

# Guidelines and Policies

## I Preparing your paper for *Lingua Aegyptia*

Authors are asked to follow the *LingAeg* style when preparing a manuscript. If you submit a manuscript that does not follow our style you will be asked to apply these guidelines before submitting your final version if the editors decide to accept your paper.

### 1 Abstract, format & presentation

- Each article should contain an English abstract. It should begin with an English translation of the article's title if the article itself is not in English.
- The first footnote ('1')<sup>1</sup> follows the author's name and contains his or her location/affiliation and email address. You may add acknowledgements here.
- Please use the provided Word-template. It includes a placeholder text, the type area and the most important styles for headings and paragraphs.
- Please do NOT use the automatic numbering of MS Word (for paragraphs/sections or examples).
- Please do NOT use the automatic bulleted or numbered lists offered by MS Word. The template contains paragraph styles to be used for lists (paragraph style 'LingAeg\_Ex (list)\_1-first' etc., see the dot-file for an example).
- When adjusting the transliteration, the glossing and the translation of an example please use tabs (instead of spaces) or tables. The paragraph styles 'LingAeg\_Ex (Nr)\_1-first' and 'LingAeg\_Ex (Nr)\_2-middle' are already containing tab settings. The Word-template does also contain tables you might use.
- Please use an en dash (–) in ranges (e.g. 1928–1935), and around parenthetical expressions – such as this one – with a single space on each side.

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1 Other footnote styles (e.g. '\*') are not allowed.

## 2 Fonts

- Please use “Times New Roman” (not “Times”) for the main text and the footnotes.
- “[Umschrift TTn](#)” (please use the latest version 3.0), [Trlit\\_CG Times](#) or “[Transliteration](#)” are recommended as transliteration font.
- For Coptic “[Antinoou](#)” is recommended.
- All other fonts have to be sent together with the manuscript.
- **Bold face** should be avoided whenever possible, please use *italics* instead (for emphasis etc.).

## 3 Glossing & hieroglyphs

Authors are kindly asked to present their examples not only by giving a transliteration and a translation but also by providing glossing lines. You are also welcome to add a line of hieroglyphs.

### 3.1 Glossing

You are asked to familiarize yourself with the following resources:

- The article “[Glossing Ancient Egyptian. Suggestions for adapting the Leipzig Glossing Rules](#)” by Camilla Di-Biase-Dyson, Frank Kammerzell & Daniel A. Werning (in the appendix of *Lingua Aegyptia* 17).
- The collaborative online Wiki [Glossing Ancient Languages and Texts](#).

Please adhere to the Word-template by using tabs to present examples.

### 3.2 Hieroglyphs

You may submit hieroglyphs generated by [JSesh](#). If you do so please use the following preferences for the clipboard settings (Zwischenablage-Einstellungen):

- 11 pt (for main text line), or 9 pt (for footnote line)
- Clipboard format: WMF
- In Word you may lower the hieroglyphs by 2pt or 3pt (select the hieroglyphs and adjust the font settings: ‘font’ > ‘character spacing’)

## 4 Supra references

Supra references (loc. cit., op. cit., idem, ibidem etc.) should be avoided. Cross references to the article’s pages are not accepted. Please refer only to paragraphs or chapters. If you like to refer to a footnote please highlight this cross reference (“See **fn. 15.**”).

## 5 Quotation marks and brackets

The style of quotation marks corresponds to the article’s language (*not* to the language of the quotation):

English	“Text ‘within’ quotation marks”
French	« Text ‘within’ quotation marks »
German	„Text ,within‘ quotation marks“

Square brackets should be used when brackets are nested (i.e. please use square brackets [like these] inside round brackets):

“Roeder (2009: 104–105 [n. 114])” or “(Roeder 2009: 104–105 [n. 114])”

In quotations, points indicating an ellipsis (i.e. the omission of a portion of the text) should be enclosed within square brackets: [...].

## 6 Tables and illustrations

### 6.1 Tables

A table’s heading is placed above the table. Please avoid vertical lines. If in doubt, align left.

NB: Footnotes in tables should be avoided. Please use an own numbering instead as indicated in the Word-template (a, b, c...).

Table 1 | Lorem ipsum dolor sit amet

	AB	CD	EF	GH
1	xyz <sup>a</sup>	xyz		
2			klm	rst

- a Lorem ipsum dolor sit amet.

## 6.2 Illustrations

- Illustrations have to be submitted as separate files (TIFF, JPG, PDF etc.).
- There are requirements to be met regarding the illustrations' resolution:
  - grey scale illustrations: 300 ppi (or higher)
  - line drawings: 800 ppi (or higher)
- Diagrams from PowerPoint are usually not suitable for printing. If you like to use such an illustration please submit not only the illustration file itself but also the PowerPoint file.

