MEDIEVAL ARCHAEOLOGY - INSTRUCTIONS FOR AUTHORS

Medieval Archaeology welcomes original submissions of international significance, or national significance and of international interest, which match the objectives of the Society. We seek to support and advance the international study of the archaeology of the period from the 5th to the 16th century AD. While we maintain a special concern for the medieval archaeology of Britain and Ireland, we also provide a forum for the discussion of important finds and developments within this period from anywhere in the world, serving as a medium for co-ordinating the work of archaeologists and that of historians and scholars in any other discipline relevant to this field. All contributions are subject to peer review.

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Editorial and publishing process
We welcome articles and shorter contributions that present novel interpretations, applications of an analytical method or present new findings (see **Martyn Jope Award**). As a guideline, normally papers will not be longer than 12,000 words including notes and bibliography, and under 10,000 words is preferred. There may be exceptional circumstances in which longer articles are allowed, including when a grant is available to support publication. A 'shorter contribution' will tend to be in the region of 5–7,000 words. (For items that are shorter than this, consider sending these to the Newsletter Editor; see below for details).

We also welcome offers of reports for the fieldwork highlights section and offers of reviews (see below).

Contacting us

Articles and Shorter Contributions *Hon Editor* Dr Aleksandra McClain Department of Archaeology University of York King's Manor York YO1 7EP aleksandra.mcclain@york.ac.uk Tel +44 (0)1904323929 Deputy Editor Dr Aleks Pluskowski Department of Archaeology, University of Reading	**Books for Review** *Reviews and Medieval Britain and Ireland Editor* Dr Neil Christie School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH njc10@leicester.ac.uk Tel + 44 (0)116 2522617
Reports for Medieval Britain and Ireland, including Highlights *England, Scotland and Wales and the islands* Tiziana Vitali 9 Cranfield Road Brockley Cross London SE4 1TN tvitali@pre-construct.com Tel +44 (0)181 780 3205 *Ireland* Tomás Ó Carragáin, Department of Archaeology	**Newsletter items** *Newsletter Editor* Dr Niall Brady The Discovery Programme 34 Fitzwilliam Place Dublin 2 Ireland Niall@discoveryprogramme.ie Tel +353 1 639 3722

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Articles and Shorter Contributions

Our editorial cycle
Submissions are considered by the Editors as soon as they are submitted. The next steps are normally:

- after a preliminary check for suitability, we send your paper to anonymous referees (normally two) and ask them to address a series of questions
- assuming provisional acceptance of your paper, we ask you to return your revised text within 3 months.
- we will confirm whether we have accepted your revised paper for publication the following year and which issue we intend to place the paper in.
- over the next couple of months the Editor is likely to contact you with queries or corrections about the detail of the paper.
- we will notify if you are the winner of the Martyn Jope Award
- you will receive proofs in either March or September depending on the issue.
- your paper will be published in either May or November depending on the issue .

Martyn Jope Award
Since 2007, the Society has annually awarded the Martyn Jope Award of £200 for the best novel interpretation, application of analytical method or presentation of new findings published in its journal. The Editorial Committee of the Society considers all submitted articles and shorter contributions for eligibility. Our President makes a presentation at the December AGM, very shortly after publication of the award-winning paper.

The John Hurst Award for best undergraduate dissertation in medieval archaeology
The Society made its first annual award in 2007. The winner receives up to £100 of Society monographs of his or her choice. We will consider on a case-by-case basis whether to encourage publication within the journal. The normal submission process applies. This is also dependent upon the dissertation supervisor providing guidance on this process, including a check on the quality of the contribution before its submission to the journal.

Helping each other
It is essential that your submitted contributions strictly follow our guidelines. This is to avoid unnecessary costs and delays, as well as to ensure the most effective use of the Editor and Deputy Editor's unpaid time. For the same reason it is highly desirable that submissions follow the editorial cycle (see Appendix 2), since the editors do not necessarily have the flexibility or capacity to deal with late submissions.

If you are uncertain about anything, please ask, since this can help us to improve our guidelines for others.

Rather than delay publication of the journal, we will return seriously deficient presentations to authors and may withdraw these.

Stage 1: contacting us about your proposal

We positively encourage you to contact the Editor to discuss possible contributions or drafts before submitting a finished typescript, particularly if the proposed contribution is likely to be over 12,000 words. The Editor will send you a Stage One form with a series of questions to address:

- outline the proposed paper's content and a working title
- state what contribution it makes to the issue or problem addressed (and with reference to the Society's objectives, including how the subject and its treatment is of international significance or national significance and international interest) (in the case of an excavation report, what makes this site so very special)
- indicate the paper's likely word length, *including notes and bibliography*, and number of tables and figures
- identify when you plan to submit
- tell us whether or not its publication would be grant-aided (note: such funding is not a pre-requisite for publication, but there is an expectation that papers resulting from commercial work undertaken by units and by major public bodies will normally bring funding. This includes the cost of abstract translations).

We publish very few excavation reports and then only when the site is very special. What this means in practice is:

- We will only publish material where the story that it tells us is, at the very least, of national significance and international interest. This means, before writing, having a very clear idea of the story you are going to tell and the new contribution this will make to the study and appreciation of medieval archaeology.
- Set out at the beginning of the article what the current research questions are that the excavation relates to, and how/why this site is significant in addressing these research questions. The most significant issues should be summarised in the conclusion.
- Have a very clear idea before you begin to write about how to present the essence of the site and support its story, ie your distilled understanding of it. In reporting, focus on the evidence that is necessary to support the interpretation ('story') that you are telling.
- The other meaningful content, including databases, needs to be acknowledged and accessible online (eg ADS) so that others can *readily* access and assess it.
- Consider complementary (layered) publications for further aspects of the site.
- You may find an excavation overview better fits Medieval Britain and Ireland and Fieldwork Highlights (see below).

Other details to consider:
- Write an abstract that sells your story and its significance.
- A picture tells a thousand words and will be more readily remembered – so use images and their captions to complement rather than duplicate the text.

