

Guidelines for authors submitting papers to the

Proceedings of the Seminar for Arabian Studies 38 (2008)

1. Content and Copyright

Contributors are reminded that papers submitted to the *PSAS* should be original contributions to knowledge **and that the content should not have been published elsewhere, whether by the same author or another.** Copyright is held by the publishers, Archaeopress.

2. Submission

Papers should be submitted by the **15th September** following the July Seminar.

Please note. A large number of papers are now read at each Seminar, of which the vast majority are submitted for publication in the *Proceedings*. The editors are all busy academics who give considerable amounts of their scarce spare time to editing papers for the *PSAS*. They have less than seven months between the deadline for the submission of papers (15 September) and the date when the camera-ready copy has to go to press (mid April). We do our best to assist authors who have difficulty meeting the deadline, but we have only very limited room to manoeuvre in the schedule for publishing the *Proceedings* by the following July. We therefore regret that it is not possible to accept those papers which are submitted very late.

The *PSAS* now employs a professional copy-editor but funds to pay her have to be raised externally each year. For this reason, authors who do not adhere closely to the *Guidelines*, or whose papers are not in clear, correct and comprehensible English or French, will be offered the choice of making the requisite corrections to their papers themselves, or of contributing **£150.00** (sterling) per paper towards the cost of copy-editing.

The Joint Chief Editors are now St John Simpson and Lloyd Weeks. For the purposes of mailing all papers and correspondence should be sent to Dr Simpson at the address below. **Please send your paper on disk (see below) with 2 hard copies (print-outs) and any illustrations to:**

Dr St John Simpson

Department of the Middle East

British Museum

Great Russell Street

London WC1B 3DG

UK

Please do **not** send them to the Institute of Archaeology, London. To save time, the electronic version of the text and / or digitized illustrations can be sent to **SSIMPSON@thebritishmuseum.ac.uk** by e-mail attachment (with illustrations as separate attachments if necessary because of web file size restrictions), but the hard copies (and illustrations which have not been digitized) should follow by post.

3. Refereeing

All papers submitted to *PSAS* will be read anonymously by external referees. Papers which the referees consider unsuitable for publication in the *Proceedings* will be returned to the authors with the referees' comments. In other cases, the referees may recommend publication after specific changes have been made and the author will then have the choice of making these changes or withdrawing the paper.

As always, papers will be published at the discretion of the Editorial Committee, which reserves the right to make any necessary changes. Naturally, any modifications made by the Editorial Committee will be seen by authors at proof stage before final publication.

4. Short descriptions of those papers read at the Seminar but not published in *PSAS*

Authors who either do not wish to submit their paper for publication, or whose papers are rejected by the referees, are welcome to send a short description of their paper (up to 750 words and up to 2 illustrations) for publication in a special section at the end of the *Proceedings*.

These *Guidelines* should be followed in preparing the short descriptions which should be submitted by 15th September on disk and with two print-outs or as soon as possible after the paper has been rejected.

5. Proofs

Owing to the tightness of the publication schedule, authors will be sent only one set of page proofs. On acceptance of their papers, authors will be given an indication of when the proofs will be ready — normally between November and the March of the following year — and it is essential that authors provide the Editors with the address to which the proofs are to be sent (or alternative addresses for different dates if, for example, an author expects to be away on fieldwork). If authors indicate the period between November and March when they would prefer to receive the proofs, the Editors will do their best to see that the proofs are sent to them at that time. In the case of papers by more than one author, normally only one of the authors will be sent the proofs and his / her name and address(es) should be indicated when the paper is submitted. Please return corrected proofs within two weeks of receiving them. If this deadline is not met, the Editors will have to assume that there are no corrections to be made, and the paper will be published as it appears in the proofs.

6. Language

Papers should be written in English or French. **If the language of the paper is not the writer's own, it is essential that the author ask a native speaker to ensure that the language of the paper is correct and unambiguous, before it is submitted, see § 2 above.**

7. Text

Length. Papers should be no more than **5000 words** (including notes, but excluding the list of references, see below) with no more than **10 illustrations** including tables. Because there is a grave shortage of space in the *PSAS*, the editors regret that papers which exceed the maximum length of 5000 words will be returned to the author(s) to be shortened. More than 10 illustrations will only be accepted in exceptional circumstances and at the editors' discretion.

