

ORIENTALIA LOVANIENSIA ANALECTA

INSTRUCTIONS TO AUTHORS AND EDITORS

1. Articles and monographs should be submitted in English, French or German. The decision to accept or reject material submitted will be made by the series editor in consultation with the editorial and advisory boards on the basis of anonymous references. Authors should follow the practices of the language in which they are writing (the following notes mainly apply to English).
2. The normal format of OLA is 160 x 240 mm. Other formats (180 x 240 mm; 210 x 297 mm; 240 x 297 mm) are only possible in exceptional cases and after agreement with the publisher.
3. Text should be submitted both as a printout and on disk (3.5 inch) or CD. Please indicate what word processing package has been used and whether the disk is for PC or Macintosh. If the manuscript contains non-roman fonts (e.g. Greek, Arabic, Syriac, Coptic, Hebrew,...), use unicode fonts. If unicode fonts are not available, always include the used fonts on your disk or CD. Manuscripts may also be submitted as Camera-Ready-pdf files. Please ask the publisher for a template in advance. Fonts have to be included in the submitted pdf manuscript. You are invited to provide the publisher with a test file before submitting the complete pdf manuscript to avoid problems afterwards.
4. Style
It would be helpful if you could follow these notes:
 - a. If you are not a native speaker of the language in which you have written, please have your manuscript read by a native speaker before submitting it.
 - b. Use British-English spelling. Spelling and capitalisation should be uniform, e.g. artefact or artifact, rôle or role, élite or elite, colonisation or colonization throughout.
 - c. Numbers: adopt a rule that all numbers under ten should be spelt out except where attached to a unit of quantity (e.g. 3 kg). Numbers above 10 should be numerals except where the context makes this awkward (e.g. use spelt-out forms at the beginning of a sentence). Write 0.37 not .37, etc. Decimals should rather be indicated by point (.) than a comma (,). Squares and cubes should be given as 89 m² and not 89 sq. m.
 - d. Use SI (metric) units rather than Imperial/US units.
 - e. Chronology: give centuries and millennia as e.g. 3rd century AD, 4th century BC, 1st millennium BC.
 - f. Abbreviations: initial-letter abbreviations should be typed with no full points (e.g. UK, BBC). Abbreviations in which the last letter of the

abbreviation is the same as the last letter of the word should also have no point (e.g. Mr, St *but* frag., etc.).

5. Photographs should be numbered separately as Pl.; as a rule they are printed as separate black and white plates at the end of the book. Exceptions to this rule (plates inserted in the text, colour plates) should be negotiated with the publisher. Maps, diagrams and figures should be provided on separate sheets duly numbered as Fig. Authors should mark in the margin of their printout where Fig. are to be inserted. The publisher has the right to refuse any (photo)graphic material or other digital illustration material that is of insufficient quality to be reproduced in the book according to the publisher's own expertise and judgement.

Instructions for illustration material:

Authors should submit camera-ready illustrations of professional quality (original drawings, plans, etc., or glossy photographic prints, preferably no larger than 21.5 by 28 cm). Illustrations should be numbered consecutively and marked (in soft pencil) on the reverse with the author's name and indication of top.

Illustrations of professional quality may be submitted as digital files, these must be formatted according to the following guidelines:

-*Resolution*: Before scanning an image, the following factors must be considered: output line screen ruling, the original size of the artwork, and the finished size of the artwork. Peeters Publishers uses an output screen ruling of 175 lpi (175 halftone dots per inch), thus files should contain 350 dpi (350 samples of data per inch). The scaling of artwork must also be considered. Divide the finished size of the image by its original size to arrive at the scaling factor. In order to capture the right amount of data, the following formula should be used: Scan resolution = (lpi x 2) x scaling factor

-*Reference chart*:

Image Type Format Mode Resolution Density/Dot

B&W line art EPS Vector n/a 0% or 100%

TIFF/EPS Bitmap (1 bit) 1200 dpi 0% or 100%

Halftone TIFF/EPS Grayscale/colour 350 dpi 5% - 95%

Combination TIFF/EPS Grayscale/colour 350 dpi 5% - 95%

(image & type)

-*File format*:

Where possible, vector image files should be saved in EPS (Encapsulated PostScript) format, openable in Adobe Illustrator. Fonts used in EPS files should be converted to outlines or paths, eliminating the need to download font information to PostScript output devices.

Raster or bitmap images should be saved in *TIFF* (Tagged Information File Format) format, openable in Adobe Photoshop. Images should be rotated, cropped, and sized appropriately (see above).

Black and white illustrations should be saved in *GRAY *

Colour illustrations should be saved in *CMYK *

6. Footnotes should be brief and limit themselves to what is necessary to document an argument. They will be printed at the foot of the page of text. Include full citation with the place and date of publication (see 7. References).

If you refer more than once to the same publication, abbreviate the citation to author and short title. Please check that footnotes are numbered consecutively and that note reference numbers in the text actually correspond to the correct footnote.

7. References: include the following information for book references:
 - i. name of the authors, editors or the body responsible for writing the book (small caps)
 - ii. full title (italics)
 - iii. series title (italics) and volume number (no italics)
 - iv. city of publication
 - v. year of publication
 - vi. edition, if not the original

e.g.:

A. LOUTH, *Maximus the Confessor (The Early Church Fathers 24)*, London – New York, 1996, p. 200-206.

P. VAN DEUN, *Théologie byzantine II*, Paris, 2001³, p. 400-403.

For articles, use the system demonstrated in the following examples:

J. HINTIKKA, *Time, Truth, and Knowledge in Ancient Greek Philosophy*, in *American Philosophical Quarterly* 4 (1967), p. 1-14.

S.J. SEIDLMAYER, *Die Ikonographie des Todes*, in H. WILLEMS (ed.), *Social Aspects of Funerary Culture in the Egyptian Old and Middle Kingdoms (Orientalia Lovaniensia Analecta 103)*, Leuven, 2001, p. 205-252.

Do not abbreviate journal titles, and in using all other abbreviations you should bear in mind that these may not be immediately obvious to all readers.

8. Paragraphs: the first line of a new paragraph should be indented.
9. Quotations. When quoting from an author please always do so from the same edition (unless you say why you are not doing so) and state which edition this is. Short quotations should be set in single quotation marks, long quotations in double quotation marks. Long quotations of several lines of text should not be enclosed within quotation marks, but should be indented and separated from the preceding and following lines of typescript by a double line-space.
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