***MEDIEVAL ARCHAEOLOGY***

**INSTRUCTIONS FOR AUTHORS**

*Medieval Archaeology* welcomes original submissions of international significance, or national significance and of international interest. 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 scholars in any other discipline relevant to the field. All contributions are subject to peer review.

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**1. Overview and contacts**

We welcome articles and shorter contributions that present novel interpretations, new applications of an analytical method, or present new findings. As a guideline, normally papers will not be longer than 12,000 words including all text, references, captions, and bibliography. There may be circumstances in which longer articles are allowed, in discussion with the editor. 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 reports for the fieldwork highlights section and book reviews (see below).

## Contacting us

|  |  |
| --- | --- |
| **Articles and Shorter Contributions***Hon Editor*Prof Aleks Pluskowski Department of ArchaeologyUniversity of ReadingWhiteknights, PO Box 227Reading RG6 6ABmedarcheditor@gmail.comTel +44 (0) 118 378 5267*Deputy Editor*Dr Duncan WrightSchool of History, Classics and ArchaeologyArmstrong BuildingNewcastle UniversityNewcastle upon TyneNE1 7RUduncan.wright@newcastle.ac.uk | **Books for Review***Reviews and Medieval Britain and Ireland Editor*Dr Neil ChristieSchool 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 Vitalitvitali@pre-construct.com Tel +44 (0)181 780 3205*Ireland*Tomás Ó Carragáin, Department of ArchaeologyUniversity College Cork Ireland t.ocarragain@ucc.ieTel +353 21 490 4043Patrick GleesonSchool of Natural and Built Environment Queen’s University BelfastNorthern Irelandp.gleeson@qub.ac.uk | **Newsletter items***Newsletter Editor*Dr Niall BradyThe Discovery Programme 34 Fitzwilliam PlaceDublin 2 IrelandNiall@discoveryprogramme.ie Tel +353 1 639 3722 |

## *Medieval Archaeology* Editor’s Award

Since 2007, the Society has given an annual award of £200 for the best novel interpretation, application of analytical method, or presentation of new findings published in its journal that year. This prize was named the Martyn Jope Award until 2021 (volume 65.2). All articles and shorter contributions published in both issues of the journal are eligible for consideration, and the award decision is made by the Editorial Committee of the Society. In the case of publication online in advance of print, an article will be eligible for the Editor’s Award in the year that it goes into a print volume. The Society’s President usually presents the award at the December AGM.

## 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) as closely as possible. 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 articles from consideration.

**2. Preparing and Submitting a Contribution**

## Stage 1: Contacting us about your proposal

We ask prospective authors to contact the Editor to discuss possible contributions or drafts before submitting a finished typescript. This is generally done by submitting an online [Stage 1 form](https://docs.google.com/forms/d/e/1FAIpQLSfTe5RLV8LQs0Ua0fR0hF6Rrga-AZ4NDyNEGphmKngFIVhXeA/viewform). You should also feel free to approach the Editor by email to discuss your article or ask any questions you may have. The editorial team will contact you to let you know whether they think your article is suitable for the journal, and may give you advice on focus, approach, or length in advance of submission.

On the form, you will be asked to:

* 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).
* Indicate the paper's likely word length, *including references 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 papers resulting from commercial work undertaken by units and by major public bodies will often bring funding. This should include the cost of abstract translations.)

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

* 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.
* Use images and their captions to complement rather than duplicate the text.

## Stage 2: Preparing your paper for submission and refereeing

All submissions must follow our house style (see Section 4, below), and submissions that do not conform to it may be returned to the author without sending out to review. Use the checklist (Appendix 3) to ensure what you are submitting is complete and carefully edited to a high standard. The submission will consist of: 1) a Word file with the text of the article, 2) separate Word files for each table or appendix, and 3) an image file (jpeg, tiff, or eps) of each figure.

## *Text instructions*

Please submit a single electronic file in Word (.doc or .docx) format containing the following:

* **Title**
* **Abstract** (in italics)
* **Text** (Do not include an Introduction heading, since it will be obvious what this is)
* **Bibliography** (See formatting instructions below)
* **A list of any abbreviations used**
* **Acknowledgements, including any grant acknowledgement** (e.g. This paper is published with financial assistance from [name of sponsoring body])
* **List of figure captions**
* **List of table captions**
* **Footnotes** All normal referencing of sources will be expected to be in Harvard format, but manuscripts may include occasional, judicious use of more discursive footnotes if they are warranted. However, these should be neither frequent or extensive. Please create any footnotes using the automatic note function rather than inserting superscript numbers manually.

