

PUBLICATION GUIDELINES OF THE ORIENT DEPARTMENT OF THE GERMAN ARCHAEOLOGICAL INSTITUTE (DAI)

Zeitschrift für Orient-Archäologie (ZOrA)

CONTENTS

- 1 General
- 2 Form of contributions and components of the manuscript
- 3 Format and Layout
- 4 Citations
- 5 Bibliography
- 6 Corrections by the author(s)
Checklist

1 GENERAL

The following points are mandatory:

- Please submit your contribution directly through the **publication portal** [iDApublications/zora](https://www.dainst.de/iDApublications/zora). Follow the link, click the “Make a new submission” -button and follow the instructions. This will speed up the evaluation process. If you prefer a different submission form, please contact the relevant editorial office at redaktion.orient@dainst.de.
- Contributions must be submitted by **31.05. of the current year** for the issue of the following year.
- Only contributions not published elsewhere (or with the same content in another language) will be accepted.
- All authors, who wish to contribute to the archaeology and history of the department’s areas of activity are welcomed. We especially look forward to syntheses and final reports. In addition, all DAI-projects can contribute papers on current research projects.
- The scope of the contributions is limited. The maximum size of the manuscript must not exceed 50 pages (font size 12 pt, line spacing 1.5; approx. 17,500 words) **including the bibliography; the maximum number of figures is double the number of pages of your manuscript**. This equates approx. 35 printed pages.
- We accept contributions written in either **German or English**.
- Upon submission, contributions must be **finished and proof-read** (contents, style, correct quotations, uniformity in writing etc.) **and prepared for setting**.
- A **checklist for the preparation of your manuscript for submission** is available at the end of the guidelines and on the [internet](#).
- The submitted contributions will undergo a double-blind peer review process, supported by the editors and an international scientific advisory board.
- The editorial staff reserves the right to undertake corrections and abridgements as well as linguistic improvements.
- The layout is primarily decided upon by the editor/editorial staff. Suggestions from the authors are always welcome. For further details see chapter 2.2 and especially 3.2.
- An agreement of publication is signed by the author(s) and the Orient Department of the DAI.

2 FORMS OF CONTRIBUTIONS AND COMPONENTS OF THE MANUSCRIPT

2.1 The text as an electronic file

The linguistically checked text should be submitted as an electronic file containing the following information and components:

- Name(s) of the author(s)
- Title of the contribution/article
- Text with annotations (see below for details)
- Bibliography (author-year system)
- List of (ancient) sources (if necessary)
- List of abbreviations (except when using the DAI system for abbreviations)
- Address(es) with e-mail, ORCID-ID and ROR-ID (if available) in a separate file
- List of table/figure numbers, their captions and figure credits in a separate Excel file or as a table
- Summary/abstract and max. 5 keywords in a separate file (German and English, **max. 900 characters** each, linguistically revised). The abstract will be translated into Arabic by the DAI.

2.2 Illustrative material as print and computer files

Illustrative material should be submitted in digital form (see below for technical details) or as a template (original b/w photographs, colour photographs, slides, drawings [max. DIN A3]); for exceptions please consult the editorial staff (for further details see chapter 3.2).

The author(s) are requested to submit a layout design for plates.

3 FORMAT AND LAYOUT

Information on the form and layout of the manuscript can be found in the '[DAI keyword list](#)'. Furthermore, we recommend for all stylistic and formal questions The Chicago Manual of Style. If, nevertheless, divergences should appear, we recommend that the authors follow the guidelines or that they consult the editors.

3.1 Text and notes

- Contributions may be written according to **American or British English orthography**. Thereby the manner of spelling should be uniform throughout the entire contribution. This applies in particular to abbreviations, special designations, names etc.
- It is the author's responsibility to ensure that the article has been **proofread** and if necessary improved by an English native speaker.
- The text and notes/footnotes should be written in a common text-processing program, preferably using a set of **Unicode characters**. Many freely available fonts already have a very wide range of relevant special characters, e.g. Noto, Calibri, Gentium etc. The standard encoding is UTF-8. For special cases, many other derivatives of Noto cover a wide range of special characters.
- If special characters are used that are not represented in Unicode, the font used must be included. To control the correct transcription of special characters when setting the text, a preliminary file with all special characters and diacritical marks together with a PDF file or a hard copy of the text must be submitted before setting.

