

# Tel Aviv Journal Stylesheet

## Spelling

Use British spelling (e.g., meagre, metre, neighbour, grey).

## Punctuation

Use British punctuation (single quotation marks, with periods and commas outside the quotation marks, unless the quotation is a complete sentence or the punctuation is part of the quotation).

Make sure that you use 'smart' quotes (the 'curly' ones) and not 'straight' quotation marks.

### **The various types of dashes**

- Use regular hyphens (-) within names and terms (e.g., Tell eṣ-Şafi, four-room house)
- Use N-dashes (–) to express a span, such as ranges between page numbers, or chronological or spatial ranges (e.g. pages 51–55; 2nd–1st centuries BCE, Squares N/9–11)
- Use M-dashes (—) with no spaces as punctuation marks in sentences. (e.g., Probes were conducted in various areas—the upper mound, its slopes, terraces and olive orchards).

**Colons:** No space after colons in biblical references or illustrations (e.g., Gen 3:14, Fig. 2:4)

**Commas:** There is no comma before *and* in a series of three or more (e.g., red, white and blue)

E.g. and i.e. are always followed by a comma

## Numbering of Elements within the Article

Use Fig., Figs. for all illustrative materials (not Photo/s, Plate/s, Plan/s, etc.).

Reference to the figures within the text should be consecutive.

Reference to several items within a figure (e.g., a pottery plate): no space after the colon and no space between the various items in the figure (e.g., Fig. 5:1,3–5)

Spaces should be used to indicate different figures (e.g., Figs. 2, 7, 10)

Tables should also be numbered consecutively.

Tables that accompany figures (for example, pottery plates) should be presented as figure captions and should not be counted as tables.

## Headings

Headings should be capitalized according to the rules of sentence case (the first word is capitalized and other words are lowercase, with the exception of proper nouns).

Make a clear distinction between the various levels of headings you use.

## Diacritic Signs

Use the diacritics from the Insert Symbol menu in Word (e.g., ’, ‘, ħ, Ĥ, ş, Ş, z, etc.).

## Cardinal numbers

Spell out the numbers one to ten and write larger numbers in numerals except when they begin a sentence.

## Geographic Features and Designations

Geographic features are capitalized when they are part of an accepted proper name: the Yarkon River, the Jordan River, the Hula Valley, the Judean Desert, the Judean Hills (*not Mountains*) the Samaria Hills, the Jezreel Valley.

The name always precedes the words “River,” “Mountain” and “Hill” in proper names. Jordan River, not River Jordan.

The name always follows the word “Mount” in proper names: Mount Sinai, Mount Scopus, Mount Ebal and so on. Use Mount, not Mt.

Capitalize North, Northern, South, Southern, etc. when they are part of an accepted political or cultural entity, e.g., South Sudan, Northern Syria.

In other cases, north, northern, south, southern, etc. should not be capitalized

The following terms should be capitalized: Land of Israel, the Shephelah, Israel’s/Canaan’s Coastal Plain, City of David, Temple Mount

## Site Names

Use ‘Tel’ in Hebrew names (e.g., Tel Reḥov), use ‘Tell’ in Arabic names (e.g., Tell eṣ-Şafi)

## Units of Measurement

Do not use periods after measuring units: g, cm, m, km, ha

Use hectares and not dunams

Use superscript numbers to indicate area and volume measuring units, for example, m<sup>2</sup>, km<sup>2</sup>, m<sup>3</sup>

In order to indicate multiplication, use × (Unicode 00D7), instead of x, For example: 2 × 2 m

## Italicization of Latin terms

Italicize *ibid.* (use *ibid.* only for multiple references within the same paragraph)

*tabun* (but note non-italicized *s* in *tabuns*),

*et al.*, *terminus post/ante quem*, *in situ*, *kurkar*

Italicize soils (such as *terra rossa*, *hamra*, *rendzina*—but not loess), and botanical and zoological names

Do not italicize the following: e.g., i.e., ca., idem

## Ages and Periods

BCE and not BC, CE and not AD.

Centuries: use 1st and 2nd—not first or second. Note: st, nd, etc. should not be superscript: 1st and not 1<sup>st</sup>

Millennia: use first and second—not 1st or 2nd

Archaeological periods should be written out in full the first time they appear in a chapter. Thereafter they should always be abbreviated when referring to a sub-phase of the period (e.g., MB IIA, LB I)

Abbreviations are not used for the Iron Age and its sub-phases (e.g., the Late Iron IIA)

The word “period” in a period designation is not capitalized, e.g., Umayyad period. The exceptions are the Egyptian (First, Second or Third) Intermediate Periods.

(Egyptian) Eighteenth Dynasty, not 18<sup>th</sup> dynasty