Kasion

Guidelines for Authors

Please provide the editors with a **Word file** as well as a **PDF file** created by you on the basis of the Word file (to avoid misunderstandings of special diacritic signs).

Every **illustration** must be provided as a single file, preferably in ".tif" format. Colour illustrations are not possible.

All **abbreviations** of literature must be listed at the end of the article including full bibliographical data.

The **text-block** measures 12×20 cm.

Font: Times New Roman Unicode (to be used for Latin, Greek, Hebrew, Arabic and Russian). – Syriac, Ethiopian and other characters might be used after consultation with the editors and the publisher.

Font colour must be black (as well for tables and web addresses [not underlined]; grey might be used in rare cases for differentitaion).

Font size
standard: 10,5 pt   headline of the article: 14 pt (bold)
foot-notes: 9,5 pt   headlines within the article: 12 pt (bold) and/or 10,5 pt.
caption of illustrations: 9,5 pt

Line spacing: 1,1×

Quotation marks: English: "..."   '...'
                         French: «...»   ‹...›
                         German: „..."   ‚...'
Do not use primes ("...", '...') or sloped primes (″...″, ′...′) as quotation marks.

Paragraphs: The first line of the first paragraph after a heading or after a free line is set flush. The first line of further paragraphs is indented (0,5cm).

Numbers: For connecting continuing or inclusive, numbers, use the **en dash (–)**, not a hyphen (-): pp. 5–10, 1801–14 or 1801–1814; not pp. 5-10.

Bibliographical references
Basically, you have two options for bibliographical references:
   1. "name, year" :   Postgate, 1999: 123
   2. "name, short title" :   Postgate, BiOr 34 (2001) 123 ;
                              Sigrist, *Ninurta à Nippur*, 123.
In both cases, a comma should follow after the name of the author.

Bibliography

Every article should be provided with a full bibliography of all sources quoted. The bibliography should be set in the flush-and-hang style (tab stop 0,5 cm). Second and further titles of the same author should start with an *m dash* (—). In case of multi-author publications, the names of the authors should be separated by a slash (/). Titles of articles are surrounded by quotation marks. Titles of books are set in italics. Titles and abbreviations of series and periodicals are not set in italics. Following the place of publication, names of publishing companies (not required) might be indicated after a colon (e.g.: Wiesbaden: Harrassowitz).

"name, year"

Keel, O. / Uehlinger, Chr., 1992: *Göttinnen, Götter und Gottessymbole. Neue Erkenntnisse zur Religionsgeschichte Kanaans und Israels aufgrund bislang unerschlossener ikonographischer Quellen.* Quaestiones Disputatae 134. Freiburg/Basel/Wien.

— 2012: "RS 5.229: Restitution d'une nouvelle signature du scribe *Ṭabʾilu*". In C. Roche-Hawley / R. Hawley (eds.): *Scribes et érudits dans l'orbite de Babylone. Travaux réalisés dans le cadre du projet ANR Mespériph 2007–2011.* Orient / Méditerranée / Archéologie. Paris. Pp. 31–49.

Postgate, J. N., 1971: "Land tenure in the Middle Assyrian period: a reconstruction". BSOAS 34, 496–520.

"name, short title"

Haas, V.: *Materia magica et medica hethitica. Ein Beitrag zur Heilkunde im alten Orient.* 2 Vols. Berlin / New York 2003.

Postgate, J. N.: "Land tenure in the Middle Assyrian period: a reconstruction". BSOAS 34 (1971) 496–520.

Quotations of more than three lines (extracts) should be indented 0,5 cm on the right and on the left side, set in the same type size as the standard text and be separated by half a line (6 pt) from preceding and following text.

Sumerian text: normal font, not bold font font; spacing Sumerian is OK, but not recommended due to complexity (šu du$_7$ nam-ḫe$_2$ ḫe$_2$-ĝal$_2$-la buluĝ$_3$ -ĝa$_2$);

Sumerian logograms used as determinatives: normal raised small letters ($^{d}eš$18-*tár*, ^{anše}ku-*di-ni*);

Akkadian text: italic letters; numbers, brackets, exclamation marks, question marks are not set in italics (*a-di* 2 *ṣi-me-te šaʾ išʾ-tuʾ* [*li-mu*] ^{I}*A-bat-t*[*u*]);

Akkadian phonetic complements: italic raised letters (*i-pul^{ul}*);

Sumerian logograms within Akkadian text: normal capital letters (*a-na* ÉRIN.MEŠ):

Hittite text: small letters set in italics;

Akkadograms in Hittite: capital letters set in italics;

Sumerograms within Hittite context: normal capital letters;

Latin text is set in italics;

Greek, Hebrew and Arabic text is never set in italics.

