

# ARCHAEOPRESS STYLE AND SUBMISSION GUIDE

The formatting of books will usually be carried out in house by *Archaeopress*. Exceptionally it may be agreed that formatting will be carried out by the author or elsewhere. In these instances, an InDesign sample file / template will be provided as a guide.

All texts submitted must be thoroughly spell-checked, copy-edited and proof-read; *Archaeopress* cannot undertake to check and correct text (but if required such services, including indexing, can be arranged for a fee). Submitted texts must be consistent in terms of capitalisation, spelling, punctuation, abbreviations, references, headings etc as detailed below.

If the work is not in English, an abstract of at least 500 words in English must be included.

The text of a thesis should be re-worded to refer to 'book' ('work,' 'research' or 'study') instead of 'thesis' and refer to origin in preface/foreword.

## *Summary and biographical sketch*

Submissions should also include a list of 'key words', and summary or 'blurb' of c. 200 words in English suitable for catalogue and web posting. Also a brief biography of the author(s) for the same purpose.

## *Cover*

Please also include Ideas for the cover of the publication at this time with digital images / layout proposals etc.

## **File submission**

Files may be submitted on CD, USB stick or via [www.archaeopress.wetransfer.com](http://www.archaeopress.wetransfer.com) (put all files into folders, zip and send only one zipped file).

Files should be submitted in plain single-column format, A4, left aligned with generous margins. InDesign or MS Word are the preferred programs for the text.

Do not supply text with embedded illustrations (submit them as separate individual files – see below). The positioning for the illustrations should be marked in the text files.

## *Fonts*

Avoid long quotations in different alphabets and transliterate where possible. If you do need to use specific fonts (e.g., Ancient Greek or Cyrillics) please contact *Archaeopress*.

## *Headings and sub-headings*

Clearly distinguish different heading levels (eg., chapter heading, major heading and sub-heading). Avoid numbering if possible.

## *Referencing*

Footnotes style and Harvard style referencing (see below) are both acceptable (for multi-author volumes, usage to be defined by volume editors). When writing in English and using footnotes, please note that footnote reference numbers should be placed after punctuation and not before (i.e., word.<sup>1</sup> and not word<sup>1</sup>.). Do not use end notes.

## **Figures, tables and captions**

Standard publication size is just smaller than A4 – 205mm x 290mm. Prepare figures accordingly, and indicate intended size if not provided in the correct size (for example a large photograph). Figures, tables and photos may take up the full print area of 165mm x 245mm.

Number illustrations / figures / photos and refer to them all as Figures. Tables may have their own sequence. Plates may only refer to a separate and self-contained section of illustrations. Capitalise and do not abbreviate 'Figure' or 'Table' in the text. Ensure that there is a numbered reference to each figure and table in the text. List all captions at the end of the text after the Bibliography, or in a separate file.

The captions should include any necessary copyright information. All images that do not belong to the author must have copyright cleared on them for both print and electronic publication and this is the responsibility of the individual authors.

The publisher will decide, following discussion with the author, if images / figures are to be printed in black and white or colour. Subvention for colour printing may be required, but colour images should be submitted in colour and not changed to b/w.

The following file types are acceptable:

## *Excel or Word*

Use for tables with sans-serif font (such as Arial), preferably in point size 9, and no less than 8 (to bring the table within the width of the print area).

### *Excel*

Charts and graphs should be designed to appear in black and white. Use patterns to distinguish bars on graphs, etc. rather than colour or tone, which loses clarity when printed in black and white.

### *Adobe Illustrator*

All formats are acceptable. If using versions earlier than 9 please make sure that all fonts are embedded or included on the disk, or save them as a .pdf file.

### *Adobe Photoshop*

All formats are acceptable.

### *.pdf files*

Use high resolution only. Embed all fonts and do not compress images when distilling.

### *TIFF, EPS*

These are the preferred formats for scanned images.

Scan photographic prints at 600 dpi, slides at 1200 dpi. Scan black and white line artwork at 600 dpi.

Scan mixed line and tone illustrations at 600 dpi.

(*JPEGS* are acceptable if saved to maximum quality.) Submit the image in the size it is intended to appear.

## **Style guide**

### *Spelling and abbreviations etc.*

- Insert only one space after full stops, not two.
- Avoid superscripts '6<sup>th</sup>' in 6th, 8th, etc. If your program does this automatically please switch it off (in Word go to Tools, Autocorrect, Autoformat as you type).
- UK or US spellings are acceptable (but must be consistent within papers).
- BC and AD (no punctuation) – also for upper case abbreviations / acronyms (UK, USA etc.)
- e.g., i.e., cf., etc. (full stops but no italics)
- *et al.* and *c.* (italics and full stops)
- No full stops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimeters) and other abbreviations of measurements
- A space should be placed between a number and its unit of measurement, e.g., 98 cm
- Place a leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on

### *Numerals*

Numbers from one to ten should be spelled out; higher numbers should be given in numerals, e.g., 11, 235, etc. No comma should be used for numbers with fewer than five digits, e.g., 5000, not 5,000; but 10,000.

