EDITORIAL POLICY AND INSTRUCTIONS FOR CONTRIBUTORS

(Updated 30 January 2015)

EDITORIAL POLICY

The *Bulletin of the American Schools of Oriental Research* (*BASOR*) is the scholarly journal of the American Schools of Oriental Research (ASOR). The journal is published in hard copy two times a year (in May and November), but new articles will be placed online (on JSTOR) in digital form and thus made available to subscribers as soon as they are ready for publication.

We will consider for publication manuscripts consistent with the broad areas of research and scholarship supported by the society. Submissions of particular interest include cutting edge original research, theoretical and innovative approaches to the ancient world, preliminary reports of new and ongoing archaeological excavations, articles about new epigraphic finds, and reviews of current scholarship in the field. Continuing with the historic and geographic emphases of *BASOR*, we are interested in articles focusing on diverse aspects of the Near East and eastern Mediterranean world, from the Paleolithic period through Islamic times and from Turkey to Egypt and the Levant to Mesopotamia and beyond. Suggestions are also welcomed for occasional theme issues relating to topics of broad scholarly interest.

accepted substantially as is, accepted with modifications, returned for rewriting and a second round of reviews, or rejected. Ultimately, it is the responsibility of the editors to decide whether to accept or reject a paper.

10   If a manuscript is recommended for

16   **Spelling**
      Follow standard American English conventions. When there is more than one way of
      spelling a word, use the first choice in *Webster's Third New International Dictionary,
      Unabridged* (Springfield, MA: Merriam-Webster, 2002).

17   **Italics**
      Limit italics to such standard uses as book and journal titles, foreign words, and
      transliterations.

18   **Quotations**
      Quotations of eight or more typewritten lines in any language will be printed as a
      separate, indented paragraph and in type smaller than that used in the body of the article.
      Such quotations should be indented.

19   **Place-names**
      Write place-names as follows: Unfamiliar Arabic site names and words should be written
      with diacritics. Familiar words such as "wadi" are spelled without diacritics except when
      joined with a word having them. Be sure to distinguish between 'alep and 'ayin. Biblical
      place-names should be cited according to their spelling in the English Bible, without
      diacritics.

20   **Numbers**
20.1 In general, cardinal and ordinal numbers from one to ten should be spelled out; for larger
      numbers, use the figures.
20.2 Figures only should be used in the following instances:
      a. In a series, if one or more of the numbers are greater than ten;
      b. In mathematical, technical, scientific, or statistical usage; this includes measures of
      distance, volume, area, etc.: 1 km, 10 ha, 2 hr. Abbreviations of such measures are not
      followed by periods (e.g., 10 km, not 10 km.).
20.3 Within the text, common fractions are written out: "one-third of the population . . . "
20.4 For percent and degrees, use the symbols % and ° in both the text and in headings for
      graphs or tables.
20.5 Use Arabic numbers in all figure and plate references, journal volume numbers, Egyptian
      dynasties, etc., except where confusion would result. This applies even when Roman
      numerals are used in the original publication. Do not change page references to Arabic in
      citing pages in introductions or prolegomena where capital or lowercase Roman is used.
      Use Arabic numbers for volume numbers of multivolume works, except when the volume
      number is part of the title (e.g., *The Excavation of Tell Beit Mirsim*, Vol. 1, but *Megiddo
      II*).
20.6 First through tenth centuries should be written out; (e)3% ( ) 6(E) -1 esa (r) 2 (u) -1 (r) 2 (es) 1 ( ) 4 (a) 1(c

21 **Historical and archaeological dates**
The standard designations in *BASOR* for historical and archaeological dates are B.C. and A.D. Authors who wish to use B.C.E. and C.E. may do so as long as they use the terms consistently.

22 **Radiocarbon dates**
Include the laboratory code, sample number, and relevant publication information with each radiocarbon date. Express uncalibrated ages as years B.P. Calibrated ages should be expressed as cal B.P., cal A.D., and cal B.C. Calibrated dates should be cited using the most recent available international calibration curve. Include the name and version number of the computer program used to calibrate the dates, as well as the website address of the program.

