NOTES FOR CONTRIBUTORS TO
PAPERS OF THE BRITISH SCHOOL AT ROME

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

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

For works that merit and/or require longer treatment, as a monograph, please consult the BSR’s Notes for Authors and Editors.

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INITIAL SUBMISSION FOR CONSIDERATION

Articles for consideration for publication in PBSR should be sent to the Editor. Please ensure that your details are on a separate page, and that on the article itself and any supporting documents (such as the illustrations) your name, institutional affiliation or any other indication of your identity are not given. You should also ensure that your name does not appear under the ‘Properties’ of electronic documents that you submit.

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

There is no strict upper word limit for papers, although the average paper is in the region of 9,000–10,000 words (including references and notes). We will consider longer papers, but a case should be made to the Editor that the paper’s scope and/or significance justifies the extra space.
**ARCHAEOLOGICAL FIELDWORK REPORTS**

The BSR will publish in the Archaeological Reports section of *PBSR* short, interim, reports for all projects that are either run by the BSR singly or in collaboration with a partner, or where the BSR has requested the concession from the Superintendency on behalf of a third party. These reports will be subject to peer review by selected members of the BSR’s Faculty of Archaeology, History and Letters.

Archaeological Reports should be written so as to be clear and accessible to all readers of *PBSR*. They should be no more than 1,500 words (including any bibliographical references and acknowledgements) plus one illustration. You may, if you think it beneficial for the report, include an additional illustration (although with a reduction in the word count of 500 words for a full page figure). Usually the illustration(s) will be reproduced in black and white in the printed volume, although can be in colour on-line.

Reports should include the following information: *the comune, provincia* and *regione* in which the site is located in the title; the overall research aims of the project; the work undertaken in the season; and brief details of specific discoveries. The report should not include details such as context numbers, but rather should aim to provide a clear statement of the results and conclude with a brief indication of the general relevance of the work. Contributions should also follow the guidelines for house style set out below.

You should give the names, academic affiliations and addresses (postal and e-mail) of all authors; but indicate clearly the author who will be the main contact. Captions must be supplied for the illustration(s), including any necessary credit line (and, if relevant, the permit to use the illustration).

Reports for this section only should be sent to the Publications Manager, no later than 15 April. They should be sent electronically to bsr@britac.ac.uk AND g.clark@bsrome.it.
GUIDELINES FOR SUBMISSION AND HOUSE STYLE

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

TEXT

FOOTNOTES

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

BIBLIOGRAPHICAL REFERENCES

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

HARVARD (Author-date) SYSTEM

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


Please note the following additional points.

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

References in text should take the following forms:

‘... as was noted by Smith (1967: 24) ...’
‘... this point has been made (Smith, 1967: 24) ...’
‘... as Smith (1967; 1968) has shown ...’
‘... (Plog, Plog and Wait, 1978) ...’
‘... (Whitehouse et al., 1982) ...’

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

**SHORT TITLE SYSTEM**

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


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

Toubert, Les structures du Latium médiéval (above, n. 7), 17
Guiraud, ‘Le réseau de peuplement’ (above, n. 5), 488
von Falkenhausen, ‘Il ducato di Gaeta’ (above, n. 3), 349
Krautheimer, Corpus Basilicarum (above, n. 4), II, 340.

Abbreviations, for example for journal titles in notes, may be used if the full title appears very frequently. Wherever possible, those given in L’Année Philologique, supplemented where necessary by those given in the American Journal of Archaeology, should be used. When an abbreviation is not given there, the abbreviation(s) used should be listed in the article, usually as part of the first note.
If references are very frequent, abbreviations for classical authors and works may be used. These should follow those given in the latest edition of *The Oxford Classical Dictionary*.

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

**GENERAL**

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

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

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

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

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

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

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

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

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

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

**REFERENCES TO ACCOMPANYING ILLUSTRATIONS AND TABLES**

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

**REFERENCES TO OTHER PAGES IN THE TYPESCRIPT**

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

**TRANSLATIONS**

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

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

ABBREVIATIONS

Contributors should see the attached list.

ILLUSTRATIONS

Once your paper has been accepted, illustrations must be submitted electronically as individual files. Some general guidance on creating suitable electronic figures can be found at http://journals.cambridge.org/action/stream?pageId=7848&level=2&sessionId=535B26895CE24764ED1986493ADD66541.journals.

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

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

ELECTRONIC SUBMISSION

Once a paper is accepted, please note the following.

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

LINE FIGURES

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

COLOUR ILLUSTRATIONS

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

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

**CAPTIONS**

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

**TABLES**

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

**DATASETS**

Where an article relies upon access or linkage to large-scale datasets, you are recommended to discuss digital storage of material with the Editor in advance and to provide clear details when submitting an article for consideration. For PBSR it is anticipated that the default will be storage with CUP. Where previous agreements have been made, the default will be the Archaeology Data Service. Costs of digital storage and maintenance, and all responsibility, lie with the authors and not with the BSR. Acceptance of an article with substantial datasets in digital form will be given only where the Faculty is convinced that such storage is secure and long term.

**FINAL SUBMISSION**

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

**SUMMARY & AUTHOR DETAILS**

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

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‘OFFPRINTS’

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

**TIMETABLE**

Information upon the timetable involved for each volume can be obtained from the Editor.
# STYLE, ABBREVIATIONS AND CONTRACTIONS

## ITEM

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

Reference books which may be of use are: