

## **Guidelines**

### **Extension**

Manuscripts should not exceed 20 pages (except for tables which will be counted separately).

### **Layout**

If more extensive hieroglyphic passages are to be included in the manuscript, or if indentations and tabulators are used, please mind the shorter lines of the two-columned layout of the ZÄS. Tables and schemata may be printed in a single-columned layout.

For the sake of a balanced layout, please refrain from using too many different typefaces. Italicised passages should be restricted to emphases. Also please avoid italics in bibliographical references (apart from italics in quoted titles or in quotations).

Within the bibliographical references, the authors' names should be printed not in small capitals, but in spaced letters (s. below). Outside of bibliographical references, authors' names should be printed in the same format as the surrounding text.

### **Hieroglyphs and transcription**

The printing house of the ZÄS uses WinGlyph hieroglyphs, please observe the following settings:

Sign height 2.0  
Line spacing 1.00  
Scale 1.0  
Line thickness 15

In case of hieroglyphic passages within the running text, please attach the WinGlyph codes as a separate text or WinGlyph file.

If you make use of other transcription fonts than "Transliteration" or "Umschrift", please submit them in conjunction with the manuscript.

### **Coptic and Greek**

"IFAOGrec Unicode" is the font taken for Coptic and Greek texts. If you should prefer other fonts, please feel free to attach them as a separate font to your manuscript.

### **Footnotes and bibliographical system**

Footnote numbers precede punctuation marks.

Within the running text as well as within the footnotes, please use the following system for bibliographical references:

"Cf. Tefnin 1979b, 236 f."

and: "Tefnin (1979b, 55) considered ..."

The abbreviation l. c. can be used in case of repetition.

The manuscript should contain a separate bibliography:

*Monographs:*

Gardiner, A. H., 1957, Egyptian Grammar, 3rd ed., Oxford.

Tefnin, R., 1979a, La statuaire d'Hatshepsout: portrait royal et politique à la 18e dynastie. *MonAeg* 4.

*Articles in journals, proceedings, etc.:*

Grenier, J.-Cl., 1998, "Une hypothèse sur l'origine des monnaies de nomes", in: W. Clarysse, A. Schoors, H. Willems (Hgg.), *Egyptian Religion. The Last Thousand Years. Studies Dedicated to the Memory of Jan Quaegebeur*. OLA 85, 1331-1340.

Tefnin, R., 1979b, "Image et histoire. Réflexions sur l'usage documentaire de l'image égyptienne", *CdE* 54, 218-244.

*Lexikon entries:*

Altenmüller, B., *LÄ III*, 1977, 46-47, s. v. "Horus von Libyen".

For abbreviations of journals and series, see: *Lexikon der Ägyptologie*, Vol. 7, and B. Mathieu, *Abréviations des périodiques et collections en usage à l'Institut français d'archéologie orientale*, 3rd ed., Cairo, 2003 ([www.ifao.egnet.net/uploads/publications/enligne/Abreviations.pdf](http://www.ifao.egnet.net/uploads/publications/enligne/Abreviations.pdf)).

### **Summary and keywords**

Please attach an English summary of max. 10 lines to your manuscript. Also, please attach 3-5 keywords. For the sake of uniformity, please give – as far as possible – keywords which can also be found in the keyword index of the OEB/formerly Agyptos (downloadable here: <http://www.gko.uni-leipzig.de/de/aegyptologisches-institut/zaes/informationen-fuer-autoren.html>).

### **Figures**

The author should hold the copyright or the permission to reproduce the pictures and drawings submitted.

Printed figures should contain a short title or number on the backside, the author's name and, if necessary, the designation "above" or "below". The titles of the figures should be attached to the manuscript. Electronic figures are best submitted with a resolution of 1200 dpi (monochrome) or with 600 dpi (polychrome) respectively.

### **Acknowledgements**

Acknowledgements will be printed at the end of the article. So please refrain from placing them into footnote 1, because their relocation would destroy cross-references in other footnotes.