



Journal of the Chester Archaeological Society

Notes for Contributors

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1.0 Scope, frequency, length of contributions, refereeing, copyright, reimbursement, offprints

- 1.1 The *Journal of the Chester Archaeological Society* exists primarily to publish original research -- archaeological, architectural and historical -- relating to the historical county of Cheshire. It also carries reviews of books relevant to the aims of the Society, obituaries, and an annual review of discoveries in the county. It does not cater for the publication of manuscripts except as part of a broader piece of research. If substantial parts of an article offered for publication in the *Journal* have been published before, the reason for republication will need to be justified to the Honorary Editor.
- 1.2 Authors are strongly advised to consult the Honorary Editor at an early stage of drafting a text intended for inclusion in the *Journal* to reach agreement in principle on its suitability and to ensure compliance with the guidance set out here. They may wish to be aware of other established historical journals serving the county: *Cheshire History*, the *Transactions of the Lancashire and Cheshire Antiquarian Society* and the *Transactions of the Historic Society of Lancashire and Cheshire*. The latter two obviously have a wider geographical scope and have a historical rather than an archaeological focus. *Cheshire History* has much the same scope as the *Journal of the Chester Archaeological Society* but generally publishes shorter and less technical notes. The volumes of the *Record Society of Lancashire and Cheshire* are wholly, and those of the Chetham Society (*Remains Historical and Literary Connected with the Palatine Counties of Lancaster and Chester*) usually, devoted to the publication of historical documents.
- 1.3 The frequency and exact timing of publication of the *Journal* has varied in recent years. Our current aim is to publish it once per year, in the autumn, with contributions being submitted by the end of the previous calendar year. The exception to this rule is the standing item 'Cheshire Past in 20xx', which records fieldwork and PAS finds in the county in the previous financial and calendar years respectively and is accepted later. The Honorary Editor will advise intending contributors which volume their work can be accepted for.
- 1.4 It is the intention that an open-access digital version of each issue of the *Journal* will be made available on the internet after a further three issues have been published (or three years have elapsed, whichever is the sooner).
- 1.5 The normal length of research articles will be approximately 10--60 pages including illustrations, although notes as short as one page can be accepted if their content is important enough. Each page of the *Journal* carries a maximum of 700 words.

- 1.6 The Honorary Editor will normally refer potential contributions to one or more independent specialist referees for comment on their suitability for publication. Once their comments have been received, authors should revise their contributions accordingly; principal authors should ensure that other contributors are involved as appropriate. The Honorary Editor will be happy to discuss comments with authors, should these present difficulties. Alternatively, authors may choose to have their contributions refereed before submission by a recognised independent authority, in which case a copy of the referee's comments should be forwarded to Honorary Editor with the contribution.
- 1.7 Authors will be required to sign a Copyright Assignment form (where relevant, on behalf of their employers and/or co-authors) giving the Society, *inter alia*, the right to publish their contribution throughout the world in any medium. It is the responsibility of authors to obtain any necessary copyright permissions from other parties, to pay any fees and to ensure that acknowledgements are made in the form and place required. Copies of relevant correspondence should be sent to the Honorary Editor together with the rest of the contribution.
- 1.8 Reimbursement will be sought for the printing costs of reports of commercial archaeological projects or other funded research where publication is a required part of the project. The Honorary Editor will advise on the amount on sight of the draft report. All such financial aid will be acknowledged in the *Journal*.
- 1.9 Principal authors normally receive a digital copy of the complete article in Portable Document Format (pdf), plus a printed copy of the full *Journal* free of charge *in lieu* of offprints. They should forward digital copies of the article to other contributors as appropriate.

