



Submit a Paper

Delta Reports is a journal dedicated to the publication of archaeology, geography, history and heritage relevant to the Nile Delta. The first volume Delta Reports 1 Research in Lower Egypt was published in 2009 and edited by Donald Redford. The series has been restarted with a full editorial board and will be published by Archaeopress. Each edition will be published when a sufficient number of papers have been prepared, so there is a rolling deadline.

All correspondence and submissions should be made to: deltasurvey@ees.ac.uk

Large files for photos can be sent via We Transfer: <https://wetransfer.com/>

Submissions can be in the form of: EITHER Papers OR Short Reports and should conform to the following guidelines:

Papers

5000 words & 10 figures maximum

Papers presenting significant new research or fieldwork results in the Ancient Egyptian Delta.

To be eligible for consideration, papers must have been presented at the DSW and articulate clearly defined research questions, describe appropriate methods for answering them. Authors must also draw out the wider significance or relevance of results for a broader readership. Papers must not have been previously published elsewhere.

Short reports

1500 words & 5 figures maximum

Papers presenting matters of interest connected with Delta Archaeology.

To be eligible for consideration, papers are expected to have new results from fieldwork or consideration of previous fieldwork or archaeological material.

Submission guidelines

All submissions are considered by the Editors in the first instance. Suitable papers are peer-reviewed by a minimum of two experts. Peer reviewers are selected for their knowledge and expertise, and may include, but are not limited to the scientific committee of the Delta Survey Workshop and Delta Survey Committee. Reviewers are asked to comment on a paper's potential international interest, originality, clarity and strength of argument.

The Editing Committee will provide advice and assistance to colleagues through the review process in order to help with publication.

Submission declaration

As part of the submission process, authors will be required to declare all relevant



financial interests and sources of research funding that could be perceived to compromise the integrity of their article; appropriate acknowledgement of relevant agencies and authorities should also be included. Please disclose any relevant information in your covering letter, as well as reviewing our separate ethical guidelines that are attached.

Proofs

Authors will receive a proof of their article as a PDF file. Please note that only typographical or factual errors may be corrected at proof stage.

Please see the Archiving, e-Repositories and Re-use section (below) for our policy on the inclusion of published work in institutional e-repositories and personal web pages such as academia.edu and researchgate.net.

• **Manuscript preparation: Papers**

Please follow the guidelines below when creating a manuscript for submission. Papers are published in English and Arabic with abstracts in English and Arabic as appropriate.

Structure

Manuscripts should be structured as follows:

- ☐ Article title
- ☐ Authors' names and full postal contact/affiliation details for publication, including an email address for correspondence
- ☐ Abstract—100 words maximum
- ☐ Text—5000 words maximum (including ALL affiliations, tables, captions, acknowledgements and references)
- ☐ Acknowledgements
- ☐ References
- ☐ Figure captions
- ☐ Tables
- ☐

DO NOT include the cover letter in the body of the manuscript.

Font size and line spacing

Text should be prepared at 12-point font size with 1.5 line spacing.

Citations

We will employ the Harvard style of referencing, not footnotes.

Manuscript file formats

You are required to submit the manuscript as a single .DOC file containing all text, figure captions, references and tables. Figures should be submitted as .TIF or .JPG files.

DO NOT embed figures in the text. Figure resolutions must be 300dpi or higher, and



image dimensions should be either half-page width (65mm) or full-page width (135mm). The maximum acceptable height is 185mm. There is no charge to authors for the publication of colour images.

Use uniform lettering on figures and ensure that the text on all figures accords with the text- preparation guidelines, particularly with regard to English UK and Arabic spellings. Maps and plans must include an accurate scale and north point.

Authors are responsible for obtaining all necessary permissions to reproduce material to which they do not own copyright, for use in both print and electronic media, and for ensuring appropriate acknowledgements are included in their manuscript. If your submission is accepted for publication, you will be asked to provide a copy of the relevant permission(s).

• **Manuscript preparation: Short reports**

Please follow the guidelines below when creating a manuscript for Short reports.

All papers are published in English and Arabic (with Abstracts in Arabic and English as appropriate).

