



SOCIETY OF
ANTIQUARIES
OF LONDON

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NOTES FOR CONTRIBUTORS
ANTIQUARIES JOURNAL

The following notes provide guidance on the minimum standards that we ask contributors to observe in submitting text and illustrations for publication in the *Journal*. Further information on more detailed aspects of house style may be obtained from the Editor (Kate Owen: kowen@sal.org.uk) or Assistant Editor (Christopher Catling: ccatling@sal.org.uk). Authors with queries or concerns should contact the Editors before they prepare the material they intend to submit for publication in order to avoid the need to restyle material that does not meet these standards.

The *Antiquaries Journal* is published annually in hard copy in September, and in two issues a year online, in March and September. The submission deadlines are 30 June for publication in the following March and 31 December for the following September issue.

The content of the *Journal* reflects the broad interests of the Society in antiquities and history, and is international, multi-period and multi-disciplinary in scope. The *Journal* has a scholarly readership but contributions should be presented in such a way as to be accessible to those whose primary speciality might lie in another field. Articles should be written in plain and lucid language. Technical terms may be used where appropriate, but should be explained and should not be used in a manner that obscures the meaning for a wider readership.

Papers for the *Journal* can consist of short papers of at least 1,000 words, or longer papers of up to 10,000 words (28 printed pages).

Papers should begin with a short title, the names, postal addresses and e-mail addresses of all the authors, and an abstract. The abstract should be around 150 words in length. It will be translated into French and German and may be all that some readers are able to understand, so it needs to be more than just an introduction: it should consist of a brief statement of the main points being communicated in the paper and how they contribute to the study of the subject.

The paper itself should address matters of interpretation and synthesis, with reference to supporting data but records, transcriptions and large data sets are best published as appendices, which will appear in the online version but not in the printed version of the *Journal*.

We very much encourage authors to include illustrations in colour or in black and white as these communicate to most people much more quickly and accurately than text. Where the extensive use of colour is likely to add significantly to the cost of publication, we would normally ask authors to seek grant aid to cover the additional costs.

Illustrations must be submitted as both low- and high-resolution digital scans: if we have to make scans from hard copy, a charge will be made to cover the cost. We accept TIFF, jpg or eps files, at a minimum resolution of 1200 dpi at final size for line drawings, 300 dpi at final size for halftones and colour and 600 dpi on a figure that combines line and halftone. Illustrations scanned at these resolutions will be too large to send by e-mail, so you should supply a compressed low-resolution version when you first submit a paper for peer review, and supply the high-resolution files on CD once the paper has been accepted.

Submission of articles to the Society

The process of refereeing, acceptance and publication

- We very much welcome offers of papers for publication in the *Journal* and if you would like us to provide an indication of whether your paper is likely to be accepted before work begins, you should send an e-mail to one of the Editors with an abstract or summary and an idea of the likely extent and delivery date for the final article.
- Once the paper has been completed you should e-mail a digital copy of the complete text (including notes, bibliography and appendices) plus illustrations (in compressed or low-resolution format if these are large) to the Society. In exceptional circumstances, we will accept hard-copy text (three copies) and photocopies of illustrations for the peer-review process, on the understanding that digital versions will be provided when the final version is submitted, or that the author is willing to pay the Society for the cost of making digital files. If the paper does not conform to house style, or has missing elements at this stage, it will be rejected with a request that the paper be resubmitted once complete. Sending incomplete drafts is unhelpful, as our reviewers are unable to guess what you intend to do by way of final polishing.
- The paper will then be sent to at least two referees, who will comment on its suitability for publication. Referees are normally, but not exclusively, Fellows of the Society, chosen because of their acknowledged expertise in the subject covered in the paper. We do not reveal the names of reviewers unless they agree to this; we find that anonymity encourages reviewers to provide us with a more honest and objective assessment.
- The decision of the referees will then be fed back to the author. Papers may be rejected at this stage if they are not considered to be sufficiently original or significant, if the conclusions are not supported by the evidence or if they are considered to be too speculative. Most commonly, papers are accepted on condition that the reviewers' comments are addressed, and these comments can range from major restructuring of the paper to a few minor bibliographical corrections.
- Once a paper is accepted for publication in principle, we ask authors to supply a final version (see next section: 'Submission of articles accepted for publication') taking the comments of referees on board, accompanied by high-resolution versions of the illustrations on CD and a set of hard-copy prints of the tables and illustrations, along with copies of letters showing that permission has been obtained to reproduce any copyright material, and the form of acknowledgement required. The editors have standing instructions from the Society's Publications Committee not to begin editing papers until all of these elements has been supplied.
- The text will then be edited for clarity of expression, syntax and consistency and the edited version sent back to the author for approval, with a copyright assignment form.
- Returning the signed copyright form to the Society acts as the point of formal acceptance, and the paper and its illustrations will then be passed to Cambridge University Press for copy editing and encoding for publication as an online document. The copy editor may well raise some queries at this stage: typically these may concern missing or incomplete bibliographical references.