### *Contractions*

Contractions which end with the same letter as the original word do not take a full stop as in for example Dr (not Dr.), Mr (not Mr.), eds (not eds.) etc. Contractions which do not finish with the same letter as the full word do take a full stop: eg., ed., no. 2.

### *Dates*

Give centuries and millennia as, for example: 5th century BC, 2nd century AD etc. For specific years, the letters BC should follow the date, preceded by a space (e.g., 490 BC); the letters AD should precede the date, also with a space between the two (e.g., AD 499).

If the date is approximate, indicate this with 'c.' followed by a space and the date; in this case both BC and AD follow the date (e.g., c. 733 BC; c. 353 AD).

Use hyphenation only adjectivally (for example, 'in the 6th century' but 'a sixth-century temple'). Please note also the following forms:

- Thursday, 12 November 1966
- 1960s (not 1960's)
- 1547–1549; 1382–1420

### *Italics*

Italics should be used for foreign words or transliterations. Please note that the surrounding punctuation should not be italicised.

Exceptions to the use of italics are:

- when the word is part of a foreign language quotation
- when the word has already been sufficiently assimilated into the English language

### *Quotation marks*

Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g., 'text text "text" text text'). Displayed quotations have no quotation marks. Any quotations within a displayed quotation should carry single marks.

## **Referencing**

Footnotes and Harvard style referencing are both acceptable (for multi-author volumes, precise usage to be defined by volume editors).

For Harvard style (author and date: page number) followed by end-of-chapter bibliographies see the following: 'according to Bloggs (1966: 31) it seems ...' or 'it has been stated (Bloggs 1966: 31) that ...'. Note the use of a colon between the date and page number/s.

Multiple citations should be in alphabetical order and separated by a semi-colon, e.g., (Affleck *et al.* 1988; Bahn and Pettitt 2003; Wymer 1982).

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

Where footnotes are used, they should be numbered sequentially in Arabic superscript numerals, single spaced.

Do not use endnotes.

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'. Please note that footnote reference numbers should be placed after punctuation and not before (i.e., word.<sup>1</sup> and not word<sup>1</sup>.) Examples of the required reference format are given below. Please ensure that all references are complete. Use a colon between volume and page numbers. Do not use bold for volume numbers. For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&'.

Use full stops after initials in authors' names. Thus for example, use M.S.F. Hood and not MSF Hood.

Note that for an international audience all journal and series titles must be written out in full, e.g., 'International Journal of Osteoarchaeology', not 'Int. J Osteo.', and 'British Archaeological Reports', not 'BAR'. In multinational volumes even the most familiar archaeological abbreviations may be confusing to other people.

#### *Thesis*

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen. NOTE: (No italics because the work is unpublished; not thesis but dissertation).

#### *Journal article*

Cruise, G.M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63: 299–313.

#### *Book*

Lamb, H.H. and L. Tessier 1987. *Weather, Climate and Human Affairs*. London: Routledge.

#### *Edited book*

Bintliff, J.L. (ed.) 2015. *Recent Developments in the Archaeology of Greece* (Pharos Supplement). Leuven: Peeters

#### *Section in book*

Bintliff, J.L. 2010. The Annales, events, and the fate of cities, in D.J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117–131. Albany (NY): Suny Press.

#### *Section in book with multiple editors*

Fraye, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D.L. Martin and D.W. Frayer (eds) *Troubled Times: Violence and Warfare in the Past*: 181–216. Amsterdam: Gordon and Breach.

#### *Section in book if editor unknown*

Serre-Bachet, F., J. Guiot and L. Tessier 1992a. La dendroclimatologie: pour une histoire du climat, in *Les veines du temps*. Catalogue d'exposition: 93–119. Paris: Musée du Monde.

#### *Section in a numbered monograph*

Burdukiewicz, J.M. 2000. The backed biface assemblages of east central Europe, in A. Ronen and M. Weinstein-Evron (eds) *Toward Modern Humans. The Yabrudian and Micoquian 400–50 k-years ago* (British Archaeological Reports International Series 850): 155–166. Oxford: Archaeopress.

#### *Website*

Department of Parks and Wildlife, 2001, Department of Parks and Wildlife, Canberra, Shipwreck inspection, viewed 10 August 2012, <<http://www.dpaw.org>>.

NOTE: You must include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title or descriptive explanation, date accessed, and full URL.