- The editorial board recommends using **common literature management programs** (e.g. Zotero) for literature and bibliographies and submitting the used database in addition.
- The **hierarchy of headings** should be clearly marked in the text. The hierarchy should not exceed three layers after the article header. Format templates or numbers (1, 1.1, 1.1.1) can be used.
- When **formatting the text**, please adhere to the following instructions:
 - left-aligned,
 - font size uniformly 12 pt (also in the footnotes),
 - line spacing uniformly 1.5 lines (also in the footnotes),
 - headings with templates
 - consecutive pagination,
 - reference notes as footnotes,
 - numbers placed as super- or subscript,
 - non-breaking spaces,
 - *italics*, small capital letters or majuscules (only for specific foreign language terms).
- **Please refrain from further formatting** (headings, justified text, cross-references, headers or footers, indents, hyphenation, columns, etc.).
- **Transcriptions** (names, site names) should be uniform, e.g. according to the DMG (Deutsche Morgenländische Gesellschaft), the IJMES (International Journal of Middle East Studies) or Arabica.
- Aside from **common abbreviations** (e.g., etc., BC), no abbreviations should be employed within the text.
- Please use **non-breaking spaces** in the following cases: when referencing plates and figures (pl. 7a; fig. 4b etc.); measurements, a non-breaking space between the numeral and the unit of measures (1 km, 5 cm, 3 mm, 400 g, 1 km²); in reference to year dates, a non-breaking space should be used before the notation system (1200 BC, 62 AD); between abbreviations that are composed of two or more parts (s. v.), between the abbreviated first name and the surname (D. B. Doe).
- Please note the two kinds of dashes that differ in length: **the hyphen (-)** and the **en dash (–)**.
 - The **hyphen** is used primarily in complementing an expression (inner- and outer-rooms, settlement- and grave-pottery) as well as connecting a double name or a combination of words (DIN-A4-page, Max-Planck-Society, pottery-making).
 - The **en dash** is used when a phrase is incorporated in a sentence – with a blank space before and after – and when the unit of time is indicated, but without a blank space before and after (1st–3rd century, 12–13 km, Wirth 1998, 211–220).
- Quotations should be set within **double quotation marks** “...”.
- A word or phrase is set within **single quotation marks** ‘...’ if an expression is implied, in the sense of ‘so-called’ or if an expression is enclosed within a quotation.
- Should further **parentheses** (...) be required within a section of the parenthesised text, then [...] brackets should be employed.
- **Page references within the text should be avoided.** However, reference may be made to chapters, footnotes, figures and plates within the text, as these are numbered consecutively.

- **References to figures/illustrations or tables should be highlighted at the position where they should be placed** (usually when mentioned the first time). They will be quoted in the text within parentheses (Fig. 2 a Pl. 6 b–c).

3.2 Illustrations

The author(s) should decide before submission whether photographs, graphs or drawings should appear as ‘**figures**’ or ‘**plates**’. ‘**Figures**’ are photographs, graphs, drawings etc. that are inserted in the text, whereas ‘**plates**’ are added at the end of the text. For questions, please consult the editorial staff. Suggestions for the layout are requested in the case of plates. For figures, please specify the desired dimensions.

All figures should be numbered consecutively and be cited in the text.

- The following **image widths** are possible for all illustrations: 4.1 cm, 6.28 cm, 8.5 cm, 10.76 cm, 13 cm, 17.5 cm. Excluded are maps, plans and drawings of finds where reproduction to a specific scale is required. A scale bar must be included in these images.
- The size of **ground plans** and **illustrations of pottery and small finds** must be indicated by a **scale** and in the case of a plan a **north arrow** is necessary. The authors should make sure that the form of the scales and the north arrow remain the same throughout the article. Odd scales should be avoided.
- Illustrations should be submitted in printable digital images and/or in the original form. Digital images should be **.tiff-** or **.eps-files**. Other formats are possible (e.g. .jpg) after consulting the editorial staff. Please submit files in the **best possible image quality**. Concerning the final print size, the resolution must be **at least 400 dpi for greyscale and colour images** and **at least 1200 dpi for line drawings (bitmap)**.
- Illustrations with labelling or graphic elements (e.g. north arrow, scale bar) must have a resolution of at least 800 dpi.
- **Vector graphics** (digitally created plans, diagrams) must be submitted as **original files** (usually *.eps, *.xlsx) **and as high-resolution export images** (.tif or .pdf). Please notice that the minimal line width is 0.25 pt at the final size.

