

Post-Medieval Archaeology

Instructions for Authors



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1 Writing for Post-Medieval Archaeology

1.1 Note from the Editors

The modern world is a place of changing ideas and aspirations. The last 500 years have witnessed the transformation of society as a result of the Reformation and Renaissance, consumerism, industrialization and globalization. The landscapes, buildings and artefacts of the post-medieval world illuminate our understanding not only of these great themes, but also of the everyday lives of past communities. The Society for Post-Medieval Archaeology is dedicated to the archaeology of Britain, Europe and the wider world from *c.* AD 1500 to the present day. From individual lives to the great themes of the human story, we are the leading European forum for discussion and debate of this fascinating period which saw the making of the modern world.

Post-Medieval Archaeology, Europe's leading journal of global historical archaeology, is an international journal reflecting the increasingly broad scope of post-medieval archaeology today, including landscapes, artefact studies, vernacular architecture and industrial archaeology. Published biannually, the journal encourages a vibrant multi-disciplinary approach to the past, drawing on a wide range of material, textual, iconographic and scientific evidence, as well as engaging in the latest theoretical debate.

The Editors of *Post-Medieval Archaeology* welcome original papers of national and international significance that match the aims and scope of the journal on the understanding that their contents have not previously been published nor submitted for publication elsewhere. All contributions are reviewed anonymously by independent referees. We also welcome shorter Notes, up to 3,000 words in length, on topics related to current research, and publish an annual review of post-medieval archaeology in Britain and Northern Ireland, reporting on the considerable quantity of high quality fieldwork being undertaken throughout the UK.

It is a condition of publication that papers become the copyright of The Society for Post-Medieval Archaeology. Funding by grant is not a prerequisite for publication, but contributors presenting papers arising from developer-funded work and from nationally funded organizations in Britain will be asked to contribute to the printing cost.

1.2 Editorial correspondence

In the first instance, your contact should be with the journal editor, Alasdair Brooks at editor@spma.org.uk and papers can be submitted to him electronically at that address. Following initial contact, an individual Assistant Editor will be assigned to your paper and will contact you with details for further correspondence.

Queries concerning, and entries for, PMFBI should be addressed to sostrich@mola.org.uk or rfeatherby@mola.org.uk. Further information can be found here:

<http://www.spma.org.uk/journal-of-post-medieval-archaeology/annual-review-of-post-medieval-archaeology/>

Books for review should be sent to the Reviews Editor:

Eleanor Conlin Casella
School of Arts, Histories & Cultures
Humanities, Mansfield-Cooper Building
University of Manchester
Oxford Road
Manchester M13 9PL
UK
reviews@spma.org.uk

2 Stages of submission

2.1 Proposing a paper

Before submitting an article or note, the lead author should write to the editor to make a case for its publication and to provide some preliminary information. In particular:

- outline the proposed paper's content and give a working title;
- state what new contribution it makes to the issue or problem addressed, and its wider significance in relation to the aims and scope of the Society;
- affirm that the paper has not been published, nor submitted for publication elsewhere.

As well, indicate:

- the paper's likely word length, including notes and bibliography;
- the number of figures and tables;
- when it would be submitted;
- whether its publication would be grant-aided.

2.2 Submission for review and editing

We ask you to ensure that all submissions follow our house style – a checklist is provided below to help with this.

Submission is via our online Editorial Manager system. Full details (including instructions on submitting to the system) are available on the Editorial Manager website: <https://www.editorialmanager.com/pma/default.asp>.

You will be asked to suggest two referees to peer-review your submission. This is to assist the Editors if suitable referees are not available; the Editors are under no obligation to use your suggested referees. Please note that your suggested referees should not be close colleagues of the authors.

Your contribution will then be assigned to an Assistant Editor, who will help manage the review and revision process for your submission.

2.3 Submission for publication

After the Assistant Editor has notified the author that the paper has been accepted, and once the Editor and the author have agreed the alterations required, a revised version of the paper should be submitted, fully conforming to house style (as Stage 2). This is also submitted via the Editorial Manager site.

2.4 Proofs

Proofs will be sent to the author nominated for correspondence as a .pdf file. These are supplied for checking and making essential typographical

corrections. You may use the correction options in Acrobat Reader and then upload your corrected proofs to the Editorial Manager site. Revisions, alterations or changes to text or illustrations are not normally accepted at this stage. If they are required by the author, they must be agreed with the Editor. The author may be charged any costs incurred by the publisher.

2.5 Publication and e-prints

Authors of contributions to the journal receive a screen resolution .pdf file (an e-print) of their published paper free of charge. Authors may also purchase digitally printed off-prints from the publisher, which are sent approximately three weeks after publication of the journal. We do not usually return submitted materials.

Subject to the terms communicated by the publisher, authors may share their .pdf with colleagues and other research associates, but cannot use for commercial purposes or archive in a personal, institutional, or subject-based open access repository. No commercial use shall be made of the article, or the .pdf file, without Maney's prior, written permission. Please visit www.maney.co.uk/authors/copyright for full details, including exceptions to this policy. More information is also provided in the Assignment of Copyright Form distributed to authors with their proofs.

Authors may:

(a) post a copy of their un-refereed paper, sometimes called a pre-print, on their personal or institutional website or in an institutional, or subject-based open access repository. This should be replaced by the post-print (accepted paper with referees changes made) once this is available.

(b) post a copy of their refereed and accepted paper, sometimes called a post-print, (before copyediting, typesetting and proofing by Maney), on their personal or institutional website or in an institutional, or subject-based open access repository, as long as:

- full acknowledgement is made of the Journal issue in which the article is published, when this information is available
- a link to the Society at www.spma.org.uk, and to the Journal, and the Publisher's website at www.maney.co.uk, and any other information specified in the copyright transfer statement, is given
- no commercial use is made of the article.

A posted pre-print of an article should be replaced by a post-print once the article has been accepted for publication. (In the case of translations of original articles, this is subject to the permissions given by the copyright holder of the original article). For more information please see the copyright and permissions section of the author area of the Maney website www.maney.co.uk/authors/. Authors should note that e-prints are produced as

screen resolution .pdfs, so the printed quality will not match that of the print copies of the journal.

Contributors to Post-Medieval Archaeology are entitled to buy copies of the issue in which their article appears or to take out full individual* subscriptions to the journal at a discounted rate on the RRP. A form for orders will be issued to you with proofs of your article or you can email subscriptions@maney.co.uk to place your order.

*Individual subscribers should be aware that their subscription does not include membership to the Society. For more information about how to join the Society please visit www.spma.org.uk/membership.php. Individuals who wish to subscribe to Post-Medieval Archaeology should apply to the Society for more details of membership at www.spma.org.uk/membership.php

2.6 Publication cycle

The refereed content for Post-Medieval Archaeology is published each year in two parts in June and December. An annual supplement containing the book reviews and PMFBI is published simultaneously with the second issue.

Once a proof submitted through the Editorial Manager has been accepted, submissions will be published – and will be fully citable – at Maney’s website for the journal: <http://www.maneyonline.com/loi/pma>. It will not usually be assigned a volume number or page number at this stage. The two issues of the journal will then be compiled from the content published online; it is at this stage that a volume number and page numbers will be assigned to a contribution.

Please note that the above only applies to submissions made from December 2014 onwards. If your submission was made before December 2014, and you have questions about the publication cycle, revision process, or other issues covered by this section, please contact the editor.

3 House style

3.1 Ordering your paper

Submit **text** (i.e. all written components of the paper, including endnotes and captions):

- unjustified
- double-spaced
- in the same size font (not less than 12 point and preferably in Times New Roman)
- in black
- with all pages numbered
- without images ‘in-text’

Order the paper in this sequence:

- Preliminary page
- Title page and summary
- Text
- Acknowledgements
- Appendices
- Notes*
- Bibliography
- Abbreviations
- Record of archive deposit
- Author’s address (or authors’ addresses)
- Grant acknowledgement
- Translations of title and summary into French, German, Italian, Spanish (undertaken by the Society, not the author) and, where different, in the native tongue of the author (provided by the author)
- List of figure captions
- List of table captions

[*It does not matter if the word processing program places endnotes at the end of the paper]

State on the first **preliminary** page the:

- title of the paper
- name(s) of the author(s)
- short institutional affiliation of each author
- abbreviated title (for running headlines within the article)
- word count of the article
- date submitted

and at the bottom of the page:

- full name and address to which all correspondence should be sent
- **e-mail address** (required for proofs)

Repeat on the second page the **title**, the **authors** and provide a **summary** (i.e. an abstract) of not more than 100 words, e.g.:

Farmers and fields: developing a research agenda for post-medieval agrarian society and landscape

By RICHARD NEWMAN

with LUKE BARBER and LYN BLACKMORE

SUMMARY: Despite the importance of food production before the mid-19th century little...

[Title in bold and lower case. *By* in italics and author's name in upper case. Title and author's name centred. Summary in italics.]

Followed by the text arranged under headings, e.g.:

SIGNIFICANCE AND INTEREST

THE EXISTING RESEARCH AGENDA

THE LANDSCAPE

Common fields

OTHER FINDS

THE POTTERY

By LUKE BARBER and LYN BLACKMORE

NOTES

BIBLIOGRAPHY

ABBREVIATIONS

[Headings centred and in upper case. Principal sub-headings in upper case; subsidiary also in italics, further subsidiary in lowercase italics – all three left justified.]

At the end of the paper, record the place of deposit of the site archive including the finds, quoting the accession number wherever possible. Then give author's address (or authors' addresses) in italics: one centred line per address, address lines separated by commas. Provide e-mail address in brackets if you wish it to be published.

The site archive including the finds has been deposited at the Somerset County Museum (accession no. 300/2007)

Northamptonshire Archaeology, 2 Bolton House, Wootton Hall Park, Mereway, Northampton NN4 8BE, UK (ISoden@northamptonshire.gov.uk)

If more than one address, follow it with author's initials in brackets (unless name apparent from the e-mail address):

Suffolk County Council Archaeological Service, St Edmund House, Rope Walk, Ipswich, Suffolk, IP4 1LZ, UK (JM)

Acknowledge publishing grant so:

This paper is published with financial assistance from [name of funding body]

3.2 Text and appendices

Pay attention to:

- structure (summary is of salient features of whole article; introduction should set scene and spell out aims and constraints; conclusion should bring together the paper and discuss its wider significance)
- integration (authors of different sections should be aware of, and cross-refer where appropriate to, each other; make points once)
- logic (sequence; place related points in the same paragraph; avoid tangents which break the argument; say what is meant; make a case; substantiate generalizations/assertions)
- sentence structure (avoid conflating two separate points in one sentence, or linking them to a dependent clause which only refers to one of the points)
- language (avoid colloquialisms, jargon [explain a term when first used or refer to later discussion], and stock phrases [e.g. ‘due to’, ‘are present’, ‘includes/comprises’]; remove redundancy [repetition, tautology. Use, e.g., ‘this’, ‘these’, ‘only’, ‘very’, ‘both’, ‘majority of’, ‘simply’ and ‘all’ sparingly]; vary, and use correct, words. Consistent tenses. Aim for plain, direct English, simplicity, and clarity. Ensure that a non-specialist reader would understand).

Contractors should allocate resources for in-house copy editing of their reports and for any revisions requested by the referees and Editor. Contributors whose first language is not English must have their text revised prior to submission by a native English speaker who is familiar with the relevant technical terms.

Incorporate references within appendices into the Notes and Bibliography for the whole article.

3.3 General style conventions

Spell as preferred Oxford English Dictionary UK practice (e.g. analyse, artefact, cesspit, comprise, minimize, organization, recognizable, surmise; CBA: posthole).

Numbers one to nineteen are spelt out and numbers thereafter appear as Arabic numerals.

Measurements are in Arabic numerals except years of age when given in main text.

When referring to a century write 19th century, but hyphenate when used adjectivally, e.g. 19th-century coin, 13th- to 14th-century coin [not superscript letters: 19th century].

Cite national map grid references as follows, two capital letters, space, eastings, space, northings, e.g. SJ 1234 5678.

Hyphenate compass orientations, e.g. south-west, north-east. Use lower case for e.g. north-west England.

Circa is abbreviated to lower case *c.* italicized and followed by a space, e.g. *c.* 30 x 40mm.

Express doubt by a question mark following the uncertain word in brackets (e.g. 'plain white (English?) tin-glazed plate', not 'plain white ?English tin-glazed plate').

Use metric measurements, e.g. 5km, 10m, 44mm, 100µm, 6kg, 25g [not cm]. Where good reason to give imperial units, indicate metric equivalent in brackets, e.g. 4/64in (1.59mm), 10ft (3.048m). [No space between number and abbreviation, no full stop after abbreviation. Do not use ' or " to abbreviate foot or inch.].

Refer to numerical ranges as follows: 3-8, 10-12, 104-6, 112-13, 121-51, 240-57, 361-452, 440-2 [only repeat figures for the group 10 to 19], and to date ranges: *c.* 1725-26, 1726-1813 [repeat decade numbers; but not for Old and New Style dates, e.g. 1692/3, 1732/3].

Excavation context numbers appear in square brackets, e.g. [243] and [u/s].

Use single quotation marks, reserving double quotation marks for quotations given within a quotation. Indent quotations of three or more printed lines, omit initial and terminal quotation marks and provide a single line space above and below.

Abbreviate number to no. followed by a space and numbers to nos followed by a space.

For further information refer to the latest edition of *The Oxford Style Manual* edited by R. M. Ritter (Oxford University Press, 2003).

3.4 References

Within the text indicate references and notes by a superscript Arabic numeral following any punctuation, and in one consecutive sequence, using the automatic note numbering of the word-processing program. In the end **Notes** refer to publications by author, year, and page, e.g.:

- ¹ Wood 1982, 4.
² Cox & Cox 1981, 61; Schofield forthcoming.
³ Cressy 1980, 177; 1987, 183-5.
⁴ Ottema 1918; Hurst *et al.* 1975, 47; Hurst & Neal 1982, 85.
⁵ Naumann 1974, pl. 8; Hurst 1964a, fig. 13:4; Audrey Horning, pers. comm.
⁶ cf. Orton 1985.

Do not use *ibid*, *idem*, *infra*, *op cit.*, *passim*, *supra*. Use *et al.* after the first of three or more authors. Avoid roman numerals, unless Arabic would mislead. Give complete numerical range of pages cited (not 183- ; 183 *seq.*; 183 ff.). Omit author's initials and 'ed.'. Common abbreviations that begin a note, such as *c.*, *e.g.*, *i.e.*, *cf.*, are lower case.

- ⁷ e.g. Atkin 1985, figs 8-9.
⁸ Part of the Banda Island chain in what is now Indonesia.

Primary sources should be cited in the endnotes by abbreviated location and description, and numbering (if applicable).

- ⁹ *CSPD* 1631-3, 70.
¹⁰ TNA: PRO PC 1/3/45/9.

[Follow 'Citation of The National Archives documents' at <http://www.nationalarchives.gov.uk/academic/>

3.5 Bibliography

All publications cited must be listed in full in a Bibliography at the end of the article; likewise all references listed in the Bibliography must be referred to in the text. Authors are responsible for ensuring these are accurate. List references alphabetically by the (first) author on a separate sheet, double-spaced, and cite them in the following form, capitalization, and punctuation.

3.6 Images

Please supply good quality for the editors and referees to use.

Once your paper has been accepted for publication, you will be asked to submit high resolution digital images as separate files, clearly labelled, either via the Editorial Manager (see section 2) or via upload to an agreed FTP site.

Only illustrative material of a high standard will be accepted for publication. Please supply images electronically in colour (where applicable) or in black and white as .tiff or .jpg files in high resolution suitable for printing. As a guideline, images should be submitted at a minimum input scanning resolution of 300 dpi for full colour, 350-400 dpi for half tones, 800 dpi for simple line and 1200 dpi for fine line illustrations.

- Size all Figs to fit the journal's page (print area 200 [height] x 140mm [width]), less the space required for the caption.
- Supply colour images in CMYK format.

- Provide all drawings with metric scales and, where appropriate, photographs (e.g. of artefacts). Scales should be in mm, m or km (for maps) but not in cm. In those rare cases where inclusion of a scale is impossible, indicate *size* of object in caption (*not* scale reduction, e.g. 1:3).
- In scales, put a space between measurement and unit of measurement (e.g. 50 mm, not 50mm).
- Put a North point on all maps and plans.
- Number separate items in the same figure (not letters, no brackets), as part of a continuous sequence running through all Figures.
- Make sure that each Figure is clearly numbered and identified in the file name, but do not include this information *within* the artwork.
- Please pay special attention to font sizes for all text and scales in line drawings so that they are clearly legible after reduction. It is strongly recommended that authors print out their drawings at the expected publication size to check their readability before submission.

Please note that the final reproduction quality is dependent on the quality of the original illustration. Prior to submission, we would advise authors to print out, at roughly the size required for publication, all images supplied electronically so the hard copy image can be assessed for contrast etc. – what might be clear and legible on a full computer screen will not be the same printed out at journal text/column width or less.

Authors have the opportunity to enhance the appearance of their article, improve its clarity, and heighten its impact by using colour for diagrams, graphs and illustrations. Authors should consider carefully the use of colour within their articles to ensure that meaning is not lost from diagrams when produced in greyscale in the print journal. Where it is may be necessary to adjust the contrast after conversion authors are advised to supply both colour and adjusted greyscale images. Please bear this in mind when preparing the format of the images for submission and when obtaining permission to use material from third parties. For more information please see the copyright and permissions section of the author area of the Maney website: www.maney.co.uk/authors/.

At final submission, graphs and diagrams based on Excel files need to be submitted in Excel format (including the base data) **not** embedded in a .pdf or a Word document.

Figure captions should be submitted in a separate file. The caption should be self-explanatory without requiring recourse to the text to decipher the Figure. Include, where appropriate, the name of the site. Acknowledge illustrators, photographers and authorship/copyright of the image:

FIG. 1

Silkstone: location map based on 1850 Ordnance Survey map (drawn by Chris Evans).

FIG. 2

Early simple 17th-century memorial headstones. 1. Lower Swell, Gloucestershire; 2. Over Silton, North Yorkshire (after Burgess 1963, 117).

FIG. 3

Werra slipware from Norwich (from Jennings 1981, figs 31-2, reproduced by courtesy of Norfolk Museums Service).

FIG. 4

Map showing locations of castles and major topographical features relating to the Glenorchy Campbells (derived from EDINA Digimap, © Crown Copyright Ordnance Survey).

FIG. 5

Early Tudor silver dress hook from Hayle, Cornwall. Height: 31.5mm.

Refer in the text to all illustrations (including photographs, diagrams and graphs) as Fig. and Figs (followed by a space and then its number [Arabic numeral; no letters]), running as one number sequence within the text. Indicate their position in the text at the appropriate point, e.g. ‘The fort (Fig. 7) was to the north of the bay’. Refer to separate items represented in one figure as follows (Fig. 1:1-6) [i.e. without spaces within the number sequence 1:1-6]. Refer to more than one figure and more than one item in the same figure as (Figs 14:2, 4; 15:7). [Do not use the term Plate.]

Figures will be printed near where the Figure is first cited in the text, unless otherwise indicated by the author. Please ensure that the first reference to each Figure appears in strict numerical sequence to avoid confusion in typesetting.

The author must obtain evidence of permission to reproduce images (in all formats, in perpetuity and in all geographical regions worldwide) from the copyright owner for the use of any illustrative matter in the journal and will be liable for any fee charged by the owner of the image. The caption should include relevant credit of the permission of the copyright holder to reproduce the image (see below). For more information please see the copyright and permissions section of the author area of the Maney website www.maney.co.uk/authors/

3.7 Tables

Submit each table in a separate file and on a separate sheet. Number them in one sequence of Arabic numerals. Refer to them in the text at the appropriate point, e.g. ‘When the milling on these four forms is compared, an interesting pattern emerges (Table 9)’. Provide each table with a short self-explanatory title. Include, where appropriate, the name of the site. Do not use vertical rules to separate columns. Give any explanatory notes, including source, at the bottom of the table. List Table captions in a separate file and on a separate sheet.

TABLE 1

Silkstone: ware types (ENV = Estimated Number of Vessels).

TABLE 2

Key events in the archaeology of sanitary reform in Lambeth.

TABLE 3

Moffat Upper Steam Forge, bulldog slag: SEM-EDAX analysis per individual mineralogical phases in %. Spot analyses unless otherwise specified (SASAA sample 143.56; nd = no data). See Fig. 9.2 for corresponding SEM-BS image.

Tables will be printed near where the Table is first cited in the text, unless otherwise indicated by the author in pencil in the margin of the printouts accompanying the Stage 3 submission.

4 Permissions and Copyright

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Appendix 1 Referencing guide

For periodical articles (abbreviate the titles of journals consistently following our version of the Council for British Archaeology's conventions [see **Appendix** to these *Notes*]. For other journal title words consult <http://www.issn.org/2-22660-LTWA.php>. Do not abbreviate one-word titles (e.g. *Antiquity*, *Archaeometry*, *Nature*). Omit articles and conjunctions):

Pearson, J. 1942, 'The fish and fisheries of colonial Virginia: second instalment', *William Mary Q.*, 2nd ser. **22**, 353-60.

Stahle, D.W. *et al.* 1998 (24 April), 'The lost colony and Jamestown droughts', *Science* **280**, 564-7.

Wood, E.S. 1982, 'A 16th-century glasshouse at Knightons, Alfold, Surrey', *Surrey Archaeol. Collect.* **73**, 1-47.

For parts published and paginated separately:

Cox, A. & Cox, A. 1981, 'Recent excavations at the Swinton Pottery', *Engl. Ceram. Circ. Trans.* **11**:1, 55-69.

[i.e. no space between author's initials. Use *et al.* after the first of four or more authors. Lower case for title of article. Initial Capitals for journal title. Arabic numerals for volume and part, separated by a colon. Volume number in **bold**. Date in brackets after year for weekly magazine]

For contributions within another author's article:

Collins, B. 1991, 'Plant remains', in Papazian 1991, 25-7.

The main article with its page numbers must be included in the Bibliography as a separate reference

Papazian, C. 1991, 'Excavations at Athenry Abbey', *J. Galway Archaeol. Hist. Soc.* **43**, 1-27.

For monographs:

Airs, M. 1995, *The Tudor and Jacobean Great House: a Building History*, Stroud: Sutton.

Braudel, F. 1985, *Civilisation and Capitalism, 15th-18th Century*, **1**. *The Structures of Everyday Life: the Limits of the Possible*, London: Collins.

Bradshaw, B. 1974, *The Dissolution of the Religious Orders in Ireland under Henry VIII*, Cambridge: University Press.

Hosley, W. & Holcombe, S.M. 1994, *By Their Markers Ye Shall Know Them: a Chronicle of the History and Restorations of Hartford's Ancient Burying Ground*, Hartford (Conn.): The Ancient Burying Ground Association.

Murdy, E., Birdsong, R.S. & Musick, J.A. 1997, *Fishes of Chesapeake Bay*, Washington: Smithsonian Institution Press.

[i.e. Title: sub-title. Initial Capitals for title, followed by Place of publication: Name of publisher. Give only first place of publication. Bracket abbreviated US state after less well-known places. Omit from name of publisher: Publishers, Publishing, Co., Inc., Ltd, and Son(s) or name of university if same as place. Retain Books or Press. If no publisher's name stated, give printer's.]

Titles in foreign languages should be capitalized as prose, except for French where, if the first word is an article, only the first noun and any preceding adjectives take an initial capital.

Berti, F. 1997, *Storia della ceramica di Montelupo*, **2**, Montelupo Fiorentino: Aedo.

Decker, R. 1995, 'Bürgermeister und Sekretäre, ein Besitzrückschreibung der Häuser Kamp 34 und Kamp 32', in Trier 1995, 70-7.

Nicolay, N. de 1568, *Les Quatre Premiers Livres de navigations et pérégrinations orientales*, Lyon: Guillaume Roville.

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

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

For monograph series:

Davey, P. (ed.) 1985, *The Archaeology of the Clay Tobacco Pipe*, **9. More Pipes from the Midlands and Southern England, Brit. Archaeol. Res. Rep. Brit. Ser. **146:2**.**

Egan, G. (ed.) 1998, *Medieval Finds from Excavations in London*, **6. The Medieval Household**, London: Museum of London.

Green, A. & Leech, R. (eds) 2006, *Cities in the World, 1500-2000*, Soc. Post-Medieval Archaeol. Monogr. **3**.

Jennings, S. 1981, *Eighteen Centuries of Pottery from Norwich*, East Anglian Archaeol. **13**.

MPRG 1998, *A Guide to the Classification of Medieval Ceramic Forms*, Medieval Pottery Res. Group Occas. Pap. **1**.

Willmott, H. 2002, *Early Post-Medieval Vessel Glass in England, c. 1500-1670*, Counc. Brit. Archaeol. Res. Rep. **132**.

[Spell out acronyms *or* list in Abbreviations. Omit place of publication and name of publisher (except as in Egan 1998 example)]

For chapters in multi-authored books:

Cressy, D. 1993, 'Literacy in context: meaning and measurement in early modern England', in Brewer & Porter 1993, 305-19.

When citing a chapter from a collection, the full reference to the collection must be included in the Bibliography as a separate reference.

Brewer, J. & Porter, R. (eds) 1993, *Consumption and the World of Goods*, London: Routledge.

Refer to early publication as incompletely cited by another author:

¹¹ *The Pleasant Historie of the Two Angrie Women of Abington*, cited in Norman 1980, 25.

In Bibliography:

Norman, A.V.B. 1980, *The Rapier and Small-Sword, 1460-1820*, New York: Arno Press.

Cite an early text reprinted in a recent collection by the date of the recent collection and state the original publication date within square brackets in the Bibliography:

¹² Percy 1998, 87.

In Bibliography:

Haile, E. W. 1998, *Jamestown Narratives: Eyewitness Accounts of the Virginia Colony*, Champlain (VA): Roundhouse.

Percy, G. 1998 [1625], 'Observations gathered out of a discourse of the southern colony in Virginia by the English, 1606', in Haile 1998, 85-100.

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

Deetz, J.A. 1995, *Cultural Dimensions of Ethnicity in the Archaeological Record*,

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For electronic sources, adapt consistently to the above conventions the advice at

<http://www.lmu.ac.uk/lss/ls/docs/harv4.htm#WORLD-WIDE%20WEB>
http://owl.english.purdue.edu/handouts/research/r_mla.html#Electronic .

References with no date abbreviate to n.d., author unknown to Anon., specific edition to, e.g., 2nd edn, no place n.p..

Chase, T. & Gabel, L.K. 1997, *Gravestone Chronicles*, 2nd edn, Boston: New England Hist. Geneal. Soc.

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

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

¹³ Mytum 2004a, 66; 2004b, 25.

In Bibliography

Mytum, H. 2004a, *Mortuary Monuments and Burial Grounds of the Historic Period*, New York: Kluwer Academic/Plenum.

Mytum, H. 2004b, 'Local traditions in early eighteenth-century commemoration: the headstone memorials from Balrothery, Co. Dublin and their place in the evolution of Irish and British commemorative practice', *Proc. Roy. Irish Acad.* **104C**, 1-35.

List **unpublished sources** (including grey literature, conference papers, university dissertations and forthcoming [not 'in press'] publications) in alphabetical order according to first-named author **with** the list of published items (not separately). 'Forthcoming' publications must be either submitted for, or in course of, publication or in preparation (do not cite intended work).

McClatchie, M. 1997, 'A Study of Archaeobotanical Assemblages from Four Irish Medieval and Late Medieval Sites', National University of Ireland MA thesis.

Meredith, J. 2002, 'Landguard Fort, Felixstowe (FEX 162): an Assessment Report on an Archaeological Excavation', unpubl. SCCAS rep. **2001**:111.

Mytum, H. 2004, 'Style and Status: an Archaeology of Above- and Below-Ground Funerary Material Culture', Winchester: Institute of Field Archaeologists Annual Conference paper.

Schofield, J. forthcoming, 'Combat Archaeology: Material Culture and Modern Conflict', London: Duckworth.

[Initial Capitals for title. Title within single quotation marks.]

Spell out acronyms – including those used in the text and Figure captions - under **Abbreviations**

<i>CSPD</i>	<i>Calendar of State Papers Domestic</i>
HMSO	Her Majesty's Stationery Office
PRO	Public Record Office
RCHME	Royal Commission for Historic Monuments (England)
SCCAS	Suffolk County Council Archaeological Service
TNA	The National Archives

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

Appendix 2 Abbreviations

Abbreviations are used infrequently in the Journal with the exception of the following circumstances and list of ‘General’ and ‘Technical’ terms:

- Acronyms and abbreviations can be used to replace long titles of agencies, institutions etc that will be frequently referenced throughout the paper. Acronyms are traditionally written in all capital letters such as SPMA, they should not contain a space or punctuation between letters. Exceptions are A.D., B.C., and Ph.D.
- Latin abbreviations: Limited use of abbreviated Latin terms such as e.g., i.e., etc, for narrative text citations or references are allowed. Do not use ‘ibid’ in preference to full references. ‘Circa’ can be abbreviated as ‘c.’ - e.g. (c. 1890). The term ‘et al.’ can be substituted for authors’ names within text citations when there are three or more names (Johnson et al.). All non-English terms that are not in common parlance should be italicized.

In principle, no punctuation is necessary if the contraction ends with the same letter as the word.

Appendix: Council for British Archaeology’s conventions for abbreviating journal titles (adapted from Appendix A in Council for British Archaeology Publications Committee 1991, *Signposts for Archaeological Publication*, 3rd edn, London: Council for British Archaeology, pp. 59-70, taking account of <http://www.issn.org/2-22660-LTWA.ph>

GENERAL

Full	Abbreviation	Communication	Communic.
Academy	Acad.	Company	Co.
Agricultural	Agri.	Computing	Comput.
American	Am.	Confer / compare	cf.
Anglian	Anglian	Conference	Conf.
Annual	Annu.	Congress	Congr.
Appendix (ces)	App.	Conservation	Conserv.
Applications	Appl.	Construction	Construct.
Association	Assoc.	Council	Counc.
Britain / British	Brit.	Culture	Cult.
Building(s)	Build.	Current	Curr.
Bulletin	Bull.	Department	Dept
Chapter	ch.	Died / daughter	d.
Circa	c.	Discussion	Discuss.
Circle / Circular	Circ.	District	Dist.
College	Coll.	East	E.
Collections	Collect.	Eastern	East.
Colloquium	Colloq.	Edited by	ed.
Commission	Comm.	Editor(s)	ed(s).
Committee	Comm.	England / English	Engl.

Figure	Fig.	Royal	Roy.
Father	Fr.	Saint	St
Furniture	Furnit.	School	Sch.
Gallery	Gall.	Scotland	Scotl.
Gazette	Gazette	Scottish	Scott.
Great	Gr.	Section	Sect.
Group	Group	Series	Ser.
Guide(s)	Guide(s)	Services	Serv.
Guidelines	Guidel.	Settlement	Settl.
Handbook(s)	Handb.	Sister	Sr
Human	Hum.	Society	Soc.
Illustrated	Illus.	Soci��t��	Soc.
Illustrators	Illus.	Son	s.
Institute	Inst.	South	S.
International	Int.	Southern	South.
Ireland / Irish	Ir.	Special	Spec.
Journal	J.	Study (ies)	Stud.
Library	Lib.	Symposium	Sympos.
Magazine	Mag.	Transactions	Trans.
Management	Manage.	University	Univ.
Manuscript	MS	Volume	vol.
Married	m.	Volumes	vols
Material(s)	Mater.	West	W.
Medical	Med.	Western	West.
Member of Parliament	MP	Working	Work.
Monograph(s)	Monogr.	Yearbook	Yearb.
Newsletter	Newsl.		
No date	n.d.	TECHNICAL	
North	N.	Ancient	Anc.
Northern	North.	Antiquarian	Antiq.
Occasional	Occas.	Antiquaries	Antiq.
Page	p.	Antiquary	Antiq.
Pages	pp	Antiquities	Antiq.
Paper(s)	Pap.	Antiquity	Antiq.
Philosophical	Phil.	Anthology	Anthol.
Photographs	Phot.	Anthropology (ical)	Anthropol.
Planning	Plann.	Archaeologia	Archaeol.
Preservation	Preserv.	Archaeology (ical)	Archaeol.
Proceedings	Proc.	Architecture (al)	Architect.
Progress	Prog.	Archive(s)	Archiv.
Project(s)	Proj.	Archivists	Archiv.
Publications	Public.	Astronomy	Astron.
Quarterly	Q.	Biogeography	Biogeogr.
Queries	Queries	Biology	Biol.
Record(s)	Rec.	Catalogues	Catal.
Report(s)	Rep.	Ceramic	Ceram.
Reprint	repr	Chronicle	Chron.
Research	Res.	Chronology	Chronol.
Reverend	Rev.	Classical	Class.
Review(s)	Rev.	Documentation	Docum.

Ecclesiastical	Eccles.	Metallurgy	Metall.
Ecology	Ecol.	Monuments	Monum.
Economic	Econ.	Museum	Mus.
Education	Educ.	National	Nat.
Engineering	Eng.	Natural	Natur.
Environmental	Envir.	Naturalist(s)	Natur
Ethnographers	Ethnogr.	Nautical	Naut.
Evolution	Evol.	Numismatic	Numis.
Excavation	Excav.	Palaeopathology	Palaeopathol.
Experimental	Exper.	Prehistoric	Prehist.
Exploration	Explor.	Quaternary	Quat.
Field	Fld	Science(s)	Sci.
Geographers	Geogr.	Scientific	Sci.
Geographical	Geogr.	Scientist	Sci.
Geologists'	Geol.	Survey (s)	Surv.
Heritage	Herit.	Surveyors	Surv.
Historic (al)	Hist.	Technical	Techn.
History	Hist.	Theoretical	Theor.
Industrial	Ind.	Topographical	Topogr.
Mariner's	Mar.	Vernacular	Vernac.
Maritime	Mar.		