

NOTES FOR CONTRIBUTORS TO *PAPERS OF THE BRITISH SCHOOL AT ROME*

Papers of the British School at Rome exists to publish work related to the archaeology, history and literature of Italy and other parts of the Mediterranean area up to modern times, both by the staff of the BSR and its present and former members, and by members of the academic community engaged in top-quality research in any of these fields. Contributions are expected to be written in such a way as to be intelligible and appeal to the broad interdisciplinary readership of the journal, while also presenting original, cutting-edge research in the individual specialist fields.

From volume 79 (2011) *Papers of the British School at Rome* has been published by Cambridge University Press, simultaneously in print and on-line. However, the British School at Rome retains editorial control, and your main points of contact will be the *PBSR* Editor and the BSR's Publications Manager. Intending authors may wish to consult the Editor in advance about the suitability of potential submissions.

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INITIAL SUBMISSION FOR CONSIDERATION

Articles for consideration for publication in *PBSR* should be sent to the Editor. Please ensure that your details are on a separate page, and that on the article itself the author's name, institutional affiliation or any other indication of the identity of the author are not given.

All articles must be original, and must not be under consideration for publication, or in press, elsewhere. By submitting a paper to the Editor you are indicating that this is the case.

Submissions are normally accepted in English or Italian. Authors planning to submit in any other language should discuss this with the Editor in advance.

Contributions to *PBSR* are assessed and approved by the Faculty of Archaeology, History and Letters of the British School at Rome, and are subject to double-blind peer review by at least two specialist readers.

Initial submissions normally should be sent electronically to the Editor as an e-mail attachment (.doc or .docx, but not a pdf), but may be sent as hard copy. Articles should be double-spaced, with good margins. It would be helpful, at this initial stage, if you also send the Editor a 100–200 word summary of the article. At this stage, if submitted electronically, any figures should be supplied (at an appropriate resolution) as part of the same document as the text or as at most one separate document. If submitted as hard copy, three copies should be supplied (including clear photocopies of the illustrations). Submissions need not at this stage be fully formatted to *PBSR* house style, but if the article is accepted it will then need to be formatted using the guidelines below. Authors must make clear to the Editor at this stage if it is essential that any illustrations are reproduced in colour in the printed volume, and of the need for any folding plans or maps.

Open Access Policies

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GUIDELINES FOR SUBMISSION AND HOUSE STYLE

The diverse content of *PBSR* presents problems of uniformity in the style of presentation of articles. The first priority is clarity and in some cases this may mean divergence from the standards set out below. Consistency within a paper is of prime importance. None the less, it is expected that contributors will, so far as is possible, follow these instructions. Expense and time will then be saved both for contributors and for the BSR.

TEXT

FOOTNOTES

These should be numbered consecutively through the text (and not with a new sequence for each new page). Notes should start at 1, and not include, for example, a first note marked by a symbol. Footnotes must not be used simply for Harvard system references — these should be given in the text, within parentheses.

BIBLIOGRAPHICAL REFERENCES

Authors may use the Harvard (Author-date) System **OR** the Short Title System.

HARVARD (Author-date) SYSTEM

All works cited should be listed (alphabetically by author's surname; if necessary divided into primary and secondary sources) in full in a separate bibliography. In the text works should then be cited by author's surname, year of publication, and page reference (if applicable). References should be placed in the text, rather than given as notes (although notes may of course be used for additional comment). Here are some examples of the style to be used.

Arthur, P. (1985) *Settlement and Land-use in Northern Campania during the Late Iron Age and the Roman Period: the Massico and the Garigliano Basin*. University of London, Ph.D. thesis.

Barker, G. and Hodges, R. (1981) (eds) *Archaeology and Italian Society (British Archaeological Reports, International Series 102)*. Oxford, British Archaeological Reports.

Brothwell, D. and Higgs, E. (1969) (eds) *Science in Archaeology* (second edition). London, Thames and Hudson.

Herlihy, D. (1967) *Medieval and Renaissance Pistoia. The Social History of an Italian Town, 1200–1430*. London/New York, Yale University Press.

Krautheimer, R. (1937–77) *Corpus Basilicarum Christianarum Romae*, 5 vols. Vatican City, Istituto di Archeologia Cristiana.

Plog, S., Plog, F. and Wait, W. (1978) Decision-making in modern surveys. In M.B. Schiffer (ed.), *Advances in Archaeological Method and Theory* I: 383–482. New York, Academic Press.

