

Journal of the Chester Archaeological Society

Notes for Contributors

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

Scope

- 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 and neighbouring areas. It also carries annual reviews of discoveries and conservation work in the county, reviews of books relevant to the aims of the Society and obituaries. 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.
- 1.2 Authors are strongly advised to consult the 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 articles. 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and Literary Connected with the Palatine Counties of Lancaster and Chester*) usually, devoted to the publication of historical documents.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 *Journal* is published 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, conservation and Portable Antiquities Scheme finds in the county in the previous financial and calendar years respectively and is accepted later. The Editor will advise intending contributors which volume their work can be accepted for.
- 1.4 Open-access digital versions of the *Journal* are made available on the internet via the Archaeology Data Service. Additional issues (except for the three most recent ones) are uploaded every three years.

Length

- 1.5 Research articles between 10 and (rarely) 80 pages long, including illustrations, can be accepted. Notes as short as one page can be accepted if their content is important enough. Each page of the *Journal* carries a maximum of 500 words.

Refereeing

- 1.6 The Editor will normally refer potential research articles to one or more independent specialist referees for comment and make his/her own. Once comments have been received, authors should revise their contributions accordingly; principal authors should ensure that their fellow-contributors are involved as appropriate. The Editor will be happy to discuss comments with authors, should these present difficulties. 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 Editor.

Copyright

- 1.7 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. They will be required to sign a Copyright Assignment form (where relevant, on behalf of their employers and/or co-authors) confirming, *inter alia*, that they have obtained these permissions and giving the Society the right to (re-) publish their contribution in whole or part throughout the world in any medium.

Reimbursement

- 1.8 Reimbursement will be sought for the printing costs of reports of commercial archaeological projects or other funded work where publication is a required part of the project. The Editor will give an initial estimate of the amount on sight of the draft report and advise the final amount once editing is complete. Payment is required before typesetting of the *Journal* can begin. All such financial aid will be acknowledged in the *Journal*.

Offprints

- 1.9 Principal authors normally receive a digital copy of their article in Portable Document Format (.pdf), plus a printed copy of the full *Journal* free of charge. 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 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 Editor.
- 2.2 Contributions should be submitted as PC-compatible digital files, as follows:
- Main text – MS Word (.doc, .docx), with clear indication as to where tables, charts and illustrations are to be placed.
 - Table, chart and illustration captions – Separate MS Word file.
 - Tables and bibliographies – Excel (.xls, .xlsx) files.
 - Line drawings and photographs – .tif or .pdf files but .jpg files are acceptable. For more on illustrations, see 5.40–5.44 below.
- 2.3 Charts and other graphics generated in Word or Excel can cause problems at the printing stage and should therefore be supplied as greyscale .tif, .pdf or .jpg files; ensure that any tones or hatching will reproduce clearly at the intended publication size.
- 2.4 Colour plates, overlays and fold-outs should be avoided if at all possible. Authors who think they are necessary should seek the Editor's agreement at an early stage. Any extra cost may fall on the author.

- 2.5 Any peculiarities or special conventions (eg unusual fonts) should be explained in a covering note with the first submission.
- 2.6 The Editor and other relevant members of the Society will take all reasonable care of any original material submitted but accept no liability for any loss. Authors should retain copies of all material submitted

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 and site, summary of existing knowledge, stratigraphic narrative, followed by documentary, artefactual, industrial and environmental reports, and concluding with an overall discussion), acknowledgements and bibliography. The (intended) location of any archive 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, structured and accessible way. It should be intelligible to by those who know nothing about the site, subject or period.
 - 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, drawings and photographs. (It is important to consult the Editor if innovative presentation methods are contemplated, as publication costs may be increased).
 - All the constituent parts (stratigraphic narrative, specialist reports, discussions, drawings, photos) should cross-refer adequately.
 - Readers should be able to find their way around the report without difficulty.
- 3.3 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 of data presentation within a specialist report 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. So far as practicable, contexts referred to in specialist reports should be traceable in the stratigraphic report and 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 and Tokens
 - Metal: Gold, Silver, Copper alloy, Iron, Lead
 - Stone objects
 - Organic artefacts: Wood, Bone, Leather, Textile/Fibre
- Industrial remains
 - Industrial objects
 - Raw materials
 - Crude products
 - Waste products
- Environmental remains:
 - Human remains
 - Animal remains
 - Plant remains

3.5 In addition to the article title, six levels of headings are available. In the author's draft, headings should be typed in roman lower case ranged left, with capitals only for the first word and proper names; the level of each heading should be indicated by the letters <A> to <F> after each heading. Paragraphs should not be numbered.