Summary. In addition to the main text, authors are requested to supply a short Summary of the paper (*c.* 200–300 words), both on disk and in 2 printouts. The summary will be printed at the head of each paper.

Keywords. Please provide five keywords at the head of your Summary. These will be used to reference the subject matter of your paper in any future electronic resource.

References should be cited using the "Harvard" system e.g. "(Smith 1983: 224-226)" and should normally be included in the text, rather than consigned to notes, unless the clarity of the text is endangered, e.g. if one sentence contains a large number of references, they may be placed in a note, still using the "Harvard" format. A List of References containing all the works cited in the text should appear at the end of the paper after the Notes and Sigla. See § 13, below.

Please note that the page numbers referred to should always be included in the Harvard reference (e.g. Smith 1999: 42–45), unless the reference is to the entire work.

Sigla. In some papers (usually epigraphic) frequently-cited collections or reference works are often given an abbreviation or siglum. If abbreviations or sigla of this sort are used, a list should be provided at the end of the paper, giving the full reference for each siglum or a "Harvard" reference to a work cited in the List of References.

Notes. All notes should be endnotes (not footnotes) and should be placed on a separate page from the rest of the text (see also § 8 (g), below). Notes should not be used simply for references, except in the case mentioned above under **References**).

Captions for Figures (i.e. photographs, line-drawings, graphs, tables, etc.) should be supplied as a separate text file with two printouts and should not be placed on the illustrations themselves.

Authors' address(es). Please give the title(s), name(s) and address(es) and e-mail address(es) of the author(s) in the form in which you would like them to appear in the *PSAS*. These should be placed at the very end of the paper (i.e. usually at the end of the List of References).

Order of items. The order should be text, Acknowledgements, Notes, Sigla, List of References, Author's address (postal and email). The summary and the list of captions should be in separate files.

8. Format

Disk version. Papers should be submitted on a 3.5 inch floppy disk for either PC or Mac or a CD-ROM. They may be written in any of the usual word-processing programs, though "Microsoft Word" is preferred. All the files should be saved in "Rich Text Format" (.rtf). The files should not be compressed or "stuffed" in any way. The name(s) of the author(s), the titles of the files, the word processing program, and the format of disk (whether PC or Mac) should be clearly marked on the label of the disk.

Paper version. Two printouts (hard copies) of the paper should also be sent.

Backup. Authors should keep a backup of the text and illustrations, in case of loss in transit.

Formatting. Please note the following

(a) The disk version should be submitted in Times New Roman font 14-point, with double line spacing and 1 inch or 2.45 cm margins all round.

(b) The text should be left-aligned, not fully justified.

(c) The word processing program's automatic hyphenation should not be used.

(d) Sentences should be separated by a single space only, and paragraphs by a blank line. New paragraphs should not be indented.

(e) Lower-case l (the letter "ell") should not be used for the number 1 nor upper-case O (the letter) for number 0 (zero).

(f) Please use double straight quotation marks (") and a single straight (') apostrophe.

(g) Automatic note-numbering systems (within word-processing programs) should not be used. Instead, note numbers should be placed in the text manually, in round brackets after punctuation, thus, (15) and the notes placed at the end of the text.

9. Transliteration of non-Roman scripts

Single words or letters, as well as passages, of right-to-left scripts, in the middle of Roman text cause considerable problems of formatting and so the use of the Arabic and Hebrew scripts should be restricted to circumstances where it is vital for the sense of the text. In all other cases they should be transliterated into the Roman alphabet in accordance with the system below.

Please prepare the printed (paper) version of your paper using your transliteration font (or adding the diacritical marks by hand).

BUT in the electronic version on disk please write your text in Times New Roman using the system below to indicate letters with diacritical marks:

all letters with a dot under or over them should be represented by the **letter + /**.

