

GUIDE TO CONTRIBUTORS: *IAA REPORTS AND 'ATIQT'*

Preparing a Manuscript

Copies and Format

Manuscripts must be printed left justified and double-spaced on standard-sized white paper with ample (3 cm) margins. Two hard copies of the complete manuscript must be submitted along with a PC formatted disk, the photographs (see below) and two sets of photocopies of all the illustrations.

Submission of the Manuscript

The manuscript components must be organized as follows: main text (including notes, reference list and list of captions); tables; plans and figures in numerical order (see below). The pages of the main text should be numbered sequentially, starting from Page 1; tables should be submitted as a separate file. Supplementary studies are required in two copies as well, along with a disk and two sets of photocopies of the illustrations. They should be organized as described above.

Cover Letter

The cover letter accompanying the manuscript should include each of the corresponding authors' names (both in English and in Hebrew), address, telephone number(s), e-mail addresses and fax number. This is in order to facilitate correspondence during the editing process and minimize publication delays.

The Publication Process for Manuscripts

*From
Submission to
Publication*

1. Excavation reports must be submitted to the Scientific Processing Unit of the Excavations and Survey Department (Danny Syon, Alon De Groot), where it will be examined with regard to its contents, scope and organization. If the manuscript is incomplete or was not submitted in accordance with the guidelines, it will be returned to the author until all of the material has been presented satisfactorily. Approval may be deferred to the Publication Committee. Occasionally, an external opinion is also needed.
2. Once approved, the manuscript will be turned over to the Publications Department where it will again be checked for completeness and adherence to the style and format laid out in these guidelines. If deemed incomplete, or unsatisfactory, it will be returned to the author(s). Once accepted, a letter to that effect will be sent to the author(s).
3. The manuscript will then be sent to one or more peer reviewers.
4. The further treatment of the report will be dependent on the readers' comments:
 - Minor remarks regarding the content or of technical nature—the manuscript will be sent for editing and the reader's remarks will be added to those of the editor.
 - Numerous or fundamental remarks—the manuscript and the remarks will be examined by the editor, and if the criticisms are justified, the report will be returned to the author with the request that he carefully consider the reader's suggestions. The editor may also add his own comments at this stage, as well as point out general changes that should be made prior to the actual editing.
5. The manuscript will be edited for style and contents.
6. The edited version will be sent to the author(s) for approval. As a result of the author(s) proofreading, the text will probably undergo further editing.
7. The manuscript will be sent to the production editor for further proofreading and processing of the illustrations.
8. Typesetting and pagination—the manuscript will be laid out in the appropriate format.

9. A paginated proof will be sent to the author(s) for approval/ correction of errors. At this stage only crucial corrections will be allowed.
10. Printing and binding.

Writing an Article

General

Even though the archaeologist is obligated to publish all of the data concerning his excavations, an archaeological article is not a mere collation of observations. How the excavator understands the site is what dictates the framework of the article and how the facts in it are presented. The facts must be organized so that they lead to logical conclusions. At the very least the conclusions must include the excavator’s opinion regarding the plan of the site, its chronology and function. The preparation of an outline may help create a framework for the article, where all of the relevant facts are described in a clear and logical order, and lead to the excavator’s interpretation.

Below is a proposal for the general framework of an article:

	Definition	Content
Introduction	Introduction to excavation; primary finds	Geographical location; progress of excavation; types of finds and chronology
Architectural Remains	Description of excavated material	Description of architectural and/or stratigraphic units
Finds	Description of excavated material	Description of all finds
Summary of Excavation Results	Understanding the site according to the excavated data	Dating the architectural units; identification of the site and its function; reconstruction (optional)
Discussion	Setting the site in its broader context	Geographical, historical and cultural contexts (in accordance with the scope of the finds and only if relevant)

*Schematic
Proposal for
an Outline*

We suggest that authors prepare an outline prior to composing the article, even if the article is short. At this point the writer can clarify for himself the principles that will guide him during the writing (the manner in which the architectural finds are described, whether according to stratigraphy or areas; the order of the discussion of the pottery finds, etc.). Below is a schematic proposal for an outline of the excavation report.

