

Notes for authors

1. General scope and editorial policy

The *Journal of the Israel Prehistoric Society (JIPS)* was founded in 1960. It covers all fields of research pertaining to the prehistory and protohistory of the southern Levant, up to the Early Bronze Age. Papers covering later periods will be considered if they are of special interest to the Israel Prehistoric Society community (for instance, if they present research methods applicable also to prehistoric periods, or if they are relevant in other ways). We are keen to receive articles and reports that deal with descriptive, innovative and theoretical archaeological research. We publish articles, including excavation reports, shorter notes and book reviews. We are also promoting the publication of theses and dissertations.

2. Submission

Submission of manuscripts, books to be reviewed, *etc.*, should be no later than 30th May, in order to be included in the volume of that year (December).

In all cases, submission of an article is taken to imply that it has not previously been published or submitted for publication elsewhere. Contributors are responsible for obtaining permission to reproduce any material of which they do not own the copyright, and for the appropriate acknowledgements in their manuscript. The published data and interpretations are the responsibility of the authors.

All materials for publication, including a single copy of books to be reviewed in the journal (the copy will not be returned) should be submitted to Prof. Dani Nadel (Department of Archaeology, University of Haifa). Please use the email address below for correspondence and electronic submission of manuscripts:
dnadel@research.haifa.ac.il.

3. Format

Manuscripts should be submitted in WORD format, using double spacing. All manuscripts should be submitted after they were formatted to *JIPS* requirements and were subjected to English editing. Manuscripts that will be

submitted in other formats or that do not comply with *JIPS* requirements will be returned to the authors and not sent to reviewers.

Each manuscript should include the following components, submitted as a single electronic file and in the following order:

1. A title page with: A) the title; B) full names of all authors with their academic and email addresses given below and numbered according to the order of authors; C) an abstract of 200–250 words; D) 5–7 keywords.
2. A Hebrew summary (up to three pages) on a separate page.
3. The text, including all tables and table captions. The tables should be integrated into the text in the relevant places (preferably following their first mentioning in the text). The captions should be below the tables.
4. Acknowledgments.
5. References (see below).
6. Figure captions should be provided as one list on a separate page, after the references. The preferred location of figures should be indicated within the text in a separate line, as follows: <<Figure 1>>.
7. Figures should be organized and numbered at the end of the paper by their order of appearance. Figures incorporated in the manuscript submitted for review should be in readable resolution. All figures should also be submitted as separate files (see below).
8. All pages, beginning with the title page and including figures, should be numbered consecutively.

4. Language

The *Journal of the Israel Prehistoric Society* is published in English, with Hebrew summaries of each article. Spelling should follow U.S. practice, *e.g.* ‘color’ rather than ‘colour’.

5. Hierarchy of titles

All titles should be aligned to the left.

Main titles will be written in capital letters in a separate line (*e.g.* ABSTRACT, METHODOLOGY, *etc.*), separated above by an empty line. Second level titles will be written in a separate line, in bold letters (*e.g.* **The flint assemblage**), separated above by an empty line. Third level titles will be written in a separate line, in bold italics, aligned to the left (*e.g.* ***Raw materials***). Fourth level titles will be written in bold, with a full stop and then followed by text in the same line (*e.g.* **Brown flint.**).

Authors of specific chapters may be included by their initials, in the same line of the title but in brackets: THE FLINT ASSEMBLAGE (I.G. and J.V.).