Thus: ض (*Pād*) = d/. ح (*Hām*) = h/. ص (*Bād*) = s/. ط (*Γām*) = t/. ظ (*Ēām*) = z/.

all letters with a line under or over them should be represented by the **letter + /-**

Thus ā = a/- ē = e/- ī = i/- ō = o/- ū = u/- ġ (*ghayn*) = g/- ḏ (*dhāl*) = d/- ḫ (*khām*) = h/- ṯ (*thām*) = t/-

all letters with an inverted circumflex or breve over them should be represented by the **letter + /v**

Thus š = s/v ž = z/v č = c/v and, when necessary, short vowels or shewa

Thus ǎ = a/v ě = e/v ĭ = i/v ǒ = o/v ů = u/v

However, ə = @/

ج (*jīm*) should be transliterated by **j**, ء (*hamzah*) by **>/** and ع (*Kayn*) by **</**

PLEASE NOTE: this method, which requires no specialized font and is simple to operate is being used in order to avoid the numerous problems experienced in the past with different transliteration systems and different fonts. Once a paper has been edited, a macro will automatically convert these letters with slashes into the appropriate letters with diacritical marks in the PSAS font before publication.

NOTE to avoid confusion please always place a space before and after all slashes which are not representing a transliterated letter. Thus "and / or" (not "and/or"). This is particularly important when transliterating epigraphic texts with word-dividers. The word-divider should be represented by a slash preceded and followed by a space.

Thus *bn / ms/lb>/ / >/wm*.

The transliteration systems for papers submitted to *PSAS* are as follows:

(a) Arabic

hamzah >/ *jīm* j *Ψāl* d/- *Iīn* s/v *ẒāM* z/. *qāf* q *nūn* n
bāM b *HāMh*/. *rāM* r *Bād* s/. *Kayn* </ *kāf* k *hāM* h
tāM t *OāMh*/- *zāM* z *Pād* d/. *Yayn* g/- *lām* l *wāw* w
EāM t/- *dāl* d *sīn* s *ΓāM* t/. *fāM* f *mīm* m *yāM* y

Please note

Vowels should be rendered as **a i u a/- i/- u/-**

Diphthongs should be rendered by **aw ay**

The *lām* of the article should not be assimilated before the "sun letters", thus *al-s/vams* not *as/v-s/vams*. The *hamzat al-waBl* of the article should be shown after vowels except after the preposition *li-*, as in the Arabic script, e.g. *wa-Ml-wazi/-r*, *fi/- Ml-bayt*, but *li-l-wazi/-r*.

TāM marbūΓah should be rendered *-ah*, except in construct: e.g. *birkah*, *zaka/-h*, and *birkat al-siba/-h/.ah*, *zaka/-t al-fit/.r*.

Orthography:

The "a" of "al-" should always be written lower case (even in names), except at the beginning of a sentence.

Since the distinction between **upper and lower case** letters does not exist in the Arabic script, transliterations of Arabic phrases, quotations and the titles of works should be written without upper case letters, even for the initial letters of names or at the beginning of a sentence.

Articles on dialectology may use whatever transcription system is preferred by the author, but it should be explained in the first note **and should be expressed using the system outlined above**, eg. $\xi = s/$, $\iota = z/\sim$ $\Phi = s/u$ etc. For

letters with two diacritical marks the upper one should precede the lower one with no space between, e.g. $\cdot = \mathbf{d}/-$. $\theta = \mathbf{z}/\mathbf{v}$. etc. A list of phonetic symbols and letters with diacritical marks, with their equivalents in this system will be found at the end of these *Guidelines*.

(b) Ancient North and South Arabian the system for Arabic (see above) should be followed, except that **g** should be used instead of **j**, and the non-emphatic unvoiced sibilants should be transliterated $x \ \mathbf{y} \ \mathbf{u}$ (to be written *s/1 s/2 s/3*).

(c) Hebrew and Aramaic

These should be transliterated.

Consonants: $>/ \mathbf{b} \ \mathbf{g} \ \mathbf{d} \ \mathbf{h} \ \mathbf{w} \ \mathbf{z} \ \mathbf{h}/. \ \mathbf{t}/. \ \mathbf{y} \ \mathbf{k} \ \mathbf{l} \ \mathbf{m} \ \mathbf{n} \ \mathbf{s} \ </ \ \mathbf{p} \ \mathbf{s}/. \ \mathbf{q} \ \mathbf{r} \ \mathbf{s}' \ \mathbf{s}/\mathbf{v} \ \mathbf{t}$

The aspirant forms of **b g d k p t** should not be indicated unless absolutely necessary, in which case they should be transliterated as

bl/- gl/_ (NB not *gl/-*) *dl/- kl/- pl/- tl/-* respectively.