The text must:

* Be submitted in Word format.
* Have margins of at least 1 inch (2.5 cm) on all sides.
* Spaced at 1.5 lines throughout.
* In Calibri font.
* In 12 pt font in the main text, 10 pt for any footnotes.
* Indent beginning of all paragraphs one tab stop (with no additional spaces between paragraphs).
* Have numbered pages.
* Have no running headers or footers.
* Be justified to the left-hand margin only.
* Have automatic superscript set to OFF (File > Options > Proofing > AutoCorrect options > AutoFormat as you type > Clear tickbox for Ordinals with Superscript)
* Have hyphenation function set to OFF and no words broken over line ends (Format > Paragraph > Line and page breaks > Don't hyphenate).
* Be formatted according to our house style (see Section 4, below).

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.

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

## *Caption instructions*

Format as with 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 and appendices*

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

## *Figures (drawings and photographs)*

Please upload your figures as jpgs, tiffs, or eps files, and ensure it is clear from the filename which figure is which. If available, it is preferable to submit your images in high resolution format from the start. However, they can be lower resolution in the first instance if necessary. Once we have provisionally accepted your paper will we ask you to acquire high resolution digital images for all figures, and to pursue any necessary copyright agreements for images that are being reproduced. Let us know at an early stage if you are not able to submit all 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 of good design and quality.
* Be supplied at a quality for reproduction.
* Be supplied as pre-designed composite images, where applicable.
* Include a 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). **Do not** submit figures in PDF format, as they cannot be edited.
* 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 submit images in the format (e.g. black and white, half-tone, colour, etc.) that you wish it to be published in. We can generally accommodate publishing any desired images in colour both in print and online.

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 can be limited, make economical but well-designed use of the available page size. 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 text captions and not 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.
* Include any 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.

## *Confirmation of copyright and permissions*

The lead author is responsible for ensuring that all copyrights are correct and that the necessary permissions for reuse of images are in place. Although these are not required to be confirmed until close to the time of publication, we recommend that authors embark on securing these permissions at an early stage, as it can be time-consuming. This also offers the opportunity to replace images for which copyright can’t be secured at an early stage. 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: Submission and peer review

*Medieval Archaeology* operates an online submission system, which is reached via the URL <https://www.tandfonline.com/toc/ymed20/current> and pressing the ‘Submit an Article’ button. This system will walk you through the process of submission and allow you to record your author and manuscript details and to upload your paper in with accompanying images and tables. The system will generate a PDF of the paper for the referees.

Should you encounter any 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.

**Our editorial cycle**

Submissions are considered by the Editors as soon as possible after they are submitted. After submission, the following editorial cycle is followed:

* After a preliminary check for suitability, we will either send your paper to anonymous referees or return the paper to you with advice if some further work is needed to make it ready to send out for review.
* After review, if your paper is provisionally accepted, we ask you to return a revised text within 3 months.
* If your paper is of interest to the journal but requires more substantial revision to be made suitable for publication, you may be given a longer period of revision, in agreement with the editor.
* We will confirm whether we have accepted your revised paper for publication and which issue we intend to place the paper in.
* Over the next couple of months the Editor will contact you with queries, corrections, and detailed content edits for your paper.
* We will notify if you are the winner of *Medieval Archaeology* Editor’s Award.
* You will receive proofs for checking in advance of publication, which we generally request to be turned around within a week.
* Your paper will be published in either June or December, depending on the issue. In exceptional circumstances (eg non-negotiable deadlines, time-sensitive sites), publication of an article online in advance of inclusion in a print volume may be possible, in consultation with the Editor.

Your paper will normally be sent to two peer reviewers with expertise relevant to the subject of your article (an additional reviewer may be consulted in exceptional circumstances). Reviewers will be asked to comment on the quality and suitability of your paper for publication in the journal, and will be asked to give specific recommendations for what must or could be improved in the paper in advance of publication.