Introduction

Location Description:

- Map reference and geographic location relative to a modern settlement or known tell.
- Geographical background (will only include the data relevant later on in the article; for example, a geological dating of the rock formation, only if this datum is connected to some find, such as the kind of raw materials utilized in the construction).
- The history of the research at the site.

Duration and Development of the Excavation:

- When and why the site was excavated.
- The research aims (if there were any).
- The scope of the excavation and location of the areas.
- Summary of the findings (the number of strata and the range of periods; defining the architectural remains).

*Details of the
Finds*

Architectural Remains and Stratigraphy (according to area or period):

- Stratigraphic location (the location of the building or complex relative to other phases, bedrock, etc.; the nature of the stratification).
- Identifying the remains (building, complex, installation), construction method and state of preservation. Description of the secondary units (loci, rooms) based on a logical order (for example, from the doorway inward, from north to south). The material finds within the unit should be mentioned only in order to define the chronological period.

Material culture finds (including organic finds):

- Pottery (key assemblages and/or general typology).
- Groups of other finds.

Note: When categories of finds are discussed in separate articles (numismatics, bones, seeds, etc.), those studies' conclusions should be addressed in the main text.

Summary

- The character of the area where the buildings/complexes/strata are located and the evidence for their dating.
- The nature of the material culture and its significance in determining the function of the site, the site's identity or the identity of its inhabitants.

Discussion and Conclusions

- The function of the site within the settlement system (e.g., settlements in the desert frontier) or within a settlement (e.g., a public building).
- Contribution of the finds to understanding regionally defined or chronologically defined material cultures.
- Importance of the site in understanding the history of the region.

Specialist Studies

Topics

The specialist studies, published as part of the final report or as appendices to it, comprise the fields that are not addressed by the excavator, such as numismatics, glass, scarabs, seal impressions, textiles, physical anthropology, petrography, epigraphy, archaeozoology, archaeobotany, metallurgy and ¹⁴C dating.

Scope of Specialist's Reports

In *'Atiqot*, there are generally three levels of specialist studies for the final report, based on their scope:

Level 1: a short factual report (for example, identification of 2–3 coins; 2–3 ¹⁴C dates; mineral or metal identifications; sex and age of deceased).

This report will be incorporated in the main text and the researcher's name should be noted in text or in an endnote.

Level 2: a factual report of medium scope, including a brief description of the finds (for example, identification of 4–10 coins; a table and description of bones; a range of ¹⁴C dates; a description of a special glass vessel or textile).

This report will be incorporated in the main article as a sub-chapter, with a short title and the researcher(s) name(s).

Level 3: an extensive report or a report with a scientific discussion. This report will be prepared as a separate article.

*Follow-Up of
Specialist(s)
Report(s)*

The submission of the text and illustrations of a specialist's study and the follow-up after the preparation of the report by the researcher, are the responsibility of the excavator writing the main article. The excavator must address the research results in the main article and must not ignore the implications of these studies on the chronology and identification of the function of the site or of the units within it. Contradictions (for example, chronological inconsistencies) between the various scientific studies or between them and the main report must also be dealt with.

Fine-Tuning the Manuscript

Headings

Headings for subdivisions of the article should accord with the following format.

	<i>'Atiqot</i>	<i>IAA Reports</i>
1	Centered, large + small capitals, for major divisions	Left justified, bold, large + small capitals
2	Left justified, italics, first letter of each word capitalized, on a separate line, for important subdivisions	Left justified, bold, large + small capitals
3	Left justified, italics, first letter of each word capitalized, followed by a period and an m-dash, on same line as the following text, for items such as pottery types	As No. 2 in <i>'Atiqot</i>
4		As No. 3 in <i>'Atiqot</i>

Additional headings for both manuscripts can be utilized in exceptional cases.

*Spelling and
Grammar*

Spelling should follow standard American English conventions, as should the grammar. Except for specific instructions here, the directives of the Chicago Manual of Style (14th and 15th editions) should be followed.

