Birmingham Egyptology Journal Style Guide

Please read these guidelines carefully. Manuscripts that are not prepared correctly will be returned.

Birmingham Egyptology Journal (BEJ) is an online, peer-reviewed academic journal offered to readers free of charge. The journal welcomes papers relating to all aspects of interest in ancient and modern Egyptian culture, history, and archaeology, and the history and reception of the study of Egypt.

Papers should be written in English and in an appropriate academic style, presenting original research or original perspectives on previously documented material.

Submitting Manuscripts

Manuscripts should be submitted to BEJ's editor at submissions.bejournal@gmail.com.

Authors must submit two copies of their manuscript, one as a Microsoft Word document (.doc or .docx) and one in a PDF (.pdf) format. Authors should save the file name as their surname and a brief indication of the submission title, as in the following example: Smith_Analysis-of-Pottery.docx

Authors should identify themselves and their institutional affiliation, if any.

Research Articles

Research articles may be no more than 12,000 words, including footnotes but excluding the bibliography, and may address any aspect of ancient and modern Egyptian culture, history, and archaeology, as well as the history and reception of the study of Egypt.

Book Reviews

Book Reviews may be no more than 1,500 words, including footnotes, and should open with a paragraph of information in the following format:

> Author (first name, middle if known, surname). *Title*. (If the book is part of a series add relevant information), Publisher: Publisher Location. Date of publication. ISBN no. (Hardback, Paperback, and eBook, if applicable). Price (Hardback, Paperback, and eBook, if applicable). Number of pages, number of illustrations and/or tables.

Language Guidelines

BEJ publishes articles in British English only. Authors should write in clear, formal prose. This includes observing the following stylistic points:

- Do not use contractions, for example: 'can't' should be 'cannot'.

- Abbreviations such as e.g., i.e., etc. should be avoided where possible; the exception is et al., which may be used to refer to texts with three or more authors, and c. for circa in reference to dates only, the latter must be italicised.
- Also, c. is set against numbers without a space (c.1250 BCE), but single spaced from words (c. Eighteenth Dynasty).
- Abbreviations and acronyms should be written out in full the first time they are used, followed by the abbreviated form in brackets, for example: 'Life! Prosperity! Health! (LPH)'.
- Capital letters must be used at the start of the sentence and to refer to proper nouns only, for example: 'The king of Egypt was King Amenhotep III'
- Avoid using gender-specific language, where possible.
- Dates should be referenced consistently as BCE/CE. These must be capitalised, with no full stops.
- References to dynasties should be spelt out as 'Eighteenth Dynasty,' with both the number and dynasty capitalised.
- References to centuries should be spelt as 'fifth century BCE'.
- Style for abbreviated units of measure (including time) is 'figure space unit'. For example, 22 mm.
- Within the text, numerals one to nine should be written out (instead of 1–9). Numerals 10 upwards should be written in numerals.
- Full dates (e.g. in reference to excavations) should be styled in the British manner: 15 June 2007.
- Decimals should be formatted in British style with a full stop: 3.56.

Formatting Guidelines

Every research article must be accompanied by an abstract of no more than 250 words, and up to 10 keywords or phrases. Book reviews do not need an abstract.

- Text should be typed in 12-point 'Arial' font.
- Footnotes should be 11-point 'Arial' font.
- All words and full stops should be followed by a single space only.
- Text should use 1.5 spacing with 1-inch (2.54cm) margins on all sides.
- Long, indented quotations should be single-spaced.
- Align text along the left margin and justify the text.
- Separate paragraphs with an extra line space. Do not indent the beginning of the initial paragraph. Subsequent paragraphs are indented.

Headings and Main Title

- The main title should be capitalised.
- Title must not include a numerical footnote reference.
- Up to three levels of heading may be used (i.e. 'Heading 1', 'Heading 2', and 'Heading 3').
- Page numbers must be placed in the bottom-right corner of each page.

Transliteration and hieroglyphs

- All hieroglyphic texts should be created in JSesh and embedded into the text as images. JSesh can be downloaded from the JSesh website.
- Authors should transliterate texts in 'Arial' Unicode. All transliterations and text in non-English languages should be italicised. If any characters cannot be rendered in 'Arial' Unicode, please contact the editor.

Figures

Images are set within the article as consecutively numbered figures within each article. Reference to figures in the main text is abbreviated plain text, no capitalisation, often in brackets (fig. 1). The caption for figures is introduced by 'Figure [number.]:' and must include credit in brackets following the caption text:

Figure 1: Caption (image source or copyright statement).

Photographs should be submitted as JPEG or TIFF files at a minimum resolution of 300 dpi. Line drawings should be submitted as TIFF files at a resolution of at least 600 dpi.