The editorial team reserves the right to reject or return papers for major rewriting via editorial review (ie prior to sending them for peer review). This may be done if the submission is not within the scope of or appropriate to the journal, is not of sufficient academic quality, or if it is poorly written or presented.

## Stage 4: Receiving a decision and submitting your revised paper

After review and discussion with the editorial team, the Editor will contact you with the decision that has been made on your article. Your paper may be accepted unconditionally, provisionally accepted with minor revisions, it may be of interest to the journal, but will require more major rewriting before it can be formally accepted for publication, or it may be rejected. In all cases, you will receive an email from the Editor explaining the decision, as well as the reviewers’ comments and (if they have returned one) an annotated copy of your article with corrections/comments.

If you would like to discuss the decision and recommended revisions further with the Editor at this stage, or if you have any questions about how to proceed with your article, you are more than welcome to contact us. The email from notifying you of our decision will let you know how to submit a revised version of the article as well as a deadline for the resubmission. You will normally be asked to return the revisions within 3 months, but for articles that require more major rewriting, a longer period of revision can be agreed with the Editor.

Articles are slotted into the queue for publication and allocated to journal issues on a rolling basis, depending on when they are returned after corrections, as opposed to when you originally submitted (eg an article moving through reviews and corrections quickly may be published sooner than an article submitted earlier, but requiring a longer period of revision.) When you resubmit, please return the revised text (in Word format), a separate document detailing your response to the reviewers’ comments, and final (electronic) versions of figures, all through the online system.

Since volume 51, *Medieval Archaeology* has been a ‘green’ Open Access journal, with all new content freely available online for Society members and subscribing institutions, but otherwise, only abstracts of articles are freely available. Volumes 50 and prior are fully Open Access via the Archaeology Data Service (<https://archaeologydataservice.ac.uk/archives/view/med_arch/volumes.cfm>). If you are interested in ‘gold’ Open Access publication (fully available online regardless of subscription), you should mention this to the Editor at the point of acceptance of your article, and they will be happy to discuss with you the potential routes for OA publication. There are routes without cost but subject to availability (eg if your institution has subscribed to a ‘read and publish’ transitional agreement), or OA publication is always available for an APC fee (determined by Taylor & Francis, rather than the Society).

## Stage 5: Checking your proofs

Proofs of your article will be emailed to you as pdf files. You will be asked to check and make essential typographical corrections using Adobe’s comments and copyediting functions, and corrected proofs should normally be returned to the Editor by email within one week of receipt. We do not normally accept major revisions, alterations or changes to text or illustrations at this stage. If you require any extra changes, you must agree them with the Editor.

If an article has multiple authors, proofs will be sent to the nominated lead author, who is responsible for making sure that additional authors are happy with the proof. If multiple authors offer corrections on a proof, all comments and edits should all be compiled in a **single** pdf to return to the Editor, rather than in multiple versions.

## Stage 6: Publication of your paper

Your article will be published online on our journal’s webpage with Taylor & Francis, as well as in a print volume of *Medieval Archaeology*. You will receive a free electronic pdf file of your published article. 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.

**3. Submissions for Medieval Britain and Ireland and Book Reviews**

## Medieval Britain and Ireland

*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

*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.

**4. *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:](http://www.plainenglish.co.uk/)

* we prefer the use of active in preference to passive verbs
* 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.

## Referencing

From 52, the journal has used Harvard referencing followed by a full bibliography detailing all in-text references. From Volume 67.1, the house style has changed from referencing in footnotes to using in-text citations in parentheses. This referencing style should be used for articles, shorter contributions, and the Portable Antiquities Section and Highlights sections of Medieval Britain and Ireland. Book reviews will not normally have additional references or a bibliography.

***General rules for in-text citations***

* Do not use ibid, idem, op cit., or passim
* Cited page numbers should follow house style for numerical ranges (see below).
* Give the complete range of pages cited (eg 183–95; not 183-, 183ff, nor 183*seq*).
* Omit author's initials and 'ed' unless necessary to avoid ambiguity.

***Citing references in text***

In-text references should generally be cited in the format (Author’s surname Date, Page number).

The chancel of the church has been shown to date from the 12th century (Smith 1999, 25).

References to page numbers are expected for all citations of specific ideas or pieces of information, where pagination is available. If a citation refers to the overall work more broadly, just the author’s surname and date can be given.

