

Notes and conditions for Contributors preparing texts for submission

CHANGES

Please note that there are some significant changes in the notes, arising out of the move to double column layout from volume 132, the continued development of digital text and illustration creation, the desire to simplify, and from the Society's revised production schedule.

SUBMISSION

Submissions should be addressed to The Editor, Society of Antiquaries of Scotland, Royal Museum of Scotland, Chambers St, Edinburgh EH1 1LF, and can be submitted at any time. Articles should only be submitted in their final form, unless the Editor has agreed in advance to comment on an early draft. Incomplete papers will be returned.

The Society can only consider papers submitted in conformity with these notes and conditions and cannot publish a paper unless an appropriate agreement between author(s) and the Society has been signed (see Annex).

The production schedule of the *Proceedings* assumes that all material for a volume (other than the business reports of the Society) will be in the hands of the printer by 31 December of the year for which the volume is dated. It follows that the earlier in the year a paper is submitted, and the greater care taken in the preparation of the text, the greater the chance of early publication. The Society cannot guarantee that a paper will appear in any particular volume, but will work with the author to ensure that it appears as speedily as possible.

Typescripts should be accompanied by a CD or 3.5" disc version, clearly marked with the title, filename, date, contributor's name and type of software. Text **must** be typed on one side of A4 paper in 12 pt font or larger, double-spaced, with margins at least 30 mm wide and page numbers in a single sequence. Two copies are required of all typescripts & illustrations.

As virtually all text is now passed to the printers of the *Proceedings* in digital form, authors should note the following advice, to save their own and the Editor's time. Virtually all formatting is stripped out of files by the printer. There is therefore no point in closely mimicking the appearance of the printed *Proceedings*. Generally found formatting such as italics, underline, bold, small capitals and superscript survive the transfer process, and authors should use these as necessary. Setting hanging indents etc in word-processing packages is counterproductive, as is the use of the heading hierarchy styles provided by word-processing packages (the Editor merely has to remove them – see the section titled *Headings* below). The indent for a new paragraph need be indicated only by a tab. All text should be based on the 'Normal' style.

Authors may find it useful, if their word-processing package allows it, to make non-printing characters visible while working on a text – in this way unnecessary spaces and paragraph returns will be more easily spotted.

While files from major word-processing packages are acceptable, the Rich Text Format (RTF) option, provided by most packages, is preferred.

Tables should be submitted in a separate file or files, using the format provided by the word-processing package or spreadsheet. The author should provide hard copy indicating generally what the table is supposed to look like.

Illustrations should be supplied as photocopies only in the first instance. Artwork – whether digital or drawn – will be requested by the Editor when needed.

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

The Society cannot 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 maximum word length for submissions to the *Proceedings*, but authors of longer papers and reports (ie 15–25,000 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.

Drawings should be in the form of digital image files; bromides (ie reductions by camera on A4 or A3 photographic paper) or original drawings (eg inked on drafting film) will be accepted. Paper size should be no more than A3. Photographs, if not submitted in digital format, should be sharp high contrast prints on glossy paper. Digital image files should be in TIFF or EPS format (not JPEG format) with a minimum resolution of 350 dots per inch (dpi) for photographs, 800 dpi for line drawings and 1200 dpi for fine lines.

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.**

Size The move to a double column format from volume 132 of the *Proceedings* will allow much greater flexibility in the sizing and placing of illustrations. The options now available are

- full or part of the whole page width up 198 x 143mm, **including caption;**
- whole or part of an individual column – up to 198 x 68mm, **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 **must** appear in every map or site plan.

A metric scale **must** appear in every artefact drawing. The former practice of expressing scales by a proportion (eg 2:1) does not allow minor changes to be made in reduction during the printing process, and, if errors of scale are made in printing, these may not be easily detected.

STYLE

The style of the text, illustrations and references should generally conform to the latest volume of the *Proceedings*. The Editor will provide a copy of his detailed style sheet on request.

