

Manuscript preparation guidelines for MDAIK, SDAIK and AV

All manuscripts have to be submitted readily formatted for printing. This means that the entire text, citation system, and illustrations be prepared in line with DAI conventions.

Prior to publication, all authors are requested to sign an agreement which specifies the rights and obligations of the author and the German Archaeological Institute.

Before you submit your manuscript you should review the following aspects as they are critical for the acceptance:

- Have you followed the [guidelines on artefacts](#) originating from other than legal excavations or sources?
- Was the research authorized by the relevant monument authorities?
- Do you own the copyright or did you acquire the [usage rights](#) for all visual material, including photos and drawings and particularly aerial images?
- Did you write your manuscript in a language common to DAIK publications (German, English, French)? Contributions which are written in a language that is not the mother tongue of the author should be corrected by a native speaker prior to submission.

Text guidelines

The key document containing all relevant text and footnote preparation guidelines is the [keyword list](#). In alphabetical order, it lists and explains all layout and citation guidelines authors need to observe, illustrated by examples.

In general, publications in DAI journals and monographs rely on the footnote systems. We kindly ask you to use the [author-year system](#) consistently throughout your manuscript. The [abbreviation lists](#) contain scribal abbreviations for journals, serial publications, encyclopedias, and commonly quoted works. Furthermore, please refer to the abbreviations of the Egyptological literature according to the Lexikon der Ägyptologie.

Formatting

Please use Minion Pro font for the running text and Calibri for headings. If these fonts are not available to you, please use Times or Gentium. Font size is uniformly 12 pt and line spacing is 1,5 throughout. Please refrain from any automatic formatting such as indents, hyphenation, columns etc. If you use special fonts (such as transcription fonts), please send these with your manuscript submission. Hieroglyphs should be submitted as original JSesh files or in a separate Illustrator document.

Image guidelines

Grayscale and **color images** must be submitted as **.tif** or **.eps** files. We do not accept images in .jpg format.

Digital vector graphics (images created in Adobe Illustrator etc., not to be confused with Bitmap formats – see below for these) need to be submitted as high-resolution export files: **.tif** or **.pdf**. Please notice that the minimal line width for the final print format is 0.25 points. Additionally, you need to submit the images in the common original formats **.eps**, **.ai**.

Black-and-white images need to be formatted in **grayscale** (8 Bit) mode, color images in **CMYK** (8 Bit, FOGRA 27 profile, ISO 12647-7).

Diagrams and charts need to be submitted as original files (usually .xlsx) and as high-resolution export images (.tif or .pdf).

Grayscale and color images need to have a **minimum resolution of 400 dpi**; Bitmap formats (.bmp, often used for non-vector black-and-white line drawings), **1600 dpi**. These resolution guidelines **refer to the final printed image format**. The **type area** is 160 × 238,1 mm in total.

For our peer review process, we also need all images in screen resolution (no higher than 100 dpi) and compiled in one single document file (PowerPoint, PDF, Word, or similar).

Checklist

The [checklist](#) provides a concise overview of key aspects to consider when preparing and submitting your manuscript.

Submissions that do not meet all the requirements listed above will be returned with a request for revision on formal grounds or rejected.

Examples of cited literature

A. L. Gascoigne, Dislocation and Continuity in Early Islamic Provincial Urban Centres. The Example of Edfu, MDAIK 61, 2005, 153–189

P. Kopp, Elephantine XXIV. Funde und Befunde aus der Umgebung des Satettempels, AV 104 (Wiesbaden 2018)

M. J. Raven, The Saqqara Necropolis in the Ramesside Period. Between Tradition and Innovation, in: S. Kubisch – U. Rummel (eds.), The Ramesside Period in Egypt. Studies into Cultural and Historical Processes of the 19th and 20th Dynasties, SDAIK 41 (Berlin 2018) 239–248

J. Assmann, Die Zeit Hatschepsuts und Thutmosis' III. in religionsgeschichtlicher Sicht, in: A. Eggebrecht (ed.), Ägyptens Aufstieg zur Weltmacht, Katalog der Ausstellung vom 3. August bis 29. November 1987 (Hildesheim 1987) 47–55

LÄ II (1977) 825–826 s. v. Gottesvater (L. Habachi)

Urk. I, 22,1

Wb V, 21,21–25

PM IV, 93

If any questions arise, please contact the editorial team of the Cairo department via e-mail prior to the submission of the contribution: redaktion.kairo@dainst.de. Please note that documents attached in the old MS Office 2003 format (e. g. DOC, DOT, XLS, PPT) will no longer be accepted by our mail server.

German Archaeological Institute Cairo
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