3.6 Tables should be kept as simple as possible. Notes relating to a table should be placed immediately below that table.

3.7 All illustrations (including charts) are called 'illustrations' (abbreviated 'Illus'), not 'plate' or 'figure', and are numbered in a single sequence through the article.

3.8 Footnotes should be kept to a minimum and should only be used for essential subsidiary discussions. Symbols should be used, not numbers, as follows: *, †, ‡, §, ¶, #. If more than six symbols are needed, use double symbols. All footnotes should end with a full stop. Footnote symbols in the text are placed after the punctuation mark and are superscript both in the text and at the start of the notes themselves.

3.9 Principal authors should give appropriate credit to specialist contributors, illustrators, photographers, other co-workers and advisers, either by listing them as co-authors below the title 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, and will be printed as a footnote on the first page of the contribution.

4.0 Production procedures

4.1 Once revised as requested by the referee (-s) and Editor and accepted for publication, texts will be further 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 previous draft marked; typically authors should expect several iterations. Authors should read through the final agreed text meticulously as though it were a proof.

4.2 Authors will normally 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.

4.3 At all stages the Editor will keep authors informed as to the envisaged production schedule. Authors should do their best to comply with requests for prompt revisions and 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. Ensure that spelling is consistent throughout.

5.3 So far as possible use -ise not -ize.

5.4 There are variants in the spelling of some common archaeological terms. The following are preferred: artefact, bath house, connection, cropmark, datable, earring, earthwork, fieldwork, hillfort, hilltop, homogeneous, layout, medieval, metalwork, millennium, movable, north-east(-ern) (and other compass points), post-date, posthole, post pit, pre-date, 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 in brackets in the text or in the bibliography.

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. Do not use capital letters for divisions within periods, eg early Bronze Age. 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 in a report. Thus, 'Structure 1 ...' but 'the structures ...'. North, south etc are only capitalised when they form part of a place-name or designate a region, eg 'the North-West'.

5.8 In headings and in the titles of books, articles and periodicals, capitals are only used for the first word and proper names. See also 3.5.

5.9 References to illustrations in the current publication have an initial capital (eg Illus 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).

5.10 Set AD, BC AD and BP in small capitals.

Italics

- 5.11 Use italics for foreign words except for proper names, eg place-names. *ad hoc, a priori, c, ad hoc, cf, et al, ibid, in situ, inter alia, loc cit, passim, sic, terminus ante/post quem* are italic; eg, etc, ie, viz are roman.
- 5.12 When a foreign word or phrase is followed by an English translation, the latter should be set in roman type in inverted commas within brackets.
- 5.13 Use italics for titles of published books, periodicals, newspapers, plays, paintings and sculptures. Note that roman is used for the Bible and Koran and books of the Bible without quotes. Titles of chapters, articles, unpublished documents and 'grey literature' are roman.
- 5.14 Use italic for genera, species and varieties, roman for orders and families.

Punctuation

- 5.15 Punctuation should not be used at the end of captions, table headings or bibliographical references.
- 5.16 Do not use double spaces after punctuation.
- 5.17 Use three dots to indicate an elision or omission.
- 5.18 Do not use apostrophes in dates or the plurals of abbreviations, eg 1960s, UFOs.
- 5.19 For the possessive of words ending in -s, use the form -s' for ancient/classical names (eg 'Hercules' club'), but the form -s's for historic/modern names (eg Williams's excavations).
- 5.20 Hyphens are used to link two words. Unspaced en rules are used to indicate a span, eg 1914–18, spaced en rules to indicate a parenthesis. En rules can be generated by typing ALT 0150 on the numeric keypad; alternatively, they may be indicated by two unspaced hyphens (--).
- 5.21 In general, refer to Fowler 1965, 255--8 for hyphens. Compound adjectives should be hyphenated, eg bluish-grey, fourteenth-century pottery, north-west, and to prevent ambiguity, eg 'full-scale work'. Do not hyphenate adverbial compounds, eg fully grown tree, except in the case of 'well-'. Consider changing the expression to avoid complicated or dubious hyphenation.
- 5.22 Words beginning with co-, pre-, re- and sub- should only be hyphenated to avoid ambiguity, eg 'pre-date' (and by analogy 'post-date') vs 'predate' (prey upon) or when they are unusual, eg 're-georeferenced'.

