffee-table” book, Revised doctoral dissertation, etc.
- TITLE AND, IF APPROPRIATE, SUBTITLE OF THE PROPOSED PUBLICATION
- SYNOPSIS

This should set out the purpose and approach of the proposed book as well as describing its rationale, scope, and unique selling points.
- OUTLINE OF CONTENTS OF THE PROPOSED PUBLICATION
 - For monographs: a list of chapters including the main subheadings of each.
 - For collected volumes: a list of individual chapters or articles, with the name and affiliation of each author, together with a note about whether they have already agreed to contribute.
 - Details of the proposed length.
 - Level and type of illustrations: approximate number of illustrations, with a note on their size (vignettes, ¼ page, ½ page, full page) and on the preferred printing method (black and white, colour, both; in or outside the text).
- BREAKDOWN OF THE CONTENTS – Setting out the details of:
 - The significant and original contribution of the work.
 - The ways in which the proposed book fits in with and/or improves upon the existing books and information resources on the market.
 - The intended audience.

In the case of a textbook, the prospectus should also contain specific details of the level at which the book is aimed, the pedagogical features it includes, and the kind of courses for which it is suitable.
 - The proposed timetable and completion date.

In the case of a collected volume, the prospectus should include an indication of the way in which the writing process will be managed to ensure a consistent and coherent outcome in terms of the finished publication.

- **RELEVANT CREDENTIALS** – Including details of any relevant experience and a list of any previous publications (books and/or articles). This could be presented in the form of a curriculum vitae.

For revised doctoral dissertations, the proposal must include a supporting letter from the supervisor(s) and/or members of examination committee, in addition to official reports from the University, when available.

- **OTHER SUPPORTING MATERIAL, IF DEEMED RELEVANT** – Examples include draft chapters of the proposed publication, list of competing titles, articles written by the author on the same or similar topic, etc.

- **POSSIBLE SOURCES FOR GRANTS TOWARDS PUBLICATIONS**

Peeters Publishers will cover the costs of type-setting, layout, printing, and binding. However, The costs of copy-editing (and indexing, if required) will be borne by the author(s)/editor(s) of the proposed publications.

The Griffith Institute can recommend the services of a freelance copy editor and can supply approximate costs for such work upon request.

PROPOSAL SUBMISSION POLICY

If you are approaching multiple publishers simultaneously, please say so in your submission.

The Griffith Institute prefers to receive proposals **electronically** at griffith.institute@orinst.ox.ac.uk (with **‘Publication proposal’ and your name** in the **subject line**). However, should you wish to submit in print, your submission must be unbound and printed on single-sided paper, and sent to the following address:

The Griffith Institute (Publications)
The Sackler Library
1, St John Street
Oxford, OX1 2LG
United Kingdom

Please note that **the Griffith Institute is unable to respond to enquiries from potential authors/editors by telephone**. All enquiries must be sent via email to griffith.institute@orinst.ox.ac.uk (with ‘Publication enquiry’ in the subject line).

TREATMENT OF ARTEFACTS OF UNKNOWN ORIGIN

The Griffith Institute considers monuments, archaeological sites, and museums to be part of the world cultural heritage. It is therefore committed to the protection of cultural relics according to national laws and international conventions.

These legal and moral guidelines also govern the publishing practice of the Griffith Institute Publications. Consequently, **the Griffith Institute will abstain from publishing any object or archaeological material in a private or public collection after 30 December 1973 unless its**

existence is documented before that date or it was legally exported from the country of origin. **Exceptions** to this rule can be made upon arrangement with the Griffith Institute if the objective of the publication is to **address, for instance, the loss of archaeological context.**

SUBMITTING A MANUSCRIPT

PLEASE NOTE: The Editorial Board reserves the right to reject manuscripts at any stage of the process.

