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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)

**SUBMISSION**

* 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).
* When submitting a manuscript, the corresponding author needs to submit a [“**Paper Submission Form” in the following link**](https://www.prehistory.org.il/wp-content/uploads/2024/05/JIPS-submmission-form-2024.docx).
* All Electronic submission of manuscripts, other materials for publication and all correspondence should be sent to: [mitekufathaeven@gmail.com](mailto:mitekufathaeven@gmail.com) by the corresponding author.
* 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).
* Tables should be submitted as one file, together in sequential order (Table 1, Table 2) with their respective legends.
* **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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Each submission should include the following components, each as a separate file:

* [“**Paper Submission Form”**](https://www.prehistory.org.il/wp-content/uploads/2024/05/JIPS-submmission-form-2024.docx) **-** signed by first author.
* Text as a word file, including all parts listed above, and named after the first author.
* Expanded abstract in Hebrew (or an English expanded abstract to be translated into Hebrew and Arabic). The Journal offers help in translation for authors who are not Hebrew and/or Arabic speakers.
* Each figure in a separate file (TIFF format) named Fig. 1; Fig. 2 etc.
* All Tables in one file.
* 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.
* ***Author names and affiliations.*** Please clearly indicate the accurately spelled given name(s) and family name(s) of each author.

Below the names with a superscript number immediately after the author's name and in front of the appropriate address (list Institute only, and country).

E.g. Jane Austen,1 and Mark Twain2

1. University of Bath, U.K.

2 Mark Twain House, USA

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**English Abstract**

Up to 250 words. A concise and factual abstract is required. The abstract should briefly state the purpose of the research, the principal results, and major conclusions. An abstract must be able to stand alone. References should be avoided.

**Keywords**

Up to 7 keywords. Do not include words already in the manuscript title.

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* Please submit in a separate word file an expanded abstract (up to 2 pages) in Hebrew, including the title of the paper and authors names. It should describe the study’s aims, methodology and results in some detail. For authors who are not Hebrew speakers, please provide an expanded English abstract and it will be translated by JIPS.
* The expanded English or Hebrew abstracts will be translated into Arabic by JIPS.

**Text**

* Manuscripts should be submitted in WORD format in English, using double space, with fonts Times New Roman size 12 or Ariel 12, and the pages numbered.
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* No footnotes are allowed.

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1. First-level titles will be written in capital letters on a separate line, no period at the end (e.g., ABSTRACT, METHODOLOGY, etc.). Authors of specific sections may be listed by their initials, without a period, in the same line of the title but in brackets: THE FLINT ASSEMBLAGE (LG and JV)

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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***

1. Fourth-level titles will be written in bold, with a period followed by text in the same line. **Brown flint.**
2. Fifth-level titles will be written in italics, with a period followed by text in the same line. *Brown flint*.

**Style**

* 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

* A non-cardinal orientation should be written as one word (e.g. northwest).
* Radiocarbon dates should be written in one of the following formats: 33,111±200 BP; 3,500–3,450 CalBC; 9,550-9,470 CalBP). Laboratory sample numbers and standard deviations should be provided.
* Use words for counts between one and nine, but numbers from 10 upwards.
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* When referring to a locus number use L1 for a single locus but for plural write Loci 1–5.
* Squares of a grid: Sq. K15, Sqs. K15–M15.
* Throughout the text, use tel not tell, but Tel when addressing a particular site (e.g., Tel Hazor).
* Do not italicize Latin terms e.g. in situ, et al.
* Do not italicize abbreviations of Latin terms. Separate them with full-stops and add a comma after such as: ca., i.e., e.g., etc.
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**Tables**

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

* Up to 20 Figures are allowed. For larger numbers, please contact the editors before submission.
* All figures should also be submitted as separate files, each as named in the text (e.g. Fig. 5).
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* The maximum size of the figures is 17 cm (width) and 22 cm (height).
* When indicating photographs/plans/finds in combined figures use Times New Roman, regular, capital letter, size 14 (A, B).
* The references to figures should be integrated into the text in the relevant places and numbered consecutively following their first mention in the text. (Fig. 1), (Figs. 2–4), (Fig. 2:3 ̶ 7), (Fig. 3:a), (Figs. 2, 3).

**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.

**Plates of finds**

* 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.
* The standard scale for pottery and stone objects is 2:10, and for flint 1:2, unless otherwise needed (2:5 or 1:1).
* Use the same type of scale in all figures.
* Submit as high-resolution pdf files.

**Photographs**

* A scalebar is essential for photographs of finds.
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* Field photographs should include a scale where possible. In captions, indicate the direction of the photo.
* Where relevant, in captions, please indicate the direction the photo was taken from (e.g. Locus 10 photographed from the west).
* 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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* Captions for figures that are composed of more than one picture: Fig. 1. The site and areas of excavation. a) general view of the site, looking south; b) Area A, looking northeast; c) Area B, looking west. Alternately, the individual items in the figure can appear in an attached table listed by number with short descriptions.

**Charts**

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**Acknowledgments**

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**References**

References should follow **APA** instructions see <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html>.