Quotations

- 5.23 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.
- 5.24 Quotations longer than about fifty words should be displayed, ie set indented left without inverted commas.
- 5.25 The spelling, capitalisation/italicisation and punctuation of quoted matter should be left unchanged.

Abbreviations

- 5.26 'Open' punctuation should be used, ie abbreviations are not followed by a full stop: thus, ie, eg, AD, BC.
- 5.27 Length, width, height, thickness, diameter should be abbreviated as L, W, H, Th, Diam.
- 5.28 County names should not be abbreviated except in tables; for American states, use two-letter abbreviations.

Measurements, numerals and dates

- 5.29 Units of measurement and their abbreviations:
millimetre(s) = mm
metre(s) = m
kilometre(s) = km
gramme(s) = g
kilogrammes = kg
- 5.30 Note that there is no space between numerals and units, eg 200m.
- 5.31 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.
- 5.32 In four-figure numbers and above, there should be a comma before the last three numbers, eg 10,000.
- 5.33 Century numbers should be spelled out in text (eg fourteenth century); numerals may be used in tables (eg C15).
- 5.34 Percentages and degrees should always be given in numerals, followed by the symbols % and °.
- 5.35 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.
- 5.36 '1979–80' means the whole of those two years; '1979/80' means part of those two years.
- 5.37 Dates should be given in the form '6 January 1997'.
- 5.38 AD comes before dates, BC and BP after. First millennium ad dates should always include 'AD'.
- 5.39 Radiocarbon dating results should include the laboratory reference, the sample material dated, the radiocarbon age (BP), the calibrated date range at 95% confidence, the calibration software and calibration curve used.

Illustrations

- 5.40 Line drawings should have a resolution of 600 ppi and photographs and other greyscale images at least 300 ppi at their intended publication size.
- 5.41 The text area of the *Journal's* page measures 121 x 193mm. The maximum drawing/chart/ photograph size that can be accommodated is 140 x 193mm. 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.

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

5.43 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: 1/5000, 1/2500, 1/2000, 1/1250, 1/1000

'Block' building plans: 1/1000, 1/750, 1/500, 1/250, 1/200

Trench plans: 1/200, 1/125, 1/100, 1/50

Sections: 1/00, 1/50, 1/25

Finds drawings: 1/10, 1/8, 1/4, 1/2, 1/1, 2/1

5.44 Do not insert captions or intended reduction (eg 1/500) on drawings; this information will be typeset below from the information provided in the captions list (see Section 2.2 above). Do not put frames/borders around illustrations; this will be done by the typesetter.

6.0 Bibliographies

Harvard system

6.1 The Harvard ('author-date') system should be used for references, with the exception of corpora, unpublished historical documents and ancient authors.

6.2 The bibliography contains expansions of references in the text, giving book, article, journal and document titles, editor and edition number, series information, place of publication, publisher and page references as appropriate.

References in the text and bibliography

6.3 References in the text should take the form: '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'. Multiple works by the same author are listed in the bibliography in chronological order. Edited works should be listed after authored works by the same person. Where no individual is named, use that of the institution, abbreviated if necessary.

6.4 If there is more than one work by an author or editor in the same year, these should be distinguished 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 If there are three or more authors, they should be cited by the first author's name plus *et al* in the text but all names should be given in the bibliography up to a maximum of ten, after which *et al* may again be used.

6.7 The names of two authors should be linked by an ampersand (&), not the word 'and' when used in parentheses in the text and in the bibliography.

- 6.8 For corpora, in the text use a shortened version of the title of the corpus, with the names of the compilers/s and the full title of the corpus in the bibliography
- 6.9 Where there are references to several articles in a monograph (eg collections of essays), the full reference to the whole work should be separated from those to the articles.
- 6.10 References in the text to unpublished historical manuscripts or documents should give an abbreviation of the 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 When citing ancient authors, in the text give the author's name, title of the work, and page or other reference. The details of the edition used should be given in the bibliography.
- 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 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.
- 6.14 Unless the whole of an article or volume is referred to, in the text give the first and last page numbers of the relevant passage. Do not use the style 'ff ('following'); thus, '57–69', not '57 ff'.
- 6.15 Volume and part nos should be given in arabic numerals thus: vol no (part no), regardless of the style of the original. Volume numbers are set in bold for ongoing series, in italic to designate a particular volume in a finite work.
- 6.16 *Ibid* and *loc cit* may be used in the text to avoid repeating an immediately preceding reference already given in full only a few lines above. *Ibid* may be used to refer when the reference is to a full work that has been cited, *loc cit* when then the reference is to the same page or item.
- 6.17 Adjacent references in the text to different works should be separated by semicolons.
- 6.18 For electronic publications, in the bibliography give the URL and date accessed. For works with a DOI (Digital Object Identifier), date need not be given as the DOI reference is permanent.