Stage 2: Preparing your paper for submission and refereeing

Remember, all submissions must follow our house style. Use the checklist (Appendix 3) to ensure what you are submitting is complete and of the highest order. Please submit the following:

Text
Please submit a single electronic file containing the following:

- **Preliminary page:** title of paper, name of author(s), short institutional affiliation of each author, abbreviated title (for running headlines within each article), word count of the article and, at the bottom of the page, full name and address to which all correspondence should be sent, including email address
- **Title**
- By [**author**(s)] (Address then <email> of author(s) to appear in italic as first of notes; separate note for each author)
- **Abstract** (in italics)
- **Text** [Do not include an Introduction heading, since it will be obvious what this is]
- **Appendices** [incorporate references into the Notes and Bibliography for the whole article]

- **Bibliography**
    - Abbreviations
- **Acknowledgements**
- **Grant acknowledgement**: This paper is published with financial assistance from [name of sponsoring body]
- **List of figure captions**
- **List of table captions**
- **Notes** (when published, we convert your submitted endnotes to footnotes, but you submit them as endnotes because they are easier for us to check). Please create your endnotes using the automatic note function rather than inserting subscript numbers, etc manually.

Text must:
- have margins of at least 1 inch (2.5 cm) on all sides.
- be fully 1.5 in spacing.
- 12 pt font throughout (10 characters to the inch)
- indent beginning of all paragraphs one tab stop.
- have numbered pages.
- have no running headers or footers.
- be submitted electronically as either MS Word (by preference) or Rich Text Format.
- be justified to the left-hand margin only.
- have hyphenation function to OFF and no words broken over line ends (Hint: Format > Paragraph > Line and page breaks > Don't hyphenate).

It is essential that the text files be as free of extraneous formatting codes as possible. Use italics **only** for sections of the article that are to appear in italics in the printed version. Bold text may be used where required, eg for the transliteration of runic or ogham inscriptions. Use electronic footnote functions.

Distinguish headings and subheadings as follows:
- subhead A, caps, centred
- subhead B, small caps, range left
- subhead C, upper and lower case italic, range left
- subhead D, upper and lower case roman (ie normal text), range left

Submission: *Medieval Archaeology* now operates an online submission system via Editorial Manager. You should register as an author and submit your paper via Editorial Manager: http://www.editorialmanager.com/med/default.aspx. This system will allow you to record your author details and to upload your paper in MS Word with accompanying images. The system will generate a .pdf of the paper for the referees.

Should you encounter problems please use the contact details for the Editorial Manager system direct in the first instance. Should submission prove particularly problematic then contact the Editor for assistance. You may email your contribution or post it on a disk. We will let you know if we also need your contribution in hard copy (up to two copies).

Captions
As text, but please list captions for figures and tables separately. These must cite names of photographers and illustrators, and any copyrights and permissions. Ensure that there is a reference within the body of the text to each figure or table.

Please supply captions for your illustrations as below, noting particularly the details of punctuation and the other abbreviations used.

FIG 3
The Hunterston Brooch.
(a) Reconstruction of the central feature. Scale 1:1. (b) Detail of an edge pattern on the pin head. Scale 4:1. *Drawing by A N Other. © xx [if different].*

FIG 4
Details of the Hunterston Brooch.
(a) Junction of the hoop and terminal. Scale 2:1. (b) General view. Scale 1:2. *Photographs: a, National Museum, © xx [if different]. b, A N Other, © xx [if different].*

Tables

As text, but supply a **separate** electronic Word file for each table, Note page size when preparing tables (see illustrations, below).

Figures (drawings and photographs)

In the first instance, you may upload your figures as .jpgs, tiffs, eps files or as good quality pdf files for the editors and referees to use. We will let you know if we need hard copies at this stage. If you are unable to supply in electronic format, send the Editor two sets of hard copies (plus the tiff or jpg files on a disk, where applicable). Ensure it is clear which figure is which. Only once we have provisionally accepted your paper will we ask you to submit your high resolution digital images. Let us know at an early stage if you are not able to submit images digitally.

It is particularly important for electronically supplied images that there is a printout indicating any cropping and adding the figure number for identification.

Figures must:

- be a good design and quality.
- be a high standard for reproduction.
- be supplied as pre-designed composite image, where applicable (ready mounted when hard copy – see below).
- include north point and metric scale (in maps a scale in kilometres is preferred).
- include a metric scale in all artefact illustrations to avoid error in reduction if a proportional scale only is given and/or, where sizing of images is crucial, provide either a total width or total depth dimension, *not* 'size as supplied' or indicate the size of one element of the total image.
- on scales, remember to include a space between measurement and unit of measurement, ie '5 m' not '5m'.

We expect you to submit digital images. If this is not possible, please liaise in advance with the Editor. Electronic images must:

- be in tiff, jpg or eps format (if at correct resolution).
- have minimum scanning resolution of 1200 dpi for fine line drawings (800 dpi for simple drawings); 350-400 dpi for half tones and 300 dpi for colour images.
- be supplied as CYMK not RGB, if colour images.

Please supply all images in colour (where applicable) as well as black and white. We will normally publish photographs in colour wherever possible, if preferred by the author. It may be necessary to print some photographs in black and white. Line work and maps are normally reproduced in the journal in black and white unless colour is unavoidable.

We advise authors to print out all images supplied electronically before submission, so that you can assess the hard copy image for contrast etc rather than the image on screen. You may need to adjust contrast at this stage. It is also useful for you to see the image printed at approximately the size you wish it to appear - what might be clear and legible on a full computer screen will not be the same printed out at journal text width or less.

Bearing in mind that space in the journal is always limited, make economical but well-designed use of the available page size, taking into account that the printers can place captions above and to one side of the figures. In working out sizes for figures, remember that the maximum area available in the journal for any one figure or plate is 200 mm by 135 mm. However, the optimum area is 190 mm by 135 mm, to allow appropriate space for captions and other necessary printed details.

- Use the captions and not the artwork for the title of figures. Consider too whether your key can go in the caption. Large scales waste space so please tuck them into empty corners. Design to avoid unnecessary areas of blank space.
- We only accept figures and tables requiring foldouts in exceptional cases.
- In composite figures, place the drawings (already mounted) as closely as possible together, remembering that, on reduction, they will appear further apart. Do lettering and numbering of items on figures before submission to us. Take care to ensure that the letters and numbers are sufficiently clear and large to be distinctly legible when reduced.
- Only give imperial measures for the illustrations of features or smaller objects if there are special historical reasons for doing so.
- Number the copies of figures provided in pencil on the back to correspond with the caption numbers.
- We strongly advise you to retain copies of all illustrative material. Once your paper is accepted, you must supply the Editor with electronic images that meet the required specification (see above) or, in exceptional circumstances, your original drawings. Photocopies, etc are inadequate for reproduction purposes.