Daghesh should be shown by doubling the letter.

Vowels: **a** (*pata'H*), *al/-* (= \bar{a} *qāmeB*), **â** (final *qāmeB hē*),

e (*sġōl*), *e/-* (= \bar{e} *Bērê*), **ê** (final and medial *Bērê yōd* and medial *sġōl yōd*),

i (short *Hîreq*), *i/-* (= \bar{i} long *Hîreq* defectively written), **î** (medial / final *Hîreq yōd*),

o (*qāmeB Hātûp*), *o/-* (= \bar{o} *Hōlem* defectively written), **ô** (*Hōlem* fully written),

u (short *qibbûB*), *u/-* (= \bar{u} long *qibbûB* defectively written), **û** (*šûreq*).

Other final vowels should be written with the appropriate vowel followed by *hē*, *Malep* or *mater lectionis* (e.g. *s/ve/vlo/-mo/-h*, *yigleh*, *qa/-ra/-*

>/, qa/-râ, hinne/-h, sûsa/-yw). Furtive *pata'H* should be shown as *pata'H* (*rûa'H*).

Reduced vowels should be written as follows *a/v* (= *ã*), *e/v* (= *ë*) and *o/v* (= *õ*). No distinction is to be made between simple *šwâ* and *Hâtêp šgôl*. Short vowels fully written should be shown as *o(w)* *u(w)* *i(y)* e.g. *be/vqu(w)s/vta/->/* (*běqu(w)štāM*)

[Guidelines and examples taken from the "Instructions for Contributors" published in the *Bulletin of the American Schools of Oriental Research* 262 (1986): 3]

(d) Persian, Urdu and Ottoman Turkish as for Arabic with the additional letters transliterated according to the system in the *Encyclopaedia of Islam* (New Edition) except that *ž* (to be written *z/v*) should be used instead of **zh**.

(e) Greek. Single letters or words or short passages may be written in the Greek script. Please supply the Greek font on the floppy disk with the paper.

Personal names, toponyms and other words which have entered English or French in a particular form, should be used in that form when they occur in an English or French sentence, unless they are part of a quotation in the original language, or of a correctly transliterated name or phrase. In the latter cases, they should be correctly transliterated, even when they occur in an English or French sentence. Thus,

- ain ("spring"), Dhofar [but note "H/.ad/.ramawt"], hijra, imam (French "imam" or "iman"), Islam, jabal, jinn Mecca (La Mecque), Medina (Médine), mihrab, qadi, Ramadan, Riyadh, Saladin, Sheikh, sharif, sultan, suq, sura, wadi, etc. Thus:
- "the settlement was built in the wadi bed" AND "a settlement of the Wadi Suq period" BUT "the settlement was built in Wa/-di/- Mayfa</ah";

- "the mosque in Medina" BUT "the mosque in al-Madi/-nat al-Munawwarah";
- "the imam went to the mosque" BUT "Ima/-m </Ali/- went to the mosque";
- "he travelled in Dhofar" BUT "he visited the Himyarite capital Z/.afa/-r".

Note, however, the spellings Qur>/a/-n and Muh/.ammad should always be employed.

Names which have been Anglicized or Gallicized by the addition of an English or French ending, should not be written with diacritical marks. Thus:

- Umayyad, Abbasid, Ayyubid, Achaemenid, Sasanian
- Safaitic (French Safaitique) not S/.afaitic, Thamudic not T/-amu/-dic, Madhabic not Mad/-a/-bic, Himyarite not H/.imyarite, Hadramitic BUT H/.ad/.rami/-.

Names of sites, archaeological periods, types of pottery which have entered archaeological usage in a particular form should be used in that form.

- ed-Dur, Julfar ware, Khor Rori, Mleiha, Rumeila, the Wadi Suq period, etc.