STEP 1. AGREEMENT TO PUBLISH

Once a proposal is received, it is evaluated by the Editorial Board which will determine whether the project fits with the Griffith Institute's publishing strategy and scholarly standards. Authors (or editors in the case of a collected volume) may be asked to submit additional supporting information, such as a brief sample of materials. **The Editorial Board makes recommendations regarding the contents, outline, and format of the proposed book, and reaches an agreement on whether to publish or not.**

STEP 2. WRITING THE MANUSCRIPT

When a project is accepted, authors and/or editors **are provided with editorial guidelines and, for publications in English, a style sheet. These must be followed in order to ensure a smooth editorial process.** These guidelines are intended to establish consistency throughout the submitted work as well as throughout the series of works published by the Institute. The more authors or editors comply to the editorial style of the Griffith Institute Publications, the less copy-editing work will be required, which helps to save both time and money.

STEP 3. UPDATES ON PROGRESS AND SELECTION OF THE REVIEWERS BEFORE SUBMISSION

Authors and/or editors will be required to submit regular updates on the progress of the work.

Authors or editors must notify the Editorial Board of the completion of the manuscript at least one month prior to submitting it. This will allow the Editorial Board to approach external reviewers. At this time, authors and/or editors can provide the Editorial Board with a list of potential referees for the manuscript, or a list of scholars that should not be involved in the reviewing process (up to 3). In the latter case, authors and/or editors must explain and justify their reasons for excluding certain reviewers. The final decision on the appointment of peer reviewers is at the discretion of the Editorial Board.

STEP 4. SUBMITTING THE MANUSCRIPT

Authors or editors then send **an anonymised version of the complete manuscript, comprising illustrations (within or outside the text, depending on where you want them to be), tables, plates, and appendices.**

The Griffith Institute prefers to receive the anonymised version of completed manuscript **electronically** using the following email address: griffith.institute@orinst.ox.ac.uk (with a **mention 'Publication Final Manuscript' and your name** in the subject line). However, should you wish to submit in print, your submission must be unbound and printed on single-sided paper, and sent to the address provided above (see 'Proposal submission policy').

STEP 5. EVALUATION OF THE MANUSCRIPT

The anonymised version of the manuscript is then sent out for external peer review, together with the evaluation grid developed by the Editorial Board. This step can vary in length depending on the nature of the project, the quantity of material, the availability of suitable reviewers, and the time of year of submission.

The referees' reports and the Editorial Board's own assessment, based on these reports, are sent back to the author(s) and/or editor(s).

STEP 6. TOWARDS THE FINAL DRAFT

In accordance with the recommendations made by both external peer reviewers and the Editorial Board, authors and/or editors make any necessary adjustments and/or corrections, before submitting the final draft to the Griffith Institute. A response to reviewers' comments can be supplied alongside the revised manuscript to allow a quicker assessment of it.

The final draft must be accompanied by the final version of additional files, namely a summary (for the back cover), a list of key words, an illustrating image (for the front cover), a small biography of each author or editor, and illustrations with relevant authorisations of reproduction, when appropriate.

PLEASE NOTE: It is the responsibility of individual authors and/or editors to ensure that the necessary reproduction rights have been obtained. All associated costs must also be borne by the authors and/or editors.

STEP 7. FINAL APPROVAL OF THE MANUSCRIPT AND PROOF-READINGS

The Editorial Board checks whether the final draft complies with the editorial style as well as the recommendations previously made.

When proofreading, only typographical and spelling corrections will be accepted. The addition or deletion of a note or paragraph should be avoided. According to Peeters Publishers' instructions, corrections over 10% of the setting cost may be charged to the author(s) and/or editor(s). However, authors and/or editors must ensure that the proofs meet their expectations, in terms of layout, quality of illustrations, and so on.

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PLEASE NOTE

At any stage of the process, be it during the submission of the proposal or the submission of the various drafts of the manuscript, authors and/or editors should keep copies of their documents. **The Griffith Institute is not responsible for any lost or misdirected manuscripts, proposals, photographs, or other submitted materials.** Manuscripts sent in print cannot be returned unless they are accompanied by a stamped, self-addressed envelope.