

Notes for Contributors

SUBMISSION

Submissions should be addressed to The Editor, Society of Antiquaries of Scotland, Royal Museum of Scotland, and should arrive no later than 30 November of each year.

Typescripts should be accompanied by a 3.5" disc version, clearly marked with the title, filename, date, contributor's name and type of software. Text should be typed on one side of A4 paper in 12 pt font or larger, double-spaced, with wide margins and full pagination. Two copies are required of all typescripts & illustrations.

Illustrations should be supplied as photocopies only in the first instance. Artwork will be requested by the Editor at a later date, as appropriate.

A Submission Sheet should accompany all contributions and is available on request.

The Society does not accept responsibility for the safety of typescripts, illustrations or computer discs. Contributors are urged to retain a copy of each item.

LENGTH

There is no fixed maximum word length for submissions to the *Proceedings*, but authors of longer papers and reports (ie 15,000–25,000 words) are urged to consult with the Editor well in advance of submitting their work.

ILLUSTRATIONS

The highest quality is expected in all line drawings and photographs which are submitted. Drawings should be finished versions, but copies only are sought in the first instance (pending possible revisions). Sub-standard illustrations will be returned for revision; a paper with poor illustrations may not be accepted for publication.

Bromides (ie reductions by camera on A4 or A3 photographic paper) are preferred, but original drawings (eg inked drawings on drafting film) are also accepted.

Titles should not be included within the artwork for drawings, but should be given in a separate list of accompanying captions for which an allowance of space must be made.

Numbered captions (in a single sequence for both drawings and photographs) should be given on a separate sheet.

Proportions of original artwork should allow for reproduction within the maximum space available on a page of the *Proceedings* (190 by 140 mm, including caption). It is the responsibility of the contributor to 'size' illustrations, by annotating each item to indicate the percentage reduction required for publication. All elements of original artwork — and especially text (eg feature numbers or place-names) — should be of a sufficient quality and size to remain clear and legible after reduction for publication.

A metric scale & north-point should appear in every map or site plan.

STYLE

The style of the text, illustrations and references should generally conform to the latest volume of the *Proceedings*.

Authors' names are given in full in the title credits for principal authors, but names of contributing authors can be given as initials & surname.

eg by Herbert Mitchell
with a contribution by M Mulvihill

Academic titles need not be given (ie H Mitchell, not Dr H Mitchell).

The address of the principal author/authors is given as a footnote to the title page of each paper.

An abstract should appear above the main text and should be no more than 200 words.

Headings will be ordered at typesetting stage and may simply be given in roman type — preceded and followed by a line space — in contributors' own typescripts.

Dimensions should be given in metric units, in kilometres, metres or millimetres (0.2 m or 200 mm; please note spacing) but not centimetres. 'Small finds' should always be described in millimetres. Imperial units may be quoted from earlier sources, but the metric equivalent should also be given, in brackets.

Numbers can be given in full text where less than 10 (ie one to nine), but as numerals for any greater numbers, as 'five samples from each pit', but '22 sherds', '19th-century pottery'.

Dates should be condensed where possible as '1936–8' (not 1936–1938); however, 'from 1936 to 1938' is also acceptable. Note that the -teen years are an exception, as 1914–18 (not 1914–8). The first to ninth centuries may be given in text. All others should be given in numerals, as 'pottery from the 19th century', but note '19th-century pottery'.

The convention AD 413 x 427 describes dates between which an historical event is thought to have occurred; the convention AD 413–27 describes the duration of an event.

20 September 1996 (not, for instance, September 20th 1996)

1660s, not 1660's.

AD 413, but 427 BC (note small caps).

National Grid references should be given for all archaeological sites or historic buildings which are central to the paper. References can be given as NGR: NO 7189 2052 (not NO71892051).

Compass orientations are written in full for simple orientations ('to the north', 'from the south-east'; but longer compounds should be abbreviated ('towards NNE', 'in a WSW direction'). A forward slash indicates alignment or axial orientation, as 'the building lay on an east/west alignment'.

Languages (ie quotations) other than English should normally be accompanied by a translation.

Dead languages (eg Latin quotations) should appear in italics.

Archaeological periods follow the most widely established usage: Mesolithic, early Neolithic but Early Bronze Age, Iron Age, Early Christian, early/late/post-medieval, Middle Ages, Early Modern, modern.

Personal titles should always be given with a starting capital, as the Duke of Sutherland, the Secretary of State (not the duke of Sutherland or the Secretary of state).

Place-names should follow current editions of the Ordnance Survey. Significant changes or variants should be identified and discussed, as appropriate.

Points can be omitted (for economy of space) where possible: Dr, eg, ed, edn, eds, F5002, ie, Mr, Ms, No 6, Nos 12 & 14, *et al*, pers comm, vol 129, illus 12.

