



Centro de Estudios de Historia del Antiguo Oriente
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JOURNAL ANTIGUO ORIENTE
GUIDELINES FOR AUTHORS
(Last update: September 2021)

These guidelines are intended to help authors to format their manuscripts once their articles have been accepted for publication in *Antiguo Oriente*. By following these guidelines closely, authors greatly help to speed up the publication process.

The manuscript should be written in proficient scholarly Spanish, English or French. Please note that the journal will not publish manuscripts until they meet this language requirement. If needed, make sure your manuscript is proofread by a Second Language Specialist or native speaker of the corresponding language.

1. Format and Presentation

Manuscript Format

The size of the page should be **A4** and the **margins** 2,5 cm. on the superior and lower sides, and 3 cm. on the right and left sides (this page is in that format). The manuscript should be **simple spaced** throughout, with no spaces between paragraphs. There is no word limit, but we recommend not to exceed the 10.000 words, including footnotes and annexes. The font used in the article is Times New Roman. Short **hyphens** (-) are used within a word (e.g. “socio-economy”) and between numbers (e.g. “1200-1250”) and long hyphens (—) are used within the text (e.g. “you should write comments—as in here—in your manuscript”).

Please note that in articles written in English, **dots** and **commas** go always before quotation marks (“”) or footnotes (¹), while in articles written Spanish commas and dots go always after the quotation marks and footnotes.

Examples:

Articles in English:

“This is,” an “example,” of “how an English article should be written.”¹

Articles in Spanish:

“This is”, an “example”, of “how an English article should be written”¹.

Languages

The languages accepted in *Antiguo Oriente* are Spanish, English and French. For ancient languages, it is recommended using UNICODE format.

2. Paper Structure and Formats

Main Title

The paper title should be in Times New Roman 14, centered, **bold**, SMALL CAPS. In English-language papers, the first letters of substantives and adjectives should be capitalized.

Example:

THIS IS AN EXAMPLE OF MAIN TITLE

Author Identification

Separated by two spaces from the main title, the article includes the author's personal information, with right alignment and the following format:

- a. Name and Last Name in SMALL CAPS.
- b. Email address in *italics*.
- c. Institution in *italics*.
- d. City and country of residence in *italics*.

Example:

NAME LAST NAME
e-mail@address.com
Institutional membership or Independent researcher
City, Country

Abstract

The abstract should be in English, maximum 250 words, located two spaces from the author's personal information. Under the abstract should be 3 to 5 keywords, all justified. The rest of the abstract's format will be:

- a. Title of the work: Times New Roman 10, **bold**.
- b. Abstract itself: Times New Roman 10.
- c. 3-5 keywords at one space from the abstract: Times New Roman 10, using middle hyphens between them.

Example:

Summary: Main Title

Abstract of the paper.

Keywords: Word – Word – Word – Word

3. Paper

Subtitles Format

1. The first order subtitles are written in SMALL CAPS and **bold**.
Example: **FIRST ORDER SUBTITLE**.
2. The second order subtitles are written in *italics* and **bold**.
Example: ***Second Order Subtitle***.
3. The third order subtitles are written in *italics*.
Example: *Third Order Subtitle*.
4. The fourth order subtitles are written in regular letters.
Example: Fourth Order Subtitle.

5. After every subtitle, there should be a space before the next paragraph begins. If there are two continuous subtitles there must be one space between them.

Example:

FIRST ORDER SUBTITLE

This is the beginning of a text after a subtitle.

Beginning

The paper will start after two spaces from the keywords.

Text Format

The text format of the entire manuscript will be the following:

- a. Text: Times New Roman 12.
- b. Color: black.
- c. Line spacing: simple.
- d. Text justified.
- e. Words in another language different from the one used by the author: *italics*.
- f. Words highlighted by the author: **bold**.

Quotes Format

1. Quotes with an extension of **fewer than three lines** are written between double quotation marks “” (e.g. “this is a quote”). And quotes within a quote should be written within simple quotation marks ‘’ (e.g. “A quotation ‘within’ a quote”).
2. Quotes with an extension of **more than three lines** will be written with the following format:
 - a. The quotes should be separated from the text that precedes it and from the one that comes after by one space.
 - b. They should have 4 points’ margins on the left and on the right.
 - c. They should be written in Times New Roman 11 and *italics*.
 - d. They should not be written within double quotations marks.

Example:

This is an example of quotation of more than three lines. This is an example of quotation of more than three lines. This is an example of quotation of more than three lines. This is an example of quotation of more than three lines. This is an example of quotation of more than three lines.

3. The **footnotes** will have the following format:
 - a. The order will be continuous, using ordinal numbers.
 - b. The number of the footnotes within the text will appear in superscript.
 - c. In the articles written in English, the footnote’s number will come **after** the punctuation and quotation marks.

Example: “quote.”¹
 - d. The footnote will be at the end of the page in which it has been written.
 - e. The size will be Times New Roman 10.
 - f. *op.cit.*, *ibid.*, *idem.* etc. should not be used. The author, date and page reference should be cited in full.

Example:

¹ Last Name 1990: 11. Note that there is a space between the number of the footnote and the author’s name, and that after the “:” there is also a space, as it shows in the example.

