

PRAGUE EGYPTOLOGICAL STUDIES (PES)

GUIDELINES FOR CONTRIBUTORS

1. PRAGUE EGYPTOLOGICAL STUDIES

Prague Egyptological Studies (PES) is a bi-annual double-blind peer-reviewed English journal published by the Czech Institute of Egyptology, Faculty of Arts, Charles University, in Prague. The journal was published regularly since 2002 in Czech and starting from 2015 also in English. Newly since 2021, one volume is annually dedicated to the Third Millennium BC in Egypt, while the second issue covers all of ancient Egyptian history, from the Predynastic Period to Late Antiquity.

The journal accepts archaeological reports as well as original studies on any aspect of ancient Egyptian material culture, religion, language and history. In addition, it welcomes primary studies focusing on the wider interdisciplinary scope of Egyptology, such as environmental archaeology, archaeozoology and archaeobotany, as well as new research in applied sciences. The journal also includes book reviews on recently published monographs in the above-mentioned fields.

The journal adheres to the Open Access Policy: all contributions appear concomitantly in print and are immediately freely available to readers under the CC BY-NC-ND 2.0 license (<https://creativecommons.org/licenses/by-nc-nd/2.0/>). Full articles can be consulted and downloaded at the website of the Czech Institute of Egyptology, Faculty of Arts, Charles University (<https://cegu.ff.cuni.cz/cs/veda-a-vyzkum/prazske-egyptologicke-studie/prazske-egyptologicke-studie-starsi-cisla/>) and on the website of the journal (<https://pes.ff.cuni.cz/en/>). Further non-commercial use and distribution in any medium of the articles is permitted, provided the author and the journal are properly credited.

No fees are charged for the manuscript submission, processing, and publication.

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2. SUBMITTING A MANUSCRIPT

Manuscripts for consideration by the editorial board of PES should be submitted as a word and pdf document to journal's official email at prague.egyptological.studies@gmail.com. Be sure to supply your name, affiliation, and e-mail.

The language of PES is English, preferably British English. For all manuscript submissions, the journal requires proofreading provided by a native English speaker with the proper erudition. The proofreading is the responsibility of the author(s) and should take place prior to manuscript submission. Upon non-compliance with this request, the manuscript will be returned and the author(s) asked to provide English proofreading prior to resubmission. The journal reserves the privilege to do any language or formal emendations of all texts (particular changes to be approved by the author).

By submitting a manuscript, the author(s) declare(s) that the work was neither published anywhere else, nor simultaneously offered for publication in another journal. At the same time, the author(s) declare(s) that the manuscript has no legal defects and has the right of publication. Where permission must be obtained, it is the author's responsibility to secure it in writing from the copyright owner. If any copyright fees are to be paid, these are also the author's responsibility. The originals of written permissions must be submitted together with the manuscript to the editors for the records. In case of publication of material from archaeological excavations, the author(s) may be asked to provide a written permission from the head of the mission(s) to publish the material. In all cases, whether permission is required or not, you must give a full source citation for all quotations in your manuscript.

Please be advised that submission is not a guarantee of publication. All papers and reports will be subjected to an anonymous double-blind peer review process involving two independent specialists in the respective field. In case of major discrepancies between both reviews, a third review will be called for. The final decision whether to publish the manuscript or not is taken by the full editorial board, based on the article and the reviews. Upon acceptance of the manuscript for publication, the author(s) will be asked to sign a publishing licence agreement with the Faculty of Arts, Charles University.

Inquiries about the submission of manuscripts may be addressed to the journal's executive editor, Dr. Marie Peterková Hloučová, at prague.egyptological.studies@gmail.com.

3. IMPORTANT ADDITIONAL INFORMATION

3.1 Reviewers

As part of the submission process the author can provide the names of 2–4 possible reviewers. The recommended reviewers should be experts in their fields and able to provide an objective assessment of the manuscript. Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:

- a) The reviewer should have no prior knowledge of your submission.
- b) The reviewer should not have recently collaborated with any of the authors.
- c) The reviewer should not be a member of the same institution as any of the author(s).

You will also be asked to nominate peers who you do not wish to review your manuscript (opposed reviewers).

Please note that the editorial board and executive editor are not obliged to invite/reject any recommended/opposed reviewers to assess your manuscript.

3.2 Plagiarism

The editorial board and executive editor of the journal take issues of copyright infringement, plagiarism or other breaches of good practice in publishing very seriously. PES seeks to protect the rights of all authors and always investigates claims of plagiarism or misuse of published articles. Equally, PES seeks to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article is found to have plagiarised other works or includes third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, PES reserves the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of the department or the dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

4. FORMAL REQUIREMENTS

The authors are asked to closely follow all formal requirements listed below. Manuscripts not conforming to these guidelines will be returned prior to being entered into the review process.

