

**Society for Libyan Studies**

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**NOTES FOR BOOK AUTHORS**

The Society expects manuscripts to be written in clear and accurate language, with the use of technical terms where appropriate, but with necessary explanations for a wider readership. The following notes provide guidance for authors. Authors with specific queries should contact the Publications Manager, Dr Victoria Leitch (publicationsmanager@societyforlibyanstudies.org).

**Submission of material to the Society**

* Fill in the submissions form
* Send draft text
* Work to be peer reviewed and discussed by the Publications Committee
* Author receives notice of acceptance together with details of any revisions suggested by the referee and Publications Committee and/or Publications Manager
* Author contract will be set up, assigning copyright to the Society when it is accepted, and the author is responsible for obtaining permission to use any images that do not belong to them
* Author to submit revised work, with images
* Work will be copyedited and author consulted over any queries
* Text and images will be sent to a book designer
* Author will receive page proofs to check and return. Corrections must be minimal, and any extensive corrections will be charged to the author
* Revised proofs will be checked by the author and the book sent to the printer

**Style**

The following order should be followed:

Prelims (to include forewords, acknowledgements, etc), main text, appendices (where necessary), abbreviations (where necessary), bibliography.

We normally use footnotes, which should be kept to a minimum.

*Greek, Arabic and Transliterations*Where Greek and Arabic text, inscriptions, and transliterations are provided, authors must supply the font file. An English translation should be provided where possible.

*Headings*Use of headings should be limited to two levels only. Headings should be typed on a separate line. Primary headings should be in bold font, secondary headings in italic font.

*Abbreviations*In general, abbreviations should be punctuated: ed., e.g., etc., fig., i.e., n., no., pl., p. 20. However, abbreviations in plural (eds, figs, ns, nos, pls), contractions (Dr, Mr, Mrs, St), and series of initials (MA, PhD, UK) should omit stops. When used in text, abbreviations should be written in full: ‘for example’, ‘as illustrated in Figure 1’.

*Numbers*
Spell out numbers one to ten, except when in sequences or as measurements. Numbers over ten are to be printed as numerals except at beginning of sentences. Use commas to indicate places. Roman numerals are to be avoided where possible. Ordinal numbers are to be spelled out in text: ‘during the eighth century’, ‘the second phase’.

*Measurements*
Measurements should be in metric units: 4 cm, 5.3 m, 2 km, 7 ha, 14 g, 6 kg, abbreviated without stops. Where it is necessary to preserve imperial measurements then metric equivalents should be provided in parenthesis: ‘extended 8 yards (7.3 m)’; ‘34 inches (0.86 m)’.

*Dates*Dates should be expressed as follows: 620 BC, AD 1340, AH 620, tenth century AD, fourth century AH, 14 July 1764, the 1890s, 211–202 BC, AD 1911–15. Radiocarbon determinations should be given with calculated error to one standard deviation, and with the laboratory reference cited: 5,050±110 BP (GrN3451). Calibrated dates should use the form Cal BP.

*Sequences*In a sequence, the last two digits only should be given in the second element, except when the first of the two digits would be a zero: 1–13, 19–22, 124–35, but 104–108.
British English spelling should be used throughout. Spelling of names should be standardised within each contribution. The editor reserves the right to modify spelling.

*References*References should use the Harvard (author/date) system, and should be placed in the main text: ‘it has been shown (Goodchild 1950, 35)…’ Goodchild (1950, 35) has shown….’ With two or more references by the same author in the same year: (Goodchild 1950a; 1950b). For more than two authors: (Goodchild et al. 1950, 31–35).
Where several works are referred to at the same time, list them alphabetically rather than chronologically: (Barker and Jones 1984; Barth 1857; Goodchild 1976). Do not abbreviate classical source references: (Tacitus, *Annals*, 4, 72).
The use of notes should be avoided if possible, but if used, please use endnotes. References in notes should follow the Harvard system. Endnotes should be referenced in the main text by superscript numbers and should be placed after punctuation.  An alphabetical list of references referred to in the text or in endnotes should be provided at the end of the text (excluding classical sources). Authors must ensure that references are accurate and complete. Book references should contain author’s name, date, title, publisher, and place of publication. Periodical titles are to be spelled out in full. Periodical numbers are to be given in Arabic numerals, not Roman.
For example:
– Hamilton, J. 1856. *Wanderings in North Africa*. John Murray, London.
– Goodchild, R.G. 1950. The limes Tripolitanus II. *Journal of Roman Studies* 40: 30–8.
– Brehony, J.A.N. 1960. Semi-nomadism in the Jebel Tarhuna. In Willimott, S.G. and Clarke, J.I. (eds), *Field Studies in Libya*. Department of Geography, University of Durham, Research Paper 4: 60–69.
*See also previous journal articles for more examples.*

*Figures*
Figures should be numbered in consecutive order, and be accompanied by a caption. A single system of numbering is used for both line drawings and photographs. Captions should identify the source of a figure. Figures must be sent as separate digital files, preferably as TIFF or EPS files. Line art figures should be submitted at a minimum resolution of 1000 dpi (TIFF) or 1,200 dpi (EPS). Greyscale figures should be submitted at a minimum resolution of 300 dpi (TIFF). Resolution at less than 300 dpi will not be accepted***.***

The maximum area available for figures and captions is 20.5 cm × 15.2 cm. Where possible, figures should be submitted at the size you wish them to be printed – particularly important when there are scales. It is also helpful to specify preferred page size – e.g. half page, full page.

*Tables*Tables should be numbered separately to figures, in consecutive order, and be accompanied by a caption. Tables can be submitted either as separate Microsoft Excel files, MS Word tables or as plain text files using tabs between columns.

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