

Notes for Contributors

Post-Medieval Archaeology welcomes 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 submissions will be reviewed anonymously by independent referees. It is a condition of publication that papers become the copyright of the Society for Post-Medieval Archaeology.

Funding

Funding by grant is not a prerequisite for publication in the journal. However, contributors presenting papers arising from developer-funded work, and from nationally funded organizations in Britain, are expected to have made provision for publication as part of their project costs. They will therefore be billed the full printing cost.

Editorial and publishing process

Stage 1: Proposal

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

- outline the proposed paper's content
- state what new contribution it makes to the issue or problem addressed.

As well, indicate

- the paper's likely word length
- the number of the journal's pages the tables and illustrations would fill
- when it would be submitted
- whether its publication would be grant-aided.

Stage 2: Submission for refereeing

Once the Editor has indicated that the proposed paper would be considered for publication in the journal, submit **two** complete, legible and clean **printed copies** of the

- text in conformity with the house style guidelines below
- illustrations in the size which they would be printed in the journal

and submit **on a CD** the

- illustrations as digitized images conforming with the house style guidelines below
- text as a Word or Rich Text Format document,

accompanied by a declaration signed by the lead author that

- the work is by the authors listed
- the other authors have consented to publication in the form submitted
- copyright permission has been granted for any text and illustrations not by the authors
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Stage 3: Submission for publication

After the 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 article should be submitted

- in digital form on disk
- with two printed copies of the final version

in accordance with the instructions on the *Author's submission sheet*, which will be provided by the Editor.

Stage 4: Proofs

Proofs will be sent to the author nominated for correspondence as a PDF file via email. Proofs are supplied for checking and making essential typographical corrections. Corrected paper copies of proofs must be posted to the Editor within one week of receipt. 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 the publisher's costs incurred.

Stage 5: Publication

Authors of contributions to the journal shall be sent a PDF file (an e-print) of their paper free of charge. They will be permitted to distribute the e-print and, subject to the terms communicated by the publisher, to post it on their own or their organizations' websites. Authors may also purchase digitally printed

offprints from the publisher, which are sent approximately three weeks after publication of the journal. Submitted materials are not returned.

Cycle

Post-Medieval Archaeology is published each year in two parts in June and December. Papers submitted for stage 2 by 31 October or 30 April may be published seven months later, depending on the promptness of the referee, the revisions required, and the editorial workload. In practice the sooner a proposal and submission are made the better.

House style guidelines

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

- unjustified
- printed double-spaced
- in the same size font (not less than 12 point and preferably in Times New Roman)
- in black
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Order the paper in this sequence:

- Preliminary page
- Title page and summary
- Text
- Acknowledgements
- Appendices
- Notes*
- Bibliography
 - Published sources
 - Unpublished sources
 - Abbreviations
- Record of archive deposit
- Author's address (or authors' addresses)
- Grant acknowledgement
- 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
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- word count of the article
- date submitted

and at the bottom of the page

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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

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

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

PUBLISHED SOURCES

UNPUBLISHED SOURCES

ABBREVIATIONS

[Title in bold and lower case. *By* in italics and author's name in upper case. Summary in italics. Text headings in upper case. 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 email 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)

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Acknowledge publishing grant so

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Text

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 the revisions which will be requested by the referee 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.

Appendices

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

References

Within the text indicate references and notes by a superscript arabic numeral following any punctuation, and in one consecutive sequence. 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.

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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 which 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/>]

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:

For periodical articles (abbreviate the titles of journals consistently following the Council for British Archaeology's conventions [*Signposts for Archaeological Publication*, Appendix A; and in the *British and Irish Archaeological Bibliography*):

Pearson, J. 1942, 'The fish and fisheries of colonial Virginia: second instalment', *William and Mary College Quarterly Hist. Mag.* 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. Circle 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 Athenny 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 (DC): Smithsonian Institution Press.

[i.e. Title: sub-title. Initial Capitals for title, followed by Place of publication: Name of publisher. Bracket abbreviated US state after place. 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]

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.

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- 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. 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*,
<<http://etext.lib.virginia.edu/users/deetz/Plymouth/JDeetzmem6.html>> [last modified 10 August 2004].
Everaert, J.G., 2003, *La inquisición revela: Levino Apolonio (1545-1595), preceptor canario o plagiaro flamenco*, <<http://www.ceha-madeira.net/canarias/hia34.html>> [accessed 30 October 2005].

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

- <http://www.lmu.ac.uk/lss/l/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.

- Chase, T. & Gabel, L.K. 1997, *Gravestone Chronicles*, 2nd edn, Boston (Mass.): 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) separately after the list of published items. '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', 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 - under **Abbreviations**

CSPD Calendar of State Papers Domestic

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.]

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 thereafter appear in arabic numerals.

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

When referring to a century use 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.

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.

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).

Tables

Submit each table on a separate sheet and 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 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.

Illustrations

Only illustrative material of a high standard will be accepted for publication. Size good quality originals or digitized images to fit the journal's page (print area 200 [height] x 140mm [width]), less the space required for the caption. Submit digitized images in tiff format with accompanying hard copy print-out for reference. The minimum input scanning resolution acceptable is 1200 dpi for line drawings and 350-400 dpi for half-tones. Submit **colour** illustrations for publishing in the online edition of the journal (we will convert these to greyscale for the printed version). Any **monochrome** photographs should be submitted in greyscale.

We prefer authors to consign scanned images as digital files on a CD. Submit each figure in a separate file and print each out separately at the size it would be printed in the journal. However, should half-tones be submitted, submit each figure separately and mark them on the back with the Figure number, the title of the paper and if relevant the proposed reduction size.

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]. 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.]

List Figure captions on a separate sheet. 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 authorship and 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

East façade of Kilchurn Castle (photograph, C. Dalglish).

FIG. 6

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

Provide metric scales on all drawings and, where appropriate, on photographs. Otherwise indicate size of object in caption [not scale reduction in caption, e.g. 1:3]. Put a North point on all maps and plans. Number separate items in the same figure [not letters, no brackets].

Figures will be printed near where the Figure 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.

Editorial correspondence

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