A more recent study (Stevens 1988) has shown…

If the author’s name occurs naturally in the sentence, the year or year and page number alone can be given in parentheses, rather than repeated:

Harvey (1992) has proposed that…

As Harvey (1992, 21) argued…

If two or more references by the same author published in the same year are cited, distinguish these by adding a,b,c, etc. after the year:

Johnson (1994a) discussed…

If you want to include two or more references within the same parentheses, use chronological order and separate each source with semi-colons:

…as discussed in several recent studies (Smith 1993; 2003; Brown 1995; Green 2004).

Recent investigations have placed the origins of the site in the 9th century (Smith 1993, 5; 2003, 35; Jones 2000, 26).

If a source has more than two authors, give the surname of the first author followed by et al (plain text, no full stop):

Scientific dating in archaeology has been explored in recent scholarship (eg Wilson et al 1997).

***Institutional authors***

Institutional authors should be cited as individual authors, but by full name or abbreviation (if listed in abbreviations list):

 (City of York Council 2003, 5)

(RCAHMW 1975) [in abbreviations: RCAHMW Royal Commission on the Ancient and Historical Monuments of Wales]

***Anonymous work***

Most anonymous work (often digital sources) will be listed in the bibliography by title or institutional author if no named author is available. In these cases, use either a full or abbreviated title for the in-text citation (if abbreviated, include in the abbreviations list.)

 (Pastscape 2021)

 (PAS 2019) [in abbreviations: PAS Portable Antiquities Scheme)

If there is no named author and the work is listed in the bibliography with ‘Anonymous’ as the author, it can be cited in text as:

(Anon 1988)

***Primary sources***

Published primary, manuscript, or archive sources should be cited with an abbreviated title or location (included in the abbreviations list), and any applicable numbering.

(*ASC* F, lxxvi) [in abbreviations: *ASC* *Anglo-Saxon Chronicle*]

(PRO PC/1/3/45/9) [in abbreviations: PRO Public Record Office]

(NHER 11602) [in abbreviations: NHER Norfolk Historic Environment Record]

(VCH Northamptonshire III, 45) [in abbreviations: VCH Victoria County History]

(*DB* Yorkshire) [in abbreviations: *DB* *Domesday Book*]

(*HE* 3:19, 270-1) [where 3:19 are book/chapter; in abbreviations: *HE Historia Ecclesiastica*]

## Bibliography

List in full all publications referenced in text 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 that the bibliography is accurate.

General guidelines:

* List references alphabetically by the (first) author’s surname.
* Capitalise all nouns and adjectives in book and journal titles, but only capitalise the first word and proper nouns in article titles.
* Article titles in single quotes, journal and monograph titles in italics.
* Do not abbreviate journal titles.
* Use authors first initials rather than full first names.
* No comma between author(s) and date. Comma between date and title.
* Do not use full stops after authors’ initials. Put one space between the initials when two are used.
* Use an en dash (NOT a hyphen) to indicate a range of pages.
* Do not repeat the first number in a range of pages if it would be the same (e.g. 73–5 and 127–56, not 73–75 or 127–156.) The exception is with numbers 10–19, which should always be written out in full.
* End every entry with a full stop.
* Use arabic numerals for volume numbers unless part of the formal title.
* Volume number and part should be separated by a colon.
* For contributions within an article or book, the name of the overall author(s) or editor(s) should be formatted initial then surname, rather than surname first.
* Omit http:// or https:// from URLs. Web addresses in angle brackets and italics.
* Distinguish works by an author published in the same year by lower case letter (a,b,c) after the year.
* Do not inset or hanging indent any references (the publishers require unformatted text and will arrange this themselves).

## *Periodical articles*

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

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

## *Contributions within a periodical 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', *Proceedings of the Society of Antiquaries of Scotland* 135, 41–118, 73–4.

## *Monographs*

Cramp, R 2006, *Corpus of Anglo-Saxon Stone Sculpture,**Volume VII:* *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.

## *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 D M Hadley and J D Richards (eds), *Cultures in Contact: Scandinavian Settlement in England in the Ninth and Tenth Centuries*, Turnhout: Brepols, 237–55.

