Zeitschrift des Deutschen Palästina-Vereins
Abhandlungen des Deutschen Palästina-Vereins

Guidelines for Contributors
(Effective January 1, 1994)

THE GERMAN SOCIETY FOR THE EXPLORATION OF PALESTINE, in accordance with its stated purposes, publishes scientific articles concerning the geography, history and culture of Palestine and surrounding regions. Articles, reports, book reviews, and professional notices appear in the Journal of the German Palestinian Society [ZDPV], which normally appears bi-annually with an annual total of twelve fascicles. Since 1969 monographs have also appeared in an occasional series as the Papers of the German Palestinian Society [ADPV].

Contributors are asked to observe the following guidelines when submitting manuscripts
- to observe the uniform format of the publication,
- to keep publishing costs to a reasonable level,
- to keep the required redactional and technical work required for publication to a minimum.
The following guidelines are also valid where appropriate for the ADPV.

Manuscript

1. General Guidelines

The ZDPV publishes papers in German, English, and French which normally will not have appeared elsewhere. We ask that manuscripts be typewritten and ready to print. Manuscript pages should be printed on one side only, and if at all possible with one and one-half spaces, and sequentially numbered. To assure room for redactional comments, the left-hand margin should be four centimeters. If the manuscript is prepared on a computer, margins should be justified to the left margin only, in order to avoid problems with the layout of sentences in the article. The simultaneous submission of a computer disc (3.5 or 5.25, set for MS-DOS) will lighten the work of the editor.

2. Title

The title of the article, and in certain instances the sub-title, should appear at the head of the manuscript in centered format, together with the name of the contributor. The name of the author follows in a new paragraph, with normally only one given name of the author spelled out. - As examples note the following:

Studien zu den historisch-geographischen Dokumenten des Josuabuches
Von Martin Noth

Coalition Politics in Eighth Century B.C.E. Palestine
The Philistines and the Syro-Ephraimite War
By Carl S. Ehrlich

Un vieux problème de la topographie de la *Beqā*ʿ antique
Chalcis du Liban
Par Ernest Will

3. The Layout of the Text

Articles

In the text, articles should be distinguished by an indentation of three to four empty spaces at the beginning of the first line. This will mean that the first line will have before it a blank space of .75 centimeters. No blank spaces are necessary between paragraphs.

Elements of Style and their Distinguishing Characteristics

Apart from basic elements of style contributors are asked to observe the following:

The ***cursive*** serves to distinguish the use of expressions in a foreign language which do not belong to the vocabulary of the article as borrowed words or foreign words, and for the transliteration of languages that are not written in Latin script. (Do not distinguish such expressions and languages by the use of quotation marks.) In your manuscript you may also indicate the use of cursive by the simple device of underlining.

CAPITAL LETTERS are used to emphasize modern writers (not however the names of ancient authors). In your manuscript you may indicate the use of capitals for the names of contributors with double underlining.

LARGE LETTERS are for special purposes of transcription. (For example, Sumerian letters in an Akkadian text). Large letters are to be written the size of capital letters. They may also be indicated by a broken double underlining, in which case you are also asked to write "large letters" in the left-hand margin.

Greek should be written as such in the manuscript.

Small print (Petit). Digressions, detailed notes and longer quotations, should be indicated with the use of small print. In the manuscript please indicate such sections by the use of a vertical red line and the notation "small print!" in the left-hand margin.

Reproductions

Articles may include drawings and photographs. Drawings should be clear and suitable for reproduction and numbered in sequence. Indicate in the margin of the manuscript the places where the drawings should be inserted in the text. As originals for photographic plates, large glossy prints (black-white) are best. Photographs should also be numbered in sequence. In indicating the number of these reproductions in the text, use pencil only, since in the course of the numbering of the plates throughout the periodical, the number assigned a specific plate will usually change. For reasons of economy, contributors are asked to hold down the number of photographs. The captions for drawings and photographs are to be put together on a separate page.