Numbers

Use Arabic numbers in all figure and plate references and journal volume numbers (even when Roman numerals are used in the original publication). Use Arabic numbers for volume numbers

(e.g., text—thirteenth century; table—13th c.).

Use Roman numerals for ancient rulers (e.g., Ramses II, Sargon I) and for Egyptian dynasties (e.g., Dynasty XIII).

All measurements should be given in the metric system.

Periodicals and Books: These should be abbreviated as they appear in the List of Abbreviations (see below). Exceptions should be spelled out.

When a certain work appears more than once, cite it in full, not as *ibid.*

Abbreviations *Archaeological Periods:* These should be written out in full the first time they appear, and thereafter abbreviated, as:

Early Bronze Age I–IV	EB I–IV
Middle Bronze Age I, IIA, IIB	MB I, IIA, IIB
Late Bronze Age I, II	LB I, II

Periods should not be abbreviated when there are no subdivisions, e.g., Early Bronze Age, Intermediate Bronze Age.

‘Before the Common Era’ is abbreviated to BCE—an alternate designation for BC; the ‘Common Era’ is abbreviated to CE, an alternate designation for AD.

In tables only, centuries can be abbreviated as c.

Transliteration When reference is made to modern toponyms or non-biblical place names, an accurate transliteration of the name is required. Site names are transliterated according to the Registry of Monuments and Historical Sites, published in *Reshumot—Yalqut Hapirsumim* (1964→) or as printed on maps published by the Survey of Israel.

Biblical place names should be spelled according to the English Bible, without diacritics, when rendering the historical background of a site or its pre-State archaeological studies, e.g., Shephelah, Jericho, Lachish.

Biblical place names that are cited for the site name (e.g., in pottery parallels), give transliteration of the Hebrew site name. For example: Ḥazor, not Hazor; Tel Lakhish, and not Lachish; Afeq, and not Aphek; Ta‘anakh, and not Ti‘inik.

Certain names are kept according to modern usage: Jerusalem, Hebron, Tiberias, Caesarea, Haifa; but note Zefat (not Safed), Nazerat (not Nazareth), Elat (not Eilat).

Definite articles in Hebrew are transliterated with a hyphen and both components are capitalized, e.g., Rosh Ha-‘Ayin, Gan Ha-Shelsha.

Personal names in street names—as spelled on street map of that city.

In an article title give both the modern Israeli name, transliterated, followed by the traditional name (in brackets), if there is one. For example: ‘Akko (Acre).

Bibliography must be copied from the original exactly—do not fix transliteration there!

Check American English spelling in dictionary for Hebrew and Arabic words that have entered English. For example: kibbutz, menorah, wadi, tell (but, Tel Bet She’an, if part of a Hebrew place name).

Preparing Tables

Tables will accompany the figures depicting finds. Tables can also facilitate presenting lists of data or complex information, such as dimensions, locus numbers and parallels. When using tables, keep repetition of the same data in the text to a minimum. Tables must be simple, and include a short title; a key and/or explanatory notes may accompany them.

Table Describing a Pottery Plate

This table must include at the very least the kind of object, the locus in which it was found and the registration or IAA number of the illustrated object. A description of the sherd can also appear. A list of parallels compiled according to the reference method in the text may also be added to this table, as well as the proposed date. Tables describing pottery plates are part of the figure, and therefore receive the same 'Fig.' number. Examples: *IAA Reports* 24:93, Fig. 3.15; *'Atiqot* 52:38, Fig. 10.

Table of Dimensions, or Statistics

A table of dimensions can accompany, for example, a report on burial caves (dimensions of the loculi, ossuaries). A statistical table should accompany a statistics discussion in the text or appendices. The title of the table must clearly identify the nature of the table and unit of measure (centimeter, meter, etc.). All Statistical calculations must add up to 100%. Such tables should be entitled 'Table' and numbered sequentially in accordance with their appearance in the text. Examples: *IAA Reports* 31:207, Table 5.10; *'Atiqot* 52:153, Table 1.