10. Calendar dates

If Hijri (Islamic) dates are used they should always be coupled with the corresponding dates in the Christian calendar. The Islamic date should be given first, followed by a space then by an oblique stroke then a space followed by the Christian date. AH and AD should be omitted.

- e.g. 386 / 996; seventh / thirteenth century.

11. Radiocarbon dates

C¹⁴ dates should be given with the statistical margin of error, and it should be stated whether or not they are calibrated. If possible, the laboratory reference should also be quoted.

12. Illustrations

The text of the paper may be accompanied by a maximum of 10 illustrations (photographs, line-drawings, maps, tables, etc.) which should be numbered in a single sequence, as Fig. 1, Fig. 2, etc., in the order in which they are mentioned in the text. The numbers should not appear on the illustration itself, but should be lightly pencilled, together with the author's name, either on the back of the unmounted illustration or on a "post-it" (small paper with one sticky edge) attached to the back. Alternatively, some or all the illustrations may be submitted on disk, but please ensure they are in JPEG or TIFF format. Please write in pencil "Fig. 1 near here", etc., in the margin of the hard copies (printouts), at the point in the text where you would like each illustration to appear.

Line drawings may be: (i) originals, in black ink on good quality white drawing paper, card or drafting film; (ii) good quality photographic prints (bromides) of the originals; (iii) good quality laser printouts from computer-generated graphics, or (iv) digitized or computer-generated graphics submitted in electronic form. Photocopies of line drawings will not reproduce satisfactorily and so cannot be accepted. Lettering should be computer-generated, word-processed, stencilled, or lettraset, not hand-written. Lines and lettering should be sufficiently large and clear to take further reduction. Please include a scale in metric units and, in the case of maps and plans, a north point.

Photographs should be good quality, unmounted, black-and-white (halftone) prints, or printouts of digital images on glossy paper, or digitized images submitted on disk. In the case of prints and print-outs, please, indicate on a transparent overlay if and where the edges can be cropped.

Tables and charts should be ready for reproduction, and submitted on disk, or as good quality photographs (bromides), or laser print-outs. They should be numbered within the same sequence as the Figures, in the order in which they

are mentioned in the text, but the number should not appear on the table itself. As with other illustrations, a pencilled note should be made in the margin of the hard copies indicating the preferred position for the table.

Captions must not be included on the illustrations themselves but should be submitted in a separate text file with two printouts (see § 7, above).

13. References (see the examples at the end of these notes)

All works cited in the text should appear in the list of references, and all those which appear in the List should refer only to citations in the text. The list of references should not aim to be an independent bibliography of the subject.

(a) **References within the text** should follow the Harvard system, in the form:

- (author's surname + date: page(s), fig. [etc.]), **please note the punctuation and see examples 1–15. Page numbers should always be included in the Harvard references unless the entire work is being cited.**

Works in more than one volume. In this case the volume number should appear, in lower case Roman figures, as follows

- (author's surname + date, vol. no.: page(s), fig. [etc.]), **see examples 4 17, and 21.**

Editions of classical texts should be cited in the text in the form

- (Author *Abbreviated Title* [or *Abbreviation*], book number.Chapter number.Section number [etc., or page number[s] + "line[s]" + line number[s] as appropriate, all in Arabic numerals] **see example 16.**

Editions of mediaeval texts in Arabic, Persian, etc. should be cited in the form

- (name by which the author is general known [i.e. his *urfi*] + date of edition, volume number [if any, in lower case Roman numerals]: page number(s), + "line[s]" + line number[s] [if appropriate], **see example 17.**

Works by more than one author. When citing a work by two or three authors, all the surnames should be given in the Harvard reference, see **examples 11 and 5**. Please use "&", rather than "and" between authors. When there are more than three authors, only the first + *et al.* should be cited in the Harvard reference in the text, but the names of all the authors should be given in the reference in the List at the end, **compare example 5 with 13**.

The author's initials should not be given in the Harvard reference unless the paper refers to two authors with the same surname (e.g. Ryckmans G and Ryckmans J or Potts DT and Potts TF [note there are no full stops after the initials in the Harvard reference], **see examples 9 and 10**).