Transcriptions

Quotations from ancient and modern Oriental languages should be transcribed into the Latin alphabet. In this matter the basic rule shall be that insofar as possible all transcriptions shall use the transcription system of the *Deutsche Morgenländische Gesellschaft* for Arabic script:

Arabic

ʾ	b	t	ṯ
ǧ	ḥ	ḫ	d
d	r	z	s
š	ṣ	ḍ	ṭ
ẓ	ʿ	ġ	f
q	k	l	m
n	h	w	y

The vowels: a i u ā ī ū ai au, in dialect also e ē ō.

Hamzā' is only to be used within a word, and in certain instances at the end of a word, but under no circumstances at the beginnning of a word. - Examples: *Ḫirbet Faṣā'il, ʿĒn el-Gidā',* but *Amyūn, Hagar el-Aṣbāḥ.*

The *-t* of the feminine ending is only to be preserved in Status constructus-constructions and after *ā.* - Examples: *ḫirbe,* but *Ḫirbet el-Mudmār, ṣalāt.*

The assimilation of the *Lām* of the article into the "sun letters" should be indicated in the way it is transliterated. - Example: *Tell es-Sulṭān.*

Consonants which carry the sign of doubling (*šadda, tašdīd*) should be written double.

Hebrew and biblical Aramaic

א ʾ	ב b	ג g	ד d
ה h	ו w	ז z	ח ḥ
ט ṭ	י y	כ k	ל l
מ m	נ n	ס s	ע ʿ
פ p	צ ṣ	ק q	ר r
ש ś	שׁ š	ת t	

In modern Hebrew .b b, .k .k, .p p are to be distinguished from b v, k ḵ, p f.

Vowels:

אָ	long ā;	short o
אַ		short a
אֵ	long ē;	short ẹ
אֶ	long ē;	short e
אִ	long ī;	short i
אֹ O	long ō;	short o
אוּ Uuu	long ū;	short u

Murmered vowels and the like:

אֳ	ŏ
אֲ	ă
Pataḥ furtivum	a
אֱ	ĕ
Šǝwā' mobile (x̣)	ǝ

Scriptio plena and Scriptio defectiva are not to be differentiated in vocalized transcriptions . Long and short vowels are to be differentiated according to Masoretic rules. The article can be prepared in a way analogous to the transcription of Arabic, that is, by means of a connecting dash. - Example: *hammēlek* or *ham-mēlek.* In the case of modern Hebrew forms, and especially names, it may also be written *ha-mēlek,* as one often sees in the literature.

Consonants with Dāgēš forte are to be written double-spaced.

Akkadian and Sumerian

The transliteration of Akkadian and Sumerian follows the system found in W. v. SODEN, Akkadisches Handwörterbuch (Wiesbaden I ²1985, II 1972, III 1981), as well as that of R. BORGER, Assyrisch-babylonische Zeichenliste, 4. Auflage (Alter Orient und Altes Testament 33/33A; Kevelaer/Neukirchen-Vluyn 1988).

Egyptian

The transliteration of Egyptian follows the system of the "Berlin school".

Other Semitic languages should be transliterated in an analogous fashion. In the event that modifications to these analogous systems appear necessary, these can best be indicated in the first footnote.

Names

The writing of biblical place names and personal names should conform to the guidelines customary for translations of the Bible. Should the context require, biblical proper names can also be trancribed according to the rules for transliteration given above. Arabic and modern Hebrew names are always to be transliterated with the consequence that individual elements of names will be written with the initial letters in capitals, with the exception of the article, insofar as it is set apart by a connecting dash. - Examples: David (transcribed: *Dāwīd*), Jerusalem (*Yᵉrūšālayim*), *Gebel eṭ-Ṭor, Nahr el-ʿAuǧā, es-Salṭ, Mišmar hā-ʿĒmeq* (or *Mišmar Hāʿēmeq*), *Tᵉl ʾĀvīv* (also Tel Aviv).