## 7 Bibliographic style

Authors are asked to follow the author-year system and to add a bibliography. For those book reviews and miscellanies which contain only very few bibliographic references it might be sufficient to give the full bibliographic references in the footnotes without adding a bibliography (see 7.3).

### 7.1 Examples for citation styles within the footnotes or the main text:

Černý (1929) / Černý (1929: 244–245) / (Černý 1929: 244–245) / Černý (1929 & 1930) etc.

### 7.2 Examples for full references in the bibliography (citation style sheet)

#### 7.2.1 Monographs

Sethe (1928)	Sethe, Kurt. 1928. <i>Ägyptische Lesestücke zum Gebrauch im akademischen Unterricht. Texte des Mittleren Reiches</i> , Leipzig.
Gardiner & Sethe (1928)	Gardiner, Alan H. & Kurt Sethe. 1928. <i>Egyptian Letters to the Dead, Mainly from the Old and Middle Kingdoms</i> , London.

#### 7.2.2 Articles in journals

Černý (1929)	Černý, Jaroslav. 1929. Papyrus Salt 124 (Brit. Mus, 10055), in: <i>Journal of Egyptian Archaeology</i> 15, 243–258.
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### 7.2.3 Articles in edited monographs

- Burkard (1999) Burkard, Günter. 1999. "Als Gott erschienen spricht er". Die Lehre des Amenemhet als postumes Vermächtnis, in: Jan Assmann & Elke Blumenthal (eds), *Literatur und Politik im pharaonischen und ptolemäischen Ägypten*, Bibliothèque d'Étude 127, Cairo, 153–173.
- Gnirs (2006) Gnirs, Andrea M. 2006. Das Motiv des Bürgerkriegs in Merikare und Neferti – Zur Literatur der 18. Dynastie, in: Gerald Moers, Heike Behlmer, Katja Demuß & Kai Widmaier (eds), *19. Festschrift für Friedrich Junge*, Göttingen, 207–265.

### 7.2.4 Defining abbreviations in the bibliography

- LEM* *LEM* = Gardiner, Alan H. 1937. *Late-Egyptian Miscellanies*, Bibliotheca Aegyptiaca 7, Bruxelles.

NB:

- (1) Abbreviations of frequently cited works (e.g. *Edfou* II, EG, *Urk.* IV) have to be defined in the bibliography or in a separate list of abbreviated literature (cf. 7.2.4).
- (2) Titles of series have to be given in full. Common abbreviations of journals (*JEA*), series (PdÄ), and lexica (*LÄ*) are *not accepted*.
- (3) The same applies to first names.
- (4) In the bibliography the surname precedes the first name only in the initial position of a bibliographic entry:
 

Altenmüller, Hartwig & Mohamed El Bialy. 2009. Eine spätzeitliche Topfscherbe aus Saqqara mit dem Anfang der "Lehre des Dua-Cheti", in: Dieter Kessler, Regine Schulz, Martina Ullmann, Alexandra Verbovsek & Stefan Wimmer (eds), *Texte – Theben – Tonfragmente. Festschrift für Günter Burkard*, Ägypten und Altes Testament 76, Wiesbaden, 21–26.
- (5) Multiple works by the same author or authors are arranged chronologically within the bibliography. In the second and subsequent entries *no dashes* are used to represent the author(s)' name(s) but the names are given in full in every entry.
- (6) Within bibliographic items, the use of *italics* is restricted to titles (and subtitles) of monographs, edited volumes and journals.
- (7) The usage of full points, commas and ampersands should be consistent:

F u l l p o i n t s are used as separators on both sides of the year, before a subtitle (if no colon ‘:’ is used) and at the end of the entry:

Altenmüller, Hartwig & Mohamed El Bialy. 2009. Eine spätzeitliche Topfscherbe aus Saqqara mit dem Anfang der “Lehre des Dua-Cheti”, in: Dieter Kessler, Regine Schulz, Martina Ullmann, Alexandra Verbovsek & Stefan Wimmer (eds), *Texte – Theben – Tonfragmente. Festschrift für Günter Burkard*, Ägypten und Altes Testament 76, Wiesbaden, 21–26.

Otherwise c o m m a s are used as separators: after the initial surname of the author, in lists (of authors, editors, places), after the title of articles, monographs, edited volumes, series and journals and also after places:

Altenmüller, Hartwig & Mohamed El Bialy. 2009. Eine spätzeitliche Topfscherbe aus Saqqara mit dem Anfang der “Lehre des Dua-Cheti”, in: Dieter Kessler, Regine Schulz, Martina Ullmann, Alexandra Verbovsek & Stefan Wimmer (eds), *Texte – Theben – Tonfragmente. Festschrift für Günter Burkard*, Ägypten und Altes Testament 76, Wiesbaden, 21–26.