List of Loci

In the final report of a stratigraphic excavation a loci list is likely to contribute vital information to understanding the stratification described at the site. Such a list can partially replace a detailed description of the development of the excavation. Lists like these are only suitable for complicated excavations, and should be entitled 'Appendix'. Examples: *IAA Reports* 33:231–271, Appendix 1; *'Atiqot* 45:49–54, Appendix 1.

List of Finds

A list of finds connects the finds to the units in the area. For example, in a report on a tomb where the text describing the finds is based on types, the table can be used to summarize the

finds according to provenance within the tomb (loculi, standing pit, opening, etc.); and the opposite—if the description is based on the parts of the tomb, then the table should be arranged according to the types of finds. This table is especially important when the figures depict only a selection of the finds from an excavation. Such tables should be entitled ‘Table’ and numbered sequentially in accordance with their appearance in the text. Examples: *IAA Reports* 29:130, Table 4.20; *‘Atiqot* 58:15*, Table 1.

Preparing Figures

All illustrations must be numbered sequentially following the order in which they are referred to in the text. Illustrations are numbered in two series: ‘Plans’, including plans and sections; and ‘Figs.’, including location maps, photographs, line drawings, plates and graphs. Sections accompanying a plan are included under that plan’s number; sections appearing alone receive their own number. Please write Fig. or Plan number, and proper orientation on each illustration. The list of illustrations should include the orientation of the photograph and the scale of the finds (if one is not included in the photograph).

Plates

Standard Size

A plate may include solely drawings, or drawings and a selection of black-and-white photographs alongside them. Plates are organized in horizontal rows and numbered from left to right. The final size of the plate in *‘Atiqot* is 14 × 20 cm and in *IAA Reports*, 16.5 × 22.0. If it is necessary to prepare a plate that does not fill a page, it is possible to submit plates that are shorter than 20 cm, however, the width must not be changed.

Layout of the Plate

An exact layout of the plate (a mock-up made of photocopies of the drawn vessels, as well as the accompanying photographs, if any) must be prepared by the author and be appended to the manuscript. The layout must correspond to the dimensions, the percentage of the reduction and the order of the vessels in the final plate. After the layout has been approved by the editors, it will be sent to the Artifacts Treatment Department for preparation of

the final plate composed of the original inked drawings. Scales must be indicated!

Check List:

- Are the drawings of the vessels accurate?
- Does the mock-up take into consideration the photographs of the vessels later to be inserted in the plate?
- Are the vessels presented in a logical order (from open to closed and from small to large)?
- Are all of the illustrated finds discussed in the text?
- Do the details (e.g., red slip) presented in the text and/or the pottery table match the drawings?
- Does the order of the vessels correspond with the order in which they are discussed?
- Do the vessel numbers match the list in the table and the references in the text?
- Does the plate include a correct and legible scale?
- Is the plate aesthetically pleasing (with horizontal and vertical axes and no empty spaces)?

Plans

*Preparation
and Reduction*

The plans must be legible and must correspond with the text. While preparing them (especially while preparing the elevations, locus numbers and captions) one should take into account the reduction in size required in printing, which is usually in excess of 50%! One should avoid too many contour lines and dimensions (for the most part one or two elevations [top and base] are sufficient for each wall).

Scales

One should avoid preparing field plans that are smaller in scale than 1:100. These plans are large and therefore their initial preparation takes longer and their production is difficult and costly. Legible stone-by-stone plans of walls are sufficient when done to a scale of 1:100; if it is necessary to draw installations or other items in the area, they can be prepared in another plan drawn to a smaller scale and when the plans are being prepared

for press these plans will be inserted into the field plan by computer.

The layout of plans that are larger than one page will be evaluated by the editor in consultation with the author(s).

Submission

When the plans were not drafted by the Survey Branch of the Antiquities Authority, the original plans drawn in ink or by computer must be submitted.

When the plans are drafted by the Survey Branch the copy of the plan submitted for publication must be the same as that provided to the excavator (and include the Survey Branch's marking on the plan) with all of the additions the excavator is interested in marked on it (locus numbers, captions, legend). The Survey Branch will prepare the final computerized copy of the plan based on this copy, in coordination with the editors and according to their guidelines.

