



## Instructions for Authors

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### Scope

This is an inclusive, non-Eurocentric, multi-disciplinary journal devoted to the study of temporal, spatial, economic, social, and linguistic aspects of ancient civilizations from the Old World, namely Africa, Asia, and Europe. We want to offer a comprehensive perspective on civilizations developed in these continents in pre-modern times, from prehistory to the fall of the Eastern Roman Empire (15th century AD).

- OW is an Open Access journal, fully-funded by the [Research Centre of History and Culture \(BNU-HKBU\)](#),
- OW is only published in a digital format.
- Submissions by both eminent and young scholars are welcome.
- Submissions may regard any aspects of the Old World: linguistics, history, archeology, art and architecture, philology, literature, philosophy, religion, economy, sociology, anthropology, etc.
- Submissions may regard any civilizations of Africa, Asia, and Europe, developed between prehistory and the 15th century AD, that is, the fall of the *Eastern* Roman Empire.
- Scholarly reviews are welcome as well.
- Special issues may be considered for publication.
- Articles must present original work and must have been submitted exclusively to *OW*.

### Open Access

*Old World. Journal of Ancient Africa and Eurasia* (*OW*) is an Open Access journal fully funded by the [Research Centre of History and Culture \(BNU-HKBU\)](#), ensuring maximum, worldwide dissemination of content. Article Publication Charges for this journal are waived. The author(s) keep full copyright and give Brill permission to publish by signing a special Brill Open Consent to Publish.

### Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill's publication ethics, which may be downloaded here: [brill.com/page/ethics/publication-ethics-cope-compliance](http://brill.com/page/ethics/publication-ethics-cope-compliance).

### Submission

*OW* uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at <https://www.editorialmanager.com/OW>. Upholding the



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highest standards for academic quality, analytical thinking and originality, *Old World* follows standard academic practice in sending all manuscripts to anonymous peer review to ensure the quality of its articles. Submitted papers will be checked by two anonymous reviewers, and the author will be notified about the editorial decision as soon as possible. If you have queries about the policy of the journal or its editorial process, please address the editors above.

Prior to submission, authors are encouraged to read the entire "Instructions for Authors."

### *File Format*

Both papers and reviews should be sent as anonymized files. If there are any figures or tables, please submit separate files for each figure and table.

## **Submission Requirements**

### *Language*

Articles should be written in English, using American spelling and grammar, and should be consistent throughout. If English is not your native language, we recommend having a native speaker edit the article before submission. All foreign words should be accompanied by an English translation.

### *Non-Roman Scripts*

If any non-Roman text is included, check the file carefully to see that it appears correctly, and please provide a PDF of the text file as a reference.

Any glosses and linguistic examples in your manuscript must be put into tables, please see pp. 8-10.

### *Length*

Papers and reviews are not subject to a specific word or page limit.

## **Manuscript Structure**

### *General*

Papers can be submitted at first in any style, but we suggest using a 12 pt font throughout the text, including the footnotes. Use double space throughout the text, including footnotes. Please list bibliographical references at the end of the text. Upon acceptance of articles, authors will be required to put

### *Abstracts and Keywords*

Article manuscripts must include an abstract at the beginning. The abstract consists of the aim, result, them into the required style of the journal, see these instructions for authors.



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and conclusion of the research and is limited to 150 words. Do not provide an abstract for a book review or a book review essay. Please also provide 4-6 keywords that are important in your article.

### *Headings*

Headings are unnumbered and should be flush (aligned) left. First level headings should be in **bold**, and second level headings should be in ***bold italics***. Please try and use no more than two levels of headings.

**This Is the First Level Heading**

***This Is the Second Level Heading***

This is the Third Level Heading

If your paper needs more than 3 levels of heading, the headings must be numbered.

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### *Citations within the Text*

Within the text, give a brief citation in parentheses consisting of the author's surname, year of publication, and page number(s) where relevant: (Cohen 1912:47). Use an ampersand (&) between two authors' names, and if there are more than two authors, use the surname of the first author, followed by et al.: (e.g., Blau & Hopkins 2000; Aspesi et al. 2008).

- a. If the citation is of the *work*, either place everything in parentheses: (Weinreich 1954:75), or nothing in parentheses: More discussion of these issues can be found in Laferriere 1979.
- b. If, by contrast, the citation is of the *author*, and the author's name is part of the text, then use this form: Fishman (1985:14) comments that...; As Blau & Hopkins (2000:7) point out...; Aspesi et al. (2008) compiled...

### *Footnotes*

Use footnotes, numbered consecutively, and not endnotes. Each footnote should end with a full stop.

### *Bibliography/References*

Articles must end with a bibliography, entitled References, of all works referred to in the article.

#### *Book*

Author, Arthur A, and Author, Brenda (2021). *The Title of the Book*. Location: Publisher.

Author, Anna A, and Author, Brenden (2021). *The Title of the Book*. Location: Publisher, pp. 1–10.

Author, Arthur, and Author, Brenda (2021). *The Title of the Book*. 6<sup>th</sup> ed. Location: Publisher.



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*Edited Book*

Editor, Arthur, ed. (2021). *The Title of the Book*. Location: Publisher, pp. 1–10.

Editor, Anna A, and Editor, Brendan, eds. (2021). *The Title of the Book*. Location: Publisher, pp. 1–10.

*Book without Author*

*The Title of the Book* (2021). Location: Publisher.

*Book by a Corporate Author or Organization*

Organization Name (2021). *The Title of the Book*. Location: Publisher.

*Article in Edited Volume*

Author, Anne, and Author, Brendan B. (2021). The Title of the Article. In: A. Editor, ed, *The Title of the Book*, Location: Publisher, pp. 1–10.