**OR, where multiple contributions from a multi-authored work are cited:**

The full volume should then have its own bibliographic entry, eg:

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

And any contributions cited from it should be formatted:

Thomas, G 2000, 'Anglo-Scandinavian metalwork from the Danelaw: exploring social and cultural interaction', in Hadley and Richards, 237–55.

## *Multiple publications by author in same year*

Distinguish works by an author published in the same year by lower case letter after the year.

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.

## *Foreign titles*

Capitalise following the conventions of the language concerned, and when in doubt, give titles exactly as they appear on the volumes. If in a language other than Spanish, French, Italian, German, or Scandinavian languages (excluding Finnish), put translations of the titles in English in square brackets. Make sure all diacritical marks and non-English letters are formatted correctly.

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.

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

Sobolev, V 2017a, ʻИконки-привески с конным изображением святого георгияʼ, A E Мусин and O A Щеглова (eds), *В камне и в бронзе, Сборник статей в честь Анны Песковой*, Труды ИИМК РАН. Т. 48, 537–47. [ʻIcon pendants with the image of Saint George on horsebackʼ]

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

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

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

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

## *References with no date*

Alcock, Leslie nd, Excavations at Dundurn, St Fillans, Perthshire (unpublished interim report, University of Glasgow).

## *URLs*

End references to works on the Internet with the URL between angle brackets < > and in italics. Cite within square brackets or the date when accessed. For URLs without named authors, use institutional author (owner of site) preferably, or anon if necessary.

Thomas, G 2005, *Bishopstone, East Sussex*, <[*www.kent.ac.uk/secl/classics/Bishopstone.htm*](http://www.kent.ac.uk/secl/classics/Bishopstone.htm)> [accessed 6 October 2005].

EDINA 2022, ‘Pickering, North Riding of Yorkshire’, *Historic Digimap*, Ordnance Survey 1850, 1:10000, <[*digimap.edina.ac.uk*](https://digimap.edina.ac.uk)> [accessed 14 January 2022].

## *Unpublished sources*

## For unpublished work, titles should be in roman script, not italics. Use the same capitalisation conventions as for published work. Indicate the type of work and any institutional affiliation in parentheses at the end of the reference.

Bintliff, 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 (unpublished conference paper).

Dunlevy, M 1969, Aspects of Toilet Combs in Ireland (unpublished MA thesis, National University of Ireland).

Reynolds, A forthcoming, Anglo-Saxon Law in the Landscape*,* Oxford: Oxford University Press.

McClain, A and Sykes, N forthcoming, ‘New archaeologies of the Norman Conquest’, Anglo-Norman Studies.

Catlin, K A, Bolender, D J et al forthcoming, ‘Beyond the farmstead: the role of dispersed dwellings in the settlement of Iceland’, in D Mooney, H Roberts, and L Guðmundsdóttir (eds), Expanding Horizons, University of Bergen Archaeological Series.

*NB: if periodical volume number or page range of forthcoming publications are known, these can be included.*

## Style details

***Abbreviations***

Spell out acronyms from the text or bibliography under the heading of *Abbreviations* (ranged left)at the end of the 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

*ASC Anglo-Saxon Chronicle*

[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'.

***Standard 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]

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 when needing 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 at first mention in a reference or footnote.

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

## Hyphens, en dash and em dash (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 m2.'Square mile' in text; sq m with figures.

Hint: <[*www.simetric.co.uk*/](http://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*](http://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*](http://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*](http://www.rcahms.gov.uk/)> (CANMORE or <[*www.PASTMAP.org.u*k](http://www.pastmap.org.uk/)> options); **English**: Pastscape on <[*www.heritagegateway.org.uk/Gateway/*](http://pastscape.english-heritage.org.uk/homepage/)> 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*](http://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 check hyphenation carefully; 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*](http://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 *8* (delta) C13 value, the age in radiocarbon years (BP), and calibrated date ranges to the first and second levels of probability. Write + [+ underlined] not +/-

Table 1 Radiocarbon dates

|  |
| --- |
| **Calibrated dates** |
| **Lab code** | **Sample material** | **Lab age BP** | *8***13C** | **1-sigma** | **2-sigma** |
| AA-26244 | Cremated human bone from cist | 1655 ± 50 | - 24.3‰ | AD 340-428 | AD 250-530 |