Reece, R. (1982) The coins, in D. Whitehouse, G. Barker, R. Reece and D. Reese, *The Schola Praeconum I: the coins, pottery, lamps and fauna*: 55–6. *Papers of the British School at Rome* 50: 53–101 plus plates 3–5.

Steinby, E.M. (1999) *Scalae Graecae*. In E.M. Steinby (ed.), *Lexicon Topographicum Urbis Romae IV (P–S)*: 241–2. Rome, Quasar.

von Falkenhausen, V. (1983) Il ducato di Gaeta. In G. Galasso (ed.), *Storia d'Italia* III: 348–9. Turin, UTET.

Wickham, C. (1984) The other transition: from the ancient world to feudalism. *Past and Present* 103: 3–36.

Please note the following additional points.

Multiple references to the same author and year: these should be labelled, for example, 1985a and 1985b (not 1985 and 1985a).

References in text should take the following forms:

‘... as was noted by Smith (1967: 24) ...’

‘... this point has been made (Smith, 1967: 24) ...’

‘... as Smith (1967; 1968) has shown ...’

‘... (Plog, Plog and Wait, 1978) ...’

‘... (Whitehouse *et al.*, 1982) ...’

Multiple references in the text to different authors: these should be given in chronological order, with the earliest first, for example: (Herlihy, 1967; Arthur, 1985; Herlihy, 2005).

SHORT TITLE SYSTEM

Books and articles should at their first citation be cited in full, with complete bibliographical details. Some examples of the style to be used follow.

P. Toubert, *Les structures du Latium médiéval. Le Latium méridional et la Sabine du IX^e siècle à la fin du XII^e siècle* (*Bibliothèque des Écoles Françaises d'Athènes et de Rome* 221) (Rome, 1973), 490–502, esp. p. 495.

J.F. Guiraud, ‘Le réseau de peuplement dans le duché de Gaète du Xe au XIII^e siècle’, *Mélanges de l'École Française de Rome. Moyen Âge–Temps Modernes* 94 (1982), 489.

G. Barker and R. Hodges (eds), *Archaeology and Italian Society* (*British Archaeological Reports, International Series* 140) (Oxford, 1982).

V. von Falkenhausen, ‘Il ducato di Gaeta’, in G. Galasso (ed.), *Storia d'Italia* III (Turin, 1983), 348–9.

R. Krautheimer, *Corpus Basilicarum Christianarum Romae*, 5 vols (Vatican City, 1937–77), I, 137–43.

E.M. Steinby, 'Scalae Graecae', in E.M. Steinby (ed.), *Lexicon Topographicum Urbis Romae IV (P–S)* (Rome, 1999), 241–2.

At subsequent occurrences the reference should be shortened: for example,

Toubert, *Les structures du Latium médiéval* (above, n. 7), 17

Guiraud, 'Le réseau de peuplement' (above, n. 5), 488

von Falkenhausen, 'Il ducato di Gaeta' (above, n. 3), 349

Krautheimer, *Corpus Basilicarum* (above, n. 4), II, 340.

Abbreviations, for example for journal titles in notes, may be used **if** the full title appears very frequently. Wherever possible, those given in *L'Année Philologique*, supplemented where necessary by those given in the *American Journal of Archaeology*, should be used. When an abbreviation is not given there, the abbreviation(s) used should be listed in the article, usually as part of the first note.

If references are **very** frequent, abbreviations for classical authors and works may be used. These should follow those given in the latest edition of *The Oxford Classical Dictionary*.

The use of *ibid.*, *idem*, *op. cit.*, *art. cit.*, *loc. cit.* **must** be avoided.

GENERAL

References in English: in book titles initial capitals should be used for all main words; in article titles initial capitals should be used only for proper nouns (see examples above).

References in Italian: initial capital letters should be used only for proper nouns in book and article titles.

References in German: initial capital letters should be used for all nouns in article titles; otherwise as for English.

References in French: initial capital letters should be used only for proper nouns in book and article titles.

Names of periodicals: capital letters should be used for all nouns and adjectives in all languages.

Volume numbers: for periodicals, arabic figures should be used; for books in more than one volume, upper case Roman numerals should be used. The word volume/vol. should be omitted.

Page numbers: 'p' and 'pp' should be omitted unless they are absolutely essential for clarity. The exception is that in the short title system, where there is a specific reference within a more general reference, it should be, for example, '37–65, esp. p. 55'.