6. Style

- The text should be justified.
- All paragraphs should have 1.0 cm tabs except the first in each chapter (aligned to the left).
- No footnotes are allowed.
- A figure caption should explain the essence of the figure, and clarify any relevant details therein, *e.g.*: Figure 1. A plan of Locus 1 with locations of sections. At the end of the caption there will be a full stop.
- Captions of figures that include more than one object (*e.g.* pottery, flint, groundstone, *etc.*) should specifically enlist the objects. Thus, the caption should read:
Figure 4. Flint tools. 1) end scraper; 2–4) chisels; 5–8) burins.
- Reference to figures and tables in the text will be: (Fig. 1), (Fig. 2:12), (Table 3), (Table 2.1) *etc.* When citing other works, use lower case letters for the figures and tables: (Barba 1955: fig. 3:5), (Dukati 1966: table 6). When citing consecutive numbers, page numbers, layers, figures or tables in the text or in other works use a long hyphen (*e.g.* 20–25; pp. 37–48; Layers II–V; Figs. 14–16; Fig. 14:1–4; Tables 14–15; Brown 1915: fig. 14:5–6, tables 7–9).
- Words in a language foreign to the main body of text should appear in italics (*e.g.*, *i.e.*, *ibid*, *et al.*, *ca.*, *etc.*).
- Use ‘, ’ and “ ”, not ' or ".
- Names of specific geographical features will be in capital

letters (*e.g.* Jordan Valley, Judean Hills, Coastal Plain, but southern Levant).

- A non-cardinal orientation will be written as one word (*e.g.* northwest).
- Radiocarbon dates should be provided in one of the following formats: 33,111±200 BP; 3,500–3,450 Cal BC; 9,550–9,470 Cal BP). When possible, laboratory sample numbers and standard deviations should be provided.
- Use words for counts between one and nine, but numbers from 10 upwards.
- Use % and do not spell out ‘per cent’ in text, figures and tables.
- Dimensions, distances and weights will be written using the metric system and abbreviations (*e.g.* 3.5x2.1x1.5 cm, 150x75 m, 54 km, 15 gr). Use a comma in numbers with four or more digits (*e.g.* 4,571, 78,300).

7. References

References should be cited in the text by the author's name and date, in brackets (*e.g.* Gilbert 1966). If more than one paper is cited the references should be listed alphabetically and separated by a semi-colon (*e.g.* Alony 1979; Kuhn and Bar-Yosef 1999; Rak 1993: 55). For two authors cite both names (*e.g.* Powell and Morgan 2007). Papers co-authored by more than two writers should be cited using the first author's name, followed by *et al.* (*e.g.* WoldeGabriel *et al.* 2001). Several works by the same author should be separated by a comma (*e.g.* Bar-Yosef 1994, 1998a, 1998b). A paper accepted for publication will be cited as ‘in press’ (*e.g.* Glickman in press). Unpublished works will be cited as n.d. (*e.g.* Peacock n.d.). Data provided directly to the author will be cited in the text (*e.g.* Ozgood 2009 pers. com.) but not in the reference list. All reference items should be cited in the text and appear in the references section, where they should be listed alphabetically, according to the author's name/s and date of publication, as follows:

Book:

Zohary M. 1962. *Plant Life of Palestine*. New York: The Ronald Press Company.

Zohary D., Hopf M. and Weiss E. 2012. *Domestication of Plants in the Old World*. Oxford: Oxford University Press.

Book in series:

Goren Y. and Fabian P. 2002. *Kissufim Road: A Chalcolithic Mortuary Site* (IAA Reports 16). Jerusalem: Israel Antiquities Authority.

Goring-Morris A.N. 1987. *At the Edge. Terminal Pleistocene Hunter-Gatherers in the Negev and Sinai* (BAR International Series 361). Oxford.

Edited volume:

Akazawa T., Aoki K. and Bar-Yosef O. (eds.). 1998. *Neandertals and Modern Humans in Western Asia*. New York: Plenum Press.

Paper in a journal:

Grace R. 1990. The use-wear analysis of drill bits from Kumartepe. *Anatolica* 16: 145–156.

Rosen S., Savinetsky A.B., Plakht Y., Kisseleva N.K., Khassanov B.F., Pereladov A.M. and Haiman M. 2005. Dung in the desert: Preliminary results of the Negev Holocene ecology projects. *Current Anthropology* 46(2): 317–327.

