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The Editors,

Liora Kolska Horwitz, Uri Davidovich, Dina Shalem and Gonen Sharon

 **Guidelines for Authors**

*Mitekufat Haeven* ̶ *Journal of the Israel Prehistoric Society* (JIPS)

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* Submissions of all types of manuscripts are accepted year-round but should be submitted **by 15th May** in order to be included in the volume of that year (to be published by the end of the calendric year).
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* Please submit a single word file (file name: First author’s name) including the title page, abstract, text, acknowledgments, references and tables.
* Please submit as separate files, an expanded Hebrew abstract and an expanded Arabic abstract (see Abstracts below).
* Up to 20 Figures and 15 Tables are allowed per manuscript. Please contact the editors before submission if you wish to publish more figures.
* Each figure should be submitted as a separate open file (TIFF). Files should be named according to their place in the text (e.g. Fig. 1; Fig. 2 etc.). Please see detailed graphic instructions below. Large files should be submitted using a transfer service (e.g. wetransfer or similar).
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* **For book reviews**, a single hard copy of the book to be reviewed in the journal (the copy will not be returned) should be send by mail to Uri Davidovich, Institute of Archaeology, The Hebrew University, Jerusalem 9190501, Israel.

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* [“**Paper Submission Form”**](https://www.prehistory.org.il/wp-content/uploads/2024/05/JIPS-submmission-form-2024.docx) **-** signed by first author.
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* Each figure in a separate file (TIFF format) named Fig. 1; Fig. 2 etc.
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* All manuscripts should be submitted after formatting to *JIPS* requirements and after English editingfollowing US practice**.** Manuscripts that do not comply with *JIPS* requirements, including language editing, careful proofreading and graphic requirementswill be returned to the authors and not sent to reviewers.

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* ***Title.*** Concise and informative. Avoid abbreviations and formulae.
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1. University of Bath, U.K.

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3. Third-level titles will be written in a separate line, in bold italic letters without a period at the end. ***Raw materials***

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* Names of specific geographical features should be in capital letters (e.g. Jordan Valley, Judean Hills, Coastal Plain; but southern Levant, northern Jordan Valley).

 Names of places/sites should follow standards listed in: State of Israel, Ministry of Education/ Department of Antiquities and Museums. 1964 Reshumot, Yalkut Hapirsumim 1091 (18 May, 1964). Jerusalem. (can be accessed at: https://www.nevo.co.il/law\_word/law10/yalkut-1091.pdf

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* In the text tables are referenced as follows: (Table 3), (Tables 2, 3), (Tables 2–4).
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**Plans/Maps**

* Make sure the information (loci numbers, heights) is readable!
* A scalebar is essential.
* A North arrow should be included in all plans, maps and site photos.
* Submit as high-resolution pdf or TIFF files.
* Scanned line hand drawings and plans should be saved as grayscale files at 1200 dpi.

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* Utilize the space, preferably at the maximum width allowed and avoid large, empty areas.
* Use Times New Roman, regular, size 10, to number the finds within figures.
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* Submit color and black and white photographs as TIFF files, including layers, at 600 dpi. Color photos should be saved as CMYK and black and white photographs in grayscale.
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**Acknowledgments**

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**References**

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