The *8*13C 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 generic 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 — this is a very common error.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **England** | **Wales** | **Scotland** | **Ireland** |
|  | 5th-7th centuries*early Anglo-Saxon* (East)/*post-Roman* (West) | *early Christian* | *early historic or**early medieval* | *early historic or**early Christian* |
| **early medieval** 5th to mid-11th/12thcenturies | 5th-8th centuries *middle Anglo-Saxon* [not middle Saxon] |
|  | 9th-mid-11th centuries*late Saxon, Viking, or Anglo-Scandinavian* | *Viking* | *Viking* | *Viking* |
| **high medieval**mid-11th to mid-14th centuries | 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. Use two separate words instead of a single compound word (i.e. ‘place names’ not ‘placenames’), and it is not hyphenated unless adjectival (e.g. the place-name evidence).

## 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 remainsearly/ late-prehistoric encampment early/ late-prehistoric period jewellery | the prehistoric period in early / late prehistorythe 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 (eg Bronze Age crafts) | the early / middle / late Bronze Age |
| early/ middle/ late Iron Age (eg Iron Age hillfort) | the early / middle / late Iron Age |
| early/ middle/ late Roman-period customs OR an 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-era practice | the Reformation |
| post-Reformation restrictionsRenaissance architecture | the post-Reformation periodthe Renaissance |
| early-modern ceramics | the early modern period |
| modern / contemporary artFirst World War-era artefacts | the modern periodthe First World War, the Second World War |
| early / late 12th-century potterymid-7th-century church | the early / late 12th centurythe 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 direct to the author and provide an appropriate cross-reference to the contents of the paper, such as page and paragraph)
9. What do you require to be changed?
10. What do you recommend is changed?
11. Please note any additional comments that you do not 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
1. How would you characterise this paper generally (please select one option)?
* excellent
* good
* mediocre
* poor
* inadequate
1. Did you identify any conflict of interest in refereeing this paper? If so, please describe.
2. 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
1. 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
1. Are you prepared to referee papers for *Medieval Archaeology* in the future?
* Yes/No
1. 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

*Medieval Archaeology* is published twice a year, in June and December. Proposals and submitted papers are welcome **at any point during the annual cycle** and will be slotted into issues on a rolling basis depending on how quickly they move through the review, corrections, and editing process.

* Papers are sent out for review as soon as possible 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 three 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, 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 Editor’s Award is made by December each year.
* Once the contribution has been moved into the production cycle with Taylor and Francis the following timeline will apply:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue no.** | **Editor and Deputy Editor submit final copy** | **First proofs to authors** | **Corrections to proofs due** | **Publication Month** |
| .1 | Feb | Mar | Apr | June |
| .2 | July | Sep | Oct | December |

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

## 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

## Quality

* Figures are good design and quality
* Figures are of a high enough standard for reproduction
* Drawings are at appropriate scale for reduction

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

* Margins 2.5 cm all sides
* 1.5 spaced
* 12 pt font
* Paras indented one tab stop
* Headings on own line and follow conventions for different levels of heading
* 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
* BC and AD are in smallcaps
* Arabic numerals for centuries (search on 'centur' to check) and use of hypenation when used adjectivally; century numbers have no superscript (eg 12th, not 12th)
* Measurements in metric. Lengths in m or mm. If imperial, metric cited in brackets after. Space between number and unit of measurement.
* Abbreviations in format m mm km ha kg gr ft in
* No full stops after any abbreviations
* Hyphenation correct; correct use of en and em-dashes
* Compass directions: abbreviated when using adjectivally. -ern 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

## Other things to look out for in text

* Use full name the first time a person is mentioned in the body of the text, surname only after first mention.
* Dates 18 July 1826 format
* Pages numbered
* County names present and correct (and not abbreviated, except 'Co' for Irish counties)

## Things to look out for in captions

* Captions in correct format

## Things to look out for in bibliography

* All references cited in text appear in bibliography, and vice versa. There is nothing in bibliography that is not cited in the text.
* Et al is not in italics and has no full stop
* Format correct.
* Space between punctuation marks of abbreviations.

## 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

## Check presence/absence in submission to Editorial Manager System

* First submission: single electronic file containing text, bibliography, figure and table captions; separate files for tables and appendices; image files for figures
* Revised submissions: text and tables as above; figures (tiff or jpg format, at correct resolution); response to reviewers’ comments