

GUIDELINES FOR CONTRIBUTORS TO *ISRAEL NUMISMATIC RESEARCH*

ISRAEL NUMISMATIC RESEARCH (*INR*) is a refereed journal of the Israel Numismatic Society (INS). It publishes English language numismatic reports, as well as articles on subjects such as sealings and minor arts where they relate to numismatics. They should be concise and, where possible, show the relevance to historical or general knowledge of the numismatic information that is discussed. It is often helpful to contact one of the Editors at an early stage in an article's preparation.

GENERAL INFORMATION

The complete manuscript must be submitted in a PC format computer file, using Word), with photographs/ illustrations also as computer files. The manuscript components must be organized as follows: abstract (100 words or less), main text with tables, footnotes and captions placed where figures are to appear; description of plates and list of references. Tables must include a short title; a key and/or short explanatory notes may accompany them. Pages should be numbered sequentially. Authors should indicate any special problems, such as charts, diagrams, specific typesetting requirements to which the typesetter needs to be alerted, and provide computer files of any special fonts used. Authors are requested to provide institutional affiliation and both surface mail and email addresses. The address for any surface mail correspondence is: *Israel Numismatic Research*, c/o Haim Gitler, The Israel Museum, P.O. Box 71117, Jerusalem 91710 ISRAEL.

Articles will be accepted for publication after review by the editorial board and by referees (as required). Proofs of the text will be returned to the authors for correction and/or revision. Later, the final text and final figures/plates of the article will be sent to the authors for approval. At that stage, changes other than printer's errors may not be allowed.

Upon publication, authors will receive one free copy of the volume and a pdf version of their article as printed.

ILLUSTRATIONS

High quality illustrations should accompany the manuscript. Photographs will be published in black-and-white. They should have good contrast, clarity in the middle tones and clear detail, and all the items on one plate should be as evenly matched in tone as possible. The maximum final size of a plate is 12.6 × 18 cm. When necessary, drawings (high resolution digitized) and/or photographs can be incorporated into the text. In those cases a *low-resolution* copy of the drawing/photograph should appear in the computerized text at the appropriate place. Contributors may in any case consult with the Editor before determining which illustrations should appear in the text and which in plates, and before arranging and mounting plates. Photographs of coins may be submitted as high resolution digitized images (minimum 300 dpi). With the exception of 1:1 scale images of coins, a scale must be included on all drawings and photographs of objects; in cases where the scale is missing,

measurements should be provided in the caption or the text. Illustrations that are of inadequate quality may have to be excluded.

All illustrations must be properly oriented and numbered sequentially following the order in which they are referred to in the text. Illustrations incorporated into the text are numbered in one series (in Arabic numerals), designated ‘Figs.’, and plates are numbered in a separate (volume-wide) series (also in Arabic numerals). Author’s name, article title, Fig. or Pl. number should be given as the file name of each illustration, and author’s name, article title and plate numbers should be given as the file name for the plates.

The authors are responsible for obtaining permission for the reproduction of any photograph from the authority holding its copyright.

THE TEXT

STYLE

INR follows the recommendations of the *Chicago Manual of Style*, 15th ed., for all issues not addressed below. The American style of spelling is used in *INR* (e.g., ‘leveled’ rather than ‘levelled’, ‘center’ rather than ‘centre’). Centuries are fully spelled out, both the numbers and the word ‘century/ies’ (e.g., the twenty-second century CE). All numerical dates, as well as page, figure and catalogue numbers, are to be written in their entirety (e.g., 336–332 BCE, 67–70 CE; pp. 425–428; Fig. 5:13, 14). All measurements should be expressed in Arabic numerals and abbreviated units not followed by a period (e.g., g, mm, cm, m, km, ha), unless they appear at the beginning of a sentence, in which case both numbers and units are spelled out in their entirety. First names of consulted individuals referred to in the text should be spelled out. Contractions (e.g., Dr, Revd, Mr, Mrs, Mme or Mlle) should also not be followed by a period. Common abbreviations in Latin (ad loc., cf., e.g., i.e., etc.) are not italicized. Weight in grams should be expressed to at least the hundredths place, and a space should be left between numerals and the unit (e.g., 4.25 g). Capitals should be used sparingly. En-rules/n-dashes should be used between numbers, as opposed to (shorter) hyphens.

FORMAT

Headings for subdivisions of the article should be restricted to a three-level format, following that appearing in published *INR* volumes.

