

**EDITORIAL GUIDELINES FOR THE AUTHORS OF THE JOURNAL OF THE GENERAL  
UNION OF ARAB ARCHAEOLOGISTS (JGUAA2)**

---

**Please read these guidelines carefully.** Any submissions that do not meet the conditions set out below *cannot be accepted* for publication.

**So, all authors are kindly expected to respect strictly the following rules:**

**ABSTRACT:**

This section should summarize the content of the paper and should detail the problems, experimental approach, major findings and conclusion in one paragraph. Avoid abbreviation, diagram and references in the abstract. It should be single – Do not forget to include two short abstracts: one in Arabic (250 words maximum!!!) & one in English (250 words maximum!!!).

**Font (EN):** Palatino Linotype. **font size:** 10

Arabic Abstract **Font:** Sakkal Majalla **font size:** 12

**KEYWORDS:** at least 5- 7**keywords** at the beginning of your paper Arranged alphabetically

**TEXT FORMATTING**

- ✓ Use **PALATINO LINOTYPE** fonts throughout! For titles use font size 14'; use 13 for subtitles, 12 for the main text, and 10 for the footnotes and captions, and 10 for the bibliography that will appear at the end of the paper. **Single space throughout!** .
- ✓ Please use a template of 2 cm margins on all three sides (right, bottom, top) and the left 2.5, paper size A4( 21x 29.7 cm, headers and footers at 1cm, different odd and even.
- ✓ All papers must be 37 pages (maximum!!!) with images and figures, altogether. All submitted papers must not have been published already or be under publication in another journal!
- ✓ Please insert ALL your figures and captions in your papers, exactly where you want them to be

- ✓ Illustrations. Up to twenty-five images & up to fifteen figures are acceptable. It will not be possible to include color illustrations. All illustrations should be submitted in one of the following formats: photographs as jpg, tiff, Adobe Illustrator, Freehand, Corel Draw, or CAD; line drawings (such as maps and diagrams) as eps.

Photographs must have a minimum resolution of 300 dots per inch (CMK)

- ✓ **Figures and Tables**

- Figures and tables are to be merged within the text.
- Figures and tables should always be cited in text in consecutive numerical order, for example [FIGURE 1]
- For each Figure and table, please supply a title explaining its components, and provide the source.
- Titles should be located under the figure and clearly distinguished from the text by providing enough space before and after each title. For example, [FIGURE 1]: -Title-  
Reference. **Size font**:10
- The author should completely do the table and should point out that. For example, [TABLE 1] © Done by the researcher.

- ✓ **Equations**

- Equations must be allowed sufficient space to ensure clarity.
- Equations must be numbered consecutively, with the numbers parenthesized at the end of the corresponding line. For example, [1], [2], etc.
- No portion of any equation is to be hand-written, and all symbols should be in italics.
- Equations are referred to in the text by their number in parentheses. For example, (e.g., Eq. (1), Eqs. (3-7), etc.)

- ✓ The figure and plate numbers are mentioned after the reference, as follows: FIG.;  
PL.

Use these Abbreviations in Reference and Bibliographies:

- column = COL. (S).
- illustration = ILLUS. (S)
- line (s) = L., LL.
- following line(s), page(s) = FF.
- number(s) = N<sup>o</sup>., N<sup>os</sup>.
- recto = R.
- verso = v.
- volume(s)= vol., vols.

## References

### WHERE DO FOOTNOTES APPEAR? ARE THEY FOOTNOTES OR ENDNOTES?

### AND THERE IS A SEPARATE BIBLIOGRAPHY.

### THE BELOW IS CONFUSING.

### Include the following information for book references: IN FOOTNOTES OR IN BIBLIOGRAPHY

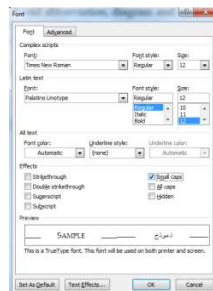
A. name of the authors, editors or the body responsible for writing the book (small caps)

Small Caps

To apply small capital (Small Caps) for author names in the bibliography:

- Select the author name, and then on the Home tab, in the **Font dialogue box**, click the arrow in the lower-right corner. Then select the **Small Caps** under **Effects**.

- Or, select the author name and then ctrl+shift+k.
- CAPITAL LETTERS must NOT be used.