- Once the queries have been answered, the copy-edited text is sent to the typesetter for laying-out with the illustrations. You will receive page proofs in the form of a PDF file and will be asked to make any comments within a fortnight. Corrections at this stage should be minimal and repagination is to be avoided at all costs, unless the errors are clearly those of the typesetter. Rewriting text or adding text and illustrations at this stage is only possible if this will not hold up the schedule and if the author is willing to pay the costs involved.
- Once the paper is published, you will receive a final PDF file on CD free of charge to use in lieu of an offprint; you will also receive a copy of the printed volume in due course.

Submission of articles accepted for publication

- The paper should be submitted in Rich Text Format (rtf), preferably using 12-point Times New Roman with 1.5 lines spacing, justified left. Text should be styled in bold and italic as appropriate.
- The following order of contents should be observed: title; name(s) of author(s), including academic honours and affiliations, and current postal and e-mail addresses; abstract, text, acknowledgements, appendices (if any), notes, abbreviations (if any), bibliography (primary sources followed by secondary sources), tables and illustration captions.
- Footnotes are to be used for abbreviated references, with note indicators in the text; please use automated notes, which automatically renumber the notes if any are added or removed. Full references should be given in a separate bibliography (see below).
- Headings and subheadings should be delineated in a logical hierarchy. No more than four (in exceptional circumstances, five) levels of heading should be used.
- The first paragraph following a new heading should not be indented; all subsequent paragraphs should be indented by a single tab key.
- Please **do not**:
 - incorporate tables or illustrations in the text;
 - insert line spaces between paragraphs;
 - insert double spaces between sentences;
 - insert spaces before and after obliques or punctuation marks;
 - insert live hotlinks in the text;
 - use ‘track changes’, automatic hyphenation facilities, automatic page numbering and headers and footers, rules, boxes or tints;
 - use underline as a substitute for italic: only use underline if you intend that the text be underlined when typeset if, for example, this is how it appears in a source document.

House Style

Spelling

Spelling conventions used in the *Journal* follow *The Oxford Style Manual* (see below).

- Use *-ize/-ization* rather than *ise-/-isation* (eg, *civilize, organize*) but note that some words always take an ‘s’ (eg, *advertise, analyse, paralyse, supervise*).
- Note: artefact **not** artifact; medieval **not** mediaeval.

Punctuation

- Do not use apostrophes in dates or plural abbreviations: 1960s, UFOs.
- Use hyphens adjectivally and to prevent ambiguity: eg, *full-scale work*, and *north-west corner* (but the *north west*); adverbial phrases do not need hyphens: ‘*heavily spotted page*’, **not** ‘*heavily-spotted page*’.
- Use spaces between initials in names, not full stops: eg, *D G Biggs*.
- Note indicators should fall outside any punctuation: eg, *gold rings*,¹ **not** *gold rings*¹.

- Use single quotation marks, and double quotation marks for quotations within quotations. Quotations over 50 words in length, or comprising more than two sentences, should be indented without quotation marks.
- There are no full points at the end of headings, captions or entries in the bibliography.
- In headings, initial capitals should be used for the first word and proper nouns; all other text should be in lower case.

Abbreviations

- Abbreviations should be explained in full when they are first used, with the appropriate abbreviation cited in brackets; for example: ‘Material first published in the *Victoria County History* (VCH) has since been revised’.
- Abbreviations only end in a full point if the final letter is *not* the final letter of the full form of the word: hence St, Dr, Mr, Mrs, Revd (**not** Rev), Ltd, but No. (Number).
- Measurements are abbreviated and follow the number without a space and without full points: 26mm, 5km.
- Counties and centuries may only be abbreviated in endnotes, not in the main text.
- In the text, ‘per cent’ should be in full. The abbreviation ‘%’ may be used in endnotes and tables.

Placenames

- Placenames should follow the usage of the latest edition (twelfth) of *The Times Comprehensive Atlas of the World*.

Numbers

- Always use the minimum form: ie, the shortest way you would speak the numbers (13–14, 23–4, 115–16, 200–1).
- Spell out the numbers below 100 in text unless statistical or scientific (eg, 45 kilometres, 50 per cent) or in compound adjectives (eg, 62-year-old man).
- Spelled-out numbers are hyphenated (eg, sixty-two).
- Always spell out a number if it forms the first word in a sentence (or rearrange the sentence).
- Use commas in numbers with four or more digits (eg, 6,987). Include a zero before decimal numbers of less than one (eg, 0.5, not .5).