Author, Arthur, and Author, Brenda (2021). The Title of the Article. In: A. Editor and B. Editor, eds, *The Title of the Book*, Location: Publisher, pp. 1–10.

Author, Anne, and Author, Brendan (2021). The Title of the Article. In: *Proceedings of the Xth International Conference on Something 2021*, Location: Publisher, pp. 1–10.

*Multi-Volume Work (as a Whole)*

Editor, Arthur, ed. (2021). *The Title of the Work*. (2 vols). Location: Publisher.

Author, Anne (2021). *The Title of the Work*. (2 vols). Location: Publisher.

*Multi-Volume Work (Specific Volume)*

Editor, Anne, ed. (2021). *The Title of the Work, Volume 2*. Location: Publisher, pp. 1–10.

Author, Arthur (2021). *The Title of the Work, Volume 2*. Location: Publisher, pp. 1–10.

*Journal Article*

Author, Arthur A, Author, Brenda, and Author, Carl (2021). The Title of the Article. *Journal Title* 70 (1), pp. 1–10.

Author, Anne (2021). The Title of the Article. *Journal Title* 70, pp. 1–10.

*Pre-published Journal Article*

Author, Arthur A, Author, Brenda, and Author, Cornelis (2021). The Title of the Article. *Journal Title*, pp. 1–10. DOI 10.1163/1234567X-12345678.

*Forthcoming Work*

Author, Arthur (forthcoming 2021). The Title of the Journal article. *Journal Title*, 1–10.

Author, Anne (forthcoming). The Title of the Journal article. *Journal Title*, 1–10.



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Author, Arthur (forthcoming). *The Title of the Book*. Location: Publisher.

### Dissertation or Thesis

Author, Arthur (2021). *The Title of the Thesis*, Dissertation, Department, University.

Author, Anne (2021). *The Title of the Thesis*, Degree Thesis, Department, University.

### Newspaper Article

Author, Arthur (2021). The Title of the Article. *The Newspaper*, June 24, p. 1.

### Other-Language Work with Translated Title Included

Author, Anne (2021). *De titel van het boek* [*The title of the book*]. Location: Publisher.

Author, Arthur (2021). De titel van het artikel [The title of the article]. *Journal Title* 70 (1), pp. 1–10.

### Work in Non-Roman Script

Author, Artur (2021). *Nazvaniye knigi* [*Название книги*]. Location: Publisher.

Author, Anna [Автор, А.]. (2021). *Nazvaniye knigi* [*Название книги*]. Location: Publisher.

Author, Arthur [Автор, А.]. (2021). “Nazvaniye stat'i zhurnala” [*Название статьи журнала*]. *Nazvaniye zhurnala* [*Название журнала*] 70 (1), pp. 1–10.

### Translated Work

Author, Anna (2021). *The Title of the Book*. Translated by A. Translator. Location: Publisher.

Author, Arthur (2021). The Title of the Article. Translated by A. Translator. *Journal Title* 70 (1), pp. 1–10.

### Quotations and Punctuation

All direct quotes must be cited. The author guarantees that all quotes are accurately spelled and precisely quoted from the source material.

For direct quotes, double quotation marks should be used (“ ”). For terms under consideration, glosses, and quotes within quotes, please use single quotation marks (‘ ’).

Commas and periods are placed *within* closing quotation marks, whether single or double (.” and ,’ not ”. or ’.).

Colons, semicolons, question marks, and exclamation points are all placed outside closing quotation marks (unless they are part of the quoted material).

If quotations are three lines long or longer, please indent them with a white line of space above and below, and do not use quotation marks at the beginning and end of the quoted material.

Quotations can appear in languages other than English, including those written in other scripts, but these must be followed by their English translation and preferably also a transcription into Latin script. After a period, only one space should be used.



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### *Italics*

Please use *italics* (not **bold**) if you wish to emphasize words or phrases. Commonly used scholarly words should not be italicized, such as: *ibid*, *et al*, *i.e.*, etc.

Foreign words that are not frequently used in English should be italicized. This includes Latin and Greek.

### *Transcription and Transliteration*

Please use a consistent transcription method for all linguistic data. One of the common transcription methods should be used (e.g., IPA, oriental transcription, YIVO).

Words or phrases embedded in the text and written in Hebrew script should be accompanied by an English translation, and to the extent possible also by their Latin transliteration. An author's priority should be consistency; transliteration of words and proper names in Greek, Arabic, Hebrew, etc., should be consistent throughout.

### *Figures*

Figures refer to graphs, charts, drawings, and pictures (black & white). All figures should be cited in the text (e.g., "As Fig. 1 indicates,"). The desired location of the figure in the text should be indicated by a placeholder such as "Figure 1 about here." Please submit each figure and table in a separate file.

The size of the figure must be appropriate for the journal. The quality of the figure must be suitable for printing - the resolution should be a minimum of 300 dpi (minimum 600 dpi for line art). The image itself must be sharp, and any text in the figure should be legible (at least 7 pt or larger).

There must not be any problems with the copyright to the figure in question; see point 6 of the Ethical and Legal Conditions above. Please also provide a separate file listing all figure captions.

### *Tables*

Tables should be cited in the text. They should have short informative captions and be numbered consecutively in Arabic numerals. Table layout should be kept as simple as possible.

## **Publication**

### *Proofs*

Authors are responsible for checking the page proofs. They will receive a proof in .pdf format by e-mail that should be checked carefully for factual and typographic errors. At this stage, only minor corrections will be allowed. Authors are requested to return any corrections in a single e-mail to the Managing Editor within one week after receipt of their proofs.



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