

## NOTES FOR AUTHORS AND EDITORS

### GENERAL NOTE

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

Academic volumes published by the School are assessed and approved by the Faculty of Archaeology, History and Letters of the British School at Rome, and are subject to peer review by at least two specialist readers.

Authors and editors intending to submit a volume for consideration for publication by the School are encouraged to contact the Chair of Publications (see below) in advance, to discuss the suitability of potential submissions.

### SUBMISSION

Volumes for consideration for publication should be sent to the Publications Manager (see below). Works should be printed, one-and-a-half-spaced, on one side of the paper with good margins. Anything that is considered to be unclear will be returned for retyping/reformatting. One copy of the completed volume (including photocopies of all illustrations) should be supplied, along with matching files of the text on CD, for initial assessment. In the case of edited volumes, the editorial introduction and, where appropriate, conclusion must be submitted, and all academic sub-editing and basic editing should have been done. Authors or editors are strongly advised to keep a copy of the volume as submitted.

### TEXT

#### NOTES

These should be numbered consecutively through the text (and not with a new sequence for each new page). For multi-authored volumes (and in certain single-authored volumes where there are numerous notes), a new sequence should be used for each chapter. Notes should start at 1, and not include, for example, a first note marked by a symbol.

#### BIBLIOGRAPHICAL REFERENCES

Authors may use the Harvard (Author–date) System **OR** the Short Title System. In edited volumes it is preferable to use just one system — if this is problematic, the editor should discuss the matter with the Publications Manager *before* preparing the volume in final form.

#### **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. Normally in edited/multi-authored volumes (for example, arising from conferences), there should be a separate bibliography for each chapter. In the text, works should then be cited by author's surname, year of publication, and page reference (if applicable).

References should be placed in the text, rather than given as notes (although notes may of course be used for additional comment). Here are some examples of the style to be used.

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

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

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

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

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

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

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

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

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

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

Please note the following additional points.

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

References in text should take the following forms:

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

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

### SHORT TITLE SYSTEM

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

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

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

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

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

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

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

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

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

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

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

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

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

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 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 of the chapter.

#### REFERENCES TO ACCOMPANYING ILLUSTRATIONS AND TABLES

All illustrations should be referred to as 'Figures' and will be integrated with the text. (The exception to this is colour plates: see below.) 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. Colour illustrations should be numbered in a separate sequence, and referred to as 'Plates'. Tables should be referred to as 'Tables' and again numbered consecutively. The following forms should be used: 'Fig.', 'Figs', 'Plate', 'Plates', 'Table', 'Tables' (please note the use of capital letters).

#### REFERENCES TO OTHER PAGES IN THE TYPESCRIPT

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

#### UNIT OF MEASUREMENT

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

#### ABBREVIATIONS

Editors/authors should see the attached list.

## ILLUSTRATIONS

Illustrations must be prepared with the page format of the volume in mind. Folding plans or maps, loose-leaf illustrations for insertion in a slip-cover and colour plates will be accepted only in special circumstances and any such needs should be made clear to the Publications Manager on initial submission of the proposal and/or volume. Please consult the Publications Manager before producing final illustrations if in any doubt. All illustrations must be submitted at the same time as the text, even if not in final form (for example, good photocopies would be acceptable). The maximum page-area available for illustrations (*including* caption) is normally: 180 × 235 mm.

#### ARTWORK

Black and white images should be numbered in a single sequence, as Figures. Where supplied as 'hard copy', the drawings and photographs must be marked in soft blue crayon on the reverse with the contributor's name, short title of the article, the figure number and an arrow to indicate the top of the illustration.

#### **LINE ILLUSTRATIONS**

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.

#### **HALF-TONE ILLUSTRATIONS**

Photographs should be of good quality on glossy paper. Any instructions for the cropping of images should be indicated clearly on the reverse.

### **COLOUR ILLUSTRATIONS**

Photographs should be of good quality on glossy paper, or supplied as large-format transparencies. Where images are to be hired, please consult the Publications Manager regarding the production timetable, so that you request them at an appropriate time.

### **ELECTRONIC SUBMISSION**

Once a volume is accepted, if you wish to submit illustrations in electronic format, 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 'tif' or 'jpg' files, for PC (not MAC), although eps files can usually be processed as well.
- 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 400 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/plate number.
- A printed version of each figure must be supplied when the volume is submitted for consideration and, assuming the volume is accepted, with the final text.

### CAPTIONS

A complete separate list must be sent with the typescript and illustrations, including sources, copyright details and acknowledgement 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, camera-ready copy/pdf will be required from the contributor (using the correct font, Gill). Tables should be supplied in a separate file, and not included with the text of the article.