References

- All references should be given as endnotes in the Harvard style, punctuated and spaced thus: Jones 1991, 26–7 (note that the page range is indicated by an en rule, not a hyphen).
- If there is more than one work published by an author in the same year, add a, b, etc: (Smith 1990a; Smith 1990b).
- Specific page references should be given in the note but the full page reference should appear in the bibliography (see below).
- Do not use f. and ff., *passim* and *loc cit*.
- Use the abbreviations fol/fols for manuscript pages/folios, and always cite the shelf mark where available.
- Joint authors may appear in the notes as *et al* after the name of the lead author, but must appear in full in the bibliography.
- Internal cross-references (eg, ‘see p 00’) should be avoided. Instead, refer the reader to the section heading or use the phrases ‘above’ and ‘below’ wherever possible.
- No books or papers under consideration should be included in the bibliography – work of this nature should be cited as ‘pers comm’.

Dates

- Century numbers should be spelled out in the text: eg, fourteenth century (hyphenated if used adjectivally); numbers should be used in the endnotes.
- BC (and BCE) follows and AD (and ACE and AH) precedes a date (except where descriptive: eg, 'in the first century AD').
- Use BCE (before (before Christian (*or* Common) era) and ACE (after Christian (*or* Common) era) only to denote non-Christian contexts.
- Use AH for after Muslim era (ie, after the hegira, Muhammad's flight from Mecca to Medina, which took place on 16 July AD 622).
- Dates should take the form '22 July 1963'.
- Spell out the months of the year in full (but abbreviate in notes).
- Note the use of italic and space (and lack of punctuation) in 'c 1346'.

Money

Sums of money should be written as follows:

- £4,000 (for amounts in whole pounds).
- 75p, **not** £0.75 (for amounts expressed in decimal pence).
- £6.65, **not** £6.65p (for mixed amounts of pounds and pence).
- Always include two figures after the decimal point: £36.87 and £16.09.
- Amounts expressed in pre-decimal currency should appear as £3 6s 9d. In quotations only, this may be given as '66/9d'.

Measurements

- Units of measurement have neither a full stop nor a final 's'.
- Always use figures with measurements, without a space: eg, 25mm.
- Use mm, not cm: eg, 55mm, not 5.5cm.

Tables

- Avoid vertical lines if possible.
- Put a dash or zero in blank cells.
- Specify what table software has been used.

Bibliography

All references should appear in alphabetical order by surname and by date in the following forms.

- Authors' names are styled name, initials and date: Brown, G B 1915.
- Book titles are styled in italic; the words in the first part of a book title have initial capitals; secondary titles, after the colon, are lower case except for proper nouns: *The Road to Rome: pilgrimage in the Middle Ages*.
- Article titles should be in single quotes with an initial capital, then lower case except for proper nouns: 'Counting the crows in Stoneacre Field'.
- If you cite more than one paper from the same edited volume, the book itself should appear as a separate entry in the bibliography and cross-references made to it (see below for an example).
- Journal titles are styled in italic and should be abbreviated according to the principles laid down in British Standard (1970) 4148: *Proc Hampshire Fld Club Archaeol Soc*. The forms of bibliographical abbreviations to be used are based on the CBA's standard list published in *Signposts for Archaeological Publication* (see below).
- Part numbers of journals are not necessary if the pagination is continuous. Otherwise, give as 'pt 1'.
- If repeated references are given to unpublished manuscript sources, these may be listed separately (quoting both the institution and the shelf-mark).

- For all non-periodical titles published since 1900, include the name of the publisher as well as the place of publication: Harvard University Press, Yale and London

Examples of bibliographical references

- Single-volume books: Brown, G B 1915. *The Arts in England*, Macmillan, London
- Multi-volume books: Down, A 1981. *Chichester Excavations*, v, Phillimore, Chichester
- Multi-edition book: Adams, J 1994. *The History of Needlepoint*, 2nd edn, Oxbow, Oxford
- Article in a journal: Fletcher, J and Crook, J 1984. 'The date of the Pilgrims' Hall, Winchester', *Proc Hampshire Fld Club Archaeol Soc*, **40**, 130–3
- Article in an edited work: Stead, I M 1971. 'Yorkshire before the Romans: some recent discoveries', in *Soldier and Civilian in Roman Yorkshire* (ed R M Butler), 21–43, Leicester University Press, Leicester
- If the same edited work is cited more than once, this can be abbreviated to: Stead, I M 1971. 'Yorkshire before the Romans: some recent discoveries', in Butler, R M (ed), 21–43; Butler should then be given its own full bibliographical entry as: Butler, R M (ed) 1971. *Soldier and Civilian in Roman Yorkshire*, Leicester University Press, Leicester
- Unpublished theses and dissertations: Mortimer, C 1990. 'Some aspects of early medieval copper alloy technology, as illustrated by a study of the Anglican cruciform brooch', unpublished DPhil thesis, University of Oxford
- Multi-part works:
RCHME 1939. *City of Oxford*, Roy Comm Hist Monuments Engl Inventories, HMSO, London
VCH 1924. *The Victoria History of the County of Berkshire*, IV, Institute of Historical Research, University of London, London