If the plans were prepared on computer, not by the IAA Survey Branch, make sure to contact the production editor of the series in order to find out which formats are acceptable

Every plan must include an arrow indicating north and a linear scale. Sections will be marked with numbers (not letters).

Check List:

- Is the plan correct, legible and does it include all of the essential elements (north arrow, scale, elevations)?
- Do the captions and legend match the written text. One should pay special attention to the locus numbers; locus numbers that are not mentioned in the text or in the list of loci should not be noted on the plan.
- Are the sections marked in the correct direction?
- Is a legend necessary? Is the legend legible?
- Are the legend and the language of the captions the same as the language of the text?

- Are the sections marked with numbers (so that they will be suitable for publication in two languages)?
- When there is more than one stratum or phase—are all the features graphically differentiated?

Maps

Location Map

A location map will be submitted when its publication will contribute to understanding the site (for example, a particular geographic location, or when the place is of importance relative to adjacent sites). The map need not be large and it should be planned so that it will fit (after reduction) the width of one column of the text (according to the publication).

The map should include at least one known place (a modern settlement, known tell, road, etc.). It is also desirable that any adjacent archaeological sites associated with the site appear. The site being published should be positioned, as much as possible, in the center of the map, and be clearly marked.

Every location map must include a coordinate grid (or at least two reference points of sites appearing on the map must be marked) and an arrow indicating north.

Map of the Excavation Areas

A map of the excavation areas should be included when the site consists of several areas and it is important to understand their location in the region. The procedure for preparing the map and how to submit it are identical to those of the plans (see above).

Check List:

- Is the map legible?
- Are the coordinate lines marked in accordance with the Israel Grid?
- Is the scale correct and legible?
- Are the captions legible and suitable for reduction?
- Is a legend needed? Is the legend legible and does it appear in the language of the text?

Photographs

Prints

The prints should be of high quality on glossy paper, 13 × 18 cm in size. Contact prints will not be accepted. The author is responsible for submitting the original prints with the manuscript.

*Digital
Photographs*

IAA authors must choose the requested photographs from the MENORAH system. These should be submitted (2 copies) as print-outs with their registration number marked. A CD is not required. The production editor will order high-resolution copies of the requested photographs from the archive.

IAA authors who have only contact prints should order via MENORAH system the scanning of the contacts chosen for publication. These should be submitted (2 copies) as print-outs with their registration number marked. As above, a disk is not required.

Digital photographs taken privately should be submitted both on disk in TIFF format and as print-outs (2 copies), with indications of the file names.

*Field
Photographs*

Photographs selected should correspond with the text and clearly show the element being discussed. Photographs not referred to in the text should not be submitted. A suitable caption should be included with each photograph: name of site, sequence number (based on its location in the text), stratum, subject of the photograph, direction of the photograph (for example: looking north).

*Photographs of
Finds*

A photograph of a special find or a photograph illustrating items that are not obvious in a drawing will be inserted in the appropriate place in the text or in the finds' plate, next to the drawing (see above). A photograph of a group of characteristic vessels inserted in the text makes for an efficient and tangible display of a ceramic assemblage. A legible scale must appear on every photograph.

The caption accompanying the photograph must include the following details: site name, sequence number (based on its location in the text), the number on the plate (when the photograph

is to be inserted in a finds' plate), registration number (or IAA number), vessel description.

*Color
Photographs*

Color photographs of special finds can occasionally be published (for example, mosaics, frescos, painted pottery vessels or colored textiles). Authors should consult the production editor on this matter.

Check List:

- Will the reader understand why the photograph was selected and what is meant to be shown by it?
- Is there a scale in the photograph?
- Are the name of the site, sequence number (based on the reference in the text) and direction of the photograph marked?
- Does the photograph's caption include all of the required information?

Notes

Purpose

Notes are meant for citing secondary details that are not connected with the discussion and are not essential to its understanding it, but should nevertheless be mentioned. References to problems or a field of study that are not addressed in the article, but which deserve to be mentioned or explained why they are not discussed, can also be included in the comments. Discussion is not appropriate for notes.