Paper in an edited volume:

Hillman G.C. 2000. Abu Hureyra I: the Epipaleolithic. In: Moore M.A.T., Hillman G.C. and Legge A.J. (eds.), *Village on the Euphrates: from foraging to farming at Abu Hureyra*, pp. 327–398. Oxford: Oxford University Press.

Martin G. 2000. Stasis in complex artefacts. In: Ziman J. (ed.), *Technological Innovation as an Evolutionary Process*, pp. 90–100. Cambridge: Cambridge University Press.

Paper in an electronic journal:

Cunha E. 1999. Commentary by Eugenia Cunha. *Mediterranean Prehistory Online*. <http://www.med.abaco-mac.it/home.htm>.

Unpublished Ph.D. Dissertation / MA Thesis:

Hawkins A.L. 2001. *Getting a Handle on Tags: Defining the Dakhleh Unit of the Aterian Technocomplex – A Study of Surface Archaeology from Dakhleh Oasis, Western Desert, Egypt*. Unpublished Ph.D. Dissertation. The University of Toronto, Toronto.

Rucks M.M. 1995. *The Social Context and Cultural Meaning of Ground Stone Milling among Washoe Woman*. Unpublished M.A. Thesis. The University of Nevada, Reno.

Emmer G. 2005. *Mammal and Reptile Bones from Hut 13 at the Ohalo II Prehistoric Site: Species, Body Parts and Distribution Patterns*. Unpublished M.A. Thesis. The University of Haifa, Haifa (Hebrew with English summary).

Paper presented in a conference (not published):

Sayegh G. 2002. Lithic inter and intra-assembly variability: A case study from the Pre-Pottery Neolithic site of Zahrat edh-Dhra' 2, Jordan. Paper presented at *The 2002 Annual Meeting of the American Society of Oriental Research*. Toronto, Canada.

Unpublished work:

Shmookler L. 1983. *Masloukh revisited: The Amudian Layers of the Coastal Site in Lebanon*. Unpublished manuscript, Department of Anthropology, Columbia University.

Items written in Hebrew should be provided in English:

Covello-Paran K. 1995. Gesher-Karantina. *Hadashot Archaeologiot* 104: 49–51 (Hebrew).

8. Illustrations

Figures (whether photographs or drawings) should be numbered consecutively in their order of mention in the text. The size of the figures will not exceed 23.5x17 cm. When included in the submitted file for review, the figure size (resolution) can be somewhat reduced. However, high quality versions of all figures should be submitted as separate files. Digital graphic files (such as artwork and diagrams) saved in TIFF format are mandatory. Line drawings should be saved as grayscale at 600 dpi. Photographs should be saved in color (RGB) at 600 dpi. The name of the file should be the same as it appears in the text (e.g. Fig. 7 should be named Fig. 7). A scale is essential for all plans, sections and artifact photographs and drawings. Most field photos should also include a scale. A North arrow or other means of orientation should be included in all plans, sections and field photographs.

9. Tables

Tables should fit the size of the journal pages (max 23.5x17 cm). Recommended font size is 10 (do not reduce fonts below 9). Recommended style is simple grid with titles in bold. Authors should attempt to format all their tables in the same style.

Notes for authors

10. Frontispiece

Authors are encouraged to suggest one of their figures for the journal front cover (the chosen figure has to be included in the manuscript).

11. The review process

Each manuscript will be evaluated by the editors. Papers found fit for *JIPS* will be sent to at least two reviewers; they will be asked to provide their evaluations within 60 days. Acceptance will depend upon their recommendations. When ready, the authors will receive all comments (of the anonymous reviewers and the editors) and will be requested to modify the paper (if necessary) and submit the revised version within 30 days. The authors should also provide a cover letter stating the modifications carried out and any other responses they have to the reviews. At the last stage the authors will receive a PDF version of their paper (gullies). At this stage, only typographical or factual errors may be corrected and the authors will be asked to submit their comments within 7–14 days.

The Editors,

**Dani Nadel, Danny Rosenberg, Daniel Kaufman and
Guy Bar-Oz**