Explanatory notes/footnotes

Footnotes should be indicated in the text itself with sequential index numbers (without brackets). The footnote number will normally appear after the word, the part of the sentence or the entire sentence, but in any case before the punctuation mark. In the event that the title of an essay is to be used in a footnote, an asterisk (*) is to be used. Footnotes should be written in the same numbered sequence as the text on separate pages. In accordance with the literary style of footnotes, the sequential enumeration is placed at the left with two blank spaces. -Example:

12 Vgl. dazu ESTEBAN 1962, 101f., der *adnk* jedoch mit "tu señor" übersetzt (ebd., 102).

or in a printed manuscript:

12 Vgl. dazu Esteban 1962, 101f., der adnk jedoch mit "tu señor" übersetzt (ebd., 102).

In the case of paragraphs within a footnote, neither an empty line nor an indentation is to be useid. Where a paragraph is not easily recognizable in the manuscript, it should be pointed out by means of a note in the margin.

Abbreviations

For the biblical books the following abbreviations should be used:

German	English	French
Gen	Gen	Gen
Ex	Exod	Ex
Lev	Lev	Lév
Num	Num	Nomb
Dtn	Deut	Deut
Jos	Josh	Jos
Ri	Judg	Jug
1Sam	1Sam	1Sam
2Sam	2Sam	2Sam
1Kön	1Kgs	1Rois
2Kön	2Kgs	2Rois
Jes	Isa	Es
Jer	Jer	Jér

German	English	French
Ez	Ezek	Ez
Hos	Hos	Os
Joel	Joel	Joël
Am	Amos	Am
Ob	Obad	Ab
Jona	Jonah	Jon
Mi	Mic	Mi
Nah	Nah	Nah
Hab	Hab	Hab
Zeph	Zeph	Soph
Hag	Hag	Ag
Sach	Zech	Zac
Mal	Mal	Mal
Ps	Ps	Ps
Prov	Prov	Prov
Hi	Job	Job
Cant	Cant	Cant
Ruth	Ruth	Ruth
Thr	Lam	Lam
Qoh	Eccl	Ecc
Est	Esth	Est
Dan	Dan	Dan
Es	Ezra	Esd
Neh	Neh	Néh
1Chr	1Chr	1Chr
2Chr	2Chr	2Chr
Mt	Matt	Mt
Mk	Mark	Mc
Lk	Luke	Lc
Joh	John	Jn
Act	Acts	Act
Röm	Rom	Rom
1Kor	1Cor	1Cor
2Kor	2Cor	2Cor
Gal	Gal	Gal
Eph	Eph	Eph
Phil	Phil	Phil
German	English	French
Kol	Col	Col
1Thess	1Thes	1Th
2Thess	2Thes	2Th
1Tim	1Tim	1Tim
2Tim	2Tim	2Tim
Tit	Tit	Tit
Phlm	Phlm	Phlm
1Petr	1Pet	1Pi
2Petr	2Pet	2Pi
1Joh	1John	1Jn
2Joh	2John	2Jn
3Joh	3John	3Jn
Hebr	Heb	Héb
Jak	Jas	Jac
Jud	Jude	Jude
Apk	Rev	Apoc

The Apocrypha, Pseudepigrapha, Qumran and rabbinic texts, as well as Greek and Latin authors, should be abbreviated according to the list of abbreviations appearing S.M. SCHWERTNER, International Glossary of Abbreviations for Theology and Related Subjects (Berlin/New York ²1992), XXXIV-XLI; quotations from cuneiform script appearing W.v. SODEN, Akkadisches Handwörterbuch (Wiesbaden I ²1985, II 1972, III 1981).

Normally archaeological periods will be written out. Except where the sense of the sentence requires otherwise, the following abbreivations are acceptable:

	German	English	French
Paleolithic	PL	PL	PL
Mesolithic / Epipaleolithic	ML/EPL	ML/EPL	ML/EPL
Neolithic	NL	NL	NL
- Prepottery NL	PKNL	PPNL	NLPC
- Pottery NL	KNL	PNL	NLC
Chalcolithic	CL	CL	CL
Protourban period	PU	PU	PU
Early Bronze Age	FB	EB	BA
Intermediate Bronze Age (FB/MB)	IB	IB	BI
Middle Bronze Age	MB	MB	BM
Late Bronze Age	SB	LB	BR
Iron Age	E	IA	F
Persian period	P	P	P
Hellenistic period	H	H	H
Roman period	R	R	R
Byzantine period	Byz	Byz	Byz
Arabic period	A	A	A
Turkish period	T	T	T

Periodicals, lexicons, handbooks, collected works, editions of texts, burial lists, etc. are to be fully written out in the bibliography and, if abbreviations of them are used, that should be indicated (see Bibliography: HALAT or KAI). Insofar as possible these abbreviations should follow the guidelines of S.M. SCHWERTNER, Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete (Berlin/New York ²1992).