Structure

Manuscripts should be structured as follows:

- ☐ Article title
- ☐ Authors' names and full postal contact/affiliation details for publication, including an email address for correspondence
- ☐ Abstract—50 words maximum
- ☐ Text—1500 words maximum (including ALL affiliations, tables, captions, acknowledgements and references)
- ☐ Acknowledgements
- ☐ References
- ☐ Figure captions
- ☐ Tables

DO NOT include the cover letter in the body of the manuscript.

Font size and line spacing

Text should be prepared at 12-point font size with 1.5 line spacing.

Citations

We will use the Harvard style of referencing, not footnotes.

Manuscript file formats

You are required to submit the manuscript as a single .DOC file containing all text, figure captions, references and tables. Figures should be submitted as .TIF or .JPG files.

DO NOT embed figures in the text. Figure resolutions must be 300dpi or higher, and image dimensions should be either half-page width (65mm) or full-page width (135mm). The maximum acceptable height is 185mm. There is no charge to authors

for the publication of colour images.

Use uniform lettering on figures and ensure that the text on all figures accords with Antiquity's text- preparation guidelines, particularly with regard to English UK spellings. Maps and plans must include an accurate scale and north point.

Authors are responsible for obtaining all necessary permissions to reproduce material to which they do not own copyright, for use in both print and electronic media, and for ensuring appropriate acknowledgements are included in their manuscript. If your submission is accepted for publication, you will be asked to provide a copy of the relevant permission(s).

- **Copyright**

Authors are responsible for obtaining all necessary permissions to reproduce material for which they do not own copyright, for use in both print and electronic media, and for ensuring appropriate acknowledgements are included in their manuscript. If your submission is accepted for publication, you will be asked to provide a copy of the relevant permission(s).

Before an article can be published, authors will be required to assign their copyright in their contribution to Mansoura University Publications Ltd. This ensures that requests by third parties to reprint an article, or part of it, are handled efficiently and consistently. It will also allow the publication to benefit from co-operative licensing schemes without impeding the dissemination of knowledge.

In assigning copyright in this way, authors are not forfeiting their right to use their contribution elsewhere. It remains your work, and you are always free to reproduce it in printed form. When you do, we ask that you acknowledge the Research Journal as the place of first publication.

- **References**

References in the text

Please do not use *passim*, *op. Cit*, *ibid.* or vague page ranges, e.g. 283f and 283ff.

Please ensure that all references cited in the text are included in the bibliography.

Page numbers should be cited wherever possible.

Example text citations

Text citation

(Grayson 1983: 10) (Grayson & Evans 2010: 10) (Grayson et al. 2009: 25) (Grayson 1983, 2009)

(Grayson 1983a, 1983b)

(Grayson 1983; Evans 2009)

(Grayson 1983, 2009; Evans 2009)

pers. comm.

Bede (HE I.15; Colgrave &

Mynors 1969) Pausanias (Description of Greece 3.19.7; Jones 1931)



Notes

In date order

See note below under citing Classical and historical sources

References in the bibliography

Full references should be listed alphabetically at the end of the paper. For detailed guidance, please see the example references below.

References with the same first author should be given in the following order:

Hawkes, J. 1991a

– 1991b [use alphabetical suffixes for publications by the same author in one year] – 2000 [Single author: in date order]

Hawkes, J., J. & M. Carver. 2003

Hawkes, J., J. & D. Smith. 1999 [Two authors: second author name alphabetical order by surname NOT date order]

Hawkes, J., J., D. Smith & M. Carver. 1980

Hawkes, J., J., P. Baynes & M. Carver. 1989 [Three or more authors: since this will be 'Hawkes et al.' in the text, it should go in date order].

Use the minimum forms of page numbers: 23–24, 13–14, 115–16, 200–201.

Reference to Classical or historic authors:

As we do not have a separate reference list of primary sources, refer to the Classical author in the text, then bracket with the work in italics, then chapter, section, line, verse and so on following standard conventions, followed by semi-colon and then the editor/translator of the work and the edition consulted:

☐ 'Horace (*Odes* 4.1.1-4; Rudd 2004) says...'

