

## **SUBMISSION GUIDELINES**

**IRAN** is published independently by the British Institute of Persian Studies. It is a refereed journal published twice a year generally in March and November. The March issue is usually a Special Issue, with a theme or focus on a particular topic, and the November issue is more general. We accept articles on Persian arts, archaeology, history, linguistics, literature, philosophy and religion, and is the foremost international journal in its field.

You will find information about the Editor and Editorial Board on our website. Please do not approach the Editor or the Board prior to the submission of your article; they will contact you with comments, if they decide to publish your article. The journal publishes articles that are of the highest academic standard across a diverse range of fields. When articles submitted for consideration, they are assessed by the editors, and are peer-reviewed by the editorial advisors and other scholars as appropriate, before being accepted for publication. Articles may be submitted in English, French or German.

To be considered for publication in any year, all manuscripts must be submitted by the last day of March of that year. Even if manuscripts are submitted by this date and accepted for publication, there can be no guarantee that space will be available for its publication in that year. Contributors are asked to submit manuscripts that are formatted according to the guidelines outlined below, and the Editor reserves the right to return manuscripts that are not formatted accordingly before they will be considered.

### **Manuscript Format**

All manuscripts should be submitted as a Word document or as a PDF, preferably using a generic font such as Arial or Times New Roman. Manuscripts should be double-spaced throughout (i.e. including notes), and in 12 point type. The Editor should be able to print them one side of A4 paper or its nearest North American equivalent.

Authors should avoid the use of complex formatting for headings and subheadings, as these must ultimately be changed in the typesetting process. Articles may be submitted in English, French or German. Authors should provide a title, and an English language 100-word abstract and list of 5 keywords in English. Papers should normally be a maximum of 8000-10000 words in length, including end notes, but not including a consolidated bibliography. If a manuscript is likely to be longer than this, there should be prior consultation with the editors. Archaeological Reports of up to 5000 words and Shorter Notices will also be considered. When referring to dates, authors should use BC, AD or AH, not BCE and CE.

### **Heading Styles**

Authors are requested to set out headings and sub-headings in the following manner: Headings should be numbered using Roman numerals – I., II., III., etc. Sub-headings should be numbered using a combination of Roman and Arabic numerals – I.1., I.2., II.1, II.2., etc.

### **Reference Styles**

References should be given as end notes, not as footnotes or text notes as in the Harvard system. References in the text should thus be indicated only by an Arabic numeral. The end notes should be numbered consecutively, and should appear after the main body of text. In the end notes, the author, date and page of the reference should appear, followed by additional comments where they are deemed necessary. A full list of all references used should appear in a consolidated bibliography

(double-spaced) at the end of the text that includes all references cited. Bibliographic references should follow a format such as that shown below.

## Articles

Stein, M.A. 1936. "An Archaeological Tour in the Ancient Persis", *Iraq* 3: 111-225.

## Books

Stein, M.A. 1940. *Old Routes in Western Iran*, Macmillan and Sons, London.

### Papers in Edited Volumes

Sumner, W.M. 1999. "The Birds of Anshan", in A. Alizadeh, Y. Majidzadeh and S.M. Sharmirzadeh (eds.), *The Iranian World: Essays on Iranian Art and Archaeology Presented to Ezat O. Negahban*, Iran University Press, Tehran: 85-100.

Authors should also use the periodical and book title abbreviations listed at the end of each issue of IRAN in the preparation of their bibliography.

## Manuscript Submission

Authors should submit the contribution, including illustrations, electronically to the UK Administrator ([bips@britac.ac.uk](mailto:bips@britac.ac.uk)). PLEASE DO NOT SUBMIT ARTICLES AS HARD COPY BY POST; these have gone astray in the past.

## Images

Printed size for images can be up to 218 x 165 mm. Up to 20 figures may be included if they are warranted. Maps, drafted drawings, and photographs can be submitted in either digital or hard copy. For digital submissions, greyscale images should be provided in .tif format at 600 dpi, and line drawings should be bitmap images in .tif format at no less than 1200 dpi. Hard copy images that are submitted should be produced to these specifications. Original photos should be crisp. Complex figures should be submitted as the author would like them to appear in print and sized correctly. Illustrations that do not meet these requirements may not be considered for publication.

## Information Relating to Colour Images

Authors may wish to submit colour illustrations with their papers. However, for colour illustrations to appear in the final issue, authors will be required to pay a subvention to cover the additional printing costs. There are two scales of costs – one price for printing between 1 and 8 colour images, and another for printing between 9 and 16 colour images:

- For between 1 and 8 colour images, the cost is £360.00.
- For between 9 and 16 colour images, the cost is £500.00.

Authors will receive 25 offprints free and will be provided with a .pdf copy of the printed paper.