



Manuscript Submission Guidelines

1. Text

- Format: Word document (or rich text file). You may use the “**Manuscript Author Template**” Word document, which has preset paragraph styles and easy-to-use instructions. If you are the main editor for a work, you will also need the “**Front Matter Author Template**.” Download both templates at: oi.uchicago.edu/research/oriental-institute-publications-office
- Style: Chicago Manual of Style
 - Style note:* Chicago prefers the serial comma.
 - Example: Hatshepsut, Thutmose, and Tutankhamun.
 - Not:* Hatshepsut, Thutmose and Tutankhamun.
 - Style note:* Chicago prefers “that” as restrictive, “which” as nonrestrictive
 - Restrictive: These are the artifacts that we excavated at the site.
 - Nonrestrictive: These are the artifacts, which we excavated at the site.
 - Not:* These are the artifacts which we excavated at the site.
- Fonts: Use Unicode fonts (most fonts are Unicode, but if given a choice, use Unicode).
- References: Footnotes use author-date reference style (see p. 2).
 - Note:* Please make sure any references in footnotes, tables, and images are also included in the bibliography.
- Include a list of any abbreviations used (at beginning or in a separate document).
- Include title, author name(s) as they are to appear on the final publication, and relevant affiliations.
- ISAC Publications prefers American (rather than British) spelling.
- Measurements should adhere to the *Chicago Manual of Style* and conform with conventions used in the appropriate field. Generally, numerals are used with units of measure, and measurements are abbreviated and set without periods. E.g., “The statue was found 5 m from the door in Area B, whose area was 13.5 ha.”

2. Figures and Images

- Send figures/images as separate files from text.
- If possible, TIF, PNG, or Bitmap format; resolution of 300 ppi (or above) at minimum 4 × 6 in.; clearly named.
- For large transfers, use wetransfer.com, UBox, Dropbox, or a similar means of transfer.
- Provide a caption for every figure, which should be clearly numbered; group the captions at the end of the text document or in a separate document.
- Name image files corresponding to the figure captions provided.
- Every figure should be mentioned at least once in the text—for example, “Indiana Jones opened his briefcase (fig. 4).” Unless the figures are grouped at the end of the chapter or book, the figure will be placed as close to the first mention in the text as the layout allows.
- Foldouts are not permitted, though very large images may be placed on two facing pages.
- Image permissions are the author’s responsibility, as are permissions for long text quotes.

Manuscript Approval and Publication Process

- Authors should submit their initial manuscript as a PDF to the ISAC managing editor (e-mail address at top).
- For a contributed volume (e.g., conference proceedings, Festschrift), all contributors submit their manuscripts to the volume editor. The volume editor gathers the contributions and submits them as a single PDF.
- After an initial review, the managing editor forwards the manuscript to the ISAC director for an initial decision (either peer review or desk rejection). If the director decides the manuscript has merit, the manuscript is forwarded to the ISAC publications committee, which sends it out for external review.
- Once peer review is complete, the reviewer’s comments about the manuscript are evaluated by the publications committee, which recommends to the ISAC director that the manuscript be accepted (usually with revisions) or rejected. If accepted, the reviewer’s report is shared with the author, who revises the manuscript for final submission in accordance with the reviewer’s suggestions.
- The author formats the final submission as described under “Manuscript Submission Guidelines” above and sends it to the Publications office. The author can use the Word templates, “Manuscript Author Template” and “Front Matter Author Template,” to ensure proper formatting. The manuscript is edited in Word, with changes tracked, and the author reviews and returns the edited version.
- The final edited manuscript is laid out in InDesign, and a PDF proof is shared with the author for approval.
- Upon publication, authors receive a secured PDF offprint that they are free to distribute. The volume is made available on the ISAC website for free download at <https://oi.uchicago.edu/research/catalog-publications>
- Authors maintain copyright of the content of any work published throughout the University of Chicago. However, the University maintains the copyright to the editing and formatting.
- If you have any questions or concerns, please do not hesitate to contact us.

Reference Examples

BIBLIOGRAPHY:

Book

Byrne, Muriel St. Clare, ed. 1981. *The Lisle Letters*. 6 vols. Chicago: University of Chicago Press.

Carson, Clayborne, ed. 2014. *The Papers of Martin Luther King, Jr. Vol. 7, To Save the Soul of America, January 1961–August 1962*, edited by Tenisha Armstrong. Berkeley: University of California Press.

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Chapter or other part of an edited book

Thoreau, Henry David. 2016. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press.

Translated book

Lahiri, Jhumpa. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

Thesis or dissertation

Rutz, Cynthia Lillian. 2013. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago.

Journal article

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1: 1–34. <https://doi.org/10.1086/690235>.

Satterfield, Susan. 2016. "Livy and the Pax Deum." *Classical Philology* 111, no. 2: 165–76.

Book review

Kakutani, Michiko. 2016. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

Interview

Stamper, Kory. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

News or magazine article

Manjoo, Farhad. 2017. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. 2017. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pegoraro, Rob. 2007. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

E-book

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle.

Melville, Herman. 1851. *Moby-Dick; or, The Whale*. New York: Harper & Brothers. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

Website content

Bouman, Katie. 2016. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

Yale University. n.d. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

Social media content

Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDrmfXTnNct/>.

FOOTNOTES:

The surname(s) of the author(s) and the year of the work's publication are given, followed by page numbers and other applicable information. Figure, table, or plate numbers are separated by a comma and use the appropriate abbreviation: *fig(s)*. for figures, *pl(s)*. for plates, etc. For example:

Smith 2012, 14.

Frankfort 1970, 154–55, fig. 52.

Jones 2020, pl. 3.

Johnson 2022, table 1.