absolute dating, 63, 65
abstracts, 148–9, 162
abstracts in other languages, 149
acknowledgements, 97, 151, 174
aerial photographs, 101, 179
agency theory, 61
American Antiquity, 54
Ancient Peoples and Places series, 155
Antiquaries Journal, 12, 93
Antiquity, 54, 104, 139
appendices, 141
archaeological ‘canon,’ 2
consultants, 10, 46, 70, 138
cultures, 63–4
illustration, 13, 15, 19, 45–6,
59–60, 91–135, 163, 173–4,
176, 179–80
Archaeological Method and Theory, 58
archaeological theory, 33–5,
60–62, 69–70
Archaeology, 56
Archaeology Data Service, 139
Archaeometry, 55
archiving excavation records, 141–2
‘argument’ approach, 76–7
assessment by colleagues and friends, 90
Atkinson, Richard, 92, 138
Aubrey, John, 13–14
author’s affiliation, 150
author–editor relationship, 165–7
author questionnaire, 181
INDEX

author’s writing, 2–3
authorship consistency, 150
‘backwards timetable,’ 84
Bacon, Francis, 72
Bahn, Paul, 62, 136
Bateman, Thomas, 18–19
Batsford, B.T., 166
Belzoni, Giovanni Battista, 17–18
bibliographies and lists of references, 88, 149–50, 162, 178
Binford, Lewis R., 5, 33–4, 66
Bintliff, J., 70
book ‘flyers,’ 182
marketing, 181–2, 187–8
prices, 187
reviews, 56–7, 181, 185–6
royalties, 97, 160, 188
sales, 186–8
sold online, 181, 187
bookshops, 181, 187
Boucher de Perthes, Jacques, 19
brief ‘life’ of general syntheses, 152
British Archaeological Reports, 48, 182
British Institute in Eastern Africa, 48
British Library, 10
Brooks, Alasdair, 8
Camden, William, 12–14
captions, 179
list, 101
writing, 98–9
Cardano, Girolamo, 4
Carr, E.H., 60, 86
Carver, Martin, 104
Caton-Thompson, Gertrude, 28–9
central themes, 152
Child, Vere Gordon, 27–8, 63, 97, 154
choosing a title, 74, 85, 180
citation indexes, 186
Clarendon (Oxford University Press), 160
Clark, Graham, 32–3, 64–5, 105, 166
Clarke, David L., 34–5, 47, 62, 66
classical archaeologists, 67
cognitive archaeology, 38, 69
collaborative writing, 89, 151
commissioning editors, 159–61, 163–4
communicating with readers, 35, 44, 72, 74, 81, 96, 153–7
computer-generated line-drawings, 95, 104
Concise Oxford Dictionary of Current English, 9, 82
calendar proceedings, 51–2, 143–4
connectives, 78, 80
Cookson, M.B., 93
Copy-editing: The Cambridge Handbook, 175
copy editors, 90, 175–9
copyright fees, 97
permissions, 96–7, 151, 174, 182
cover, 180–81
culture-historical approach, 64, 66
Current Archaeology, 55
daily word target, 84
Daniel, Glyn, 12–14, 63
da Vinci, Leonardo, 6
Deetz, James, 1, 8, 68
Derricourt, Robin, 8, 159, 173
difficulty of writing, 3, 86
INDEX

digital publications, 9–10, 46–7, 139, 141–2
  technology, 94–5, 173
typesetting, 176–7
drawing accuracy, 96
dust jacket, 180–81
edited collections, 50–51, 136, 143–4
editors, 158–71, 183, 185
ellipsis, 79
epochalism, 62–4
Evans, John, 19
expression, 81–82
Fagan, Brian M., 6–7, 37–8, 49, 52, 68, 76, 84–5, 156
Fagan’s ‘hook,’ 76, 85
Fairbairn, Steve, 73
festschriften, 52
figures list, 101
finding a publisher, 159–61
first drafts, 85
first sentences, 85
Flannery, Kent V., 35–7, 66, 68
fold-outs, 137, 163
footnotes and endnotes, 88, 141, 149, 162
Forestier, Amédée, 59–60
Frere, John, 14–15
general syntheses, 48–9, 151–5
Geographical Information Systems, 95
Glastonbury Lake-Village, 47, 59–60
Gosden, C., 62
grey literature, 9–10, 46, 139
Handbook for Academic Authors, 173
Harvard University, 48
headings and subheadings, 142–3
Hearne, Thomas, 14
Higgs, Eric, 66
Hodder, Ian, 7, 69
Horace (Roman writer), 90
house style, 99, 142, 144, 175
Hume, Ivor Noël, 8
hypothesis testing, 66
Illustrated London News, 59
illustration size, 100–101, 176, 179
imagining the past, 60–2, 176
indexes, 162–3, 179–80
information for the editor or publisher, 100–102
instructions to contributors, 143–4
integrating text and illustrations, 97–100
International System of Units, 83
Jefferson, Thomas, 15–16
Journal of Archaeological Science, 56
journal choice, 54–6, 143
editors, 55, 144, 166–8
‘forums,’ 186
keywords, 150
paper significance, 144–5
paper structure, 145
journals, 45–7, 53–7, 68, 143–51, 166–70, 182–3, 186
Kidder, Alfred Vincent, 26–7, 64
Kossinna, Gustaf, 63
Layard, Austen Henry, 20–22