Numbered features, samples, artefacts and so forth should be clearly identified in the text. Thus, 'The sherds from vessel 52 were recovered from sample 5002, representing the basal fill, context 124, of cist 7' (not 'sherds from 52 were recovered from 5002, representing the basal fill, 124, of 7').

Single 'quotation marks' are used for text and titles and double "quotation marks" only for quotes-within-quotes. Indented passages need not appear in quotation marks.

Archaic letter forms, in quotations from documentary sources, should be represented by the phonetic or orthographic modern equivalents, as appropriate. Common examples include the following:

- archaic 'long' form of S; thus 'house', not 'houfe'
- formerly interchangeable I and J; thus 'item', not 'jtem'
- formerly interchangeable forms U and V; thus 'house' not 'hovse'
- obsolete letter yogh; thus 'yards' not 'zards'
- Anglo-Saxon letter thorn, thus 'the' not 'ye'
- 'ff' at the beginning of a word (ie as a form of capital F), thus 'Fife' not 'ffife'

REFERENCES

The Harvard system — with (author, date & pages) set within the text — should always be used when the majority of references are to published books or articles.

End-notes may, however, be used for articles on historical topics, in which the references are predominantly to documentary material (see, for example, vol 123 (1993), 413–18).

Footnotes should never be used.

References in the text should accompany the author's name directly. Thus, 'in Mitchell's (1996, 35) opinion' and not 'in Mitchell's opinion (1996, 35)'.

Please note the spacing and word order of the corresponding bibliographic entry.

Mitchell, H 1996 'Estate lands in Clogheen', *Proc Clogheen Hist Archaeol Soc*, 1 (1997), 1–37.

Titles of foreign journals should be given in full, but titles of the main British and Irish journals can be abbreviated (eg *Proc Soc Antiq Scot*), following the recommended by the *British & Irish Archaeological Bibliography*.

Standard reference works may be cited in the text using an abbreviated title rather than the editors' names: thus, 'DOST' for the *Dictionary of the Older Scottish Tongue* and not 'Craigie & Aitken 1963'. For this and other examples, abbreviations should follow the forms recommended by the supplement to the *Scottish Historical Review*, 42 (1963). All such abbreviations should be given in their full or expanded form in the list of references at the end of each article, whichever system is used.

Documentary sources should be identified by a full archive number and relevant repository.

eg NAS D45/27/45 National Archives of Scotland, Dalhousie Muniments.
Confirmation of a grant to Jonet Maule of the lands of Grenefurde, 1394.

Maps should also be identified by a full title in references:

eg OS 1878 Ordnance Survey. 'Argyllshire', Sheet CIV.12 (1876–7), 1:2500.

RADIOCARBON DATES

Full details of radiocarbon dates should be given in the form of a table, identifying, ideally, the lab code, the sample material, a δC_{13} value, the date in radiocarbon years (ie yrs BP), and calibrated date ranges to the first and second levels of probability, as in the following example.

TABLE 1

Radiocarbon dates

Lab code	Sample material	Yrs BP	$\delta^{13}\text{C}$	Calibrated dates	
				1 sigma	2 sigma
AA-26244	Cremated human bone from the cist	1655 \pm 50	-24.3‰	AD 340-428	AD 250-530

The $\delta^{13}\text{C}$ value may be help in identifying 'odd' samples and can be useful in analysing problems in the interpretation of dates. Where dates are given in calibrated form, the particular calibration programme should be identified with reference to a published source.

Radiocarbon dates may be quoted in discussion as BP, cal BC or cal AD (eg 'before 4321 \pm 60 BP (GU-9123)' or 'before 2923 to 3329 cal BC (GU-9123)'); BP is commonly used by natural scientists, especially in reference to dates which fall before the range of existing calibration curves; cal BC and cal AD are more commonly used in archaeological papers. The use of BC or AD, alone, is appropriate to historical and astronomical dates only, and should not be applied to radiocarbon dates. The use of BC uncal is discouraged.

ACKNOWLEDGEMENTS

Responsibility for obtaining written permission for the use of copyright material and for the payment of associated fees lies with contributors; appropriate acknowledgements should be given. In particular, contributors should consult the Ordnance Survey Copyright Section regarding any illustrations based on current editions of OS maps.

PROOFS

One set only of proofs will be sent to the principal author; contributors will bear the cost of any significant changes requested at this stage in production.

OFFPRINTS

Twenty-four free off-prints are supplied to the principal author of each paper. Additional copies can be ordered at cost; order forms for this are supplied to authors with page proofs.

PUBLICATION COSTS

Contributors are requested to advise the Editor at an early date whether a paper is likely to be supported by a publication grant or other form of sponsorship. Contributors are urged to make every effort to seek sponsorship from an appropriate source. This is not a requirement for publication, however, as papers are ultimately accepted or rejected on merit alone.