Guidelines for Contributors

General

Libyan Studies is published annually in November. Coverage includes current research on all aspects of Libya, particularly on archaeology, history, and related aspects of the natural environment. The editor is willing to consider contributions on related topics in respect to other parts of North Africa, including the Sahara as a whole and the Maghreb. Contributions may take the form of research articles, shorter notes, reports on archaeological fieldwork, and book reviews. Articles and shorter notes must reach the editor at the latest by 1 March each year. Reports on archaeological fieldwork and book reviews may be submitted later, with the agreement of the editor. In all cases, authors are advised to notify the editor in advance of submitting copy.

Submissions procedure

Authors should submit one hardcopy and one digital copy to the editor. Digital copies should be submitted either on CD ROM or as an email attachment. The hardcopy and digital files must be identical. The editor will acknowledge all contributions received.

Submissions will be reviewed by at least two referees before acceptance. Authors and referees will remain anonymous unless otherwise requested. Recommendations made by referees will guide the editorial decision. The final decision is made by the editor.

Following review, the editor will notify authors as to decision, and will forward recommendations by referees. Authors of accepted manuscripts will receive one set of proofs in August/September, which should be corrected and returned immediately. Authors who are likely to be abroad or otherwise unavailable at this time should contact the editor.

Format and style

The preferred length of contributions is 3,000 to 8,000 words. Authors who wish to submit larger contributions should contact the editor. Authors are requested to include a cover sheet with their name, postal address and email address.

Abstract

An abstract of not more than 100–200 words is required for all articles, notes and archaeological reports. Abstracts should be provided in English (for translation into Arabic and for wider publicity in various abstracting journals). The abstract should be a factual summary of the contents and conclusions of the paper; it should not form part of the introduction.

Page layout

Text should be typed double-spaced in 12 pt font on one side only, with a 4 cm left hand margin. All pages should be numbered in the bottom right-hand corner. Paragraphs should be justified, separated by a single line space, and not indented.

Greek, Arabic and transliterations

Where Greek and Arabic text, inscriptions, and transliterations are provided, authors must supply the font file. An English translation should be provided where possible. Arabic words and place names transliterated into English should be supplied with the relevant diacritical marks.

Headings

Use of headings should be limited to two levels only. Headings should be typed on a separate line. Primary headings should be in bold font, secondary headings in italic font.

Abbreviations

In general, abbreviations should be punctuated: ed., e.g., etc., fig., i.e., n., no., pl., p. 20. However, abbreviations in plural (eds, figs, ns, nos, pls), contractions (Dr, Mr, Mrs, St), and series of initials (MA, PhD, UK) should omit stops. When used in text, abbreviations should be written in full: 'for example', 'as illustrated in Figure 1'.

Numbers

Spell out numbers one to ten, except when in sequences or as measurements. Numbers over ten are to be printed as numerals except at beginning of sentences. Use commas to indicate places. Roman numerals are to be avoided where possible. Ordinal numbers are to be spelled out in text: 'during the eighth century', 'the second phase'.

Measurements

Measurements should be in metric units: 4 cm, 5.3 m, 2 km, 7 ha, 14 g, 6 kg, abbreviated without stops. Where it is necessary to preserve imperial measurements then metric equivalents should be provided in parenthesis: 'extended 8 yards (7.3 m)'; '34 inches (0.86 m)'.

Dates

Dates should be expressed as follows: 620 BC, AD 1340, AH 620, tenth century AD, fourth century AH, 14 July 1764, the 1890s, 211–202 BC, AD 1911–15. Radiocarbon determinations should be given with calcu-

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lated error to one standard deviation, and with the laboratory reference cited: 5,050±110 BP (GrN3451). Calibrated dates should use the form cal BP.

Sequences

In a sequence, the last two digits only should be given in the second element, except when the first of the two digits would be a zero: 1–13, 19–22, 124–35, but 104–108.

Spelling

British spelling should be used throughout. Spelling of names should be standardised within each contribution. The editor reserves the right to modify spelling.

References

References should use the Harvard (author/date) system, and should be placed in the main text:

'it has been shown (Goodchild 1950, 35)'.

'Goodchild (1950, 35) has shown'.

With two or more references by the same author in the same year:

(Goodchild 1950a; 1950b).

For more than two authors:

(Goodchild *et al.* 1950, 31–35).

Where several works are referred to at the same time, list them alphabetically rather than chronologically:

(Barker and Jones 1984; Barth 1857; Goodchild 1976).

Do not abbreviate classical source references:

(Tacitus, *Annals*, 4, 72).

The use of endnotes should be avoided wherever possible. If used, endnotes are to be numbered consecutively and are to be used to supply information ancillary to the main text. References in notes should follow the Harvard system. Endnotes should be referenced in the main text by superscript numbers and should be placed after punctuation. Automatic note numbering facilities should not be used as note numbers will be lost on transfer to page layouts.

An alphabetical list of references referred to in the text or in endnotes should be provided at the end of the text (excluding classical sources). Authors must ensure that references are accurate and complete. Book references should contain authors' name, date, title, publisher, and place of publication. Periodical titles are to be spelled out in full. Periodical numbers are to be given in Arabic numerals, not Roman. For example:

Hamilton, J. 1856. *Wanderings in North Africa*. John Murray, London.

Goodchild, R.G. 1950. The *limes Tripolitanus* II. *Journal of Roman Studies* 40: 30–8.

Brehony, J.A.N. 1960. Semi-nomadism in the Jebel Tarhuna. In Willimott, S.G. and Clarke, J.I. (eds), *Field Studies in Libya*. Department of Geography, University of Durham, Research Paper 4: 60–69.

Figures

Figures should be numbered in consecutive order, and be accompanied by a caption. A single system of numbering is used for both line drawings and photographs. Captions should identify the source of a figure. Figures can be sent in hardcopy, but must be original photographs and drawings. Photocopies may not reproduce satisfactorily. Digital figures should be submitted as separate files, preferably as TIFF or EPS files. Line art figures should be submitted at a minimum resolution of 600 dpi (TIFF) or 1,200 dpi (EPS). Grey scale figures should be submitted at a minimum resolution of 300 dpi (TIFF). Resolution at less than 300 dpi will not be accepted. Where appropriate, the editor will consider the inclusion of colour.

The maximum area available for figures and captions is 20.5 cm × 15.2 cm. Where possible, figures should be submitted at their actual size. If reduction is required, then text labels should remain legible.

Tables

Tables should be numbered separately to figures, in consecutive order, and be accompanied by a caption. Tables can be submitted either as separate Microsoft Excel files, Word tables or as plain text files using tabs between columns.

Copyright

In their interest, and in accordance with the practice of most learned journals, authors are asked to assign copyright of their text and illustrative material to the Society for Libyan Studies. Authors wishing to make use of figures should first obtain permission of the original author and then apply to the editor. Authors will receive a print-quality PDF.

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