B. full title (*italics*)

C. series title (*italics*) and volume number (no *italics*)

D. city of publication

E. year of publication

F. edition, if not the original

GIVE AN EXAMPLE

- **For articles**, use the system demonstrated in the final bibliography:

**THERE IS NO EXAMPLE of an article**

### Single author

**Bibliography:** SYLWESTER, R: *The Adolescent Brain: Reaching for Autonomy*, Heatherton, Victoria (Hawker Brownlow Education) 2008, 25.

*Journal of the General Union of Arab Archaeologists*

: SYLWESTER, *The Adolescent Brain*, 25.

IN THE SAME PAGE : SYLWESTER

**Footnote:** **Henceforth, e.g.:** SYLWESTER 2008: 89.

THE ABOVE IS TOTALLY CONFUSING

*More than one reference for the same author in the same year:*

**Bibliography:**

- MEINARDUS, OTTO F.A.: *Coptic Saints and Pilgrimages*, 1<sup>st</sup> ed., Cairo & NY (AUC Press) 2002A.

- MEINARDUS, OTTO F.A.: *Two Thousand Years of Coptic Christianity*, 1<sup>st</sup> ed., Cairo & NY (AUC Press) 2002B.

**Footnote:**

- MEINARDUS 2002A: 20-43.

- MEINARDUS 2002B: 101-125.

*Two or three authors*

**Bibliography:** ANDERSON, J. & MILLICENT E. P.: *Assignment and Thesis Writing*, 4<sup>th</sup> ed., Milton, Qld. (John Wiley & Sons) 2001.

**Footnote:** ANDERSON & POOLE 2001: 65.

*Four or more authors*

**Bibliography:** HANSEN, A., SIMON C., RALPH N. & NEWBOLD, C.: *Mass Communication Research Methods*, Basingstoke (Macmillan) 1998.

**Footnote:** ANDERS & et AL. 1998: 104.

*No Author (Incl. Dictionary or Encyclopedia)*

**Bibliography:** *Merriam-Webster's Collegiate Dictionary*: 10<sup>th</sup> ed., Springfield, MA (Merriam Webster) 1993.

**Footnote:** *Merriam-Webster's* 1993: 11.

*Dictionaries:*

**Bibliography:** ERMAN, A. & GRAPOW, H. (eds): *Wörterbuch der Ägyptischen Sprache I-V*, Leipzig (J. Hinrichs) 1926-1931 [= *Wb.*].

**Footnote:** ERMAN & GRAPOW (eds.): *Wb* 1926: vol.4, 2-3.

*Edited Book*

**Bibliography:** CRAVEN, I. (ed.): *Australian Cinema in the 1990s*, London (Frank Cass) 2001.

**Footnote:** CRAVEN 2001: 25.

*Journal of the General Union of Arab Archaeologists*

**Chapter or article in book:**

**Bibliography:** KNOWLES, M. S.: "Independent Study", In *Using Learning Contracts*, 73-112. San Francisco: Jossey-Bass, 1986.

**Footnote:** KNOWLES 1986: 79.

**Chapter or article in edited book:**

**Bibliography :** FERRES, K.: «Idiot box: Television, Urban Myths and Ethical Scenarios», In *Australian Cinema in the 1990s*, edited by IAN CRAVEN, 175-88, London (Frank Cass) 2001.

**Footnote:** FERRES 2001: 179.

**Journal article (Print version)**

**Bibliography:** YOUNGER, P.: «Using the Internet to Conduct a Literature Search», *Nursing Standard* 19, Nº. 6, 2004, 45-51.

**Footnote:** YOUNGER 2004: 45-47.

**Or**

**Bibliography:** SOBHY, G.: «The Survival of Ancient Egypt», *BSAC* 4, 1938, 59-70.

**Footnote:** SOBHY 1938: 60-64.

**Thesis:**

**Bibliography:** FAYADH, KH.H.: «The legal regulation of assisted reproductive technology in Iraq: Lessons from the Australian approach», PhD thesis, Western Sydney University, 2015.

**Footnote:** FAYADH 2015: 35-40.

**For E-Books or Electronic sources:**

-ATKIN, M.: «Bermagui Forest Disputed Turf», the Hack Half Hour. November 13, 2008. Podcast, 13:10. Accessed April 2, 2009. <http://www.abc.net.au/triplej/hack/notes/>.

-Article from Internet:

**Bibliography:** COOPER, D.: «Native Ant May Stop Toad in its Tracks», *ABC Science*, March 31, 2009, <http://www.abc.net.au/science/articles/2009/03/31/2530686.htm?site=science&topic=latest>.