☐ 'Pausanias (*Description of Greece* 3.19.7 and 3.22.6; Jones 1931) says...'

If an author wrote only one work, Herodotus 9.1 rather than Herodotus, *Histories* 9.1 is acceptable. For Classics, standard abbreviations are listed at the front of the Oxford Classical Dictionary.

Bibliography Reference format

Book

Mitchell, L. G. F. 1976. *The Irish landscape in the twentieth century*. London: Collins.

Journal

Peterson, J.D. 1990. From foraging to food production in south west Ireland: some lithic evidence. *Proceedings of the Prehistoric Society* 56: 89-99.

Collected Papers

Mallory, J.P. & B.N. Hartwell. 1997. Down in prehistory, in L. Proudfoot & R. Haynes (ed.) *Down: history and society*: 1–32. Dublin: Geography Publications.

Tweddle, K. 1987. The cat in Roman art. Paper presented at the 4th International Conference of Roman Art, Milan, 6–8 May 1987.



Dissertations

Anderson, E. 1994. Flint technology in the Irish later Mesolithic. Unpublished PhD dissertation, Manchester University.

Online Publications

Galaty, M.L., W.E. Lee, C. Watkinson, Z. Tafilica & O. Lafe. 2009. Fort, tower, or house? Building a landscape of settlement in the Shala Valley of High Albania. *Internet Archaeology* 27. Available at: http://intarch.ac.uk/journal/issue27/galaty_index.html (accessed 5 March 2010).

Please help us to improve the speed of publication by submitting manuscripts in accordance with the instructions below. If you have any queries before submission, please contact the editors.

Spelling

We will use English UK spellings.

Punctuation

☑ Initials in personal names should be separated by full-stops with no spaces, e.g. A.J. Roberts, but no full-stop should be used for upper-case abbreviations, e.g. USA, RCAHMS.

☑ Quotes should be placed in normal text and within double quotation marks, supported by page numbers.

☑ Short quotes should be placed within the text, longer quotes should be indented.

☑ Compass points should be hyphenated, e.g. north-west, south-south-east.

☑ N-dashes (–) should be used to represent a range, e.g. 1342–1350 BC, and in page spans 45–50.

☑ M-dashes (—) may be used to separate an embedded clause or phrase.

Numbers

Roman numerals are to be avoided whenever possible. Numbers less than 10 should be spelt out; Arabic numerals should be used for all numbers 10 and above except century names, which are always spelt out. If a number occurs in a phrase in which most of the numbers are above nine, use Arabic numerals for all, e.g.:

☑ first century

☑ nine sherds

☑ 11 coins, 15 lamps and 3 statuettes

☑ twentieth century

Use a space instead of a comma in long numbers, except if under 10 000, e.g.:

☑ 5467

☑ 11 465

☑ 4 500 000

Dates

DRs BCE/CE.

Dates in text should be given as (number) (month) (year), no ordinals: e.g. 30 January



2010.

Dates should be hyphenated when used adjectivally, e.g. nineteenth-century object, but not in noun phrases, e.g. the early nineteenth century.

Abbreviations

Abbreviations should end in a full-stop e.g. no. (number), fig. (figure), pl. (plate).

Contractions do not require a full-stop, e.g. St, Dr, Mr, Mrs.

Measurements should be abbreviated and follow the number without a space and without full-stops, e.g. 100km, 56mm (millimetres and metres should be used in preference to centimetres). Areas should be written as, e.g. 24m².

Per cent is two words but authors may use the symbol (%) where it appears frequently; please be consistent.

Radiocarbon, when not spelled out, should be presented as 14C

Capitals

Use capitals sparingly: initials and proper names only, e.g. the Near East, but eastern England. Standard archaeological periods are capitalised, e.g. Neolithic, Mesolithic.

Latin words

Latin and other foreign words and abbreviations should only be used sparingly.

Commonly used Latin words and abbreviations are not italicised, less common words and abbreviations should be italicised. The following Latin words and abbreviations are acceptable:

☑ common (do not italicise): cf., e.g., etc., i.e., N.B.

☑ less common (italicise): ad hoc, circa = c., et al., in situ, per se, terminus post/ante quem, vs Submit a Paper