Illustrative material: references to illustrative material in other works should be in lower-case letters, for example, 'fig.', 'figs', 'table', 'tav.' (unless to works in German, in which case there should be an initial capital).

Miscellaneous matter such as the place of publication, abbreviated form of editors, and 'and' should be given in the language in which your article is written.

Contributors in any doubt about the layout of bibliographical references should consult the Publications Manager.

REFERENCES TO ACCOMPANYING ILLUSTRATIONS AND TABLES

All illustrations should be referred to as 'Figures' and will be integrated within the text. (See below for further details.) Reference must be made in the text to every illustration. They should be numbered according to the occurrence of the major reference in the text. Tables should be referred to as 'Tables' and again numbered consecutively. The following forms should be used: 'Fig.', 'Figs', 'Table', 'Tables' (please note the use of capital letters).

REFERENCES TO OTHER PAGES IN THE TYPESCRIPT

It is helpful if contributors can supply marginal references or 'comments' to page and line of the typescript: for example, in the text/note 'see page 00'; in margin or as comment 'page 24, line 12 onwards' or 'between notes 7 and 8'.

TRANSLATIONS

Normally quotations from other languages (including ancient ones) should be accompanied by translations into the language in which the article is written.

UNITS OF MEASUREMENT

Metric units must be used throughout or given as a comparison. (For recommended abbreviations see below.)

ABBREVIATIONS

Contributors should see the attached list.

ILLUSTRATIONS

Once your paper has been accepted, illustrations must be submitted electronically as individual files. Some general guidance on creating suitable electronic figures can be found at <http://journals.cambridge.org/action/stream?pageId=7848&level=2&sessionId=535B26895CE24764ED1986493AD66541.journals>.

Illustrations must be prepared with the page format of the *Papers* in mind (maximum available area = 135 × 200 mm, *including* caption). Colour illustrations should only be used when *absolutely* necessary, and in the printed volume will normally be included as a black and white image within the text and reproduced in colour in a separate plate section at the end of the volume. (However, all illustrations supplied in colour will be in colour within the text in the on-line version.) Folding plans or maps and loose-leaf illustrations for insertion in a slip-cover will only be accepted in special circumstances and any such needs should be made clear to the Editor on initial submission of the proposal or article. Please consult the Publications Manager before producing final illustrations if in any doubt.

All images should be numbered in a single sequence, as Figures.

ELECTRONIC SUBMISSION

Once a paper is accepted, please note the following.

- Each illustration must be supplied as a separate file, and must not be included with the text.
- Files should be supplied preferably as TIFF or EPS files.
- For line illustrations, the minimum resolution should be 600 dpi, although 800–1200 dpi is recommended.
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- Colour illustrations should be scanned at 300 dpi.
- Line and tone combination illustrations should be supplied at 600 dpi.
- File names should clearly indicate the author (whether by initials or first part of surname) and figure number.
- A hard copy must be supplied of all illustrations, for reference during copy-editing.

LINE FIGURES

The strength of lines and lettering on artwork should take account of the degree of reduction expected. Scales should be included, where appropriate, on the drawing and should be metric. North signs should be included also where appropriate.

COLOUR ILLUSTRATIONS

Colour files must be supplied as CMYK (not RGB) at a minimum resolution of 300 dpi. If an image is for the cover we may require a higher resolution. Note that the image size must be no smaller than the size at which it will appear in the journal.

Where images are to be hired, please consult the Publications Manager regarding the production timetable, so that you request them at an appropriate time.

CAPTIONS

A complete separate list must be supplied, including sources, copyright details and acknowledgements, if appropriate.

TABLES

Tables (including tabular catalogues and appendices) should take into account the page format and any necessary reduction required. If a table is particularly complex, a pdf (using the correct font, Sabon) will be required from the contributor. Tables should be supplied in a separate file, and not be included within the text of the article.

FINAL SUBMISSION

Contributors must submit the final version of the paper as an e-mail attachment. Please note, however, that any files over 3 MB (or a single e-mail with files totalling more than this) cannot be received as attachments and should be sent through a third party (for example, Yousendit or Dropbox). Where any non-Roman letters or any particular symbols are used, a hard copy must be supplied also.

