

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 1st May** in order to be included in the volume of that year (to be published by the end of the calendar year).
- When submitting a manuscript, the corresponding author needs to submit a **“Paper Submission Form”** in the following link.
- All Electronic submissions of manuscripts, other materials for publication and all correspondence should be sent to: 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 the 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 sent by mail to Uri Davidovich, Institute of Archaeology, The Hebrew University, Jerusalem 9190501, Israel.

SUBMISSION CHECKLIST

Each submission should include the following components, each as a separate file:

- **“Paper Submission Form”** - 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 editing following US practice. Manuscripts that do not comply with *JIPS* requirements, including language editing, careful proofreading and graphic requirements, will be returned to the authors and not sent to reviewers.

MANUSCRIPT

Title Page

- **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: Add affiliation for each author, with a superscript number (list Institute only, and country).
E.g. Jane Austen¹ and Mark Twain²
¹University of Bath, U.K.
²Mark Twain House, USA
- **Corresponding author.** Indicate who will be responsible for correspondence and provide e-mail address and contact details.

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.

Hebrew/Arabic Expanded Abstracts

- Please submit in a separate Word file an expanded abstract (up to 2 pages) in Hebrew, including the paper's 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.
- Spelling should follow U.S. practice, e.g. 'color' rather than 'colour'.
- All manuscripts need to be formatted to JIPS requirements and edited for English by a native English speaker.
- No footnotes are allowed.

Hierarchy of Headings

- All titles should be aligned to the left.
- First-level titles will be written in capital letters on a separate line, with 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)
- Second-level titles will be written in a separate line, in bold letters, without a period at the end. **The flint assemblage**

- Third-level titles will be written in a separate line, in bold italic letters without a period at the end. ***Raw materials***
- Fourth-level titles will be written in bold, with a period followed by text in the same line. **Brown flint.**
- 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.
- Use % with a space after the number (e.g., 50 %, 79.5 %). Do not spell out 'percent' in text, figures, and tables.
- Dimensions, distances and weights will be written using the metric system and abbreviations with a space after the number (e.g., 3.5 X 2.1 cm, 150 X 75 m, 54 km, 15.0 gr). Use a comma in numbers with four or more digits (e.g., 4,571, 78,300).
- 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.
- Use n-dash for number ranges and in text between words.

Tables

- In the text tables are referenced as follows: (Table 3), (Tables 2, 3), (Tables 2–4).
- A list of Table captions, organized and numbered following the order of their appearance in the text, should be given after the references in the main manuscript.
- All tables should be submitted to JIPS in one file, following the order they appear in the text.

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).
- All figures should be submitted as high resolution TIFF files at 600 dpi.
- 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.
- Use Times New Roman, regular, size 12, for added text/loci numbers.
- 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.
- Figures that include more than one object (e.g., pottery, flint, ground stone, etc.) should either: 1. specifically list the objects with numbers in the figure caption: Fig. 4. Flint tools. 1. burin; 2–4. Chisels.
- 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

- When submitting charts, provide them as high-resolution pdf or TIFF files.

Acknowledgments

Collate acknowledgments in a separate section at the end of the article before the references.

Do not include them on the title page, as a footnote or otherwise. List all individuals and institutions who provided help during the research **Formatting of funding sources** – List funding sources in this standard way to facilitate compliance with the funder’s requirements: Funding: This work was supported by the XX [give grant numbers].

References

References should follow **APA** instructions see

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html.

Citation in the text

Author’s last name and the year of publication,

- One author: (Field, 2005)
- Two authors: (Gass & Varonis, 1984)
- Three or more authors: (Tremblay et al., 2010)
- For more than one author, separate each work with semi-colons: (Gass & Varonis, 1984; Thomas, 2004)
- Two or more works by the same author(s): (Saunders, 2014, 2015a, 2015b, 2018)
- For direct quotations, include the page number: (Field, 2005, p. 14) or (Gass & Varonis, 1984, pp. 23-27).
- Authors arranged by alphabet: (Daley, 2010; Saunders, 2018; West & Finkerman, 2016)

References at end of the text

Journal Article

Derwing, T. M. (2001). Native speakers and foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 20(1), 201-207.

Derwing, T. M., Rossiter, M. J., & Munro, M. J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

Edwards, A. A., Steacy, L. M., Siegelman, N., Rigobon, V. M., Kearns, D. M., Rueckl, J. G., & Compton, D. L. (2022). Unpacking the unique relationship between set for variability and word reading development: Examining word- and child-level predictors of performance. *Journal of Educational Psychology*, 114(6), 1242–1256.

Edited Book Chapter

Zelege, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association.

Thesis

Thomas, H. K. (2004). *Training strategies for improving listeners' comprehension of foreign-accented speech* (Doctoral dissertation). University of Colorado, Boulder.

Conference Session

Davidson, R. J. (2019, August 8–11). Well-being is a skill [Conference session]. APA 2019 Convention, Chicago, IL, United States. https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_Program_190708.pdf

Online Magazine Article

Thomson, J. (2022, September 8). Massive, strange white structures appear on Utah's Great Salt Lake. Newsweek. <https://www.newsweek.com/mysterious-mounds-great-salt-lake-utah-explainedmirabilite-1741151>