Please note that we do not normally return submitted materials.

Confirmation of copyright and permissions

The lead author is responsible for ensuring that all copyrights are correct and that the necessary permissions are in place. Taylor and Francis our publisher, will ask you to sign a copyright form near to publication (this will also address the copyright of the paper to be published in *Medieval Archaeology*).

Stage 3: submitting your revised paper for publication

After the Editor has notified you that your paper has been provisionally accepted, and once you and the Editor have mutually agreed the changes required, you submit a revised version of the article, as Stage 2, plus final (electronic) versions of figures (should important: double-check images on disk are in correct format - see above).

Stage 4: checking your proofs

We email you proofs as pdf files (to the nominated lead author, if there is more than one of you). We supply these for checking and making essential typographical corrections. You must normally post corrected paper copies of proofs to the Editor within one week of receipt. We do not normally accept revisions, alterations or changes to text or illustrations at this stage. If you require any extra changes, you must agree them with the Editor, but you may incur the publisher's costs.

Stage 5: publication of your paper

You receive a free pdf file of your paper. Taylor and Francis will send you a letter with the pdf explaining how you can use it. For example, you can place pre-prints on your institutional electronic archives, but not post-prints or the final published version. You will also be able to order digitally printed offprints from TandF at the time you check your proofs. (Note: the pdfs you receive will be low-resolution, suitable for on-screen viewing).

Medieval Britain and Ireland - submissions and procedures

Medieval Britain and Ireland is designed to provide a resource of summaries of work carried out each calendar year across Britain and Ireland. We request entries in journal format from units, museums, groups, etc for the various county entries. There are two formats: the main one is the online MB&I hosted by ADS which lists in searchable form all entries (see below); the second is the 'Highlights' section published in the journal, which are extended overviews of results, finds and contexts.

For the Highlights, contributors are welcome to offer potential extended summaries of up to 2000 words with short supporting bibliography where appropriate, good quality b&w and colour figures (to a maximum of four — see image guidelines above). The Highlights selection will aim to cover new evidence illustrating the breadth of medieval contexts and flagging their regional or national significance. Contributors are welcome to contact the MBI co-ordinators on their proposed texts, but it is essential to submit full reports by 1 March each year.

MB&I entries of traditional format are required by the end of May each year; a recommended maximum word length is 750 words; supporting images are welcome. It is essential that all submissions conform to the journal's house style. From 2008 these entries are housed on an online directory by ADS and accessible via the Society's webpages. The facility will also enable contributors to submit extra pages to support their texts.

For all submissions and queries on submissions, please contact:

British sites
Tiziana Vitali, 9 Cranfield Road, Brockley Cross, London SE14 1TN, UK.
Email: tvitali@pre-construct.com

Irish sites
Tomás Ó Carragáin, Department of Archaeology, University College Cork, Ireland; Email: T.OCarragain@ucc.ie; papgleeson@gmail.com with Patrick Gleeson, Department of Archaeology, University of Newcastle, Newcastle upon Tyne, NE1 7RU, UK; Email: Patrick.Gleeson@newcastle.ac.uk

Reviews - submissions and procedures

Medieval Archaeology annually offers reviews of a full selection of books, editions, excavation monographs and reports, and other sources, to provide clear summary critical guides to new published works on British, Irish and overseas medieval archaeology and related studies. We receive books for review throughout the year from publishers; the Reviews Editor also directly requests them from publishers.

Reviews are generally short (300 words) or medium length (600) reviews, but longer reviews or review articles may also be requested (for example, when two or more related publications are considered). Normally the Reviews Editor seeks reviewers; however, we welcome requests by potential reviewers. Requests by the Reviews Editor will be for the submission of a review by email within three months of the receipt of the book. The Reviews Editor will supply the form of the title to use in the journal and that should appear at the head of the review. It is essential that reviewers follow the Society's house style because this saves time in preparation for publication; we may return for correction submissions that do not do this. Please note that in-text references are allowable only in occasional long reviews.

There are three main submission dates for reviews: mid-October, mid-January, and late March. We then submit reviews to the publishers in both January and May/June. The Reviews Editor will undertake any required editing of submissions; only where changes are substantial or for discussion will reviewers receive edited texts for comment. Taylor and Francis, our publisher, will ask you to sign a copyright form on receipt of the proof. We do not normally accept revisions, alterations or changes at this stage.

Medieval Archaeology house style

Writing and presentation style

Think of your reader: make your text digestible and understandable, including for the non-specialist. Follow the principles of plain English:

- use 'active' verbs (instead of 'passive' ones) (Hint: Tools > Options > Spelling & Grammar > Writing style > Grammar & Style - this will underline passive phrases.)
- use a good average sentence length (about 15-20 words)
- use everyday words
- avoid turning verbs into nouns or noun phrases, ditto adjectives (Hint: such words often end in '-tion' or '-ness', phrases in '… of')
- use first and second pronouns (I, me, we, us, you)
- give information in logical order
- use lists and bullet points
- think of your audience
- be personal and polite

Avoid unnecessary references. Give bibliographical references **only** to support factual or illustrative material or to acknowledge a source, not to justify a particular opinion merely by showing that others have held it too.

Do not use the ampersand [&].

References

Since Vol 52, the journal has used the Harvard system for articles, shorter contributions and the Portable Antiquities section of Medieval Britain and Ireland (the very occasional references cited in the rest of Medieval Britain and Ireland, and the Reviews section, are embodied in the main text). Use our standard abbreviations (see also below). Within the text indicate references and notes by a superscript arabic numeral **following** any punctuation, and in one consecutive sequence. In the endnotes refer to publications by author, year and page. Capitalise all nouns and adjectives in book and journal titles, but only capitalise first word and proper nouns in article titles.

Format of endnotes

The text of the endnotes (single-spaced) must appear in a separate list at the **end** of the text of the article (pagination carrying on from the end of the article). Use an automatic endnote system. If for some reason this is not possible, put the endnote numbers within the text in superscript or in distinctive brackets, such as {}.

Normally place the number for a note **after** the full stop at the end of the relevant sentence. If a sentence requires more than one reference these should be collected up and given in sequence in the one note. If, in the interests of clarity, it is desirable to provide more than one note to a single sentence the numbers should still be placed, as far as possible, after a clause and after the appropriate punctuation mark.

The format of the note is number **without** a point, single space, text.

Examples:

[1] Hines 2004, 5.
[2] Barnes and Page 2005, 189; Ritchie, A 1985; Ritchie, G 2001.
[3] Henderson 2004, 161; 2005, 69–71.
[4] Clancy and Márkus 1995, 135; Hall et al 2005, 293; Hinton 1983.
[5] Whitfield 1995, fig 10; Hurst 1964a, pl 13:4; Rod McCullagh pers comm.
[6] Cf Pestell 2003
[7] Sykes 2007; 2008; 2009.
[8] Ibid.

Do not use *idem*, *op cit.*, *passim*. In the notes, use et al (not italicised) after the first of three or more authors. In the bibliography, use et al after citing the first three authors in full. Avoid roman numerals, unless arabic would mislead. Give complete numerical range of pages cited (not 183-; 183ff; nor 183*seq*). In footnotes, omit author's initials and 'ed' unless necessary to avoid ambiguity.

[8] Eg Ritchie 1994, figs 8–9.
[9] Note also that Kilnasaggart has encircled crosses on both faces.

Cite primary sources notes by abbreviated location and description, and numbering (if applicable).

[10] *Chron Melrose*, xxxiii-xxxiii.
[11] PRO PC/1/3/45/9.

Bibliography

List in full all publications listed in a bibliography at the end of the article; likewise all references listed in the Bibliography must be referred to in the text. Authors are responsible for ensuring these are accurate. NB: do not inset any references (the publishers require unformatted text and will arrange this themselves). List references alphabetically by the (first) author and cite them in the following form, capitalisation, and punctuation:

- **Periodical articles**

Abbreviate the titles of journals consistently following the Council for British Archaeology's conventions [*Signposts for Archaeological Publication*, Appendix A; and in the *British and Irish Archaeological Bibliography*], except use *Scot* for Scotland and *Scott* for Scottish. This practice should be extended to journals not included within the CBA's published list of abbreviations, and thus, as appropriate, to foreign journals: eg *Frühmittelalterliche Stud* for *Frühmittelalterliche Studien.*

Anderson, S and Rees, A R 2004, 'The excavation of a medieval rural settlement site at Portmuck, Islandmagee, Country Antrim', *Ulster J Archaeol* **63**, 76–113.

For parts published separately
Bradley, J 2001, 'Archaeology, topography and building fabric: the cathedral and town of medieval Kildare', *J Kildare Archaeol Hist Soc* **19**:1 (2000–1), 27–47.

Lelong, O 2003, 'St Trolla's Chapel, Kintradwell: the occupants of the medieval burial ground and their patron saint', *Scott Archaeol J* **25**:2, 147–63.

[Space between author's initials. Lower case for title of article. Initial capitals for journal title. Arabic numerals for volume and part, separated by a colon. Volume number in bold. Use an en rule for numeric ranges. Only add date of journal in brackets after volume number if the volume covers more than one year]

Convert all roman volume numbers into arabic.

- **Contributions within another author's article**

Church, M 2004, 'Summary and discussion of palaeoenvironmental analyses', in D Alexander, 'Redcastle, Lunan Bay, Angus: the excavation of an Iron Age timber-lined souterrain and a Pictish barrow cemetery', *Proc Soc Antiq Scot* **135**, 41–118, 73–4.

(We do not repeat publication dates within a single bibliographic entry.)

- **Monographs**

Cramp, R 2006, *Corpus of Anglo-Saxon Sculpture*, **7**. *South-West England*, Oxford: British Academy. Gaimster, M 1998 *Vendel Period Bracteates on Gotland,* Acta Archaeologica Lundensia, Stockholm, Almqvist and Wiksell.

Gilchrist, R and Sloane, B 2005, *Requiem: The Medieval Monastic Cemetery in Britain*, London: Museum of London Archaeology Service.

Glassie, H 1975, *Folk Housing in Middle Virginia*, Knoxville (Tennessee): The University of Tennessee Press.

[ie Title: sub-title. Initial Capitals for title, followed by Place of publication: Name of publisher. Bracket US state after place. Omit from name of publisher: Publishers, Co, Inc or Ltd Retain Books or Press. Volume number in bold]

- **Foreign titles**

Capitalise following the conventions of the language concerned. When in doubt, give titles exactly as they appear on the volumes concerned. For non-western European languages, put translations of the titles in English in square brackets.

Bourke, C 1982 , 'Les cloches à main de la Bretagne primitive', *Bulletin de la Société Archéologique du Finistère*, **110**, 339–53.

Gerrard, C M 2003, *Paisaje y senorio. La casa conventual de Ambel (Zaragoza): arquitectura e historia de las ordenes militares del Temple y del Hospital,* Zaragoza: Institucion Fernando el Catolico (CSIC).

Lunde, Ø 1977, *Trondheims fortid i bygrunnen: middelaldbyens topografi på grunnlag av det arkeologiske materialet inntil 1970*, Riksantivaren Skrifter 2*,* Trondheim: Adresseavisens forlag.
Nicolay, N de 1568, *Les Quatre Premiers Livres de navigations et pérégrinations orientales*, Lyon: Guillaume Roville.

Trier, B (ed) 1995, *Grabungskampagne Paderborn 1994*, Münster: Ardey.

Van Ossel, P (ed) 1999, *Les Jardins du Carrousel (Paris). De la campagne à la ville: la formation d'un espace urbain*, Paris: Maison des sciences de l'homme.

Verbeek, A 1967, 'Die architektonische Nachfolge der Aachner Pfalzkapelle', in Braunfels, 113–56.

- **Monograph series**

Crone, A 2000, *The History of a Scottish Lowland Crannog: Excavations at Buiston, Ayrshire 1989-90*, Scott Trust Archaeol Res Monogr **4**.

Christie, N (ed) 1991, *Three South Etrurian Churches: Santa Cornelia, Santa Rufina and San Liberato*, Archaeol Monogr Brit School Rome **4**.