Content

The notes will be printed as endnotes at the end of the article. The notes can include technical details relating to the excavation, its location, the participants and the researchers that assisted in the treatment of the material (please spell-out all first names); thanks for permission to publish material or for assistance in preparing the article; thanks and credit to a researcher of a specialist study; a technical explanation about the excavation; reference to a research method or the provism of background for a specialist

study, particularly in fields with which archaeologists are not generally familiar; an explanation regarding the absence of certain information or the noting of certain limitations during excavation or during research; the mention of issues that cannot be elaborated upon in the article.

References: Citations and List of References

Citations

Uses of Citations

Bibliographic citations included in the text show, for the most part, that the information presented in the previous sentence, paragraph or section of the paragraph is based on or taken from the source(s) mentioned. Citations of this sort note the exact place of the information, in other words, the page or figure from which it is taken. Other citations are meant to clarify the study mentioned in the previous sentence; in most instances these citations will not include page numbers because reference is made to an entire publication.

Format

Citations must be inserted in the body of the text in parentheses. They should include the author's surname, the year of the publication and, generally, the page and/or figure and plate numbers to which they refer. A series of citations should be arranged in chronological order, and alphabetically within chronology if there was more than one publication in the same year. The order of the reference from one publication will be as follows: page numbers, figures, plates. All citations must correspond—in spelling, in the rendering of the year of publication and in page numbers—to the entry in the reference list (see below) .

Examples of Citations in the Text

Complete work	(Epstein 1985)
Pages or figures	(Epstein 1985:20–22) (Epstein 1985: Fig. 3, Pl. 8)
Work by author mentioned in same sentence	(1985:22)
Publication mentioned in the same paragraph	(Epstein 1985:20), i.e., repeat name and year

Two works by the same author	(Epstein 1982; 1985)
Works of the same author from the same year	(Vitto 1981a; 1981b), ordered alphabetically by title, see References, below
Two authors	(Orni and Efrat 1976:57)
Three authors	(Stech, Muhly and Maddin 1985:75)
More than three authors	(Yadin et al. 1961), but see References, below
No author	(<i>HA</i> 1961:11–14) (<i>Castra</i> 1999)
No date	(Freeman, n.d.)
Ancient Source	(Pliny <i>NH</i> 36:20–22) (Josephus, <i>Jewish Antiquities</i> 13:15, 4 [395])
Biblical source (OT/NT)	(I Kings 21:5) (Luke 24:13)
Talmudic source	Mishna: (Menahot 7:2) Talmud: (BT Pe'ah 16a) (JT Makkot 31d) Tosefta: (Tosefta Shevi'it 4:1)
Standard reference work	(<i>CIJ</i> : No. 1226)
Digital online publication	Ben-Shlomo, Shai, Zukerman and Maeir 2008: doi: 10.3764/aja.112.2.225
Digital PDF-format publication	Ben-Shlomo, Shai, Zukerman and Maeir 2008:225

References

Order of References

The list of references (the bibliographic sources) appears at the end of the manuscript. It must include all of the publications mentioned in the citations. In this list the publications will appear alphabetized according to the authors' surname (and arranged according to year of publication when more than one article by the same author is cited). If an author has more than one publication in a single year, they are arranged alphabetically by title, excluding 'The', 'A', 'An'. This list includes all of the bibliographic information about the publication (presented in a standard format) including the inclusive number of pages of the publication (in the case of an article in a periodical or collection of articles), even if all of the pages in the source were not used, and the city of publication.