Catalogues should be formatted from two alternatives: small number of catalogue entries (fills *less* than two printed pages), or large number of catalogue entries (fills *more* than two printed pages), following the examples appearing in *INR*. Note the conventions for citing dates of coins which fall in consecutive Common Era years.

CITATIONS AND FOOTNOTES

Both citations in the body of the text and footnotes may be employed. *It is the author's responsibility to make sure that all citations are correct.* The elements are: author's name, date of publication and pages (and/or Figs., Pls., etc.). Bibliographic details are presented in the REFERENCES. Footnotes, *which should be kept to a minimum*, may be used to present details supplemental to the information in the text, but not to present arguments belonging to the body of the paper. Internal cross-references should also be kept to a minimum.

All citations in the main text or in the footnotes must appear in full in the REFERENCES at the end of the article. All page references should be expressed fully (e.g., pp. 143–147); “f.” and “ff.” should not be used. If a plate is subdivided into numbered or lettered illustrations, use a colon to separate the designations: Pl. 19:1, Pl. 19:a.

Examples of citations in the text:

- | | |
|--|--|
| 1. Complete work | (Thirion 1972) |
| 2. Pages or figures | (Thirion 1972:20–22) (Thirion 1972: Fig. 9) |
| 3. Work by author mentioned in same sentence | (2004:20) |
| 4. Publication mentioned in the same paragraph | (Thirion 1972:20), i.e., repeat name and year |
| 5. Two works by the same author | (Balog 1964; 1970) |
| 6. Works of the same author from the same year | (Zanker 1988a; 1988b), ordered alphabetically by title |
| 7. Two authors | (Zissu and Eshel 2001:18) |
| 8. Three authors | (Malloy, Preston and Seltman 1994:36) |
| 9. More than three authors | (Yadin et al. 1961) |
| 10. No author | (<i>INJ</i> 2:45), see below, REFERENCES, No. 16 |
| 11. Ancient Source | (Pliny <i>NH</i> 36:20–22) (Josephus <i>BJ</i> 1:95) |
| 12. Biblical source (OT/NT) | (1 Macc. 21:5)
(Luke 24:13) |
| 13. Talmudic source | Mishna: (Menahot 7:2)
Talmud: (BT Pe'ah 16a) (JT Makkot 31d)
Tosefta: (Tosefta Shevi'it 4:1) |
| 14. Standard reference work | (<i>RRC</i> :533, No. 532) |

ABBREVIATIONS

Periodicals and Books. See the most recent List of Abbreviations appearing before the plates in the most current volume of *INR*. For the use of additional abbreviations to be used in citations, see REFERENCES below. Other abbreviations for text/catalogue:

ANS	American Numismatic Society
BCE	Before the Common Era
BM	British Museum
BN	Bibliothèque Nationale
col., cols.	column, columns
coll.	collection
CE	Common Era
Diam.	diameter
ed.	edited by or edition, depending on context
est.	estimated
ex.	exergue
Fig., Figs.	figure, figures
g	gram
km	kilometer
l.	left
max.	maximum
min.	minimum
mm	millimeter
n., nn.	note, notes
no. (nos.)	number(s)
obv.	obverse
p. (pp.)	page(s)
Pl., Pls.	plate, plates
r.	right
reg.	registration
rev.	reverse
stg.	Standing

BCE is an alternate designation for BC, and CE an alternate designation for AD.

TRANSLITERATION

Biblical place names should be spelled according to the English Bible, without diacritics. When reference is made to modern toponyms or non-biblical place names, an accurate transliteration of the name is required. The Editor will convert site names in Israel according to local conventions.

REFERENCES

References should be listed alphabetically by surname, then date of publication. If there is more than one work by the same author, the works should be listed chronologically. If more than one work by this author appeared in a single year, the works should be listed alphabetically by title and the year indicated as a, b, c, etc. Works written individually precede those published jointly with others. New editions of old books may include the original year of publication set in square brackets following the new year of publication.

Titles of works not written in the Roman alphabet should be translated into English, with the original language mentioned in parentheses at the end of the entry, followed by page numbers of any existing English summary.

All references should be cited in the text. The principal words in the titles of books and articles written in English should have the first letter capitalized. For titles in most foreign languages, capitalize the first word of the title and subtitle, and all proper nouns. References should include title and subtitle as well; these should be separated by a colon unless another sign is indicated in the original title.

The volume number of a book which is in more than one volume should follow its original format on the title page; the volume number of a periodical should be in Arabic numerals. For a periodical without volume numbers the year of publication should be cited and treated as a volume number.

