

Information and notes for contributors

General points

- 1** The text should be of a length appropriate to its content (*ie* 3,000–4,000 words on average, unless greater length can be justified by the material and subject to peer review).
- 2** The paper must have an adequate summary of the contents (approximately 100 words). This will be translated into French and German.
- 3** Two copies of all initial texts must be submitted in hard copy, one to each editor. They should be printed on A4 paper, double-spaced and with a good left-hand margin (30 mm).
- 4** Texts may be submitted at any time, but must be received by 31st October for consideration for the next volume.
- 5** If possible, send reduced copies of illustrations with the initial text. *Do not* send original illustrations until requested to do so by the editors (*see also note 10*).
- 6** All papers intended as main articles, rather than notes, will be submitted for peer review. The reviewer has the right to remain anonymous if they choose, but their comments will be communicated to the author(s) for consideration and implementation.
- 7** The editors reserve the right to make minor changes of form/layout as required, but no fundamental changes will be made without consultation with the author(s).
- 8** Following peer review, the editors will seek, where appropriate, to guide contributors on matters of content. However, each paper is the copyright of its author, who alone is responsible for the statements published therein and for ensuring that permission to reproduce any text or artwork that is the copyright of another author has been obtained.
- 9** Final texts should, where possible, be submitted on disk – preferably as an RTF file in Word or Word Perfect. The disk must be accompanied by a hard copy of the text.
- 10** All authors will receive first page proofs for checking and correcting (not rewriting). Major changes at this stage will be charged to the contributor. Failure to return proofs by the required date may lead to the editors returning their own proofs without further reference to the contributor.
- 11** Major papers will be accepted on merit, but where, for financial reasons, a choice has to be made between

two or more contributions, preference may be given to those for which sponsorship has been or can be obtained, while other texts will be selected on a ‘first-in’ basis.

12 Authors of main papers will receive up to ten free off-prints on publication, depending on single/joint authorship. Authors of notes will receive two free off-prints.

Text

To minimise editorial work, please ensure that the text conforms to the following instructions.

- 1** The title must be in upper and lower case, bold.
- 2** The author’s name must be in upper and lower case, with an asterisk referring to the author’s contact address (listed at the foot of the first page of the paper).
- 3** The summary must be in italics.
- 4** The paper must have a logical structure with an introduction, sequential components and discussion/conclusion, followed by acknowledgements and references.
- 5** All first-level headings must be in capitals, bold.
- 6** All second-level headings must be in upper and lower case, bold.
- 7** All third-level headings must be in upper and lower case, italics.
- 8** In-text emphasis of fabrics or form types may also be in italics. Quotation marks, if used, should be ‘singular’, not “double”.
- 9** Abbreviations (shortened forms which do not end with the last letter of the original word) are not followed by a full-stop (for example, Fig, No, Pl, pers comm, cf, eds). Do not use the ampersand (&) in text or in the references.
- 10** References to figures within the text should be in the form, for example, ‘Figure 1.1’. References to figures in the reference section should be in lower case, for example, ‘Broadribb 1994, 600, fig 6, no1’.
- 11** For acronyms and other abbreviations using capital letters, standard international units of measure with *no* full-stop are used (for example, CBA, HMSO, HBMC; AD, BC, OD; m, mm, kg).

12 Contractions (shortened forms which end with the last letter of the original word) are not followed by a full-stop (for example, Mr, Dr, St).

13 All foreign language expressions, abbreviations and terminology must be in italics (for example, *in situ*, *ibid*, *c*, *ie*, *eg*, *et al*, *etc*)

14 Compass points must be given in full (for example, south-east), in lower case.

15 Numbers one to twenty and any number starting a sentence should be written in full. Numbers over twenty should be given in numerals, as should those followed by units of measure (for example, '5 miles', '10 kg'), with a space should be inserted between the unit and its measure.

Percentages should be given in numerals followed by the % sign, *not* using words.

Context numbers must be given in square brackets (for example, 'context [3]').

16 Dates (for example, 13th to 14th centuries) use normal and not superscript/subscript style, with the word 'century' not 'C'.

Use a hyphen when a date is used as an adjective (for example, 'of a mid 13th-century date').

For other types of dates, use, for example, *c* 1450–1460, AD 1225, AD 1320–1350 (use keystroke 'alt/option -').

17 Authors should note that their papers should contain 'References' (not 'Bibliography'). References should contain only those that have been cited in the body of the paper, either in the main text, specialist reports or appendices. As a matter of course, *before* the paper is sent to the Editorial Committee, the author should check that every text reference is included in the References and that every item listed in the References is referred to in the text.

18 *Books* The name of the publisher *and* the place of publication should be given, for example: Cruden, S 1986, *Scottish Medieval Churches*, 34–5. John Donald, Edinburgh.

19 *Chapters in books* Spearman, R M 1988 'The Medieval Townscape of Perth', in Lynch, M, Spearman, M and Stell, G (eds) *The Scottish Medieval Town*, 42–59. John Donald, Edinburgh.

20 *Theses* Torrie, E P D 1988 *The Guild in Fifteenth century Dunfermline*, unpubl PhD thesis, University of Edinburgh.

21 *Articles* Woolliscroft, D J 1993 'Signalling and the design of the Gask Ridge system', *Proc Soc Antiq Scot*, 123, 291–313.

MacAskill, N L 1987 'Ceramic building material', in Holdsworth, P (ed) *Excavations in the Medieval Burgh of Perth 1979–81*, 156–7. Edinburgh (= Soc Antiq Scot Monogr Ser, 5).

Hall, D W 1997 'The Pottery', in Rains, M J and Hall, D W (eds) *Excavations in St Andrews 1980–89*, 26–30. Glenrothes (= Tayside Fife Archaeol Committee Monogr 1).

Hodgson, G W I 1983 'The animal remains from medieval sites within three burghs on the eastern Scottish seaboard', in Proudfoot, B (ed) *Site, environment and economy*, 3–32. Oxford (= BAR Int Ser 173).

22 Titles of foreign journals should be given in full, but British and Irish journals can be abbreviated, for example, '*Medieval Archaeol*', '*Tayside Fife Archaeol J*'.

23 Publication years for a journal should only be included after the journal title where the volume covers a split year, for example, '1971–72'.

24 Documentary sources should be given their full archive number and repository.

25 Maps should be identified by their full title in the reference list.

26 Footnotes should never be used and references should appear in the text as, for example, 'Torrie 1988' or 'as Torrie has stated (1988, 54)'.
27 Histograms and other graphics should be listed as figures.

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28 Figures and Plates should be referred to in the text as, for example, 'Figure 1 and 'Plate 1' (normal text). All figures and plates must have a caption, for example, 'Figure 1 Location map.' If there is no scale in the illustration, a note of the scale at which the illustrations have been reproduced should be included in the caption. If the artwork is not by the author, the illustrator or photographer must be acknowledged, either in the caption or in the acknowledgements (for example, 'referring to Figure 1.1–13'). Captions must be listed sequentially at the end of the contribution.