

# Notes and conditions for contributors preparing texts for submission, 2004–2005

## CHANGES

Please note that there are some significant changes in the Notes from the set published in volume 133, mainly as regards references and illustrations.

## SUBMISSION

*Submissions* should be addressed to The Editor, Society of Antiquaries of Scotland, Royal Museum of Scotland, Chambers Street, Edinburgh EH1 1JF (proceedingseditor@socantscot.org), 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).

All papers submitted for publication are subject to peer review.

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 January of the year after 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 version (3.5" discs are no longer acceptable), clearly marked with the title, file name, date, contributor's name and type of software; MS Word or RTF are preferred. Text **must** be printed on one side of A4 paper in 12 pt font or larger, double-spaced, with margins at least 30mm wide and page numbers in a single sequence. Two copies are required of all typescripts and illustrations. Please note that virtually all word-processor formatting is stripped out of files by the printer. The only ones that reliably survive are:

- italics
- underline
- bold
- small capitals
- superscript

Please do not set hanging indents for paragraphs and do not use pre-set heading styles. The indent for a new paragraph need be indicated only by a tab. All text should be based on the 'Normal' style.

*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. 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 15,000–25,000 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 submitted.

*Drawings* should preferably be in the form of digital image files: TIFF or EPS (not JPEG) at a minimum resolution of 350 dots per inch (dpi) for photographs and 1200 dpi for line drawings. Photographs or illustrations which already have a halftone screen must be supplied at 1200 dpi. Bromides (ie reductions by camera on A4 or A3 (max) photographic paper) or original drawings (eg inked on drafting film, A3 max) will be accepted. Photographs, if not submitted in digital form, should be sharp high contrast prints on glossy paper. No company logos please.

*Titles* should not be incorporated within the artwork, but should be given in a separate list of accompanying captions.

*Size* The move to a double column format allows much greater flexibility in the sizing and placing of illustrations. The options now available are:

- full page width up to 198 × 141mm, including caption;
- two-thirds page width, up to 198 × 95mm, including caption;
- whole or part of an individual column – up to 198 × 68mm, including caption.

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 and north-point* **must** appear on every map or site plan.

*A metric scale* **must** appear in every artefact drawing (to avoid error in reduction where a proportional scale only is given).

## 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 the detailed style sheet on request.

*Academic titles* should be given only in the Acknowledgements.

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 (use small caps font, not different size of text);

*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.

*Archaeological periods* follow the most widely established usage: Mesolithic, early Neolithic but Early/Late Bronze Age, Iron Age, Early Christian, early/late/post-medieval, Early Historic, Middle Ages, Early Modern, modern. However, please use absolute date ranges where possible.

*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’

*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). Radiocarbon ranges should be given in full (eg 2000–2400 cal BC).

The convention ‘AD 413x427’ 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).

CE (Common Era) and BCE (Before the Common Era) are acceptable if the author prefers.

*Dimensions* should be given in metric units: in km, m or mm (0.2m or 200mm; omitting the space between digit and unit); centimetres may be used for approximations. ‘Small finds’ should always be described in millimetres. Imperial units may be quoted (eg 6ft, 3in) but the metric equivalent should also be given, in brackets.

*Hyphens and rules* A hyphen is used to link words (eg stake-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.

*Languages* (ie quotations) other than English should normally be accompanied by a translation and be italicized. Latin, where long adopted into English (eg in situ, et al) need not be italicized. Unadopted phrases should be italicized.

*Numbers* should be given in full text where fewer 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).

*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’).

*Personal titles* should always be given with a starting capital, as the Duke of Sutherland, the Secretary of State, the Scottish Ministers, or where writing of a specific King, Earl etc (but **note** the 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 be omitted: Mr, Ms, Ltd, ed, eds, edn, Dr, F5002, no 6, nos 12 & 14, pers comm, vol 129, illus 12.

*Quotation marks* Single ‘quotation marks’ are used for text and titles and double “quotation marks” only for quotes within quotes. A quote within text (fewer than c 20 words) should be preceded by a comma.

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 appear 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 within the punctuation (Barclay 2001, 23).

*Spelling* The *Proceedings* uses ‘-ize’ rather than ‘-ise’ forms (with the normal English spelling exceptions).

## MAPS

*National Grid References* should be given for all archaeological sites or historic buildings which are central to the publication. 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’.

## REFERENCES

The Society is happy to have references presented either in the *Harvard System* or as *Endnotes*, as appropriate.

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

References to books should contain the name of the publisher AND the place of publication.

*End-notes* may, however, be used for sections on historical topics, in which the references are predominantly to documentary material. The endnote format is similar to that used in recent Society monographs, viz:

- 1 Russell 1997, 47–8, no 24.
- 2 CS22/20, minutes 5 December 1665.
- 3 This painting has been lost.

The endnotes should be followed by REFERENCES and a list of UNPUBLISHED SOURCES.

Note that endnotes **must not** be presented using the ‘endnote’ capacity of your word-processor. This does not survive the transfer to the printer and causes a great deal of work to convert. It is best if numbers in the text are given as (preferably) a superscript number<sup>2</sup> or thus [2], and the endnotes themselves given as normal text at the end of the file. *Footnotes* should never be used.

If using the *EndNote* bibliographical software, the Editor can provide an output style file for the *Proceedings* for both Harvard and Endnote styles of referencing.

The publication date of a journal is taken to be the date on its spine. Publication years for a journal need only be included after the journal title where the volume covers a split year (eg 1970–1).

*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 recommendations of the *British & Irish Archaeological Bibliography*, except ‘Scot’ = Scotland, ‘Scott’ = Scottish.

*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 report, whichever system is used.

*Documentary sources* should be identified by the full archive number and relevant repository, eg:

*National Archives of Scotland*  
NAS D45/27/45, 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 radiocarbon ages should be given 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 age in radiocarbon years (BP), and calibrated date ranges to the first and second levels of probability, as in the example below.

Table 1 Radiocarbon dates

Lab code	Sample material	Lab age BP	$\delta^{13}\text{C}$	Calibrated dates	
				1-sigma	2-sigma
AA-26244	Cremated human bone from the cist	1655 ± 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 of calibration data (eg OxCal v3.5). BP dates, commonly used by natural scientists, must be calibrated, if the determinations fall within a calibration curve.

## PERMISSIONS & COPYRIGHT

Responsibility for obtaining written permission for the use of copyright material (other than Ordnance Survey maps) and for the payment of associated fees lies with contributors; appropriate acknowledgements should be given.

## PROOFS & OFFPRINTS

*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.

Twenty-four free off-prints (OR a free CD version) 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.

## GRANT AID

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 is accepted. 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;
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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 photocopying by libraries** (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 .....