Citation of electronic publications and website addresses

The best guide to locating, translating, and using the elements of citation electronically accessed sources is provided by Part 1 of *The Columbia Guide to Online Style* (by Janice R Walker and Todd Taylor, published by Columbia University Press, 1998). The basic principles of citation are also explained on a related website, 'About the Columbia Guide to Online Style', which can be found at: <www.columbia.edu/cu/cup/cgos/basic.html>. A précis of the rules is given below (the examples have been modified to follow the Antiquaries' house style).

To cite files available on the internet, give the author's last name and initials (if known) and the date of publication; the full title of the work, in quotation marks, capitalizing only the first word and any proper nouns; the title of the complete work or site (if applicable), in italics, again capitalizing only the first word and any proper nouns; any version or file numbers; the protocol (eg, 'http') and address (ie, the URL) set within chevrons; and the date (enclosed in parentheses) when you accessed the cited work for the purposes of writing your paper.

Burka, L P 1993. 'A hypertext history of multi-user dimensions', *MUD History*, <<http://www.utopia.com/talent/lpb/muddex/essay>> (2 Aug 1996)

Citing the *Dictionary of National Biography*:

Thomas, D L 2004. 'Traherne, John Montgomery (1788–1860)', in *Oxford Dictionary of National Biography: online edition* (eds H C G Matthews and B Harrison), <<http://www.oxforddnb.com/view/article/27657>> (15 April 2008)

Illustrations

- The type area of the *Journal* is 199mm by 134mm; when printed, illustrations must fall within these limits, including an allowance for captions.

- We accept TIFF, jpg or eps files, at a minimum resolution of 1200 dpi at final size for line drawings, 300 dpi at final size for halftones and colour and 600 dpi on a figure that combines line and halftone.
- Please ensure that EPS files include all associated fonts and embedded or linked images.
- All illustrations, whether colour plates, halftones or line drawings, should be numbered in one sequence, as Fig 1, 2, etc. In the text, they should be referred to as ‘fig 1’, etc.
- Illustrations should be numbered in the same order that they are cited in the text – the first illustration to be cited is thus fig 1, the second fig 2, and so on; if you refer to this illustration again later in the text, use the form ‘see fig 2’).
- Scales and N points should be included as appropriate. Metric scales are required for line drawings and maps, etc.
- A separate list of captions must be provided. Captions should start ‘Fig 1’.

Permissions and Copyright

Authors are responsible for obtaining permission to use all illustrations and prose or poetry extracts, and for paying any reproduction or copyright fees. Permission should be sought to reproduce illustrations and text in electronic form as well as in conventional print.

Copyright in the UK extends over the life of the author and seventy years from the end of the year in which the author dies. Different rules apply in other countries.

Copyright is to be cleared for any prose extract longer than 400 words; a series totalling more than 800 words; a series of which any one is more than 300 words; an extract or series of extracts comprising quarter of the work or more.

For poetry, copyright is to be cleared for an extract of a quarter of a complete poem or a series of extracts comprising a quarter or more of a complete poem.

Useful sources

Advice and guidance on all matters of spelling, punctuation and so on, can be found in the following publications:

- Ritter, R. M. (ed.) 2003. *The Oxford Style Manual*, Oxford University Press (incorporates *The Oxford Dictionary for Writers and Editors* and *The Oxford Guide to Style* (formerly known as *Hart’s Rules*))
- *Signposts for Archaeological Publication*, 3rd edn, 1991, Council for British Archaeology (CBA). This includes the CBA ‘list of standard abbreviations’ as Appendix A. It can be obtained from: Council for British Archaeology, St Mary’s House, 66 Bootham, York YO30 7BZ; tel: 01904 671417; fax: 01904 671384; e-mail: <info@britarch.ac.uk>; website: <www.britarch.ac.uk>.
- *MHRA Style Book, Notes for Authors, Editors and Writers of Theses*, 5th edn, 1996, Modern Humanities Research Association (MHRA), London

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