Beyond the abbreviations listed below, additional abbreviations accepted by other historical or archaeological journals may be used; these must be entered alphabetically by the abbreviation in the list of references. The use of additional abbreviations of standard *numismatic* reference works should conform to those listed in *Numismatic Literature*.

References should include the city of publication, not the publishing house. Places of publication of books published in Europe are given in the form familiar in English: thus Munich, not München, and Florence, not Firenze. Places of publication of books published in the United States of America may need to be accompanied by the abbreviation for the state found in the *Chicago Manual of Style*; e.g., Cambridge, Mass.

In citing books or articles with more than three authors, list all authors' names (citations in the text should include only the name of the first author followed by et al., see above).

Examples of references:

1. Book:

Thirion M. 1972. *Le trésor de Liberchies; aurei des I^{er} et II^e siècles*. Brussels.

2. Book in series:

Meshorer Y. 1975. *Nabataean Coins* (Qedem 3). Jerusalem.

3. Monograph in periodical:

Wachsmann S. 1990. *The Excavations of an Ancient Boat in the Sea of Galilee* ('Atiqot [ES]19). Jerusalem.

4. New edition of book:
Reifenberg A. 1947. *Ancient Jewish Coins* (2nd ed.). Jerusalem.
5. Book with editor:
Kindler A. ed. *International Numismatic Convention, Jerusalem, 27–31 December 1963: The Patterns of Monetary Development in Phoenicia and Palestine in Antiquity*. Tel Aviv.
6. Work by two authors:
West L. C. and Johnson, A. C. 1944. *Currency in Roman and Byzantine Egypt* (Princeton University Studies in Papyrology 5). Princeton.
7. Work by more than two authors:
Malloy A. G., Preston I. F. and Seltman A. J. 1994. *Coins of the Crusader States, 1098–1291. Including the Kingdom of Jerusalem and its Vassal States of Syria and Palestine, The Lusignan Kingdom of Cyprus (1092–1489), and the Latin Empire of Constantinople and its Vassal States of Greece and the Archipelago*. New York.
8. Edition of a classical or medieval work (to be provided only if quoted in translation):
Pliny NH: *Natural History*. H. Rackham transl. (Loeb Classical Library). London–Cambridge, MA 1952.
9. Specific volume in multi-volume work:
Walker D.R. 1977. *The Metrology of Roman Silver Coinage, 2. From Nerva to Commodus* (BAR Supplementary Studies 22). Oxford.
10. Translation of book title:
Narkiss M. 1936. *Coins of Palestine, One: Jewish Coins*. Jerusalem (Hebrew).
11. Doctoral dissertation (use only for otherwise unpublished material):
Syon D. 2004. *Tyre and Gamla – A Study in the Monetary Influence of Southern Phoenicia on Galilee and the Golan in the Hellenistic and Roman Periods*. Ph.D. diss., Hebrew University. Jerusalem.
12. Article in a book:
Arslan E. 2002. Coins. In A. Strus. *Khirbet Fattir—Bet Gemal: Two Ancient Jewish and Christian Sites in Israel*. Rome. Pp. 383–405.
13. Article in a journal: Hamburger H. 1955. Minute Coins from Caesarea. *Atiqot* 1 (ES):115–138.
DeShazo A.S. and Bates M.L. 1974. The Umayyad Governors of al-‘Iraq and the Changing Annulet Patterns on their Dirhams. *NC* 14:110–118.
14. Article in a Festschrift:
Spaer A. 1984. Ascalon: From Royal Mint to Autonomy. In A. Houghton et al. eds. *Studies in Honor of Leo Mildenberg: Numismatics, Art History and Archaeology*. Wetteren. Pp. 229–239.
15. Works of the same author from the same year:
Zanker P. 1988a. Augustan Political Symbolism in the Private Sphere. In J. Huskinson, M. Beard and J. Reynolds eds. *Image and Mystery in the Roman World: Three Papers Given in Memory of*

Jocelyn Toynbee. Gloucester. Pp. 1–21.

Zanker P. 1988b. *The Power of Images in the Age of Augustus* (Jerome Lectures, sixteenth series). A. Shapiro trans. Ann Arbor.

16. Article without an author:

INJ 1964. A Hoard of Herodian Coins. *INJ* 2:45.

17. Translation of article title:

Berman A. 1962. A Numismatic Survey at Yodefath. *Israel Numismatic Bulletin* 2:42–43 (Hebrew).

18. Encyclopedia:

Johns C.N. 1975. 'Atlit. *EAEHL* 1. Pp. 130–140.