23 **Archaeological terms**
Do not abbreviate archaeological terms: stratum, locus, level, area, phase, etc. These should be capitalized when they precede a specific reference (Stratum IX, Level 3).

24 **Archaeological time periods**
Do not abbreviate archaeological time periods when they stand alone, e.g., Middle Bronze Age. When they are followed by a specific subdivision, however, they should be abbreviated, e.g., LB II, MB IIA, except that Iron Age should never be abbreviated.

25 **Compass points**
Write out points of the compass (e.g., northwest corner, east–west wall).

26 **Abbreviations**
The following are commonly used abbreviations: fig(s.) chap(s)., no(s)., p(p)., m, cm, km, L (for liter or liters), ml, col(s)., pl(s)., v(v), n(n)., ca., mg, and kg. Do not abbreviate "line" or "lines" in discussions of inscriptions. Write standard Latin abbreviations and words in roman letters, not italics (for example, et al., not *et al.*).

27 **Abbreviations of biblical sources**
OT, NT, HB, LXX, MT, QL, Vg, OL, G, or OG (preceded by "the" when needed, but with no punctuation) for the terms Old Testament, New Testament, Hebrew Bible, Septuagint, Masoretic Text, Qumran Literature,

appropriate book, chapter, and paragraph numbers where available. Thus, Homer *Il*

indicate that it is "in press" but do not give a publication date; include this type of citation in the list of references. You should update "in press" items in proofs if the item has been published since the manuscript was submitted. If appropriate, a notation of "personal communication" may be included in the body of the text, e.g., "(William Jones, personal

33.17

Lamon, R. S., and Shipton, G. M.
1939   *Megiddo I: Seasons of 1925–34, Strata I–V*. Oriental Institute Publications 42.
             Chicago: University of Chicago.
Levy, T. E., and Higham, T., eds.
2005   *The Bible and Radiocarbon Dating: Archaeology, Text and Science*. London:
             Equinox.
McEwan, C. W.; Braidwood, L. S.; Frankfort, H.; Güterbock, H. H.; Haines, R. C.; Kantor, H. J.;
             and Kraeling, C. H.
1958   *Soundings at Tell Fakhariyah*. Oriental Institute Publications 79. Chicago:
             University of Chicago.
Wolff, H. W.
1977   *Joel and Amos: A Commentary on the Books of the Prophets Joel and Amos.*
             Trans. W. Janzen, S. D. McBride, Jr., and C. A. Muenchow, from German; ed. S.
             D. McBride, Jr. Philadelphia: Fortress.

Dissertation:
Oakeshott, M. F.
1978   A Study of the Iron Age II Pottery of East Jordan with Special Reference to
             Unpublished Material from Edom. Ph.D. dissertation, University of London.

Conference Paper:
Greer, J. S.; Hesse, B.; and Wapnish, P.
2009   Sacrifice and Feasting at Tel Dan? "Bone Readings" and Data Mining from a
             Huge Sample. Paper presented at the annual meeting of the American Schools of
             Oriental Research, New Orleans.

Procedures for Submission and Publication of Book Reviews

34 The instructions for articles and review articles apply also to book reviews—with the following major exceptions:

34.1 All reviews should be submitted as email attachments.

34.2 The full publication information for the book (previously provided by the editors) should appear at the top of the review.

34.3 The reviewer's name, institutional affiliation (or home city and state/country), and email address should appear at the end of the review, right-justified, followed by any notes and the reference list (if needed).

34.4 Book reviews should not contain figures or tables.

34.5 A PDF file should accompany the Word file if the Word file contains diacritical marks or non-Latin characters (such as Hebrew or Greek).

34.6 Book reviews do not go out for peer review.

34.7 The copyedited review will not be sent to the reviewer for approval before typesetting; the reviewer will, however, receive page proofs for checking.

34.8 *BASOR*