**Footnote:** COOPER 2009.

**Interview unpublished/Personal communication:**

**Bibliography:** *Unpublished interviews or personal communications are only cited in footnotes; they are not listed in Bibliographies. All details are provided in the footnote*

**Footnote:**

-Interview conducted by yourself:

*Journal of the General Union of Arab Archaeologists*

STRONG, G.: (pastor, Wayfare Chapel), interview by author, May 5, 2014.

-Interview conducted by another person:

MELBA, N.: Interview by Albert Smith, September 1924, Oral History Archive, National Library, Australia.

**Online Lecture/Lecture notes**

**Bibliography:** Lectures are only cited in footnotes; they are not listed in Bibliographies unless advised by your tutor or lecturer.

**Footnote:**

-Face to face lecture:

Dyer, S.: «Introduction» (lecture, 101033 Modernism, Western Sydney University, Penrith. January 10, 2014).

-Recorded lecture:

Dyer, S.: «History of Modernism», lecture, 101033 Modernism, Western Sydney University, May 26, 2014, webinar, MPEG copy, 0:40:37, <https://vuws.westernsydney.edu.au/webapps/blackboard/execute/handle=lecture=vie>.

**Example of a bibliography:**

**BIBLIOGRAPHY**

ANDERSON, J. & MILLICENT E.P.: *Assignment and Thesis Writing*, 4<sup>th</sup> ed., Milton, Qld. (John Wiley & Sons) 2001.

CRAVEN, I. (ed.): *Australian Cinema in the 1990s*, London (Frank Cass) 2001.

HARTLEBEN, H.: *Champollion, sein Leben und sein Werk*, vol.1, Berlin (Weidmann) 1906.

JOMARD, M.: «Mémoire sur la vallée du Nil et le nilomètre de l'île de Rôda», dans *Description de l'Égypte ou recueil des observations et des recherches qui ont été faites en Égypte pendant l'expédition de l'armée française*, 18/1-État moderne, 2<sup>e</sup> éd. dédiée au roi, Paris (C.L.F. Panckoucke) 1826, 556-643.

KEIMER, L.: «La boutargue dans l'Égypte Ancienne», *BIE* 21, 1939, 215-235.

KEIMER, L.: «Les oignons et les poissons du Cham-en-Nessim», *CHE* 3/4, 1951, 352-356.

LECLERCQ, L.: «Les vingt-quatre vieillards», dans: *DACL*, vol.2, Paris (Librairie Letouzey & Ane) 1953, cols. 3121-25.

LYSTER, W.: *Monastery of St.Paul*, Cairo (Elias Modern Publishing House Cairo–the Palm Press) 1999.

AL-MESKEEN, M.: «Dayr Anba Maqqar», in ATIYA, A.S. (ed.), *CoptEnc.* 3, New York (Macmillan International Compagny) 1991, 748-756.

SAVANT, J.: *Les Mamelouks de Napoléon*, Paris (Calmann-Lévy) 1949.

SOBHY, G.: «the Survival of Ancient Egypt», *BSAC* 4, 1938, 59-70,

SYLWESTER, R.: *The Adolescent Brain: Reaching for Autonomy*, Heatherton, Victoria (Hawker Brownlow Education) 2008.

YOUNGER, P.: «Using the Internet to Conduct a Literature Search», *Nursing Standard* 19, N° 6, 2004, 45-50.

**Please before uploading your article add List of abbreviations in accordance with Bernard Mathieu ABBRÉVIATIONS DES PÉRIODIQUES ET COLLECTIONS THIS IS ONLY FOR EGYPTOLOGY**

### **TRANSLITERATION**

Journal of the General Union of Arab Archaeologists adopts the list of Transliteration of Arabic and Persian Characters.

consonnes		voyelles	
ء	ز z	ق q	longues :   ā, ى ī, و ū.
ب b	س s	ك k	brèves : a, i, u.
ت t	ش š	ل l	diphthongues : aw, ay.
ث th	ص s	م m	tā' marbūta = a, at (état construit).
ج ġ	ض d	ن n	article : al et l (même devant les «solaires»).
ح h	ط t	ه h	
خ kh	ظ zh	و w	
د d	ع °	ى y	
ذ dh	غ ġ		
ر r	ف f		

For more information : <https://www.ifao.egnet.net/publications/publier/outils-ed/polices/>

About : Institut français d'archéologie orientale - IFAO

### **Notice**

1. 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.
2. No unorthodox or strange political statements are permitted and terminology should be politically correct without discrimination between men and women or any other «racial», religious or sexual discriminations! For instance DO NOT say «man/men has/ have done a lot», prefer rather *humans have done a lot* or *humanity has done a lot*
3. Use throughout *Hellenic* instead of «Greek», *Hellas* instead of «Greece», *Hellenic language*, instead of «Greek ...». Use throughout BC and AD.