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 should not be given in the title credits, but can be given, where appropriate elsewhere.

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. There are normally three levels of heading. Authors may indicate the hierarchy as follows (using ‘normal’ text, not the word-processing hierarchy):

- HEADING LEVEL A – range left, BLOCK CAPITALS (not bold);
- HEADING LEVEL B – range left, SMALL CAPITALS;

Heading level C – upper and lower case *Italics* (capital letter only on first word, except where individual words require a capital).

This simple formatting survives the transfer to printer and considerably eases the task of the Editor.

Dimensions should be given in metric units, in kilometres, metres or millimetres (0.2m or 200mm; please note spacing, which now omits the space insisted upon in the SI); centimetres may be used for approximations (in the way one might have used ‘6 inches’ in imperial measurement) where the use of millimetres would suggest a spurious accuracy. ‘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. Authors should take care that the number of digits following a decimal point expresses the correct level of accuracy. 2.30m implies accuracy to the nearest 10mm. If the measurement is not that accurate, then, for example, 2.3m should be used. Averages should also be expressed at an appropriate level of accuracy (eg 1.74m), not to the level the author’s calculator might suggest (eg not 1.7389m – which implies an accuracy to the nearest tenth of a mm).

Numbers should be given in full text where less than 11 (ie one to ten), but as numerals for any greater numbers, as ‘five samples from each pit’, but ‘22 sherds’ (except where starting a sentence). The first to tenth centuries may be given either in text or as numerals, although awkward conjunctions (eg ninth to 11th century) should be avoided by using all numerals (eg 9th to 11th). All others should be given in numerals, as ‘pottery from the 19th century’, but note ‘19th-century pottery’. Please ensure that your usage is consistent.

Dates should be condensed where possible as ‘1936–8’ (not 1936–1938 or 1936–38); however, ‘from 1936 to 1938’. Note that the -teen years are an exception, as 1914–18 (not 1914–8).

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 – which can be expressed by using the small capitals found on your word processor).

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/later/post-medieval, Early Historic, Middle Ages, Early Modern, modern.

Personal titles should always be given with a starting capital, as the Duke of Sutherland, the Scottish Ministers (not the duke of Sutherland or the Scottish ministers, but note, dukes of Sutherland; Scottish kings).

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

Points should normally be omitted : Dr, ed, edn, eds, F5002, Mr, Ms, No 6, Nos 12 & 14, pers comm, vol 129, illus 12. Note that the style in the *Proceedings* is being made consistent – thus no abbreviations of Latin expressions in common use will in future be in italic – thus eg, ie, c, et al.

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, from the basal fill, context 124, of cist 7’ (not ‘sherds from 52 were recovered from 5002, from the basal fill, 124, of 7’).

Single ‘quotation marks’ are used for text and titles and double “quotation marks” only for quotes-within-quotes. The smartquotes function on your word processor should be switched on as this allows for differentiation between open and close quotation marks by the printer. Long quotations are set in the *Proceedings* thus:

this is a long quotation; note that there are no quotation marks and that the text is indented. Authors can use any method of formatting this, as none will survive transfer to printer and the Editor will have to fiddle with it anyway. Note that the reference should appear at the end of the quotation. (Barclay 2001, 23)

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’

Hyphens and Rules In the *Proceedings* a hyphen is used to link words (eg stoke-hole), an EN rule (without spaces) to separate numbers (eg 1980–92) and an EN rule (with spaces) as parenthesis – like this. These dashes survive the transfer to the printer. Once again, their correct use reduces the amount of editorial input necessary.

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, this volume, 23–39, where appropriate material has been placed in end-notes, while published references are in Harvard). Please note that presenting a file using the ‘footnote’ capacity of a word-processing package causes problems. It is best if numbers in the text are given as (preferably) a superscript number or thus [2], and the endnotes themselves given as normal text at the end of the file. *Footnotes* should never be used.