Gardiner, Alan H. & Kurt Sethe. 1928. *Egyptian Letters to the Dead, Mainly from the Old and Middle Kingdoms*, London.

Černý, Jaroslav. 1929. Papyrus Salt 124 (Brit. Mus, 10055), in: *Journal of Egyptian Archaeology* 15, 243–258.

c o l o n s are used with “in” introducing journals or edited volumes (and before the publisher if you decide to mention publishers<sup>2</sup>). It may appear before the subtitle (if no full point is used):

Altenmüller, Hartwig & Mohamed El Bialy. 2009. Eine spätzeitliche Topfscherbe aus Saqqara mit dem Anfang der “Lehre des Dua-Cheti”, in Dieter Kessler, Regine Schulz, Martina Ullmann, Alexandra Verbovsek & Stefan Wimmer (eds), *Texte – Theben – Tonfragmente. Festschrift für Günter Burkard*, Ägypten und Altes Testament 76, Wiesbaden, Harrassowitz, 21–26.

Černý, Jaroslav. 1929. Papyrus Salt 124 (Brit. Mus, 10055), in *Journal of Egyptian Archaeology* 15, 243–258.

The a m p e r s a n d ( & ) is used in lists of authors, editors, places etc.:

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2 If you decide to mention publishers you have to do this consistently and throughout the whole bibliography.

Altenmüller, Hartwig & Mohamed El Bialy. 2009. Eine spätzeitliche Topfscherbe aus Saqqara mit dem Anfang der “Lehre des Dua-Cheti”, in: Dieter Kessler, Regine Schulz, Martina Ullmann, Alexandra Verbovsek & Stefan Wimmer (eds), *Texte – Theben – Tonfragmente. Festschrift für Günter Burkard*, Ägypten und Altes Testament 76, Wiesbaden: Harrassowitz, 21–26.

- (8) Quotation marks are only used if there are part of a title. They are not placed around titles:

Burkard, Günter. 1999. «Als Gott erschienen spricht er». Die Lehre des Amenemhet als postumes Vermächtnis, in: Jan Assmann & Elke Blumenthal (eds), *Literatur und Politik im pharaonischen und ptolemäischen Ägypten*, Bibliothèque d’Étude 127, Cairo, 153–173.

- (9) The language style within bibliography follows the article’s language (and not the bibliographic item’s language):

[Within a bibliography of an English article:]

Burkard, Günter. 1999. «Als Gott erschienen spricht er». Die Lehre des Amenemhet als postumes Vermächtnis, in: Jan Assmann & Elke Blumenthal (eds), *Literatur und Politik im pharaonischen und ptolemäischen Ägypten*, Bibliothèque d’Étude 127, Cairo, 153–173.

[Within a bibliography of a French article:]

Burkard, Günter. 1999. «Als Gott erschienen spricht er». Die Lehre des Amenemhet als postumes Vermächtnis, in: Jan Assmann & Elke Blumenthal (éd.), *Literatur und Politik im pharaonischen und ptolemäischen Ägypten*, Bibliothèque d’Étude 127, Le Caire, 153–173.

[Within a bibliography of a German article:]

Burkard, Günter. 1999. «Als Gott erschienen spricht er». Die Lehre des Amenemhet als postumes Vermächtnis, in: Jan Assmann & Elke Blumenthal (Hrsg.), *Literatur und Politik im pharaonischen und ptolemäischen Ägypten*, Bibliothèque d’Étude 127, Kairo, 153–173.

### 7.3 Examples for full references in the footnotes

The following guidelines do apply only for those *book reviews* and *miscellanies* which contain very few bibliographic references. Articles have to follow the guidelines above (see 7.1 and 7.2).

### 7.3.1 Monographs

(1) First occurrence:

Kurt Sethe, *Ägyptische Lesestücke zum Gebrauch im akademischen Unterricht. Texte des Mittleren Reiches*, Leipzig 1928.

Alan H. Gardiner & Kurt Sethe, *Egyptian Letters to the Dead, Mainly from the Old and Middle Kingdoms*, London 1928.

(2) Subsequent occurrences:

Sethe, *Ägyptische Lesestücke*, 14.

Gardiner & Sethe, *Egyptian Letters to the Dead*.

### 7.3.2 Articles in journals

(1) First occurrence:

Jaroslav Černý, Papyrus Salt 124 (Brit. Mus, 10055), in: *Journal of Egyptian Archaeology* 15 (1929), 243–258.

(2) Subsequent occurrences:

Černý, in: *Journal of Egyptian Archaeology* 15 (1929), 244.

### 7.3.3 Articles in edited monographs

(1) First occurrence:

Andrea M. Gnirs, Das Motiv des Bürgerkriegs in Merikare und Neferti – Zur Literatur der 18. Dynastie, in: Gerald Moers, Heike Behlmer, Katja Demuß & Kai Widmaier (eds), *WGUZ 1 Festschrift für Friedrich Junge*, Göttingen 2006, 207–265.