If the author's name appears in the sentence preceding the reference it need not be repeated in the reference, as long as there is no ambiguity.

(b) List of References at the end of the paper. All references cited in the text should be listed at the end of the paper in alphabetical order of the authors' surnames.

Names. Only the surname and initials (not forenames or titles) should be given. This also applies to modern Arab authors, whose forenames should be reduced to initials, as with Western authors. The particle al- , irrespective of whether it is spelled with an upper case or a lower case "a" and whether or not it is hyphenated, should be placed before the "surname", but should be ignored for the purposes of alphabetical order. Thus, ElMahi and al-Ra/-shid come after Ibrahim.

However

Classical authors should be listed under the name by which they are generally known (e.g. Pliny, Livy, Cicero), without the initials of their other names. **See example 16**.

Mediaeval Arab writers should be listed under the name by which they are generally known (their *urf*), followed by a comma and their forename, patronym, *kunyah*, etc. **See example 17.**

If several works by the same author are cited, they should be listed in the order of their dates of publication. If two or more were published in the same year, they should be listed as Smith H. 1990*a*, 1990*b*, etc., in the order in which they are cited in the text. The author's name should not be repeated but the date should be inset by two tab points. **See examples 18–21.**

Works by more than one author. Works by a single author should precede those written by the same author with collaborators, the order being: author alone, author + one collaborator, author + two collaborators, etc. Within each of these categories, works should be listed in alphabetical order of the collaborators. Note that names of authors (in both the Harvard Reference and the List at the end) should be joined by "&" not "and". The names of all the authors of a collaborative work should be given in the List of References at the end, even though, in the Harvard reference, works by four or more authors are cited as "First author + *et al.*" **See examples 13, 22, 23 and 24.**

Dates, etc. If a work appeared at a different date from the one on its title page (e.g. a volume of a journal dated 1999 which actually appeared in 2000) the date printed in the work should be used in the reference, though the true date can be added in [] immediately after it, if desired. **See example 8.**

If it is not possible to give the date of a work, one of the following should be used.

"in press" = with the publisher and/or being printed

"forthcoming" = accepted for publication but not yet in production

"in preparation" = in the process of being written

Several unpublished works by the same author should be given in the above order.

"n.d." = published, but the date of publication is not printed in the work. However, if the date is known from other sources it can be shown as, for example, "n.d. [1968]"

For the form in which works should appear in the List of References at the end of the paper please see the examples below.

EXAMPLES.

The following examples show the form of Harvard references in the text (in brackets) and then the same reference as it should appear in the List of References at the end of the paper.

Please note:

The titles of journals and of multi-volume works such as encyclopaedias should be given in full, not abbreviated.

Numbers. Page, column and similar numbers (including dates) should always be given in full, for example

- 33–34, 234–265, 1592–1596 (not 33–4, 234–65, 1592–6), etc.

Book or independent item

1. (Beeston 1956: 45) refers to page 45 in:

Beeston A.F.L. 1956. *Epigraphic South Arabian Calendars and Dating*. London: Luzac.

2. (al-Theeb 1995: 114) refers to page 114 in:

al-Theeb [= al-D/-iyi/-b] S.A. 1995. *dira/-sah tah/.li/-liyah li-nuqu/-s/v nabat/.iyah qadi/-mah min s/vama/-l g/-arb al-mamlakat al-
al-sa*. Riyadh: maktabat al-malik fahd al-wat/.aniyah.

3. (Na/-mi/- 1952: 9) refers to page 9 in:

Na/-mi/- K.Y. 1952. *Les monuments de Ma</i/-n (Yemen). Étude épigraphique et philologique des 19 inscriptions de Ma</i/-n publiées par le Professeur Moh/.ammed Tawfiq.* (Études de l'Institut Français d'Archéologie Orientale du Caire. Études sud-arabiques, 2). Le Caire: Institut Français d'Archéologie Orientale. [In Arabic].
4. (Löfgren 1936–1950, i: 45) refers to page 45 of the first volume of:

Löfgren O. 1936–1950. *Arabische Texte zur Kenntnis der Stadt Aden im Mittelalter.* (2 volumes). Uppsala: Almqvist & Wiksells.
5. (Cleuziou, Reade & Tosi 1990: 10, fig. 6 / 8–9) refers to page 10, + items 8–9 on fig. 6 in:

Cleuziou S., Reade J. & Tosi M. (eds). 1990. *The Joint Hadd Project. Summary report of the Third Season (1987–1988).* Paris: ERA 30 / Rome: ISMEO. [Unpublished circulated report].