Driscoll, S T 2002, *Excavations at Glasgow Cathedral 1988-1997,* Soc Medieval Archaeol Monogr **18**.

Friell, J P G and Watson, W G (eds) 1984, *Pictish Studies: Settlement, Burial and Art in Dark Age Northern Britain*, Brit Archaeol Rep Brit Ser **125**.

Rodwell, W and Rodwell, K 1977, *Historic Churches: A Wasting Asset*, Counc Brit Archaeol Res Rep **19**.
[Spell out acronyms *or* list in Abbreviations. Omit Place of publication and Name of publisher]

- **Chapters in multi-authored books**

Higgitt, J 1995, 'Monasteries and inscriptions in early Northumbria, the evidence of Whitby', in C Bourke (ed), *From the Isles of the North: Early Medieval Art in Ireland and* Britain, Belfast: HMSO, 221–36.

Thomas, G 2000, 'Anglo-Scandinavian metalwork from the Danelaw: exploring social and cultural interaction', in Hadley and Richards, 237–55. [Where Hadley and Richards is cited more than once]

Hadley, D M and Richards, J D (eds) 2000, *Cultures in Contact: Scandinavian Settlement in England in the Ninth and Tenth Centuries*, Studies in the Middle Ages, Turnhout: Brepols.

- **References to editions and/or translations of ancient authors and sources**

In endnote: Adomnán, *Life of Columba*, Book III, chapter 23, 225, in Sharpe.

In bibliography: Adomnán, *Adomnán of Iona. Life of St Columba*, ed R Sharpe, London: Penguin, 1995.

Gildas, *De excidio Britanniae*, ed and trans M Winterbottom, *The Ruin of Britain and Other Works*, London, 1978.

William of Malmesbury, *De Gestis Pontificum Anglorum*, ed N E S A Hamilton, Rolls Series **52**, 1870.

[the author's name (if known), title by which the source is usually known in italics, the page numbers on which the text occurs in the edition or translation if appropriate, followed by 'in'; the name of the editor or translator (preceded by 'ed and/or trans' as appropriate, with initials first and then surname), the title of the edition or translation, if different from that cited earlier, **either** the place and date of publication of the edition or translation **or** the series in which the text, with a comma between them.]

- **References with no date**

Abbreviate to nd, author unknown to Anon, specific edition to, eg, 2nd edn.

Alcock, Leslie nd, Excavations at Dundurn, St Fillans, Perthshire, 1976-77, University of Glasgow: interim report.

[No full stop after edn. Do not use superscript letters, eg 2nd edn.]

- **Multiple publications by author in same year**

Distinguish works by an author published in the same year by lower case letter after the year.
[11] Forsyth 1995a, 10; 1995b, 243.

Forsyth, K 1995a, 'Language in Pictland, spoken and written', in Nicoll, 7–10.

Forsyth, K 1995b, 'The inscriptions on the Dupplin Cross', in Bourke, 237–44.

- **URLs**

End references to works on the Internet with the URL between angle brackets < > and in italics. Cite within square brackets the date the document was last updated, if this is apparent, or the date when accessed, if not:

Thomas, G 2005, *Bishopstone, East Sussex*, <*www.kent.ac.uk/secl/classics/Bishopstone.htm*> [last modified 6 October 2005]

Towrie, S 2004, *New dig at site of Skaill Viking hoard*,
<*www.orkneyjar.com/archaeology/snusgar.htm*> [accessed 28 October 2006]

For electronic sources, adapt consistently to the above conventions the advice at
<*owl.english.purdue.edu/handouts/research/r_mla.html#Electronic*>

- **Unpublished sources**

Bintcliff, J L 2002, Changes in the countryside: a review of the picture from the archaeological surface survey for settlement history in medieval and post-medieval Greece, Thessaloniki: European Archaeological Association Annual Conference paper.

Dunlevy, M 1969, Aspects of Toilet Combs in Ireland (Prehistoric to 17th Century) (unpubl MA thesis, National University of Ireland).

Reynolds, A forthcoming 2006, Anglo-Saxon Law in the Landscape, Oxford: Oxford University Press.
[titles and volume in roman script not italics]

- Spell out acronyms under heading of *Abbreviations* at end of bibliography.

CSPD Calendar of State Papers Domestic
HMSO Her Majesty's Stationery Office
PRO   Public Record Office (now National Archives), Kew
NAS   National Archives of Scotland
RCAHMS Royal Commission on the Ancient and Historical Monuments of Scotland
WoSAS West of Scotland Archaeology Service

[Titles of publications in italics. Publishers and organisations in roman.]

In references to figures or tables in the same volume of *Medieval Archaeology* use the abbreviations Fig, Figs, Tab, Tabs (followed by arabic numerals). In references to plates, figures and tables in other books or journals (including other volumes of *Medieval Archaeology*), lower case abbreviations 'pl', 'fig' and 'tab' should be used. In references to illustrations in German publications use abbreviations such as 'Abb', 'Taf' and 'Tafn'.

Style details

Abbreviations

In general, the convention of the journal is to avoid the use of the point, except where this is necessary to avoid ambiguity. Leave a space after any abbreviation unless a punctuation mark follows directly.

AD [small caps] Before Christ
BC [small caps] After Christ
c [no italics] for *circa*
cf
ch chs for chapter(s)
Co [County - Ireland only]
ed eds
eg
et al [no italics; do not use in body of text or in bibliography, only in footnotes]
etc
fig figs [capitalise when referring to figs within the publication, eg (Fig 1); write out in full when in sentences, eg 'In Figure 1']
ibid (no italics)
ie [no italics]
illus
in situ (no italics) no 5 nos 10-11
p pp [only to be inserted in page references to avoid possible confusion]
pers comm
% not per cent
PhD
pl pls [capitalise when referring to plates within the publication, eg (Pl 1); write out in full when in sentences, eg 'In Plate 1']]
tab tabs [capitalise when referring to tables within the publication, eg (Tab 1); write out in full when in sentences, eg 'In Table 1']

You cannot assume everyone knows what a chemical symbol is, so explain in an endnote after first mention.

Always write 'line' or 'lines' out in full rather than 'l' or 'll' for line references.