Sample bibliography

Please pay careful attention to the use of capitals, italics, bold and punctuation.

6.19 **Reference to a complete published monograph**

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

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
Ordnance Survey 1899 *Cheshire sheet 38.11*. (1:2500 or 25-inch county series). Ed 2.
Southampton: Ordnance Survey. <https://maps.nls.uk/view/229913466>. Accessed 14-03-2023

References to grey literature and theses are given in the same way but titles are not italicised and the words (Unpublished [degree] thesis/report) should be inserted instead of (Title in series).

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

6.20 Reference to article or separate contribution in monograph

Author/s' surname/s, initial/s date Title of article. *In*: Surname/s, initial/s of author/s or editor/s of monograph. *Title of monograph vol no.* (Title of series **no** in series). Place/s of publication: Publisher/s, page nos

Lloyd-Morgan, G 1981 Roman mirrors and the third century. *In*: King, A C & Henig, M eds. *The Roman west in the third century 1.* (BAR Int Ser **109** (i)). Oxford: British Archaeological Reports, 145–57

6.21 Reference to corpus

Conventional abbreviated title vol no Compiler/s' surnames, initials, *Title of corpus vol no.* (Title of series **no** in series). Place/s of publication: Publisher/s, date

NoTS 1 Hartley, B R & Dickinson, B M. *Names on terra sigillata: an index of makers' stamps & signatures on Gallo-Roman terra sigillata (samian ware) 1 (A to Axo).* (*Bull Inst Class Stud Suppl* **102-1**). London: University of London Institute of Classical Studies, 2008

6.22 Reference to unpublished historical source

Abbreviation of repository name document reference no Expansion of repository name. Document reference no. Document title, date

CALS EDT 241/1–2 Cheshire Archives and Local Studies. EDT 241/1–2: Little Neston township tithe map and apportionment, 1849

6.23 Reference to ancient author

Author, *Title* Editor/s' or translator/s' surnames, initials, role. *Title.* Place/s of publication: Publisher/s, date

Catullus, *Carmina* Burton, R F & Smithers, L C transl. *The carmina of Caius Valerius Catullus.* London: privately printed, 1894

6.24 Reference to article in journal

Author/s' surname/s, initial/s date Title of article. *Title of periodical vol no* (part no), page nos

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

6.25 Reference to entry in database

The databases most likely to be cited are Historic Environment Record (HER)/*National Heritage List for England* and Portable Antiquities Scheme (PAS) entries. HER and *National Heritage List for England* entries should be cited in the text by an abbreviation for the record name (eg *CHER* for the Cheshire Historic Environment Record, *NHLE* for the National Heritage List for England, plus the record number. They should be expanded in the bibliography as follows:

NHLE 1013291 Historic England. *National heritage list for England.* SM 1013291: Oakmere promontory fort on the east bank of Oakmere 300m north west of Corner Farm. <https://historicengland.org.uk/listing/the-list/list-entry/1013291>. Accessed 26-01-2024

PAS finds should be cited in the text by the recording office (LVPL- for Liverpool) plus the record number. For a PAS find discussed in detail, a conventional author-date reference should also be given and expanded in the bibliography, eg:

Beeton, H 2024 *LVPL-2E716D: a medieval coin*. <https://finds.org.uk/database/artefacts/record/id/1169975>. Accessed: 18-07-2024

Multiple PAS finds may be cited in the text just by the recording office and record numbers, with the addition of the abbreviation 'PAS', with the following entry in the bibliography:

PAS Portable Antiquities Scheme database. <https://findsorg.uk/database/>

7.0 Bibliography

BS 1975 British Standards Institution. *Specification: the abbreviation of titles of periodicals: part 2. Word-abbreviation list. (BS 4148 part 2)*. London: British Standards Institution

CBA 1991 Council for British Archaeology. *Signposts for archaeological publication*. Ed 3. York: Council for British Archaeology

English Heritage 1991 *The management of archaeological projects*. Ed 2. London: English Heritage.

Fowler, E A 1965 *Dictionary of modern English usage*. Ed 2. Oxford: Oxford University Press

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