SUMMARY & AUTHOR DETAILS

When submitting the final version of the article, contributors should include a brief summary of their paper (in about 100–200 words). They should also give their title (for example, Prof., Dr, Dott.), full postal and e-mail addresses as they would wish them to appear in the article.

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‘OFFPRINTS’

The first-named author will be provided with a final PDF file of their paper.

TIMETABLE

Information upon the timetable involved for each volume can be obtained from the Editor.

STYLE, ABBREVIATIONS AND CONTRACTIONS

ITEM

REQUIRED FORM

[Note: # indicates a space.]

American cf. British spelling

Numerals — cardinal

Numerals — ordinal

Inverted commas

circa

1230s

etcetera

e.g.#

i.e.#

et al.

cf.

Dr Prof. ed. eds

Metric units of length

Direction

in situ passim

Footnote numbers

Dates — absolute

Dates — radiocarbon

Dates — precise

number

-ize -ise

numbers

note

Saint St San ...

mid-

line

v. supra etc.

MS MSS

fol. fols

r v

British spelling should be used

one → twenty, 21 →. At beginning of sentence, in words. Include a comma in numbers of 1,000 and over (except dates).

first → twentieth, 21st →. At beginning of sentence, in words.

use single. Display and indent quotes that are more than 50 words: displayed quotes do not require inverted commas. Punctuation follows closing inverted comma in general.

c. before figures, otherwise in full as shown

as shown (that is, no apostrophe)

etc.# — avoid if possible

use 'for example' whenever possible; otherwise abbreviate as shown

use 'that is' whenever possible; otherwise abbreviate as shown

use (*et al.*.) in text references when there are more than three authors.

In list of references all authors must be cited.

cf.#.

abbreviate as shown (that is, omit full point if initial and last letter of word are included in the contraction: however, see below)

use km m mm (that is, without full point; and with numbers as figures, not words); include a space between the number and the unit). For example, 3 km, 4.5 m, 60 mm.

northeast north-south south north-northwest. Do not abbreviate.

as shown

in superscript, after the full point

123 BC fifth millennium BC AD 30 fifth century AD

uncalibrated — 46,400 BP; calibrated — 400 cal. BC

29 July 1245

use in full if possible, otherwise no. or nos.

-ize should be used

1–9 14–19 22–5 134–47 248–314 1974–5 1871–1923

in references (in text or notes), n. may be used; however, if there is any room for confusion, give in full

Saint (not St) San Santa Sant' Santi should be used

usually should be followed by a hyphen

l. and ll. may be used for inscriptions (but see below, Lower case L cf. one)

use 'see above' etc.

for manuscript(s) — abbreviate as shown

for folio(s) — abbreviate as shown

for recto and verso — abbreviate and line position as shown

ff. f.	do not use f. but give next page number; ff. should be avoided, and the end page number given
&	do not use
per cent	% immediately after figure; per cent in text
italics	italicize anything to be set in italics; individual words not in the language of the article and not in inverted commas should normally be italicized (see <i>Shorter Oxford English Dictionary</i> for guidance)
quotations	quotations in a language other than that of the article should not be italicized if they are in inverted commas; otherwise italicize
Titles	Pope/King/Count etc. + name, the pope/king /count etc.
Protestant Catholic	as shown
Early Bronze Age	noun — as shown, adjective — lower case initial letters
hyphenation within words	avoid if possible, otherwise follow <i>Oxford Spelling Dictionary</i>
accents	include all, and ensure that they have printed correctly on the hard copy supplied
capital O and zero	please ensure that you use the correct character. If there is room for confusion, please annotate
lower case L and one	please ensure that you use the correct character. If there is room for confusion, please annotate
Roman and arabic 1/I	if there is room for confusion, please annotate
river Tiber	
from the seventh to the ninth centuries	
twelfth and thirteenth centuries	
fourth or fifth century	
thirteenth-century	hyphenate if this is an adjective
1128–30	use a hyphen where this means from 1128 to 1130
1128/30	use a slash where this means at an uncertain point datable between 1128 and 1130 inclusive

Reference books which may be of use are:

- Butcher, J., Drake, C. and Leach, M. (2006) *Butcher's Copy-editing: the Cambridge Handbook for Editors, Copy-editors and Proofreaders*. Cambridge, Cambridge University Press.
- Ritter, R. (2003) *The Oxford Style Manual*. Oxford, Oxford University Press.
- *The New Shorter Oxford English Dictionary*.
- *New Oxford Spelling Dictionary*.

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