4. Bibliography

The body of literature which is referred to within the article should be brought together in a bibliography. This literature should be in the same numerical sequence as that in the article itself, and again should be on *a separate page*.

In a left-hand column there should appear in alphabetical order the last name of the author and the author's given name or names, or the abbreviation of the work cited. In the case of multiple authors, the names of the co-authors should follow a slash, with this sequence: given name or names, family name. The year of publication should appear on the next line below, but separated by five to seven empty spaces, as measured from the left edge. Other bibliographical notations in this series will be placed in a second sequence, and at that point periodicals, lexicons, handbooks, collected works etc. should be fully documented.

- Examples:

BORGER, R.
> 1979   Babylonisch-assyrische Lesestücke, 2. Auflage (Analecta Orientalia 54; Rom).
> 1988   Assyrisch-babylonische Zeichenliste, 4. Auflage (Alter Orient und Altes Testament 33/33A; Kevelaer/Neukirchen-Vluyn).

BROWNING, I.
> 1991   Jerash and the Decapolis, 4th edition (Amman/London).

ELLIGER, K.
> 1970   Michmethath, in: A. KUSCHKE/E. KUTSCH (Hg.), Archäologie und Altes Testament, Festschrift für K. GALLING (Tübingen), 91-100.

GARRARD, A./P. HARVEY/F. HIVERNEL/B. BYRD
> 1985   The Environmental History of the Azraq Basin, in: A. HADIDI (ed), Studies in the History and Archaeology of Jordan, II (Amman), 109-115.

GOSSE, B.
> 1991   La nouvelle alliance et les promesses d'""avenir se référant à David dans les livres de Jérémie, Ezéchiel et Isaï e, Vetus Testamentum 41, 419-428.

HALAT
> L. KÖHLER/W. BAUMGARTNER, Hebräisches und aramäisches Lexikon zum Alten Testament, 3. Auflage (Leiden I 1967, II 1974, III 1983, IV 1990).

KAI
> 1971   H. DONNER/W. RÖLLIG, Kanaanäische und aramäische Inschriften. I Texte, 3. Auflage (Wiesbaden).

(or:)
KAI
> H. DONNER/W. RÖLLIG, Kanaanäische und aramäische Inschriften (Wiesbaden I ³1971, II ²1968, III ²1969).

KENYON, KATHLEEN M.
> 1967   Archäologie im Heiligen Land (Neukirchen-Vluyn), 189-193.

NOTH, M.
> 1942a   Gustav Dalman ✠, Zeitschrift des Deutschen Palästina-Vereins 65, 1-5.
> 1942b   Die syrisch-palästinische Bevölkerung des zweiten Jahrtausends v.Chr. im Lichte neuer Quellen, Zeitschrift des Deutschen Palästina-Vereins 65, 9-67.

Transcriptions

AHARONI, Y.   [auch 'AHĂRŌNĪ, Y. oder 'Ahărōnī, Y.]

1970/71   *Mizbah hal-l'vonā mil-Lākīs, L'sonęnū* 35, 3-6.
[or English translation of the title and "(hebr.)" after the page-numbers].
ABDUL-KARIM, R. [auch 'ABD AL-KARĪM, R. oder 'Abd al-Karīm, R.]   1968
       Bilād as-Sām wa-Misr min al-fath al-'Utmānī ilā hamlat Nabulyūn
       Būnābart (1516-1798), 2. Auflage (Kairo).
[or English translation of the title and "(hebr.)" after the page-numbers].