3.3 Captions for figures/plates and list of illustrations

The authors themselves are responsible for securing unlimited reproduction licenses for print and online publication.

Please list any missing reproduction licenses for unlimited online publication in the publication agreement and inform the editorial team.

- Tables should be inserted at an appropriate place in the text. **The tables must be included in the figure numbering.**
- **Plates must also be included in the figure numbering**, please do not number them separately as plate 1, plate 2 etc.
- **No italics, superscripts, or subscripts** are permitted in figure captions.
- **Figure numbers**, their **captions** and **references** must be submitted as a table (Excel) **in a separate file**. They should be kept as short as possible and they will be translated into Arabic by the DAI.

Fig. 1	Caption	Figure credits/references
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- Multiple images belonging to one figure should be designated with alphabetical letters (a, b, c). For example:

Fig. 1 Uruk. a) View of the outer surface of a sherd VAT 16438 displaying the remains of the columns of 'Entemena 28/29'; b) Inner surface of the sherd 16438 with traces of grooves from its production on the potter's wheel, scale 1:1

- **Do not put a full stop at the end of the table/figure caption.**
- For every illustration the figure credits have to contain:
 - the image author(s)
 - if available: archive or negative number, date of recording, information on licensing
 - in case of an image citation: the source including the image authors in short form (if the source is named in detail in the bibliography)

3.4 Tables

Tables should be created using the **table editor** of the **text processing program** (not with the tabulator) and submitted as a Word document or .tiff/.eps file, depending on its complexity.

Table captions must be submitted in the same file as the figure captions etc. (see 3.3).

3.5 Digital supplementary content

It is possible to add further data sets (such as catalogues, measured data, 3d models) to the article. Such components have to be included with the initial submission, as they will also be subject to peer review.

A reference to the supplementary content and/or specific records must be given within the article.

4 CITATIONS

Publications in journals and monographs of the Orient Department of the DAI use **footnote citation**. Please note that footnotes should **generally follow punctuation marks**. For citing literature in footnotes, please use the author-year-system.

Author-year-system

- For each cited work a **short-form citation** appears in the footnotes, consisting of the author's name, the year of publication and the respective page, figure or the like.
- The short citations refer to the **bibliography** that contains the complete bibliographic information.
- **It is the author's responsibility to check all citations in his/her contribution for correctness.**
- All citations (plate, page, figure) must provide a **precise number or a sequence of numbers** (20–22). The use of **“f.” and “ff.” will not be accepted.**
- **Shortened references** (ibid., idem., op.cit., and loc. cit.) **will not be accepted.** In the case of several titles by the same author, the surname is always repeated.
- **Individual citations** within the same reference are separated by a **semicolon**.

Nissen 1993, 13–19; Arayama 2008, 67.
- In the case of **two authors** within the same reference, the names are separated by an **en dash flanked by blank spaces**.

Botta – Flandin 1849, 73.

- In the case of **three or more authors**, only the surname of the first named author is used, followed by “**et al.**” for the other authors. However, **all authors’ names must be listed in the bibliography.**

van Neer et al. 2017 W. van Neer – A. Gautier – E. Haerinck – W. Wouters – E. Kaptijn, Animal exploitation at ed-Dur (Umm al-Qaiwain, United Arab Emirates), ArabAEpigr 28, 2017, 11–30.

- References to **pages, figures and/or plates** follow the date of publication, preceded by a **comma**. Please use Fig./Pl. for internal references and fig./pl. for external references. References to illustrations etc. in foreign-language publications are cited in the respective language:

Loud – Altman 1938, 83 Taf. 89–91.

Cleuziou – Tosi 2000, 21 fig. 2; 32 fig. 5 pl. 7–8.

- The **period** separates two succeeding references to illustrations and/or pages as well as single references to illustrations and/or pages that are not in succession:
 - A succession of numerals of figures or plates is separated by an en dash without blank spaces: 23–45. 49c–h
 - Subcategories are separated by a comma with a blank space: 23, 4
Exception for subcategories with letters: 45h
 - Different categories are separated by a semicolon with a blank space: 23, 4; 45, 6
 - No semicolon is used if a new category is indicated by an abbreviation: Pl. 44. 45 Suppl. 32–35
 - When referring to several figures in the article, do not use a hyphen, but list each figure number separately; i.e. “Fig. 1. 2. 3” and not “Fig. 1–3”.
 - When citing several figures, use the singular form “Fig.” and not “Figs.”, e.g. “Fig. 2. 3. 5”.