Article in a journal

6. (Potts 1993: 425) refers to page 425 in:

Potts D. 1993. Rethinking some aspects of trade in the Arabian Gulf. *World Archaeology* 24: 423–439.
7. (</Abd alla/-h 1996: 22–25) refers to pages 22–25 in:

</Abd alla/-h Y.M. 1996. risa/-lah min imra>/ah bi-h/-at/t/. al-zabu/-r al-yamani/-. *New Arabian Studies* 3: 18–28. [Arabic section].
8. (al-Ghul 1999 [2000]: 68) refers to page 68 in:

al-Ghul O. 1999 [2000]. The names of buildings in the Greek papyrus No. 10 from Petra. *Proceedings of the Seminar for Arabian Studies* 29: 67–71.
9. (Ryckmans G 1951: 258, pl. 4) refers to page 258 and pl. 4 in:

Ryckmans G. 1951. Inscriptions s/afaitiques de Transjordanie. *Vivre et Penser* 1: 255–259.

10. (Ryckmans J 1973: 545) refers to page 545 of:

Ryckmans J. 1973. Review of Harding 1971 [if this work is already in your list of references; or, if it is not,] Review of G.L. Harding, *An Index and Concordance of Pre-Islamic Arabian Names and Inscriptions* (Toronto, 1971). *Le Muséon* 86: 543–547. **See also example 19 for the treatment of reviews.**

11. (Barker & Hartnell 2000: 205) refers to page 205 in:

Barker D. & Hartnell T. 2000. Notes on a decorated spiny oyster from Sharm. *Arabian Archaeology and Epigraphy* 11: 204–206.

12. (Grave, Bird & Potts 1996: 77) refers to page 77 in:

Grave P., Bird R. & Potts D.T. 1996. A Trial PIXE / PIGME analysis of Pre-Islamic Arabian Coinage. *Arabian Archaeology and Epigraphy* 7: 75–81.

13. (King *et al.* 1995: 64) refers to page 64 of:

King G.R.D., Dunlop D., Elders J., Garfi S., Stephenson A. & Tonghini C. 1995. A Report on the Abu Dhabi Islands Archaeological Survey (1993–4). *Proceedings of the Seminar for Arabian Studies* 25: 63–74.

Contribution to conference volume or multi-author work

14. (Müller 1988: 50) refers to page 50 in:

Müller W.W. 1988. Outline of the history of ancient southern Arabia. Pages 49–54 in W. Daum (ed.), *Yemen. 3000 Years of Art and Civilization in Arabia Felix*. Innsbruck: Pinguin.

15. (Livingstone 1989: 101) refers to page 101 in:

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For a contribution to a festschrift see example 21.

Editions of classical texts

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14 Offprints

Authors of both full papers and précis will be provided free of charge with twenty-five offprints and a pdf. file of their paper. In the case of papers of dual or multiple authorship, the offprints and the .pdf file will be provided to the first named author, and copies of the .pdf file to the other authors, unless Archaeopress receives a specific request to the contrary. Additional offprints can be ordered when returning proofs, at a cost of one pound sterling each.

APPENDIX

Characters in the PSAS transliteration system

Vowels

ā = a/- Ā = A/-

ē = e/- Ē = E/-

ī = i/- Ī = I/-

ō = o/- Ō = O/-

ū = u/- Ū = U/-

ы = @/ Ү = @/- Ъ = E/ О = !/-

Consonants in general use for written Semitic languages

М = >/ К = </

Р = d/. Ц = D/. Ψ = d/- А = D/- · = d/- Б = D/-.

Ү = g/- Г = G/-

Н = h/. Д = H/.

О = h/- (for Arabic, Ancient North & South Arabian & Ethiopic) Е = H/-

İ = h/v (for Akkadian) Ъ = H/v

é = p/. Я = P/.