learning how to write, 3, 11, 58, 68, 72, 146–7, 151–2, 189
Leland, John, 14
length of publications, 45, 55, 68, 146–9, 162–3
| Line-drawings, 93–6, 104, 121–34, 163 |
| Literature about archaeological writing, 7–8 |
| Lubbock, John, 19–20 |
| Maps, preparation of, 98 |
| Marxism, 61 |
| Measurements, 83 |
| Merriam-Webster’s Collegiate Dictionary, 82 |
| Microfiche, 140, 142 |
| Minimizing monograph content, 140–2 |
| Miscellaneous publications, 46, 57–8 |
| Mitchell, Peter, 39–40 |
| Models, 62 |
| Monographic excavation reports, 29, 47–8, 137–43 |
| Monographs, 47–53, 74–5, 136, 151–66 |
| ‘Mosaic’ approach, 75 |
| Multiple authorship, 89, 151 |
| Murray, Margaret, 23 |
| ‘Narrative’ approach, 75–6 |
| Nature of archaeological evidence, 61–2, 66 |
| New Archaeology, 11, 31, 33, 65, 68 |
| Non sequitur, 80 |
| Numbering illustrations, 99 |
| OASIS project, 139 |
| Order of authorship, 89 |
| Owen, Timothy, 157 |
| Oxford Style Manual, 80, 173 |
| PanAfrican Association for Prehistory and Related Studies, 51 |
| Paragraph sequence, length and continuity, 77–8 |
| Paragraph structure, 76–8 |
| Penguin Books, 154 |
| Petrie, William Matthew Flinders, 23–4, 47, 103 |
| Photographs, 93–4, 102–104, 106–20, 163 |
| Piggott, Stuart, 92 |
| Pitt Rivers, 2, 22, 47 |
| Popular interest in fantasy, 155 |
| Popularization, 57–8, 154–7 |
| Positioning figures and tables, 100 |
| Posnansky, Merrick, 8 |
| Postmodernism, 62 |
| Post-processual archaeology, 38, 61, 69 |
| Prehistoric Europe: The Economic Basis, 32, 64 |
| Prelims (Preliminaries), 173 |
| Prestwich, Joseph, 19 |
| Printing, 176 |
| Print-ready material, 182 |
| Print runs, 188 |
| Problems file, 87–8 |
| Proceedings of the Prehistoric Society, 54 |
| Processual archaeology, 61, 66–7, 69 |
| Production team, 176 |
| Proof-correcting symbols, 178–9 |
| Proofs and proof-reading, 176–80 |
| Public interest in archaeology, 68, 154–7, 187 |
| Publication schedule, 175 |
| Publish or perish, 2 |
| Publishers, 44–5, 158–66, 171–2, 175, 186–9 |
| Contracts, 160, 164–5 |
| Proposal, 161–4 |
readers, 90, 160–61, 164, 168, 171
punctuation, 79–80
quantity and quality of illustrations, 102–104
readers’ reactions, 186–7
reading, 6, 11–12, 146, 153
referees, 56, 90, 158, 168–70
referencing, 88, 149–50, 162, 178
Reisner, G.A., 26
remainders, 189
reprints and new editions, 188–9
review articles, 56, 185
revision, 50, 81, 85, 90, 148, 170, 188
Robertshaw, Peter, 55
Roget’s Thesaurus, 80
running headlines, 179
Schrire, Carmel, 60
sentence continuity, 80
length, 18, 78–9
structure, 76, 78–9
Shanks, M., 69
Shaw, Thurstan, 6
Shire Books, 156
sic, 80
Sinclair, Anthony, 3
Society for Historical Archaeology, 6
specialist reports, 137
spelling, 82
Steele, Jody, 157
stroke (slash), 79–80
structure in writing, 74–80, 142
Stukeley, William, 13–14
Style Manual: For Authors, Editors and Printers, 80, 173, 179–80
submission checklist, 174
submitted typescript, 173–4
symbolic archaeology, 38, 69
synonym dictionary, 80
table titles, 146
tables, 99, 105, 134–5, 145–6, 173
Taylor, Walter W., 1, 31–2, 64–5
television, 46, 57, 68, 155–6
text references to illustrations and tables, 99–100
textbooks, 37–8, 49–50, 75, 154
Thames and Hudson, 155
Thompson, Edward Herbert, 24–6
three-age system, 62–4
Tilley, Christopher, 69
time taken for publication, 182
trade books, 7, 52–3, 156
Trigger, Bruce, 68
type, bold, 79, 142
italic, 79, 142
types of publication, 9–10, 37, 44, 46–7, 136
University of California, 48
University of Colorado libraries, 151
Uppsala University, 48
using data, 86, 139–40, 153
Wenner-Gren Foundation, 48
Wheeler, Mortimer, 22–3, 29–31, 47, 71, 93, 103
White, J.P., 2
Whitmore, Simon, 6
Willett, Frank, 89
word choice, 76–7, 80–82
processors, 82, 87–8
repetition, 80
| writing as a habit, 5                   | needs determination, 84–5, 189 |
| as a performance, 83                  | plan, 74, 86                   |
| identifications on illustrations,    | work schedule, 84, 163         |
| 101                                  | Yentsch, Anne Elizabeth, 38–9  |
| methods, 87–8                         |                                 |