References in the text should accompany the author’s name closely, but not in such a way as to break up the text unnecessarily. Thus, ‘in Mitchell’s opinion (1996, 35)’ not ‘in Mitchell’s (1996, 35) opinion’, but certainly not the name and the date separated by a five line sentence!

Please note the spacing and word order of the corresponding bibliographic entry (there is no need to mimic the appearance of the printed *Proceedings* by creating a hanging indent)

eg Mitchell, H 1996 ‘Estate lands in Clogheen’, *Proc Clogheen Hist Archaeol Soc*, 1, 1–37.

Note that the former practice of providing a volume date after the volume number has been discontinued – while intended to differentiate between supposed year of publication (eg the year a journal is ‘for’) and the actual year of publication, the system has not been applied consistently. There is only one circumstance in which a volume year will continue to be used – where the journal uses or used a split year (eg *Proc Soc Antiq Scot*, 104 (1971–2)).

References to books should not contain the name of the publisher, only the place of publication.

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*, *Proc Prehist Soc*, *Scott Hist Rev*), following the styles 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 the full archive number and relevant repository.

eg NAS GD45/27/45 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 the list of references:

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

The Editor would appreciate authors taking the time to check that all the papers referenced in a paper are actually included in the list of References, and *vice versa*.

RADIOCARBON DATES

Full details of all radiocarbon dates from a site must be given somewhere in the text in the form of a single table, identifying, as a minimum, the lab code, the sample material, the event likely to be dated, a $\delta^{13}\text{C}$ 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. It can also be helpful if specific reference is made to any site phasing.

TABLE 1

Radiocarbon dates

Lab code	Sample material	Yrs BP	$\delta^{13}\text{C}$ (‰)	Calibrated dates	
				1 sigma	2 sigma
AA-26244	Charcoal from postpipe, marked on line 3	1655 ± 50	-24.3‰	AD 340–428	AD 250–530

To avoid the proliferation of small tables, single dates, as mentioned in passing in the text, can be expressed as the BP date, the 2 sigma calibration if appropriate, and the laboratory code; a group of dates can be expressed in the form of a table within the text, but there should be a summary table of all dates somewhere in the paper. Where dates are given in calibrated form, the particular calibration programme should be identified with reference to a published source.

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. BC uncal should not be used.

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.

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.

OFF-PRINTS

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. The Editor will seek specific information as a paper goes to press. This is not a requirement for publication, however, as papers are ultimately accepted or rejected on merit alone.

ANNEX

Memorandum of agreement between the Society of Antiquaries of Scotland ('the Society') and the author(s) (represented in the case of co-authored papers by the first-named author or a nominated co-author)

Title: _____

1. the copyright of the contents of the paper (and any copyright material printed in it by permission of the copyright holder) remains the property of the authors (and original copyright holders); however, the author(s) assigns a non-exclusive right to the Society to publish the paper while the author's copyright subsists;
2. the Society retains copyright of the layout and typography of the *Proceedings* but will permit (without formal application) the creation of further hard copies of the paper for academic use (on condition that no charge is made for supply); the paper may not be mounted in any form on any internet site or distributed in any electronic form without the written permission of the Society;
3. the author(s) confirms that **he or she has obtained all necessary permissions** for publication of copyright material (photographs, illustrations, maps) in the *Proceedings* **and subsequent mounting on the internet** (and where necessary paid any reproduction fees), and that the Society will not be held responsible for any omission of the author(s);
4. the Society undertakes, subject to satisfactory refereeing and any consequent amendments, to publish the paper as speedily as possible;
5. the author(s) undertakes to return proofs within the timescale requested by the Society (between two and four weeks, depending on urgency);
6. the author(s) confirms that the paper will not be offered in substantially the same form to another outlet, unless of course the Society declines to publish.

Signed on behalf of the Society _____ Date _____

Signed by or on behalf of the author(s) _____ Date _____