4. Use ONLY the following quotation marks « », instead of “ ”. The latter may be used ONLY inside the former for a double quotation.
5. Use big hyphens for closely related words, e.g.: world–wide, NOT “world-wide”.
6. For page references use only normal hyphens, e.g.: 4-5, 12-14, 99-132, 202-214, 1023 ff, & c. For lexica (e.g.: RÄRG, FCD, LÄ, LGG, & c.), use e.g.: art. «Thot» or s.v. «Isis»
7. Use the normal apostrophe ', not this one ' !!
8. Use only FOOTNOTES and NOT endnotes! All footnotes must be normal, not very extended, and the references therein must follow the pattern HORNUNG 1999: 32-45 or BRETAGNON & FRANCOU 1988: 310. So, the name of the author must be in SMALL CAPITALS and the full reference will be found ONLY at the end of the paper.
9. The MANUSCRIPT submitted is his/her/their own original work and has not been plagiarized from any prior work. By participating and sending your contributions, you declare the originality and non-plagiarism of this contribution and you accept all editing and corrections of the referees and the Editor!
10. Please send \*.doc or \*.docx with Pdf. Please send **two copies** from your paper: **One with your name, occupation and affiliation and the other copy without (name, occupation and affiliation)**. Be sure that you have carefully seen, studied, checked and approved your MANUSCRIPT as submitted.
11. Use EXACTLY the bibliographical reference pattern that is shown at the end. The BIBLIOGRAPHY is a list of the full details of all the sources you cited in your paper. All authors should read carefully the pattern in order to understand how they must present their bibliography. Everything they may wish to ask can be found there!! There will be no further discussion, should any author not follow these guidelines; his/her paper will be rejected at once!  
✚ **Please when you upload your research in our site upload this :**
  - 1- Short Bio of the author Arabic and English (50 words).
  - 2- The research ( doc & pdf ) without your name .
  - 3- The application of the research. Please [download it from this link: https://bit.ly/3QhvGOW](https://bit.ly/3QhvGOW)
  - 4- After Peer Review Process & coordination the research, the researcher should fill out the copyright form. to [download it from this link: https://bit.ly/3d08l6e](https://bit.ly/3d08l6e).
  - 5- If anybody writes Hieroglyphic transliteration fonts, Coptic & ancient Hellenic texts or others, please upload the special fonts used with your document



*Journal of the General Union of Arab Archaeologists*

- Egyptians: 2500 LE for a maximum of 25 pages, plus an additional 15 LE for each extra page and 20 LE for every extra page containing pictures.
- Non-Egyptians: 300 USD maximum per research paper.
- Charges are payable by cash or post to the secretary of the Journal accompanied with all related data of the author(s) and the paper.

The Journal of the General Union of Arab Archaeologists (JGUAA2) offers a 50 % discount on the following:

- 1- unemployed Postgraduate students.
- 2- Antiquities inspector with less than three years experience, whether permanent or non-permanent job.
- 3- Researchers from armed wrangle countries or natural disasters such as Palestine, Yemen, Iraq, Lebanon, Sudan and Syria were given the reduction on only one accepted research.
- 4- **Notice:** The administrative board of the journal has the right to exempt pioneers, prominent professors in their fields of specialization, and the foreign researchers from the developing countries from the publishing fees.

The author will receive a **free PDF** and may purchase the **BOOK** at a reduced price.

- All fees received are used to cover the publications' processes. The General Union of Arab Archaeologists' financial resources depend mainly on membership fees and publishing fees in the journal.

✚ Copyrights are reserved for the Editors of the GENERAL UNION OF ARAB ARCHAEOLOGISTS, the PUBLISHER & the individual AUTHORS.

✚ Please, Note that **ALL ABOVE GUIDELINES SHOULD BE STRICTLY FOLLOWED, OTHERWISE THE PAPERS WILL BE REJECTED!**

Looking forward to your contributions. Thank you very much.

For further support, please contact the *GENERAL UNION OF ARAB ARCHAEOLOGISTS*:

- Email: [arabarch@yahoo.com](mailto:arabarch@yahoo.com)

- Phone: (002) 37042699

- Fax.: (002) 37042453

- Union's Secretary: (002) 01002534513/ (002) 01000924569

*Journal of the General Union of Arab Archaeologists*

- Website: <https://www.g-arabarch.com> /<https://jguaa2.journals.ekb.eg/>