Hyphens, en rule and em rule (Hint: see Insert > Symbol > Special characters)

A hyphen is used to link words. An en rule is longer and used (without spaces) for ranges, or to convey a distinction in sense. Do not use the en rule to replace 'and' if the word 'between' is used, or 'to' if the word 'from' is used. En rules should be used for numeric ranges (eg pages, years). Em rules appear only as a parenthetical dash (spaces either side). The omission of part of a word is marked by three dots or Word ellipsis symbol (Insert>Symbol>Special Character>Ellipsis), but be consistent.

Numerals

Write out numbers up to ten; this rule may be waived in sections of text containing substantial lists of quantified data. But always use arabic numerals for measurements and dates.

Numeric ranges

1–9, 10–17, 104–9, 112–15, 123–5, 241–63, 349–412 (ie only repeat numbers when different, and for the teen years. In the case of dates, repeat decade numbers, eg 410–15, 1066–1314.Use en rules to denote numeric ranges.

Measurements

Use metric (m, mm, km, ha, gr, kg). By preference, give lengths in metres or millimetres, although the use of centimetres may occasionally be justified. When citing imperial or other systems (ft, in), their metric equivalent should follow in brackets. Leave a space between the number and the unit of measurement, eg 5 km, 3 in, 12 kg.
For square and cubic measures write cu m, sq km, etc, never m^2.'Square mile' in text; sq m with figures.
Hint: <*www.simetric.co.uk*/> is handy for checking metric-imperial conversions.

Geographical references

Give the names of counties or local authority areas (where the site lies in Britain or Ireland) and countries (abroad) in brackets after the first reference to each site. In the case of England, cite the counties resulting from the local government reorganisation of 1974, irrespective of whether or not they have survived the most recent local government reorganisation. The names of the previous 'historic' counties may follow: eg Bath (Avon, formerly Somerset) (see <*www.statistics.gov.uk/geography/gazetteer.asp*>). For Scotland and Wales, give the names of the new local authority areas following the most recent local government reorganisation. For Ireland, use the historical counties. Unless giving very large numbers of references, it is preferable **not** to abbreviate county names; the exception is the Irish counties, where 'Co' is acceptable).
Hint: <*www.statistics.gov.uk/geography/admin_geog.asp*> will give you an overview of present administrative regions in the UK. To check which **Scottish** local counties a specific place or site lies in use <*www.rcahms.gov.uk*> (CANMORE or <*www.PASTMAP.org.uk*> options); **English**: Pastscape on <*www.heritagegateway.org.uk/Gateway/*> was not a reliable source of correct information as of December 2008, so check with English Heritage if using this; **Welsh**: Coflein on <*www.rcahmw.org.uk/nmrw.shtml*>.

National grid references

Cite these for all archaeological sites or historic buildings that are central to the publication, as NGR: two capital letters, space, eastings, space, northings, eg NGR: HY 2394 1234.

Compass directions

Abbreviate compass directions when used adjectively (eg 'the W window', 'the S range'), and longer compounds (eg to the NNW). Hyphenate when spelling out, eg north-west. Please note that in geographical designations it is appropriate to use an adjectival form, eg 'southern England' rather than 'South England'; only use the specific, capitalised compass point when it is definitely part of a compound proper noun, eg New South Wales.

A forward slash indicates alignment or axial orientation (eg 'the burial lay on an E/W alignment').

Except in special cases (eg 'the Roman Empire in the West'), a capital letter should not be used with the points of the compass used as nouns or adverbially (eg 'the ditch petered out to the north', 'we followed the ditch north and south').

Dates: ranges

AD563x564 describes dates between which a historical event is supposed to have occurred; AD 563-64 describes the duration of the event. No points in AD and BC, which should also be small caps. 460s not 460's.

Dates: calendrical

18 July 1826, etc.

Dates: centuries

Where you can use them, absolute dates (dates in calendar years or centuries) offer the clearest form of dating and are therefore to be preferred. You can use a slash to indicate a date-range: '13th-/14th-century pottery' = pottery dating from the 13th or 14th century. If it is necessary to specify dates as BC or AD, it is usual practice to write BC after the date and AD before it, eg 55 BC, AD 1066, except in the case of 'the 8th century AD'. Please note especially the use of arabic numerals for centuries rather than 'the eighth century', and 8th rather than 8th (ie no superscript). BC and AD should be in smallcaps.

Please get your hyphenation right - this is a common error.

Dates: radiocarbon

Unless otherwise noted, cite radiocarbon (14C) dates in the body of the text that are calibrated (cal AD or cal BC) at 95% confidence (see Bowman, S 1990 *Radiocarbon Dating* (British Museum Press) and <*c14.arch.ox.ac.uk/embed.php?File=oxcal.html*>.

For all quoted dates, cite lab code. For new dates being published for the first time, give full details of radiocarbon ages in the form of a single table, identifying, as a minimum, the lab code, the sample material, the event likely to be dated, a *δ* (delta) C13 value, the age in radiocarbon years (BP), and calibrated date ranges to the first and second levels of probability. Write <u>+</u> [+ underlined] not +/-

13

Table 1 Radiocarbon dates

Lab code	Sample material	Lab age BP	δ^{13}C	Calibrated dates 1-sigma	2-sigma
AA-26244	Cremated human bone from cist	1655 ± 50	- 24.3‰	AD340-428	AD250-530

The δ^{13}C value may be helpful in identifying 'odd' samples and can be useful in analysing problems in the interpretation of dates. **Where you give dates in calibrated form**, identify the particular calibration programme with reference to a published source of calibration data (eg OxCal v3.5). You must calibrate BP dates commonly used by natural scientists if the determinations fall within a calibration curve.

Dates: periods (see also section on hyphenation)
It is essential that chronological references in the journal and other publications of the society are as consistent and unambiguous as possible. For the journal *Medieval Archaeology,* the medieval period (Middle Ages) is defined as the period between the end of the western Roman world in the 5th century AD and the start of the modern period in Europe, most easily defined as the Reformation and the Counter-Reformation of the 16th century. The term 'medieval' must **not** be used to refer specifically to the later Middle Ages (11th century–16th century) in contrast to 'late Saxon', 'early Christian', 'early historic', 'Viking' etc for the earlier Middle Ages.