4.1 TEXT

General

Identification of word/pdf document: "surname of the author_text" (Jones_text)

Text editor: MS Word, version 6.0 and higher (= format **.DOC** or **.DOCX**)

Typeface: Times New Roman, size 12 pt.

Paragraph: Line spacing: 1.5

Alignment: left

Indent: 0

Keep all formatting to a minimum.

Always use the English quotation marks "and".

Every contribution must contain a heading with the following information:

- Name and surname of the author
- Affiliation
- E-mail address
- Abstract (max. 2000 characters)
- *ca.* 5 keywords
- A list of 2-4 possible reviewers, as well as opposed reviewer(s)

Paragraphs

The first paragraph provides the introduction to the topic and is to be printed in bold.

We recommend not opening the contribution with a sub-heading (e.g. Introduction).

Do not use indentation for the first paragraph.

The beginning of the following paragraphs indent with Tab.

Subheadings

An empty line before and after the subheading. Use neither highlighting, nor numbering.

Punctuation

A single space (not two) should follow full-stops at the end of sentences.

A single space should follow commas, colons, and other punctuation marks.

Numbers

Avoid beginning a sentence with a numeral.

Numbers as measurements, statistics, etc. should all be given as numerals.

Refer to single digit numbers in word form (one, nine), and higher numbers in numerical form (10, 54, 893), but avoid awkward mixtures of numbers in word form and numerals ('nine and 10').

Use 1000 (not 1.000 or 1,000)

Footnotes

Insert into the body of the text using the function References → Insert footnote.

Footnotes should be inserted after punctuation (i.e. Egypt.⁵ and Egypt,⁵ – not: Egypt⁵. or Egypt⁵).

Typeface: Times New Roman, size 10 pt.

Paragraph: Line spacing: 1

Alignment: left

Indent: 0

Special Characters and Fonts

For transliteration, please use the **Translit** font. Should you use any different font, please provide us with a copy of the font you use. Likewise, if you need to employ another special font (for example, for text to be set in Coptic or Greek), please use a unicode font whenever possible. If a unicode font is not available, provide us with a copy of the font you use.

If any special characters (mathematical symbols, foreign language characters, diacritical marks, etc.) are required that are not available in the normal fonts or that may get lost or changed in the conversion from your operating system to ours, please mark it clearly for our attention.

Abbreviations

1. Use *ca.*, NOT *c.* or *circa*. It should be italicised.
2. "*e.g.*" and "*i.e.*" should be italicised and not followed by a comma.
3. Use BC and AD (no punctuation).
4. Use *e.g.* Third Dynasty. Twenty-sixth Dynasty, Third Millennium BC, King Nyuserre.
5. Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.
6. Please, avoid any abbreviations, especially with regards to journals (use *Zeitschrift für Ägyptische Sprache und Altertumskunde*, instead of ZÄS), publications (e.g. use Lepsius 1913, instead of LD), and institutions.

Cross-references

Try to limit cross-references, but if you must refer to a specific page of your contribution, use three zeros: see page 000. This ensures that enough space is available in the line when pages are laid out so that no adjustments will have to be made to paragraphs or pages when the reference is supplied.

Acknowledgments

If you would like to make an acknowledgment, please add it at the end of your contribution, before the bibliography.

4.2 REFERENCES

Use scientific references (Huehnergard 1987: 26; Petrie 1901: 230) in the body of the text.

At the end, cite every bibliographical reference mentioned in the text (**Bibliography:**).

Always distinguish between a dash (—) and a hyphen (-). The dash is used *e.g.* for number sequences (51—57), whereas the hyphen connects two words (*e.g.* Begelsbacher-Fischer, so-called).

(a) Monographs

Surname, name

Year *Title of the monograph* (in italics), place of issue: publisher [series (whole title, NOT abbreviation) and number].

Example:

Huehnergard, John

1987 *Ugaritic Vocabulary in Syllabic Transcription*, Atlanta: Scholars Press [Harvard Semitic Studies 32].

NOTE: It is necessary to cite the name of the author and the title exactly according to the original (capital and lower-case letters, dots, colons, commas etc.).

(b) Article in a magazine

Surname, name

Year "Title of the article", (comma after the quotation marks) magazine (whole title, NOT abbreviation) number, pp. x-x.

Example:

Ryholt, Kim S. B.

1998 "Hoteibre, a Supposed Asiatic King in Egypt with Relations to Ebla", *Bulletin of the American Schools of Oriental Research* 311, pp. 1-6.