Editions of text imitating the line breaks of the original text: *Tab stops*: 1cm right-adjusted, 1,3 cm left-adjusted

Vs. 6 [ŠU].NÍGIN 1 *me* 2[0 GUN S]ÍG.MEŠ *a-na* ÉRIN.MEŠ *Šu-ub-ri-e*

  7 *na-ás-ḫu-t*[*e i*+*na*$^{?}$ ^{uru}*Kar-*$^{I.}$]^{giš}TUKUL$^{!}$-*ti-*^{d}NIN.URTA 10 MA.NA.
    TA.ÀM *i*[*m-ta*]*ḫ-ru*

  8 58 GUN *a-na* 1 *me* 74 ÉRIN.MEŠ

  9 ^{kur}*Kat-mu-ḫa-je-e* [*ša* ŠU] ILUGAL-*lu-da-ri*

Rs. 10 33 GUN *a-na* 99 ÉRIN.MEŠ ^{kur}*Na-i-ra-je-e*

  11 *ša* ŠU ^{I}KAR-^{d}AMAR.UTU *ù* ^{I}*Ma-nu-ki-i-*^{d}*A-šur*

Alternative presentation of text editions (Raised line numbers)

⁶[ŠU].NÍGIN 1 *me* 2[0 GUN S]ÍG.MEŠ *a-na* ÉRIN.MEŠ *Šu-ub-ri-e* ⁷*na-ás-ḫu-t*[*e i+na*ˀ ᵘʳᵘ*Kar-*
ᴵ⁾]ᵍⁱˢTUKULˀ*-ti-*ᵈNIN.URTA 10 MA.NA.TA.ÀM *i*[*m-ta*]*ḫ-ru* ⁸58 GUN *a-na* 1 *me* 74 ÉRIN.MEŠ
⁹ᵏᵘʳ*Kat-mu-ḫa-je-e* [*ša* ŠU] ILUGAL-*lu-da-ri* ¹⁰33 GUN *a-na* 99 ÉRIN.MEŠ ᵏᵘʳ*Na-i-ra-je-e* ¹¹*ša* ŠU
ᴵKAR-ᵈAMAR.UTU *ù* ᴵ*Ma-nu-ki-i-*ᵈ*A-šur*

These two styles might serve as suggestions. Modifications are possible, of course.

Illustrations (photos and drawings) might be distributed throughout the text. Special plates for photos are not necessary (but might be used, of course). Please take care to avoid the moiré effect! Line drawings (i.e. those illustrations which consist only of black and white elements and to not contain grey colours) should be scanned in bitmap format (otherwise areas which might look "white" could bear a slight grey touch, visible only in the final print!).

photos
300–600 dpi

drawings
600–900 dpi
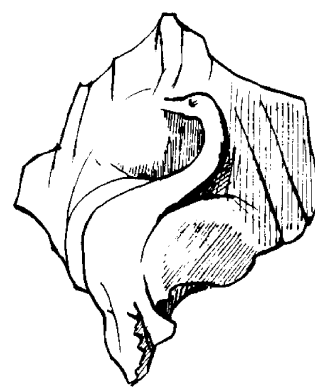
line drawings
900–1200 dpi

Every volume must be provided with indices, depending on the character of the volume; e. g. subject index, index of discussed words, index of quoted passages, index of names (e. g. locations, persons, gods), index of quoted authors.

Embedding of illustrations within *Word* and transformation into a PDF file
Please **compare the resolution of the illustrations** of the final PDF file with the resolution of the illustrations when viewed in e.g. photo-shop. In case the illustrations are embedded correctly, the resolution should not be different; i.e.: the visual appearance should not differ, even if the view/sight is extremely enlarged. The resolution of illustrations might be downsized on two occasions, *which both must be avoided* (!):
a) while embedding the illustrations in Word,
b) when transforming the Word file into a PDF file.