We can recognise three major periods in all areas of Britain and Ireland, although their boundaries may vary in absolute terms from context to context according to specific historical circumstances. The Early Middle Ages is the period from the end of the Roman period until the Norman conquest of England and Wales (starting in 1066) and the Anglo-Norman invasion of Ireland (1169). The High Middle Ages falls between this period and the Black Death in the middle of the 14th century, and the Late Middle Ages runs from then until end of the medieval period. We can equally refer to these periods as the early, high and late medieval periods. We can use the term 'Viking period' of areas and contexts with a material presence of Scandinavian character between the very late 8th century and the end of the Early Middle Ages. In western and northern Scotland, you may refer, as necessary, to the high medieval period as 'late Norse'. The table below gives further chronological terms commonly and appropriately used of particular areas. Please note the preference for the terms 'early/middle *Anglo*-Saxon', but 'late Saxon'.

Please get your capitalisation and hyphenation of periods right for *Medieval Archaeology-* this is a very common error.

	England	Wales	Scotland	Ireland
early medieval 5th to mid-11th/12th centuries	5th-7th centuries *early Anglo-Saxon* (East)/ *post-Roman* (West)	*early Christian*	*early historic* or *early medieval*	*early historic* or *early Christian*
	5th-8th centuries *middle Anglo-Saxon* [not middle Saxon]			
	9th-mid-11th centuries *late Saxon, Viking, or Anglo-Scandinavian*	*Viking*	*Viking*	*Viking*
high medieval	1066-12th century *Norman**	1066-12th century *Norman**	*late Norse*	1169 to mid-14th century *Anglo-Norman*
late medieval mid-14th to mid-16th centuries				To *c* 1600

*Applies to first part of High Middle Ages only

Quotation marks
Use single inverted commas; double inverted commas only where inverted commas occur within a set of single inverted commas. Precede a quote within text (less than *c* 20 words) by a comma. For long quotations use the smartquotes function of your word-processor [Tools>Autcorrect

Options>Autoformat as you type>"straight quotes" with "smart quotes"]; precede long quotes with a colon, inset, don't use quotation marks, and add an endnote at the end for the source of the reference.

Spellings
Authors should endeavour to follow conventional **British** spelling practice as closely as possible. Where this is variable, eg in the case of words ending *-ize/-ise*, *-ization/-isation* etc, authors may follow their own preferred practice, but must be consistent (note: the Editor's personal preference is for *-ise*).

Referring to cited authorities
When referring in the text to the names of other cited authorities give their full name, if possible, on the first occasion: eg Joseph Crabtree, E T Leeds, etc. Thereafter use only the surname, except in the case of historical figures usually referred to by their full name throughout, eg Florence Nightingale, Jane Austen.

Personal titles
Please reserve use of academic titles for the acknowledgements. Always give personal titles a starting capital, eg Duke of Sutherland, King John (but note the dukes of Sutherland, English kings).

Place names
Follow the current editions of the Ordnance Survey; identify and discuss any significant variations.

Languages
Italicise non-English quotations and accompany with a translation.
Latin phrases adopted into English do not need to be italicised (eg in situ, et al), but use an English alternative where this is appropriate.

Hyphenation
In most cases, hyphenate compound *adjectives*: eg '13th-century floor tiles', 'a Viking-Age sword'. The principal exceptions to this rule are when the compound occurs as a complement after a verb such as *is* or *become* (eg 'These tiles are well made'), and if the first element of the compound is an adverb ending in -ly, 'a poorly fired pot'. Always hyphenate before -type, eg pottery-type.

Compound *nouns* should usually only be hyphenated to avoid ambiguity, eg 'brick-kiln' as opposed to 'brick kiln', 're-presentation' as opposed to 'representation'. Note, however, that we always hyphenate some such words by convention, eg son-in-law, great-grandchild, while you can write other frequently used compounds as a single word, eg spearhead, posthole [but place names].

Pre-, post- and mid- are always followed by a hyphen, but not early or late, unless adjectival. So 'in the mid-6th century' and 'mid-6th-century pottery', but 'in the late 9th century' and 'late 9th-century pottery'. Also 'an early-medieval sword' or 'late-Roman buildings'.

Examples of how to capitalise and hyphenate periods

Adjectival use	References to periods/ages/times
late antique	Late Antiquity
prehistoric remains early/ late-prehistoric encampment early/ late-prehistoric period jewellery	the prehistoric period in early / late prehistory the early / late prehistoric period
early/ middle-/ late-mesolithic carvings	the early / middle / late mesolithic period
early/ middle-/ late-neolithic pottery	the early / middle / late neolithic period
early/ middle/ late Bronze-Age /Bronze-Age crafts	the early / middle / late Bronze Age
early/ middle/ late Iron-Age /Iron-Age weapons	the early / middle / late Iron Age
early/ middle/ late Roman-period customs OR a early-/ middle-/late-Roman buckle	the early / middle / late Roman period
Romano-British chronicles	the Romano-British period
post-Roman civilisation	the post-Roman period
medieval music	the medieval period
historic tradition	the historic period
early-medieval / early-historic / early-Christian cup	the early medieval / early historic / early Christian period OR the Early Middle Ages

early / middle Anglo-Saxon poetry	the early / middle Anglo-Saxon period
late-Saxon warcraft	the late Saxon period
Viking invasion, Viking-Age object	the Viking period
Saxon-Viking cross [Saxon isn't a prefix]	the late Saxon-Viking period
Anglo-Scandinavian settlement	the Anglo-Scandinavian period
late-Norse settlement	the late Norse period
pre-Conquest fortification	the pre-Conquest period
Norman helmet	the Norman period
Anglo-Norman churches	the Anglo-Norman period
late-medieval/ high-medieval chapel	the Late / High Middle Ages [in preference to late medieval period]
post-medieval prayerbook	the post-medieval period
Reformation practice	the Reformation
post-Reformation restrictions Renaissance architecture	the post-Reformation period the Renaissance
early-modern	the early modern period
modern times	the modern period the First World War the Second World War the Iraq War
early / late 9th-century pottery mid-7th-century church	the early/ late 9th century the mid-7th century

Appendix 1: Questions we will ask peer reviewers to address

Please address the following questions, assuming that any part of your responses to 1-10 may be sent direct to the author. Your comments will be treated anonymously, unless you advise otherwise.

1. Is the subject matter and its treatment of international significance, or national significance and international interest? If yes, in what way? If not, why not?