Reviews

ANDERSON, A.A.
       1966   *Review from*: J. GRAY, The Canaanites (London 1964), in: Palestine
                  Exploration Quarterly 98, 120.

Articles from dictionaries or lexicons

WARMUTH, G.
       1989   Art. *'qs*, in: H.-J. FABRY/H. RINGGREN (Hg.), Theologisches Wörterbuch zum
                  Alten Testament, VI (Stuttgart/Berlin/Köln), 346-349.

       When numbering volumes of periodicals and series of books, Arabic numbers are used; Roman
numerals should be used for the volumes of a work of several volumes, possibly even the supplementary
volumes of a periodical or series.- Examples:
                  ZDPV 110
                  but RGG[3] III
                  BWANT V 18 (that is: fifth series, volume 18).

Quotations:

       Within the quotation, in the comments, there will normally appear only the last name of the author or, as
the case may be, the abbreviation of the collected work or lexicon etc., followed directly by the year and
number of publication by which they are indicated, as well as, in certain cases, a comma separating the page
number(s) or column number(s). Should several publications be listed for the same author in the same year,
these may be differentiated

by the use of small letters after the year number. - Examples: Browning 1991, 36; Noth 1942b, 62.

Comments such as "loc. cit." "op. cit." should be avoided where possible.

5. Reviews

Bibliographical notations for reviewers in ZDPV should conform to the following literary style:

Last name, given name(s) of the author [in capitals]. Title, Sub-title. Series number. Place of publication, press, year or years of publication. Edition (omit if first edition). Pages (differentiated, if there is more than one system of numbering), pictures in the text, plates, cards. Format. Book cover. Cost. ISBN. - Examples:

Avigad, Nahman: Hebrew Bullae from the Time of Jeremiah. Remnants of a Burnt Archive. Jerusalem: Israel Exploration Society, 1986. 139 pp., with 378 photographs and drawings. 8vo. Cloth. US $ 20.00. ISBN 965 221 006 4.

Ulbert, Thilo: Resafa II. Die Basilika des Heiligen Kreuzes in Resafa-Sergiupolis. Mit Beiträgen von Iris Bayer/Pierre-Louis Gatier/Dietger Grosser/Raif Georges Khoury/Michael Mackensen und Cornelia Römer. Mainz: Philipp von Zabern, 1986. XII und 230 S., 96 Abb. im Text, 87 Taf. mit 206 Fotografien und 371 Strichzeichnungen, 12 Beilagen. 2° (35,5 x 25,5 cm). Leinen. DM 250,-. ISBN 3-8053-0815-9.

Homès-Fredericq, Denyse/Hendrik J. Franken (ed.): Pottery and Potters - Past and Present. 7000 Years of Ceramic Art in Jordan. Ausstellungskataloge der Universität Tübingen, 20. Tübingen: Attempto Verlag, 1986. 263 S., 310 Abb., 57 Lageskizzen und 64 Tafelabb. im Text, 2 Karten. 8°. Kart. DM 45,-. ISBN 3-921552-75-3.

The type font of reviews will be determined by the rules above. In print, but not in manuscript, this will appear as small print.

Publication

Contributors will receive two copies of galley proofs of their material. Contributors are asked to send a corrected copy by return mail to the editor-in-chief, with corrections indicated by penned notations. For reasons of economy the manuscript will remain with the editor following publication and will not be returned. The originals of drawings and photographs will be returned to the contributor following publication.

Changes in original wording, as compared with the manuscript, are to be avoided ("author's corrections"). Should such changes be unavoidable, they should be made in the form of additions at the end of the text, or as footnotes, since this will require the least change in the body of the text.

When referring to material that precedes or follows, the page and column number or numbers of the galley proofs should be noted in pencil at the relevant places in the page; ; after final layout the editor will indicate the final page numbers.

Special Press Runs

Contributors will receive 50 copies of their articles and 25 copies of their books without cost. More copies are available at cost.

In the event that you wish more than the usual 50 or 25 copies, it is imperative that this be indicated at the head of the first galley page at the time of the return of the corrected copy.