Examples of References

- | | |
|--|---|
| Book with author: | Stekelis M. 1972. <i>The Yarmukian Culture of the Neolithic Period</i> . Jerusalem. |
| Book in series: | Shiloh Y. 1984. <i>Excavations at the City of David</i> (Qedem 19). Jerusalem. |
| Monograph in periodical: | Wachsmann S. 1990. <i>The Excavations of an Ancient Boat in the Sea of Galilee</i> (<i>Atiqot</i> [ES] 19). Jerusalem. |
| New edition of book: | Kenyon K. 1979. <i>Archaeology in the Holy Land</i> (4th ed.). London. |
| Book with editor: | Levine L.I. ed. 1981. <i>Ancient Synagogues Revealed</i> . Jerusalem. |
| Work by two authors: | Orni E. and Efrat E. 1976. <i>Geography of Israel</i> (3rd rev. ed.). Jerusalem. |
| Work by more than three authors: | Yadin Y., Aharoni Y., Amiran R., Dothan T., Dothan M., Dunayevsky I. and Perrot J. 1961. <i>Hazor III–IV: Plates</i> . Jerusalem. |
| Edition of a classical or medieval work: | Pliny <i>NH: Natural History</i> (H. Rackham trans., Loeb Classical Library). London–Cambridge, Mass. 1952. |
| Specific volume in multi-volumed work: | Macdonald E. 1932. Prehistoric Fara. In <i>Beth Pelet</i> II (BSAE 52). London. Pp. 1–21. |

Translation of book title:	Ahituv S. 1992. <i>Handbook of Ancient Hebrew Inscriptions from the Period of the First Commonwealth and the Beginning of the Second Commonwealth</i> . Jerusalem (Hebrew).
Doctoral dissertation:	Barag D. 1970. <i>Glass Vessels of the Roman and Byzantine Periods in Palestine</i> . Ph.D. diss. The Hebrew University. Jerusalem (Hebrew).
Article in a journal:	Johns C.N. 1938. Excavations at the Pilgrims' Castle, 'Atlit (1933): Cremated Burials of Phoenician Origin. <i>QDAP</i> 6:121–152.
Article in a book:	Naveh J. 1981. Ancient Synagogue Inscriptions. In L.I. Levine ed. <i>Ancient Synagogues Revealed</i> . Jerusalem. Pp. 133–139.
Article in a Festschrift:	Ussishkin D. 1973. Tombs from the Israelite Period in Tell 'Eitun. In Y. Aharoni ed. <i>Excavations and Studies: Essays in Honour of Professor Shemuel Yeivin</i> (Publications of the Institute of Archaeology 1). Tel Aviv. Pp. 31–47 (Hebrew).
Chapter in a book:	Bankirer R.Y. 2003. The Flint Assemblage. In A. Golani. <i>Salvage Excavations at the Early Bronze Age Site of Qiryat Ata</i> (IAA Reports 18). Jerusalem. Pp. 171–182
Works of the same author from the same year:	Vitto F. 1981a. The Synagogue at Rehov. In L.I. Levine ed. <i>Ancient Synagogues Revealed</i> . Jerusalem. Pp. 90–94. Vitto F. 1981b. Tel Naharon (Tel el Jisir). <i>RB</i> 88:587.
Article without an author:	<i>HA</i> 1961. News from the Archaeological Museum. <i>HA</i> 1:11–14.
Hebrew article with English summary:	Michaeli T. 1999. The Wall-Paintings of the Migdal Ashqelon Tomb. <i>'Atiqot</i> 37:211–223 (Hebrew; English summary, pp. 181*–183*).
Encyclopedia:	Ben-Tor A. 1993. Tel Qiri. <i>NEAEHL</i> 4. Pp. 1228–1229.
Standard reference work (corpus, dictionary, etc.):	<i>CIJ</i> : J.B. Frey. <i>Corpus Inscriptionum Judaicarum</i> . Rome 1936–1952. <i>CRE</i> VI: R.A.G. Carson. <i>The Coins of the Roman Empire in the British Museum VI: Severus Alexander to Balbinus and Pupienus</i> . London 1962.

- Catalogues: Kröger J. 1995. *Nishapur—Glass of the Early Islamic Period* (The Metropolitan Museum of Art). New York.
- Article in an electronic journal: Golani A. 2005. Ashqelon, Barnea' B–C. *HA–ESI* 117 (March 28). http://www.hadashot-esi.org.il/report_detail_eng.asp?id=134&mag_id=110 (accessed September 13, 2005).
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- References should include title and subtitle as well; these should be separated by a colon unless another sign is indicated in the original title.
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- List all names of authors (in citations only, if there are four or more authors, use et al.).

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- Is the bibliography complete and laid out as required?
- Does the list of references correspond to the citations in the text; does it include items that do not appear in the text?
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