2.0 Presentation of contributions

- 2.1 Authors should ensure that their contributions are complete in every respect, including captions for tables and illustrations and bibliographical references, and should adhere as far as possible to the house style outlined in these notes; failure to do so will cause delay. Should any of these requirements cause problems, please contact the Honorary Editor.
- 2.2 Whenever possible, contributions should be submitted as as PC-compatible digital files on a disc or as email attachments, with supporting hard copy. The digital files and hard copy must be identical. Digital files for the main text should be supplied in MS Word or RTF (Rich Text Format). Digital files for tables and bibliographies should be supplied as separate Excel (.xls, .xlsx) files as well as being embedded in the main text. Charts and other graphics generated in Word or Excel can cause problems at the printing stage and should therefore be supplied as .tif files; ensure that any tones or hatching will reproduce clearly at the intended publication size. If digital files are not possible, then a clean typescript suitable for OCR scanning is acceptable; there must be no handwritten amendments. Authors should retain copies of all material submitted.
- 2.3 Line drawings and photographs are preferred as .tif or .pdf files, but can be accepted as hard copy if necessary. Digital images should have a resolution of at least 600 ppi for line drawings and at least 300 ppi for photographs at their intended publication size. Line drawings supplied as hard copy should be drawn in ink on good quality draughting film; the originals should be supplied, not copies, and should not measure more than twice the intended publication size. Black-and-white photographic prints should be glossy and of high quality and should be provided unmounted. Any suggested trim should be marked on a transparent overlay. Colour prints and transparencies do not reproduce well in black and white. Colour plates and overlays should be avoided if at all possible. Authors who think they are necessary should seek the Honorary Editor's agreement at an early stage. Any extra cost may fall on the author.
- 2.4 The text area of the *Journal's* page measures 120 x 193mm. The maximum table/chart/drawing/photograph size that can be accommodated measures 203 x 140mm. In both cases 5mm must be subtracted from one dimension to allow space for a one-line typeset caption or 10 mm for a two-line caption. (Do not set captions within drawings). Fold-outs should be avoided if at all possible.
- 2.5 A covering note should accompany contributions on first submission, explaining any peculiarities or special conventions.
- 2.6 The Honorary Editor and other relevant members of the Society will take all reasonable care of original

3.0 Organisation and content of contributions

3.1 Articles should observe the following structure: abstract (100--150 words), main text (for an excavation report this will typically be an introduction to the project, summary of existing knowledge, stratigraphic narrative, followed by documentary, artefactual, industrial and environmental reports, followed by overall discussion), acknowledgements, notes, bibliography. The (intended) location of any archives should be stated in the introduction, together with a note of any artefacts that have been discarded or no longer survive, for example because of lack of conservation.

3.2 Archaeological reports should follow the criteria set out in the *Management of Archaeological Projects* Ed 2, Appendix 7 (English Heritage 1991). In particular:

- The report should appropriately reflect the importance of the results of the project and deal adequately with the site's social, political, and historical context.
- The report should present information about what was found in a well balanced, logical, accessible, and structured way. It should be immediately intelligible to and usable by those who know nothing about the site.
- The report should be written clearly and concisely, and should make appropriate, consistent and economical use of other methods of data presentation, for example tables, plans or photographs (it is important to consult the publication editor if innovative presentation methods are necessary, as publication costs may be increased).
- All the constituent parts (text, figures, photos, and specialist reports) should cross-refer adequately. Readers should be able to find their way around the report without difficulty.

3.3 To give effect to the above, the stratigraphic narrative, artefactual, industrial and environmental reports should be presented separately but their conclusions should be properly integrated with each other. Reports should normally be ordered chronologically, from earliest to latest, and the general order within specialist reports should where practical follow that of the stratigraphic narrative. Numbers or other designations should be given for all significant contexts, phases, structures etc; they should be used consistently across all sections of a report and so far as possible match the terminology used in the archive. All contexts referred to in specialist reports should be traceable in the stratigraphic report and, so far as practicable, on plans and sections.

3.4 The following order of finds reports is suggested:

Building materials

Stone

Ceramic building material

Concrete/Mortar

Plaster

Earth mix

Window glass

Portable artefacts Pottery

Pipeclay

Fired clay objects

Glass vessels and other objects

Coins & Tokens

Metal: Gold, Silver, Copper alloy, Iron, Lead

Stone objects

Organic artefacts: Wood, Bone, Leather, Textile/Fibre

Industrial remains:

Raw materials

Crude products

Waste products

Environmental remains:

Human remains

Animal remains

Plant remains

- 3.5 In addition to the article title, four levels of headings are available. In the author's draft headings should be typed in roman lower case ranged left; the level of each heading should be indicated by the letters <A> to <D> adjacent to each heading. Paragraphs must not be numbered.
- 3.6 Notes should be kept to a minimum and should only be used for essential subsidiary discussions and extensive bibliographical references. Use endnotes not footnotes. All notes should end with a full stop. Note numbers in the text are placed after the punctuation mark and are superscript both in the text and in the list of notes themselves.
- 3.7 Tables should be kept as simple as possible and the minimum number of rules used consistent with clarity. Notes relating to a table should be placed immediately below that table and indicated by symbols or superscript lower case letters. Tables should be numbered in a single sequence through the article and should have a definite reference in the text.
- 3.8 All illustrations are called 'illustrations' (abbreviated 'Ill'), not 'plate' or 'figure', and are placed and numbered in a single sequence through the article. Every illustration should have a definite reference in the text.
- 3.9 The numbers and captions of tables, charts and illustrations should be embedded in the text at the point where it is preferred that they should appear and should also be listed in a separate document,
- 3.10 Principal authors should give appropriate credit to specialist contributors, illustrators, photographers, other co-workers and advisers, either by listing them as co-authors or naming them in 'Acknowledgements'. The first names and affiliations of all contributors should be supplied, plus the business postal addresses and email addresses of principal authors; current house style is not to include professional qualifications. The affiliations, business postal addresses and email addresses of principal authors will be printed as a footnote on the first page of the contribution.