х = s/1 ш = S/1 ц = s/2 щ = S/2 ч = s/3 ъ = S/3

α = s/' И = S/'

Т = s/v З = S/v

В = s/. С = S/.

$\Gamma = t/$. $\mathbf{K} = T/$. $\mathbf{E} = t/-$ $\mathbf{Л} = T/-$ $\mathbf{\varepsilon} = t/-$. $\mathbf{Ж} = T/-$.

$\mathbf{\Xi} = z/$. $\mathbf{H} = Z/$.

Other consonants

$\mathbf{X} = b/'$ $\mathbf{Б} = B/'$ $\mathbf{\kappa} = b/-$ $\mathbf{\lambda} = B/-$

$\mathbf{v} = c/;$

$\mathbf{I} = d/;$ $\mathbf{J} = d/\#$ $\mathbf{\pi} = D/\#$

$\mathbf{E} = g/$. $\mathbf{T} = G/$. $\mathbf{T} = g/v$ $\mathbf{B} = G/v$ $\mathbf{\Omega} = g/'$ $\mathbf{Ы} = G/'$

$\mathbf{\lambda} = g/_$ $\mathbf{м} = G/_$

$\mathbf{H} = h/\#$ $\mathbf{\tau} = H/\#$ $\mathbf{\ddot{u}} = h/_$

$\mathbf{O} = k/$. $\mathbf{Ж} = K/$. $\mathbf{\ddot{Y}} = k/-$. $\mathbf{\Theta} = K/-$

$\mathbf{\tau} = l/;$ $\mathbf{\acute{a}} = l/$. $\mathbf{Ю} = L/$. $\mathbf{N} = l/o$ $\mathbf{\mathcal{I}} = L/o$

$\mathbf{\acute{n}} = p/-$ $\mathbf{a} = P/-$

$\mathbf{\ddot{b}} = r/$. $\mathbf{B} = R/$. $\mathbf{i} = r/'$ $\mathbf{\mathcal{B}} = R/'$

$\mathbf{Ль} = s/\#$ $\mathbf{p} = S/\#$

$\mathbf{A} = s/\sim$ $\mathbf{P} = S/\sim$ $\mathbf{A} = s/\sim$. $\mathbf{\Pi} = S/\sim$.

$\mathbf{\Phi} = s/u$ $\mathbf{\tilde{H}} = S/u$

$\mathbf{\gamma} = s/U$ $\mathbf{\mathcal{A}} = S/U$

$\mathbf{\beta} = s/U$ $\mathbf{\Gamma} = S/U$.

$\mathbf{\delta} = s/v$. $\mathbf{e} = S/v$.

$\mathbf{S} = t/;$ $\mathbf{\ddot{I}} = t/\#$ $\mathbf{o} = T/\#$

$\mathbf{\varphi} = z/;$

$\mathbf{Hь} = z/\#$ $\mathbf{c} = Z/\#$

Ⲓ = z/' ⲓⲙ = Z/' Ⲓ = z/'- Ⲙ = Z/'- Ⲛ = z/v ⲓ = Z/v

ⲑ = z/v. ⲕ̇ = Z/v.

ⲛ = z/U ⲛ̇ = Z/U ζ = z/U. ⲟ = Z/U. ⲓ = z/~ ⲕ = Z/~

Phonetic symbols

ⲡ = a/ v = A/

ⲟ̇ = #/. Ⲓ = ##/.

ⲟ = 3/ Z = 3/-

ⲟ = F/

ⲡ = dj/ ⲟ = j/ Ÿ = j/;

ξ = g/ Ġ = G/

ⲟ̇ = h/ ⲟ̇ = H/

ς = N/ σ = n/

Ⲛ = c/ y = C/ ï = c/- Φ = C/-

Ë = r/ B̅ = R/

ï = f/ K̇ = f/; χ = tf/

Δ = v/ X = V/ Θ = v/- Ц = V/-

Π = y/ € = Y/

ⲡ = ?/ ρ = \/

Editorial mark to go over the preceding letter

Λ = |/ (to mark stress in Modern South Arabian, etc.)