Page Layout

To achieve a homogenous layout of the pages, we recommend to use the following settings for all chapters / articles.
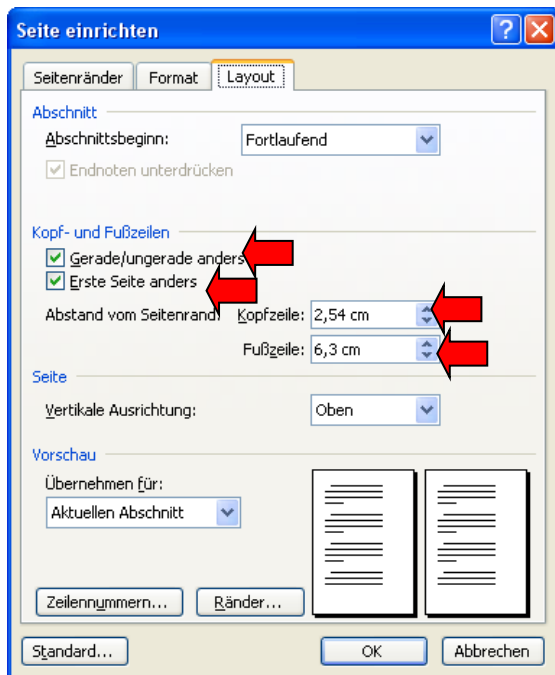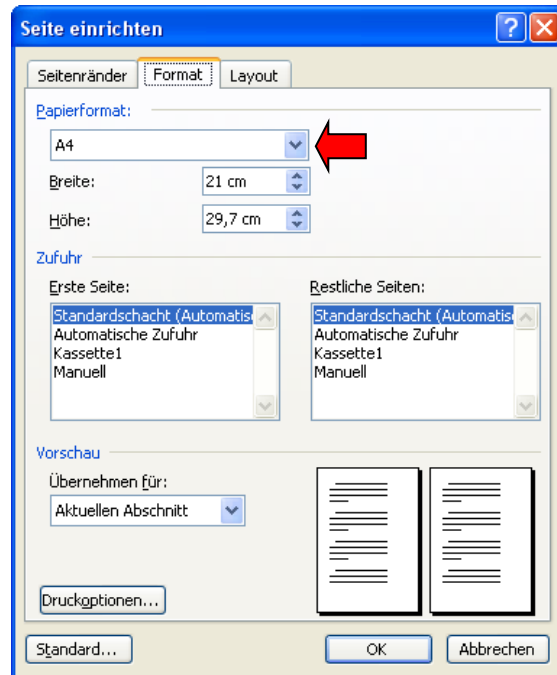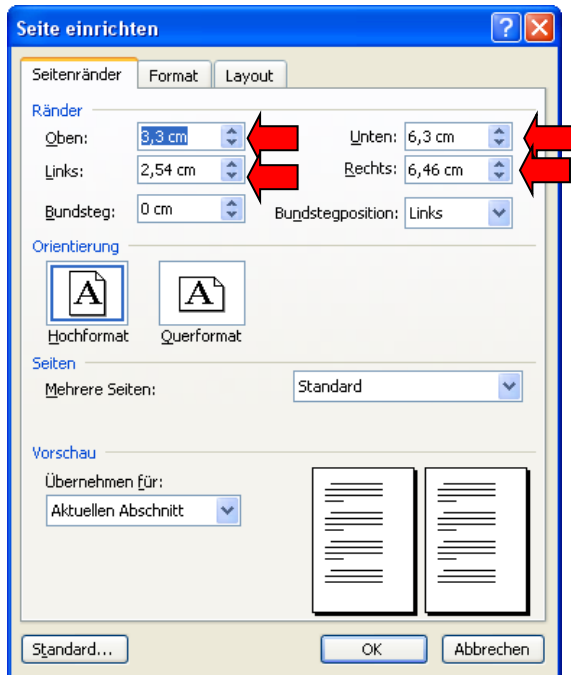
Tab stops
We recommend to use a
basic tab stop of 0,5 cm.