2. Does the paper present an original and new contribution to the discussion? If so, how?

3. How high is the quality of application of analytical method? Does the paper distinguish itself in this way?

4. What is the standard of the academic treatment and presentation of the material and does it meet the standards to be expected of a national, peer-reviewed journal with an international readership?

5. Are the aims and objectives coherent and clearly articulated in the title, abstract and introduction? Are they followed through to the conclusion? If not, how might they be improved?

6. Are the figures, photos and tables clear, legible and relevant? If not, how might they be improved?

7. Do the references and citations appear to be appropriate and correct?

8. Specifically, how might the author improve the content of any aspect of the paper? (Please use a form of words that we can send <u>direct</u> to the author and provide an appropriate cross-reference to the contents of the paper, such as page and paragraph)

9. What do you <u>require</u> to be changed?

10. What do you <u>recommend</u> is changed?

11. Please note any additional comments that you do <u>not</u> want sent to be sent to the author.

12. Conclusions - do you regard the paper suitable for publication in *Medieval Archaeology* (please select one option)*?*
    - yes, in its present form
    - yes, with minor changes
    - no, or only after major modifications
    - no, not at all

13. How would you characterise this paper generally (please select one option)?
    - excellent
    - good
    - mediocre
    - poor
    - inadequate

14. Did you identify any conflict of interest in refereeing this paper? If so, please describe.

15. If the changes required are substantive or of a highly specialised nature, would you be prepared to re-read the revised paper in advance of publication? - Yes/No

16. Your response will be treated anonymously unless you offer otherwise (authors often appreciate being able to contact referees for further information).
    - I am/am not content for you to release my name and contact details to the author

17. Are you prepared to referee papers for *Medieval Archaeology* in the future?
    • Yes/No

18. If so, an indication of subjects you have a particular interest in will be helpful (please list):

Appendix 2: Summary of editorial cycle for articles and shorter contributions

At present we have two general deadlines, the end of January and mid-August when we consider content for the journal for the following year, however, proposals and full papers are welcome **at any point during the annual cycle**.

- Papers are sent out for review immediately and referee comments are usually returned to authors within four months with a decision on whether the paper has been accepted or rejected.
- Authors of accepted papers are given 3 months in which to revise their contributions on the basis of the referee comments and editorial input.
- Papers are then edited by the editorial team and returned to authors. Authors are given four weeks to consider the changes and respond to any queries.
- The paper returned by the author is then reviewed again by the editors, abstracts are sent for translation and the paper is moved into the production cycle and the author notified of the publication issue and deadlines for proofs and publication.
- A decision on the Jope Award is made by December each year.
- Once the contribution has been moved into the production cycle with Taylor and Francis the following deadlines will apply:

Issue no.	Editor and Deputy Editor submit final copy	First proofs to authors	Corrections to proofs due	Publication Month
.1	early Feb	Mid Mar	Early Apr	May
.2	early Jul	Mid Sep	Early Oct	December

Appendix 3: Checklist for submission of a contribution to *Medieval Archaeology*

1. Format of contents

☐ Abstract at beginning of paper, acknowledgements at end

☐ All copyrights and permissions are included in captions

☐ Metric scale and north point on figures

☐ Minimum scanning resolution is 1200 dpi for fine line drawings (800 dpi for simple); 350-400 dpi for half tones and 300 dpi for colour images

☐ Figures are supplied in tiff or jpeg format Colour

☐ images supplied as CYMK not RGB Drawings are

☐ at appropriate scale for reduction

☐ Endnotes appear in separate list at **end** of paper (for ease of editing)

2. Quality

☐ Figures are good design and quality

☐ Figure are of a high enough standard for reproduction

3. Things to check electronically in texts (including easy checks done with 'edit' and 'find' facility)

☐ Margins 2.5 cm all sides

☐ Double-spaced

☐ All 12 pt font

☐ (Papers only) Paras indented one tab stop

☐ (Papers only) Headings on own line and follow conventions for different levels of heading

☐ LH justified

☐ Hyphenation and ordinal superscript function set to OFF and no words broken over line ends

☐ Italics and bold only for text to appear in italics and bold in printed versions

☐ Main title: caps and lower case

☐ Consistent use of terminology for periods and capitalisation

☐ xx BC and AD xx

☐ Arabic numerals for centuries (search on 'centur' to check) and use of hypenation when used adjectivally

☐ Measurements in metric. Lengths in m or mm. If imperial, metric cited in brackets after. Space between no and unit of measurement.

☐ m mm km ha kg gr ft in

☐ Hyphenation correct; correct use of en and em-rule; and not italicised

☐ Compass directions: abbreviated when using adjectivally. -em for geographical designations. Limit use of capitalisation.

- ☐ c not circa
- ☐ Write out numbers up to and including ten.
- ☐ ' not " except for quotes within quotes
- ☐ Consistent use of -ise or -ize

4. Other things to look out for in text

- ☐ Surnames only after first reference to person in body of text
- ☐ All endnote numbers superscript, consecutive and after appropriate punctuation mark
- ☐ No points with personal titles
- ☐ Dates 18 July 1826 format
- ☐ Pages numbered (notes follow consecutively from article)
- ☐ County names present and correct (and not abbreviated, except 'Co' for Irish counties)

5. Things to particularly look out for in endnotes

- ☐ p and pp only used when to avoid confusion
- ☐ Fig, Figs, Tab, Tabs, for ref in this volume; lower case for other publications [for German publications used Abb, Taf, Tafn]
- ☐ Line or lines not l or ll
- ☐ No unnecessary references
- ☐ Correct reference format

6. Things to particularly look out for in captions

- ☐ Captions in correct format

7. Things to look out for in bibliography

- ☐ All references cited in notes appear in bibliography, and vice versa. There is nothing in bibliography that is not cited in the notes.
- ☐ Format correct
- ☐ Abbreviated journal conventions correct
- ☐ Space between punctuation marks of abbreviations

8. To check on final printouts

- ☐ Hierarchy of headings correct/marked
- ☐ Location of figures, plates and tables marked if not to be sited close to first mention

9. Check presence/absence in submission to Editorial Manager System

- ☐ First submission: single electronic file containing text, endnotes, figure and table captions; files containing figures
- ☐ Revised submissions; text and tables as above; figures (tiff or jpg format, correct resolution)