4. Bibliography

1. The title **BIBLIOGRAPHY** is a first order title the format being is in Times New Roman 11, **bold** and SMALLS CAPS.
2. The bibliography should be ordered alphabetically and according to the year of publication. If an author has two or more articles/books/etc. published during the same year, it will be indicated in the bibliography using letters after the year (e.g. 1990a, 1990b). Publications with other authors will be placed after these works.
3. In publications written with other scholars, the order will be according to the last name of the first co-author (please do not order by year of publication!).

Example:

CLINTON, N. and BUSH, T. 2006...

CLINTON, N. and SMITH, P. 2003....

4. Bibliography should be written in Times New Roman 12, while the paragraph should have French indentation/Hanging of 1,25cm.

Example:

[illegible]

5. The last name of the author should be in small caps followed by a comma and the name initial(s).

Example:

LAST NAME, N.N. 1990.

Observe that there is no space between the first dot and the second initial.

-
-
-
-
-
6. If there is more than one author, the second author's initials come first than the last name.

Example:

LAST NAME, N.N. and LAST NAME, N.N. 1990.

7. The year is placed after the dot and followed by a dot.

Example:

LAST NAME, N.N. 1990.

Books

1. Book titles are written in *italics* after the year.
2. Publishing place (city) and publisher should be placed after the book's title. The city will be followed by a comma, and then by the publisher.

Example:

LAST NAME, N.N. 1990. *Book's Title*. City, Publisher.

3. If the book has several volumes, it is necessary to specify the number (e.g. Vol. 1).
4. If the book is part of a collection, the title of the collection and its number should be placed **before** the city.
5. If it is a congress proceeding, it is necessary to write the name and year of the congress **before** the city where it has been published.

Example:

LAST NAME, N.N. 1990. *Book's Title*. Conference Proceedings of the Annual Meeting in History. City, Publisher.

Chapters in Books

1. After the last name of the author(s) and the year of publication, the title of the chapter should follow between double quotations marks. Before the quotation marks are closed, there should be a dot.

Example:

LAST NAME, N.N. 1990. "Chapter."

2. After the title of the chapter, there should be the preposition "In:" to indicate the author of the book, and its title.
3. It is necessary to write the name of the editor or editors using the abbreviation "ed." or "eds." between parentheses, after which should be a comma.

Example:

LAST NAME, N.N. 1990. "Chapter." In: LAST NAME, N. (ed.). *History Book*.

4. The title of the book, the collection/monograph series name, the edition place, and the publisher should follow the format explained above.

Example:

LAST NAME, N.N. 1990. "Book Chapter." In: LAST NAME, N. (ed.). *Book's Title*. Conference Proceedings of the Annual Meeting in History. City, Editorial, 1-30.

Journal Papers

1. After the author's (or authors') name(s) and year of publication, the title of the paper should be included between double quotations marks "." Before the second quotation mark, there should be a dot.

Example:

LAST NAME, N.N. 1990. "Paper."

2. The preposition "In:" should follow the final dot, and precede the complete journal's name in *italics*. Abbreviations of journals' names will not be accepted.
3. Afterwards should follow the volume or issue number of the journal (or both, if necessary, separated by /).

Examples:

LAST NAME, N.N. 1990. "Book Chapter." In: *Complete Journal Name* 1, 1-20.

LAST NAME, N.N. 1990. "Book Chapter." In: *Complete Journal Name* 4/1, 1-20.

Web Page and Internet Information

The hyperlinks should be deactivated with no highlighting, and be presented in regular text. The quotation will be just the same as the chapters in books or the papers in journals, but after the preposition "In:" there should be the web page between these symbols "< >."

Example:

LAST NAME, N.N. 1990. "Book Chapter." In: <www.webpage.com>.

4. Appendix

Acknowledgment

The title **ACKNOWLEDGMENT** is a first order title the format being is in Times New Roman 12, **bold** and SMALLS CAPS.

Figures and Tables

1. The titles **FIGURES** and **TABLES** are first order titles the format being is in Times New Roman 12, **bold** and SMALLS CAPS.
2. All figures and tables should include a caption with the word "Fig." or "Table" in **bold** and then the number. All centered.

3. Under the number of the figure there should be the caption.
4. After the caption it is necessary to specify the source and its author, in the same format than in a footnote. ALL figures should have been made by the author or the copyright should be obtained from other publishers.

Example:

[HERE GOES THE FIGURE OR TABLE]

Fig. 1 or Table 1

This is an example of caption (from Last Name 1990: 2).

6. Book Reviews

1. Book reviews should follow the same general rules than an article. They should focus on the book's contents; personal comments and attacks, and non-academic vocabulary will not be tolerated.
2. Book reviews should begin with the information of the book: full author's name in SMALL CAPS, title in *italics*, collection/monograph series, place, publisher, year, number of pages (Roman number pages plus Arabic number pages), ISBN, and price in \$, USD, Euros or Pounds. These items should be separated by dots.

Example:

LAST NAME, N. & LAST NAME, N. (eds.). *Title Title Title Title*. Monograph series 4. Place, Publisher, Year. xiii + 400. ISBN 999-999-999. \$ 444.

4. The text should follow after one blank line. The bibliography (if any) should be after the text, following the same rules that in an article. Notes (if any) should be in footnotes, following the same rules that in an article.
5. The reviewer information should be at the end of the review, on the right side. First should be the name and last name of the reviewer, in SMALL CAPS, and below the institutional affiliation in *italics*.

Example:

NAME LAST NAME
Institutional affiliation or Independent researcher

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