(c) Article in proceedings or collective monograph

Surname, name

Year "Title of the article", in: name of the editor (surname, name) (ed., in the case of more editors use eds.). *Title of the monograph*, place of issue: publisher [series (whole title, NOT abbreviation) and number], pp. x-x.

Example:

Hoffmeier, James K.

2004 "Aspects of Egyptian Foreign Policy in the 18th Dynasty in Western Asia and Nubia", in: Knoppers, Gary N. Hirsch, Antoine (eds.). *Egypt, Israel, and the Ancient Mediterranean*

World. Studies in Honor of Donald B. Redford, Leiden – Boston: Brill [Probleme der Ägyptologie 20], pp. 121–141.

(d) Online publication

Surname, name

Year “Title of the article”, **in:** name of the editor (surname, name) (**ed.**, in the case of more editors use **eds.**). *Title of the monograph*, place of issue: publisher [series (**whole title, NOT abbreviation**) and number] (**Webpage. Accessed on xx xx xxxx**).

Example:

De Meyer, Marleen – Minas-Nerpel, Martina

2012 “Temple of Shenhur”, in: Wendrich, Willeke (ed.). *UCLA Encyclopedia of Egyptology*, Los Angeles: University of California Los Angeles. <http://escholarship.org/uc/item/5hc3t8dh> (Accessed on 17th March 2020).

4.3. FIGURES AND TABLES

All illustrations (photographs, line drawings, graphs, charts and tables) should be submitted as separate files and not embedded in the Word document of the manuscript.

Figures

Please submit all figures named as follows: “surname_fig (number of the figure)” (Jones_fig1).

Submit all figures both in black and white (for the printed version) and in colours (for the electronic version) in the following format:

Line drawing: **.PDF** file in high press quality together with the format **.AI**.

Photograph: **.TIFF** format, resolution **400 dpi**. If there is no .tiff, it is possible to provide us with a **.JPG** file.

Only photographs with resolved **copyright** will be published. It is not possible to publish figures downloaded from the internet, or scanned pictures from publications without the author’s consent. Where permission must be obtained, it is the author’s responsibility to secure it in

writing from the copyright owner. If any fees are to be paid, these are also the author's responsibility.

Number of figures: The maximum amount is one picture for two standard pages. If you need to publish more figures, contact the executive editor in advance. It will be possible to publish a limited number of photos in colour on separate plates. If you would like to have some figures printed in colour, please contact the executive editor.

Tables

Tables in MS Excel (= format **.XLS** or **.XLSX**), without any formatting.

Captions for figures, tables and charts

Provide a separate word file, identified as : "Surname_captions" (Jones_captions)

Captions for tables and charts must be in the same file and in the same format.

Each caption should take on the following format: "Fig. (number of the picture) text (photo/drawing author)"

For example: Fig. 1 Mortuary temple of Sahure (photo M. Frouz)

For example: Tab. 1 (Chart 1) List of officials

5. THE EDITORIAL PROCESS

The stages of the editorial process involve the following steps:

1. Initial assessment of the article by editorial board members. Upon a positive evaluation, the article will enter the review process.
2. Two anonymous double-blind peer reviews by independent scholars (six-week period). In case of major discrepancies between both reviews, a third review will be called for.
3. Author review; addition and alterations based on the two anonymous peer reviews (two-week period). Please be advised that this is your last chance to make any substantive changes or amendments to your manuscript. The author is expected to keep to the deadline; corrections submitted after the deadline might result in the article only appearing in a later issue of the journal.

4. Final decision of the entire editorial board, based on the submitted manuscript and the peer-reviews.
5. Proofreading of the first proofs by the author (two-week period). Changes by the author at this stage should be kept to an absolute minimum (technical and apparent textual mistakes). Larger changes within the manuscript will no longer be accepted at this stage. The author is expected to keep to the deadline; corrections submitted after the deadline might result in the article only appearing in a later issue of the journal.
6. Proofreading and amendments to the first proofs by the executive editor.
7. Proofreading and amendments to the second proofs by the executive editor.

Overview of the dates of the editorial process step-by-step:

Editorial process	PES I Due Dates	PES II Due Dates
Submission deadline	December 31	February 28
Initial assessment by the editorial board	January 15	March 15
Anonymous double-blind peer reviews	February 28	April 28
Author's corrections and amendments	March 30	May 30
Final decision by the editorial board	April 15	June 15
Author proofreading	June 15	August 15
First editorial proofreading	June 30	August 31
Second editorial proofreading	July 31	September 30
Publication	September 30	November 30

6. EXECUTIVE EDITOR

Dr. Marie Peterková Hlouchová (Czech Institute of Egyptology, Charles University, Prague)

7. EDITORIAL BOARD

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