Quotations

- Do not italicise quotations, unless the original extract is italicised or for emphasis (in these cases, please state either 'original emphasis' or 'my emphasis' in brackets after the quotation).
- Quotations of fewer than twenty-five words should be included in-text within single quotation marks, 'like so.'
- For quotations within a quotation, use double quotation marks, 'as in "the following" example.'
- Quotations of more than twenty words should be indented by 1.25cm on the left (a single 'Tab' width) and single-spaced, with the preceding sentence ending in a colon. Authors should not use quotation marks for these.
- Separate indented quotations from the main body of the text by one line space both above and below.
- Indented quotations should be in plain text, reduced to 11-point 'Arial' font.

Accessibility

BEJ aims to meet United Kingdom accessibility standards in all its publications. For details on how to format your submission to meet these standards, please check Publishing accessible documents.

All images must also have alt text provided, and must be included within the manuscript in-line with text. For more guidance, please see What's the alternative? How to write good alt text.

Figure 1: The Step Pyramid of Djoser (Public Domain)

Copyright

In making submissions to the Journal, contributors will declare that they are the authors of that work. No submission to the Journal should have previously been published, in part or in full, elsewhere; nor be under review by any other publication. Copyright of submitted work will remain with the author, who will be free to use the work elsewhere after its publication in the Journal.

Research articles may be supported by photographs, illustrations, maps, and diagrams where appropriate; however, contributors will be required to declare ownership of copyright to all such materials or produce relevant copyright permissions as necessary. We request that you provide written evidence of the grant of permission and its conditions. The Journal cannot obtain copyright permissions on behalf of authors.

Referencing

References should be provided as footnotes with a full bibliography at the end of the research article or book review, following Harvard (author-date) style as detailed below.

Footnotes

Footnotes should be formatted as traditional footnotes, beginning with Arabic numerals and ending in a full stop. Footnotes must be placed after punctuation. Lengthy discursive footnotes should be avoided. Do not use abbreviations such as 'ibid.', 'loc. cit.', and 'op. cit.'

In the case of references to multiple pages within one piece of scholarship, use the n-dash to separate the pages, and write the numbers out in full, for example:

> [1] Assmann, 2005: 5–18.

Footnote references to scholarship should include the surname of the author, year of publication, and relevant page number(s); for example:

> [2] Assmann, 2005: 5.

Multiple references within a single footnote may be separated by commas if referring to different pages in a single work, or semicolons if referring to different works. For example:

> [3] Hagen and Ryholt, 2016: 2, 7; Grajetzki, 2007.

In the case of a multi-volume publication, the footnote should include in Roman numerals the volume number, for example:

> [4] Porter and Moss, 1960 IV:140

Footnotes for texts with three or more authors may be abbreviated using 'et al.', for example, 'Edel et al., 2008' for Edel, Seyfried, and Vieler, 2008. All authors' names must be provided in the bibliography.

Bibliography

A list of works cited should be presented on a new page at the end of the document, under the heading 'Bibliography'. Please ensure that the references in your bibliography match the style guide.

If a reference is not included in the style guide, we ask that authors adapt as closely as possible to the guide and notify the editors at the time of submission.

All references should be listed in alphabetical order and without hanging indent.

Books

For multiple publications of the same author in a single year, use 2006a, 2006b, etc. For references to specific editions, use the abbreviation edn

> Bowman, A. K. 1986. *Egypt After the Pharaohs 332 BC - AD 642*. The British Museum Press: London.

> Allen, J. P. 2010. *Middle Egyptian: an introduction to the language and culture of hieroglyphs*. 2nd edn. Cambridge University Press: Cambridge.

Books in series

Di Teodoro, M. 2018. *Labour organisation in Middle Kingdom Egypt.* Middle Kingdom Studies 7. Golden House Publications: London.

Chapters in edited volumes

Bell, L. 1997. 'The New Kingdom "Divine" Temple: the example of Luxor', in B. E. Schafer (ed.) *Temples of Ancient Egypt*, 127-184. Tauris: London and New York.

Articles

Journal titles should be written in full rather than be presented in abbreviated form, and DOI or URLs should be included where available.

Aston, D. A. 1989. 'Takeloth II - A King of the 'Theban Twenty-Third Dynasty?', *Journal of Egyptian Archaeology* 75: 139-53.

Coleman, M. 2012. 'The Galatian Shield in Egypt'. *Journal of Ancient Egyptian Interconnections* 4: 1-8. https://journals.uair.arizona.edu/index.php/jaei/issue/view/1012.

Web pages

References to electronic publications should follow a similar format, giving the conventional reference and the URL, with the latest date of access in square brackets.

Moroney, M. Egyptian Jewelry: A Window into Ancient Culture. *American Research Center in Egypt*. https://arce.org/resource/egyptian-jewelry-window-ancient-culture/ [7 November 2025].