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Contributions should be in English, French or German. In principle, the length of articles, including all sections except the abstract, should not exceed 40,000 characters (including spaces). Ideally, to ensure that we can follow your concept for the article, the submission should be in both .doc/.docx and .pdf format. If you use special fonts, please provide us with the font files. All acknowledgements (if any) and funding statements should be included at the end of the main text of the article, under a separate heading. The number of figures (numbered as they appear in the text) should not exceed fifteen. Tables should be included in the number of figures, but should be numbered independently of the figures. Longer papers or papers with a higher number of figures/tables may be rejected by the Editorial Board, but the decision will be made on a case-by-case basis.

Each article should also contain:

- **title and full names of all authors,**
- **a short abstract in English** (max. 1000 characters, spaces included),
- **4-8 keywords in English,**
- **an English translation of the title of the article** (if the original text be in a language other than English),

- **the Author’s affiliation** (including the official name of the institution and its locations/city, preferably in English), email address and ORCID number (recommended),
- **acknowledgements** (optional),
- **a bibliography of all works cited** (for guidelines see below),
- **captions for figures/tables.**

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Illustrations should be supplied in an electronic form appropriate for the publication:

- colour and greyscale **images** (i.e. photographs) – in **.jpg** or **.tif** format – 300 (max. 600) dpi, at least in size corresponding to the intended dimensions of the final illustration (as reproduced in the publication);
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## REFERENCES IN THE MAIN TEXT

References should be given in the **footnotes** and follow a **modified Harvard system**. All works cited in the paper must be listed in the form of a bibliography at the end of the paper.

All works and sources that **cannot be cited in a modified Harvard system should be introduced by abbreviations**, written in italics, and expanded in the bibliography. **Original sources** should be cited using commonly accepted **abbreviations**.

Suggested system of quotation:

- one author: Name date: page(s), figure(s) etc., e.g. Szymańska 2005: 15–19, Figs 3–8, Pls 10–18;
- when more than one position is quoted in the same footnote, please separate them with a semicolon, e.g. Szymańska 2005: 15–19; Meyza, Peignard-Giros 2010: 57–60;
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- up to three authors: Name, Name date: page(s), figure(s) etc., e.g. Meyza, Peignard-Giros 2010: 57–60, Fig. 5, Pl. 7;
- different authors with the same family name: Name1 Initial(s)1 date: page(s), figure(s) etc.; Name1 Initial(s)2 date: page(s), figure(s) etc., e.g. Arnold Di. 2010: 57–60, Fig. 5; Arnold Do. 2010: Pl. 7;
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- the editors' names (when no author is mentioned) should be followed with Ed./Eds in brackets Name (Ed.), date: page(s), figure(s) etc.; Name, Name (Eds) date: page(s), figure(s) etc.), e.g. Gawlikowska (Ed.) 2010: 57–60, Fig. 5; Meyza, Peignard-Giros (Eds) 2010: Pl. 7;
- paper (e.g. some exhibition catalogues) and electronic publications with no Author or Editor's name as well as translations and/or commentaries of original source texts should be quoted in abbreviated form, expanded in the bibliography: *Abbreviation date: page(s), figure(s) etc.*, e.g. *British Museum 1912: 234; Plin. Nat. Hist. 1949: 20;*
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Titles and abbreviations of series, journals, lexica etc. should normally be italicised. These abbreviations should conform to « bréviations des périodiques et collections en usage à l'Institut français d'archéologie orientale, Le Caire 2019 » by B. Mathieu (<https://www.ifao.egnet.net/uploads/publications/enligne/IF1216.pdf>) at the best.

A separate short list developing the **abbreviations universally used in the field** concerned, as well as in the present article should be attached at the end of the References, e.g. for Egyptology: *Wb* – Erman, A., Grapow, H., Wörterbuch der ägyptischen Sprache, Leipzig-Berlin  
*Urk.* – Urkunden des ägyptischen Altertums, Leipzig-Berlin

Suggested system of bibliographical entries:

### BOOKS

Szymańska, H. 2005: Terres cuites d'Athribis, *MRE* 12, Turnhout

### ARTICLES IN JOURNALS/PERIODICALS

Carlye, R.M., Allen, A.L., Speece, M.A., El-Werr, A.-K., Link, C.A. 2005: Land Streamer Aided Geophysical Studies at Saqqara, Egypt, *Journal of Environmental and Engineering Geophysics* 10/4, 371–380

### ARTICLES IN CONFERENCE ACTS, COMMEMORATION VOLUMES, INDIVIDUAL CHAPTERS IN BOOKS AND ENTRIES IN ENCYCLOPEDIAS & LEXICA

Welc, F., Trzciński, J. 2013: Geology of the site, [*in:*] Welc, F. *et al.*, Old Kingdom structures between the Step Pyramid complex and the Dry Moat. Part 2: Geology, anthropology, finds, conservation, *Saqqara* V, Ed. Myśliwiec, K., Varsovie, 323–343

Vernus, P. 1975: Athribis, [*in:*] *LÄ* I, 519–522

#### TRANSLATIONS AND/OR COMMENTARIES OF SOURCE TEXTS

Plin. *Nat. Hist* 1949: Pliny Natural History, Preface and Books 1–2, transl. H. Rackham, *Loeb Classical Library* 330, Cambridge, MA-London 1949

#### ELECTRONIC SOURCES

When the Author of an internet source is known, the publication should be quoted according to the rules accepted for paper publications with the URL address and access date (in brackets) added, e.g. Bieliński, P. 2007: Mugheira/Al-Sabiyah 2007. The Kuwaiti-Polish Archaeological Project, PCMA Newsletter 2007, <http://www.pcma.uw.edu.pl/pl/newsletterpcma/2007/pre-and-protohistory-in-the-near-east/al-sabiyah-kuwait/> (accessed July 17, 2013)

Every abbreviation of an electronic source requires the URL address and access date (in brackets), e.g. British Museum: <http://www.britishmuseum.org> (accessed June 28, 2014)

#### REMAINING

Abbreviation of works and sources which cannot be quoted in a modified Harvard system (as e.g. some exhibition catalogues) have to be expanded in the following way: *Tanis 1987*: Tanis. L'or des pharaons, Paris 1987