### PERMISSION TO PUBLISH

Authors are responsible for obtaining and paying for all necessary permissions for the reproduction of illustrative material and for any long or particular textual quotes. A copy of the permit will be required by the Publications Manager.

### FINAL SUBMISSION

Authors/editors must submit the final version of the volume on CD. The preferred format is Microsoft Office Word (up to and including 2003 version). If you have used some other software, please supply a copy of the file in its original format and then copy the file and save as a Word or rtf file. Those using Macintosh computers, please save and supply the files as PC compatible. In all cases a print-out must be supplied that matches the file exactly.

### CHAIR OF PUBLICATIONS

The present Chair of Publications is Bryan Ward-Perkins, Trinity College, Oxford, OX1 3BH;  
bryan.ward-perkins@trinity.ox.ac.uk

### PUBLICATIONS MANAGER

The Publications Manager, Dr Gill Clark, can be contacted at The British School at Rome, *at* The British Academy, 10 Carlton House Terrace, London SW1Y 5AH (Tel. (020) 79695202; Fax. (020) 79695401; e-mail bsr@britac.ac.uk).

STYLE, ABBREVIATIONS AND CONTRACTIONSITEMREQUIRED OR PREFERRED FORM

[Note: # indicates a space.]

Numerals — cardinal	one → twenty, 21 →, in text. At beginning of sentence, in words. Include a comma in numbers of 1,000 and over (except dates).
Numerals — ordinal	first → twentieth, 21st →, in text. At beginning of sentence, in words.
Inverted commas	use single. Display and indent quotes that are more than 50 words: displayed quotes do not require inverted commas. Punctuation follows closing inverted comma in general.
<i>circa</i>	<i>c.</i> before figures, otherwise in full as shown
1230s	as shown (that is, no apostrophe)
etcetera	<i>etc.#</i> — avoid if possible
<i>e.g.#</i>	use ‘for example’ whenever possible; otherwise abbreviate as shown
<i>i.e.#</i>	use ‘that is’ whenever possible; otherwise abbreviate as shown
<i>et al.</i>	use ( <i>et al.#</i> ) in text references when there are more than three authors. In list of references all authors must be cited.
<i>cf.</i>	<i>cf.#</i>
Dr Prof. ed. eds	abbreviate as shown (that is, omit full point if initial and last letter of word are included in the contraction: however, see below)
Metric units of length	use km m mm (that is, without full point) (with numbers as figures, not words); include a space between the number and the unit.
Direction	northeast north–south south north-northwest. Do not abbreviate.
<i>in situ passim</i>	as shown
Note numbers	in superscript, after the full point
Dates — absolute	123 BC fifth millennium BC AD 30 fifth century AD
Dates — radiocarbon	uncalibrated — 46,400 BP; calibrated — 400 cal. BC
Dates — precise	29 July 1245
number	use in full if possible, otherwise no. or nos.
-ize -ise	-ize should be used
numbers	1–9 14–19 22–5 134–47 248–314 1974–5 1871–1923
note	in references (in text or notes), n. may be used; however, if there is any room for confusion, give in full
Saint St San ...	Saint San Santa Sant’ Santi should be used
mid-	should usually be followed by a hyphen
line	l. and ll. may be used for inscriptions (but see below, lower case ‘L’ cf. 1)
<i>v. supra</i> etc.	use ‘see above’ etc.
MS MSS	for manuscript(s) — abbreviate as shown
r v	for recto and verso — abbreviate and position on line as shown
fol. fols	for folio(s) — abbreviate as shown
ff. f.	do not use f. but give next page number; ff. should be avoided and the end page number given
&	do not use
per cent	% immediately after figure; per cent in text
italics	italicize anything to be set in italics; individual words not in the language of the article and not in inverted commas should normally be italicized (see <i>Shorter Oxford English Dictionary</i> for guidance)

quotations	quotations in a language other than that of the article should not be italicized if they are in inverted commas; otherwise italicize
Titles	Pope/King/Count etc. + name, the pope/king /count etc.
Protestant Catholic	as shown
Early Bronze Age	noun — as shown; adjective — lower case initial letters
hyphenation within words	avoid if possible, otherwise follow <i>Oxford Spelling Dictionary</i>
accents	include all, and ensure that they have printed correctly on the hard copy supplied
capital O and zero	please ensure that you use the correct character. If there is room for confusion, please annotate
lower case L and one	please ensure that you use the correct character. If there is room for confusion, please annotate
Roman and arabic 1/I	if there is room for confusion, please annotate
Spelling	English (as opposed to American) should be used
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 THAT MAY BE OF USE ARE:

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

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