5 BIBLIOGRAPHY

It is optional whether the abbreviations for journals, series, corpora and lexica are used in the bibliography or whether the titles are fully written out. In the interests of increasing interdisciplinary accessibility, it is recommended though to always write out the complete titles in the bibliography.

- For a better overview, please use the following **format for bibliographical references**:
Short citation (surname author and year) (tab stop) Abbreviated first name surname, title, series/journal/collection (place of publication year) page numbers (if necessary)
- **Do not end references with a full stop.**

Monographs

The title of monographs should be cited completely, including the subtitle and without any abbreviations. The subtitle is separated from the title by a period. If the work has been published in a series, the name of the series should be given together with the volume number. The series’ title is separated by a comma from the title of the monograph. The title of the series is followed in brackets by the year of publication and the place where it was published.

Black 1998 J. A. Black, Reading Sumerian Poetry (London 1998)

Englund – Nissen 1993 R. K. Englund – H. J. Nissen, Die lexikalischen Listen der archaischen Texte aus Uruk, Archaische Texte aus Uruk 3, Ausgrabungen der Deutschen Forschungsgemeinschaft in Uruk-Warka 13 (Berlin 1993)

Journals

The title of an article in a journal is followed by a comma and then the name of the journal together with the volume number. Separated by a comma after the year of publication the page numbers of the complete article are added.

Samir – Maleckar 2000 H. Samir – F. Maleckar, A Geographical Study of the Cave Systems of Samhan Plateau, Governorate of Dhofar, *The Journal of Oman Studies* 11, 2000, 83–110

Collective works/edited volumes and catalogues

In the case of collective works/edited volumes (festschrifts, conference proceedings etc.) and catalogues, the complete title of the cited article is given first. After a separating comma and “in:” the collective work is named, and its title is also entered in complete form, starting with the editor(s) and (ed.) or (eds.), then the title, the name of an eventual series, place of publication and complete range of pages of the article.

Costa et al. 1999 P. M Costa – G. Graziosi – P. Yule – M. Kunter – C. Philipps – A. A. Bakhit al Shanfari, Archaeological Research in the Area of Muscat, in: P. Yule (ed.), *Studies in the Archaeology of the Sultanate of Oman*, *Orient-Archäologie* 2 (Rahden/Westf. 1999) 1–90
Seidel 2000 H. Seidel, Musikinstrumente aus Metall in der Levante (Bronzezeit), in: E. Hickmann – I. Laufs – R. Eichmann (Hrsg.), *Studien zur Musikarchäologie II*, *Orient-Archäologie* 7 (Rahden/Westf. 2000) 141–143

Lexica

Likewise, complete information regarding articles in lexica, manuals, reference books etc. is requested, preceded by the author’s name, date of publication and s. v. (sub voce, “under the voice of”).

Brinkman 1998 J. A. Brinkman, s. v. Nabopolassar, in: *Reallexikon der Assyriologie* 9, 12–16
Pegg et al. 2001 C. Pegg – H. Myers – Ph. V. Bohlman – M. Stokes, s. v. Ethnomusicology, in: *New Grove Music* 8, 367–409

Websites

If available and known, we recommend specifying the persistent identifier of the online edition or online resource (usually DOI, if not available also eISBN), separated by a comma. Not only the identifier but the complete link should be given:

Benecke 2020 N. Benecke, Wirtschaft und Umwelt früher Bauern in Thrakien: Archäozoologische Studien an Fundmaterialien aus Drama (Bulgarien) und Kırklareli-Aşağı Pınar (Türkei), *Archäometrische Studien* 1 (Wiesbaden 2020), <https://doi.org/10.34780/archmetrs.v1i0.1000>

URLs of online resources should only be given if they are short and human-readable. In this case, the date of the last access written in brackets is mandatory:

Kinzel o. J. M. Kinzel, Near Eastern Neolithic Architecture (NENA), <https://www.dainst.org/forschung/projekte/noslug/5837> (22.01.2024)

Regulation for name affixes

Example	In Bibliography (Short quotation)
In German-speaking areas, prefixes are attached to the person's last name. At the beginning of sentences and footnotes, prefixes are capitalised. They are written in lowercase only as a reference.	
Max von der Grün	von der Grün, Max
Jürgen vom Scheidt	vom Scheidt, Jürgen
Prefixes are assigned to the surname in Dutch, Belgian and Luxembourgish names:	
Émile van der Vekene	van der Vekene, Émile
In English-speaking areas, prefixes are attached to the last name:	
Daphne du Maurier	du Maurier, Daphne
Knightley d'Anvers	d'Anvers, Knightley
The Scottish "Mac/Mc" is always part of a last name:	
Arthur MacDonald	MacDonald, Arthur
In French, Italian and Spanish names as with names of Latin origin, prefixes are attached to the last name:	
Jean de La Fontaine	de La Fontaine, Jean
Antonio Di Pietro	Di Pietro, Antonio
Maria Della Casa	Della Casa, Maria
In Arabic names, prefixes are added to the surname, but sorted according to the initial of the surname:	
Nasser al-Jahwari	al-Jahwari, Nasser
Haidar al-Mahdi	al-Mahdi, Haidar
Hyphenated names are regarded as one name and are recorded as such.	
Dieter Meyer-Renschhausen	Meyer-Renschhausen, Dieter

6 CORRECTIONS BY THE AUTHOR(S)

The author(s) will receive a digital copy of the set text including the illustration, whereby he/she will be requested to complete any corrections within the time stipulated by the editors. Later, when proofreading the galley proofs, the authors are requested not to make any changes or additions to the text. Any modifications at this point are at the cost of the author.

The editorial staff of the Orient Department is always ready to be of assistance.

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ZOrA – Checklist for manuscript preparation

Components		
Text (max. 50 pages)	<input type="checkbox"/>	text (with notes, proof-read)
	<input type="checkbox"/>	bibliography (style: short quotation + author-year-system)
	<input type="checkbox"/>	list of abbreviations (except when using the current DAI system)
	<input type="checkbox"/>	All illustrations are numbered consecutively and are cited in the text
	<input type="checkbox"/>	list of all captions (figures, plates, tables) and corresponding credits
	<input type="checkbox"/>	summary/abstract (German and English, max. 900 characters each)
	<input type="checkbox"/>	keywords (max. five, German and English)
	<input type="checkbox"/>	address with e-mail, ORCID-ID, ROR-ID (if applicable)
Illustrations	<input type="checkbox"/>	digital images (see below); reproductions and original b/w prints, colour prints, transparencies, drawings (max. DIN A 0) only in exceptional cases
	<input type="checkbox"/>	layout suggestions are required for plates
	<input type="checkbox"/>	for assembled plates: please contact the editing department beforehand
	<input type="checkbox"/>	unlimited permission to publish and/or reproduce (print and digital) has to be granted via author's agreement
Format and style		
Text + Notes	<input type="checkbox"/>	text and notes should be written in a common text processing program, preferably using a Unicode character set
	<input type="checkbox"/>	references to literature should be placed in footnotes
	<input type="checkbox"/>	footnote numbers should be typed behind punctuation marks
	<input type="checkbox"/>	illustration references in the text should be given in brackets
	<input type="checkbox"/>	the hierarchy of the headings should be characterised by a template or numbering (1, 1.1, 1.1.1) (max. 3 hierarchies after the article heading)
	<input type="checkbox"/>	special characters: if necessary the used font should be supplied
Formatting	<input type="checkbox"/>	left-justified
	<input type="checkbox"/>	font size uniformly 12 pt (footnotes as well)
	<input type="checkbox"/>	line spacing uniformly 1.5 (footnotes as well)
	<input type="checkbox"/>	continuous pagination
	<input type="checkbox"/>	superscript or subscript
	<input type="checkbox"/>	non-breaking spaces (see 3.1))
	<input type="checkbox"/>	avoid other formatting (indentations, word-division, columns, etc.)
Illustrations	<input type="checkbox"/>	TIFF files, EPS files (JPG if necessary); other formats are possible in consultation with the editorial team
	<input type="checkbox"/>	Resolution in relation to the final print size: 400 dpi for greyscale and colour images, at least 1200 dpi for line drawings (b&w)