Günter Burkard, “Als Gott erschienen spricht er”. Die Lehre des Amenemhet als postumes Vermächtnis, in: Jan Assmann & Elke Blumenthal (eds), *Literatur und Politik im pharaonischen und ptolemäischen Ägypten*, Bibliothèque d’Étude 127, Cairo 1999, 153–173.

(2) Subsequent occurrences:

Gnirs, in: Moers et al. (eds), *WGUZ*, 210.

Burkard, in: Assmann & Blumenthal (eds), *Literatur und Politik*, 160.



## II Submitting paper to *Lingua Aegyptia*

### Before submitting articles to *Lingua Aegyptia*

Please have a look at the following checklist before submitting your paper:

- English abstract included? (cf. § 1)
- Is the manuscript anonymous? (cf. § 8)
- Is the en dash (–) used? Please check bibliographic references and items. (cf. § 1)
- NO automatic numbering (examples, chapters etc.) used? (cf. § 1)
- NO footnotes used within tables? (cf. § 6.1)
- Has the citation/bibliographic style been applied? (cf. § 7)
- Did you compile a PDF file for the submission? (And please provide special fonts if used.)

### How to submit

- Since our review process is double blind you are asked to make it anonymous before submission. So please do not mention your name at the first page and do not include it in column titles etc. You may also omit acknowledgements when preparing your manuscript for the first submission.
- Submit both a DOC(x) and a PDF file.
- Contact
 

Articles:	Kai Widmaier (Managing Editor) <a href="mailto:lingaeg@gwdg.de">lingaeg@gwdg.de</a>
Book reviews:	Eliese-Sophia Lincke and Daniel A. Werning (Review Editors) <a href="mailto:lareview@gwdg.de">lareview@gwdg.de</a>

### III Peer review policy

Lingua Aegyptia employs a strictly anonymous peer review process in which name/affiliation etc. of the reviewer is kept secret from the author and vice versa (double-blind review). The reviewer may, at their discretion, disclose their name to the author in their review, but this is not standard practice.

The editors assess each manuscript for the following general criteria:

- suitability, aims and scope as related to the core interests of the journal,
- recency of topic and bibliography,
- research substance,
- adherence to accepted formal criteria.

Each manuscript is subsequently reviewed by at least one external reviewer. In case of doubt or divergence of opinion, up to two other external reviewers and, in case of non-resolution after further review, the advisory board will be consulted. All manuscripts are reviewed as quickly as possible, and an editorial decision is usually made within 8–12 weeks of submission.

As part of the submission process, authors can ask in their cover letter for specific colleagues not to assess their manuscript. However, editors are not obliged to refuse reviewers based on this request.

Reviewers are asked to comment on the potential interest of a contribution to the field as well as its originality, clarity and argumentative strength. The editorial team bases its decisions on a number of factors, which may lead, even in the case of well-reviewed submissions, for papers of even higher support, suitability or perceived interest to be given preference.

Appeals or cases of conflict of interest will be referred to the advisory board, which is composed of international scholars widely published in all areas of Egyptian-Coptic linguistics and related topics.

### III Publishing policies

#### Management of ethical issues concerning research practices

Lingua Aegyptia's ethical policy is based on the following principles:

- Confidentiality: We safeguard our authors' and reviewers' privacy by securely handling their personal data and ensuring it is only accessible to the editors.
- Transparency: We maintain transparency throughout the review process and prevent falsification and plagiarism.
- Conflict of Interest: We identify and manage potential conflicts of interest to avoid bias and ensure objectivity.
- Regulatory Compliance: We adhere to relevant laws, guidelines, and institutional policies governing research conduct, in particular ALLEA's European Code of Conduct for Research Integrity
- Ethical Review: All submitted articles are scrutinized by the editors to evaluate potential ethical concerns.

#### Management of post-publication issues and handling corrections or retractions

Lingua Aegyptia's management of post-publication issues involves the following processes:

- Post-Publication Review: We monitor all published articles for errors, ethical breaches, or new evidence that could impact findings, including peer feedback.
- Error Identification: We address errors reported by authors, readers, or reviewers, ranging from minor inaccuracies to significant methodological flaws.
- Correction Notices: We issue corrections for minor errors that do not alter the overall findings. Corrections are clearly related to the original article.
- Retraction Policy: Retractions are issued for significant errors, misconduct (e.g., fabrication, plagiarism), or ethical violations that invalidate the findings. Retraction notices must be transparent, detailing reasons and responsible parties.
- Transparency and Communication: We ensure clear communication within the research community regarding corrections and retractions to maintain trust.
- Editorial Responsibility: The editors uphold strict standards and follow COPE (Committee on Publication Ethics) guidelines to manage post-publication issues effectively.