4.0 Production procedures

- 4.1 Once revised as recommended by the referee(-s) and accepted for publication, texts will be copy-edited for spelling, grammar and punctuation and to ensure completeness, clarity, internal logic and conformity with house style. When this has been done, copy will be returned to authors for checking, with changes from the original draft marked. As well as dealing with specific queries, authors should also read through the whole text meticulously as though it were a first proof. Any changes by the author should be marked for the Honorary Editor's attention. Authors will be informed when it is considered that a final draft has been reached. Thereafter they will receive only typesetter's first proofs for checking. Only changes that are absolutely necessary (eg typesetting errors, the position and scale of illustrations, accuracy of captions and credits) will be permitted at this stage. The Society reserves the right to charge authors for changes to proofs.
- 4.2 At all stages the Honorary Editor will keep authors informed as to the envisaged production schedule. Authors should do their best to comply with requests for prompt return of proofs.

5.0 House style

Tenses

- 5.1 The past tense should be used to describe and interpret excavated archaeological features (which no longer exist), the present tense for finds descriptions. Do not mix tenses.

Spelling

- 5.2 Use British spelling as given in the *Oxford English Dictionary*. However, the OED is descriptive rather than prescriptive. The Society's preferred spellings are recorded in *Hart's rules for composers and readers*. Ensure that spelling is consistent throughout.
- 5.3 So far as possible use -ise not -ize. See Butcher 1981, 112--13.
- 5.4 When there are several common variants in spelling archaeological terms, refer to the CBA preferred house style in their *Notes for authors* (2011), 73. In particular, note the spelling of artefact, bath house, connection,

cropmark, datable, earring, earthwork, fieldwork, hillfort, hilltop, homogeneous, layout, medieval, metalwork, millennium, movable, north-east(-ern) (and other compass points), postdate, posthole, predate, roundhouse, right-angles, ring-ditch, sea level, stakehole, stonework, tree-ring, type-site, square barrow. Also note that data, criteria and media are plural.

5.5 Foreign place names should consistently follow either the anglicised or the native form.

5.6 Do not use the ampersand (&) except in bibliographical references.

Capitals

5.7 The names of periods, historical eras and events should be capitalised: Bronze Age, Roman, Dark Ages, the Renaissance, the Wars of the Roses. However, note that medieval, post-medieval and prehistoric are lower case. The titles of personages should only be capitalised when specific, eg: King Charles, Ranulf, Earl of Chester, but 'the king.....'. Likewise, capitals should be used for references to specific periods, phases and structures. Thus, 'Structure 1 ...' but 'the structures ...'. North, south etc are only capitalised when they form part of a place name.

5.8 In headings and in the titles of books, articles and periodicals, capitals are only used for the first word and proper names.

5.9 References to illustrations in the current publication have an initial capital (eg Ill 5); references to illustrations in other works use the original terminology but are lower case and abbreviated (eg Jones 1995, fig 2 and pl viii).

Punctuation

5.10 Punctuation should not be used at the end of lists, captions, table headings or bibliographical references.

5.11 Do not use double spaces after punctuation.

5.12 Use three dots to indicate an elision or omission.

5.13 Hyphens are used to link two words, eg knee-deep. Unspaced en rules are used to indicate a span, eg 1914-18. Spaced en rules are used to indicate a parenthesis. En rules can be generated by typing ALT 0150 on the numeric keypad; alternatively they may be indicated by --.

5.14 In general, refer to Fowler 1965, 255--8 for hyphens. Compound adjectives should be hyphenated, eg bluish-grey, fourteenth-century pottery. Do not hyphenate adverbial compounds, eg fully grown tree. Consider changing the expression to avoid complicated or dubious hyphenation.

5.15 Compound words beginning with co- and re- should only be hyphenated to avoid ambiguity, eg recover, re-cover.

Quotations

5.16 Use single quotes except for 'a quote within a quote', for which use double quotes. Other punctuation marks (eg, comma, full stop) follow a closing quotation mark.

5.17 Quotations longer than about fifty words should be displayed, ie set indented left without inverted commas. See Butcher 1981, 193--9.

5.18 The spelling of quoted matter should be left unchanged.

Italics

5.19 Use italics for foreign words except for place names. *ad hoc*, *a priori*, *art cit*, *c*, *ad hoc*, *cf*, *et al*, *ibid*, *in situ*, *inter alia*, *loc cit*, *op cit*, *passim*, *sic*, *terminus ante/post quem* are italic; eg, etc, ie, viz are roman. Directions to the reader are italic (eg 'See below, 16').

5.20 Use italics for titles of books and periodicals. Note that roman is used for the Bible and Koran and books of the Bible without quotes. Titles of chapters, articles, unpublished theses and 'grey literature' are roman.

5.21 Use italic for names of paintings and sculptures, genera, species and varieties, roman for orders and families.

Abbreviations

- 5.22 'Open' punctuation should be used, ie abbreviations are not followed by a full stop: thus, ie, eg, AD, BC.
- 5.23 Length, width, height, thickness, diameter should be abbreviated as L, W, H, Th, Diam.
- 5.24 County names should not be abbreviated except in tables

Numerals, dates and measurements

- 5.25 Units of measurement and their abbreviations:

millimetre(s) = mm

metre(s) = m

kilometre(s) = km

gramme(s) = g

kilograms = kg

- 5.26 Note that there is no space between numerals and units, eg 200m.
- 5.27 Precise numbers, eg in measurements, should be expressed in numerals, as should normally be the case with numbers of 100 and above. Numbers below 100 may otherwise be spelled out, as may numbers of 100 and above when not used precisely. Spelled-out numbers are hyphenated, eg forty-six. A decimal point shall always be preceded by a digit.
- 5.28 Century numbers should be spelled out in text (eg fourteenth century); numerals may be used in tables (eg C14).
- 5.29 Percentages and degrees should always be given in figures, followed by the symbols % and > .
- 5.30 In four-figure numbers and above, there should be a comma before the last three numbers, eg 10,000.
- 5.31 An 's' should be used in references to a decade without an apostrophe, eg 'the 1930s' not 'the 1930's'.
- 5.32 Page numbers and dates should be elided unless they fall between 10 and 20, eg 10--11, but 20--1. Measurements and dates BC should not be elided to avoid risk of ambiguity.
- 5.33 '1979--80' means the whole of those two years; '1979/80' means part of those two years.
- 5.34 Dates should be given in the form '6 January 1997'.
- 5.35 AD comes before dates, BP and BC after. All will be set in small capitals. First millennium AD dates should always include 'AD'.
- 5.36 For radiocarbon dates, following current Ancient Monuments Laboratory practice, three things should be quoted: the calibrated date range, at 95% confidence using the maximum intercept method of Stuiver and Pearson (1986), the laboratory reference, and the radiocarbon age (BP).

For example: 3776--3390 BC (HAR--4638; 4800> 70BP).

A list of radiocarbon dates from the site quoted in the text should be given in an appendix with all relevant detail about their context summarised in table form.

6.0 Bibliographies

- 6.1 Always used Harvard-style ('author/date') references wherever possible. The system can be modified as described below to deal with special cases.
- 6.2 The bibliography contains expansions of references in the text. If there is a good reason for including background literature not referred to in the text, this must be in a different section headed 'Other works consulted'.

- 6.3 How to give references in the text:
'As Jones says (1990, 5--7)'; 'As is well known (Jones 1990, 5--7)'. Edited works should be cited, for example, as 'Jones ed 1990, 5--7'.
- 6.4 If there is more than one work by an author or editor in the same year, these should be distinguished in the text and bibliography as '1979a, 1979b' etc.
- 6.5 If two or more authors share the same surname, they should be distinguished by including their initials after the surname, eg 'Jones, G 1990, 5--7'.
- 6.6 The names of two authors should be linked by an ampersand (&), not the word 'and' both in the text and bibliography. If a work has three or more authors, it should be cited by the surname of the first author plus *et al* in the text, but the names of all the authors should be given in the bibliography.
- 6.7 Where there is no appropriate author's or editor's name, as for institutional publications, or where the name of the source is normally cited (eg corpora or published historical sources), use a shortened version of the name of the institution or the source.
- 6.8 When giving references to journal articles, the date should be that for which the volume was published rather than that in which it was published.
- 6.9 Unless the whole of an article or volume is referred to, give the first and last page numbers of the relevant passage. Do not use the style 'ff' ('following'); thus, '57--69', not '57 ff'.
- 6.10 References to manuscripts or documents should give an abbreviation of the library or other repository name, document reference numbers, and page and folio numbers where necessary. Folios should be abbreviated to fol or fols, recto to r and verso to v.
- 6.11 References to 'grey literature' reports should follow the model for other monographs, but the site or project code, if known, should be given, and the words '(Client report)' added in brackets.
- 6.12 Journal titles and monograph series titles should be abbreviated as recommended in *Signposts for archaeological publication* (CBA 1991); this follows British Standard 4148 part 2 (BS 1975).
- 6.13 Volume and part nos shall be given in arabic numerals thus: vol no (part no), regardless of the style of the original.
- 6.14 Where there are references to several articles in a monograph (eg collections of essays), the full reference to the whole work shall be separated from those to the articles.
- 6.15 For electronic publications, give the author-date reference in the text as for printed works. In the bibliography, replace the comma before 'pages nos' by a full stop, and the page numbers by URL and date accessed.
- 6.16 How to give references in the bibliography:

Column 1

* Author's or editor's surname(s), initials OR abbreviation of institution name or other short reference year or *forthcoming* (if appropriate)

NOTE: Works written by a person precede those s/he has edited; these in turn are followed by works s/he has co-authored. Initials for a particular author should be standardised.

* For published sources, the author and short title, eg Tacitus, *Agricola*

* For unpublished documents, the entries should be listed alphabetically under an abbreviation of the name of the library or other repository

Column 2:

* *Reference to a complete monograph*

Title of monograph. Ed(ition) no. Editor's/translator's surname(s), initials (if different from column 1). No of vols if more than one. (Title of series **no in series**). Place/s of publication: Publisher/s

* *Article or separate contribution in monograph*

Title of article. *In*: Surname, initial/s of author/editor of monograph. *Title of monograph*. Ed(ition no). **vol no**. (Title of series **no in series**). Place/s of publication: Publisher/s, page nos

* *Article in journal*

Title of article. *Title of periodical* **vol no** (part no), page nos

* *Published sources*

Editor's/translator's surname(s), initials date. Author's full name. *Title*. Ed(ition) no. No of vols if more than one. Place/s of publication: Publisher/s. (Title of series **no in series**)

* For unpublished documents, the entry should consist of a description of the document or manuscript.

Examples:

* *Reference to a complete monograph*

King, A C & Henig, M eds 1981 *The Roman west in the third century: contributions from archaeology and history*. 2 vols. (BAR Int Ser **109**). Oxford: British Archaeological Reports

* *Article or separate contribution in monograph*

Cowell, R W 2000 Brook House Farm, Halewood. *In*: Cowell, R W & Philpott, R A. *Prehistoric, Romano-British and medieval settlement in lowland north-west England*. Liverpool: National Museums and Galleries on Merseyside, 27--66

* *Article in journal*

Caruana, I 1996 A forum or *mansio* at Carlisle? *Britannia* **27**, 345--53

* *Reference to a client report*

Dodd, L J 2002 *The area of Gorse Stacks car park, George Street, Chester: an archaeological evaluation*. (Client report Proj **E64**). Ewloe: Earthworks Archaeological Services

* *Published source*

Victor, *Epitome on the Caesars* Gruendel, R ed 1966. Sextus Aurelius Victor. *Liber de Caesaribus and Epitome*. Lipzig: Teubner

* *Corpus*

ILS 1 Dessau, H ed 1892. *Inscriptiones Latinae selectae 1*. Berlin: Weidmann

Careful note should be taken of the punctuation and use of italics and bold in the example above.

7.0 Drawing scales

7.1 All drawings must bear a metric scale and, if they are maps or site plans, a north point. The intended top of illustrations should be indicated if there is the possibility of confusion.

So far as reasonably practicable, drawings should be prepared for publication at definite scales, preferably those below:

'Landscape' maps: 1/50,000 or 1/25,000

'Town' maps: 1/10,000

Site location plans: 1/1250 or 1/2500

'Block' building plans: 1/1000, 1/500 or 1/250

Trench plans: 1/125 or 1/50

Sections: 1/50 or 1/25

Finds drawings: 1/8, 1/4 or 1/2 depending on the size of the objects

8.0

Bibliography

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- Gowers, *The complete plain words.* Ed 3. Harmondsworth: Penguin E 1987
- Oxford *Hart's rules for composers and readers at the Oxford University Press.* Ed 37. Oxford: Oxford U P University Press. Ed 17 (1905) available online at 1967 <https://archive.org/details/rulesforcomposi00bradgoog>. Accessed 30-06-2014
- Stuiver, High precision calibration of the radiocarbon time-scale AD 1950--500 BC. *Radiocarbon* **28**, 805- M & -38
- Pearson, G 1986