



# BERKSHIRE ARCHÆOLOGICAL SOCIETY

Patron: H.M. THE QUEEN

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## Berkshire Archaeological Journal Typographical and archaeological conventions

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This document lists the typographical and archaeological conventions used within the Berkshire Archaeological Journal. It has been produced to improve the visual consistency and readability of the Journal.

The material has been presented in three parts: the first, defines the typographical conventions currently used to present the articles, the second outlines the archaeological conventions, while the third explains the layout of the bibliography and references.

### 1. Layout and typography

These conventions describe how the pages of the journal will be presented. The conventions are listed in alphabetical order.

Articles:	Each article starts on a right hand page and if necessary has a blank left hand page at the back
Article header:	Capitals, Garamond 14 point, bold, justified, with spacing 0 pts before, 6 pts after and line spacing of 15 pts
Author:	Capitals, Garamond, 12 point, regular, justified, with spacing 0 pts before, 0 pts after and 13 pts line spacing
Authors additional:	Garamond, 10 point, regular, justified, with names in Capitals, with spacing 0pts before, 6 pts after and exactly 11 pts
Authors level 2:	Garamond, 10 point, italic, with line spacing 0 pts before, 0 pts after and exactly 11 pts
Bibliography heading:	Capitals, Garamond, 10 point, bold, justified
Bibliography text	Garamond, 10 point, justifier, regular, with indentation hanging 0.32 cms
Cross references within the text:	Cross references with the text of an articles refer to either a Heading 1 or Heading 2 heading or to a page and column
Detailed artefact text:	Garamond 8 point, regular, justified, in paragraphs 0 pts before, 0 pts after and exactly 8 pts between lines

Detailed artefact headers:	Garamond, 8 pts, bold in line with detailed artefact text
Document body:	Two columns, 7cms wide with 1cm gap between them
Document headers and footers:	First, odd and even pages with 1.25cm header and 1.25cm footer First pages have page number on right hand side in the header Odd pages have authors names and page number in the header Even pages have page number and first line of article title in header
Figures:	All figures should be readable and should be sized to fit within either 1 column of a page width or section which occupies a page width in order to ensure the text in the figure is readable. Figures include diagrams and maybe photographs.
Figures with multiple images:	If a figure has multiple images then the individual images should be numbered. Reference to these images should take the form, (Figure n.m) where n is the figure number and m the image number within the figure
Figure headings:	Garamond, 10 point, italic. Figures are numbered sequentially within an article
Figures- references to:	These take the form (Fig. n) where n is the figure number
Heading 1:	Capitals, Garamond, 10 point, bold, justified
Heading 2:	Garamond, 10 point, italic justified
Normal text paragraphs:	Garamond, 10 point, regular, justified, in paragraphs with 0pts before, 6 pts after and exactly 11pts between lines
Notes:	Some authors like to include notes in their papers. Notes will be presented in a section entitled notes before the bibliography
Notes – references to:	These take the form (Note n)
Page format:	Top 2.5cm Inside 2.0cm Outside 2.0cm Gutter 0.5cm Bottom 2.5cm Different odd/even Different first page
Page footer article first page:	The words: <i>Berkshire Archaeological Journal</i> , 77, 2003 - 2006 in Garamond, 8 point italic text, aligned to left of the page
Page footer right (odd numbers):	The words: <i>Berkshire Archaeological Journal</i> , 77, 2003 - 2006 in Garamond, 8 point italic text, aligned to right of the page

Page footer left (even numbers):	The words: <i>Berkshire Archaeological Journal</i> , 77, 2003 - 2006 in Garamond, 8 point italic text, aligned to left of the page
Page header article first page:	Header with page number of right hand side
Page header left (even numbers):	Single line of text containing page number of left hand side followed by edited first line of article title centred in the header both in Garamond 10 point regular font
Page header right (odd numbers)	Single line of text containing authors names in capitals, centred in the header, followed by page number on the right hand side both in Garamond 10 point regular font
Page numbers:	Garamond 10 points, regular on the outer edge of page headers
Plates:	Plates should fit within a column or a section which occupies the full width of the page
Plate headings	Garamond, 10 point, italic. Plates are numbered sequentially within an article
Plate references to:	These should take the form (Plate n)
Sections of a paper:	Sections of a paper start with a Heading 1 or Heading 2 heading as appropriate. Such headings must be meaningful and should not contain references to figures or tables. Such reference should be included in the section
Summary header:	Garamond, 10 point, bold, italic, justified left
Summary text:	Garamond, 10 point, bold, italic, justified, with single paragraph with spacing 0 pts before, 0 pts after, and 11pt line spacing
Tables:	All tables should be readable and should be sized to fit within either a single column or a page width in order to ensure the text in the table is readable.
Table headings:	Garamond, 10 point, italic. Tables are numbered sequentially within an article
Tables – reference to:	These take the form: (Table n)

## 2. Presentation conventions

These conventions describe how the material will be presented in articles published in the Journal:

Abbreviations	The Berkshire Archaeological Journal is being read by non-archaeologists so the general rule is avoid the use of archaeological specific abbreviations and abbreviated forms of organisation names (for example OA for Oxford Archaeology); whenever possible the editors will replace abbreviations with full names.
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Archaeological features:	A reference to a specific archaeological feature such as pit 206 should take the form of a feature type with a leading capital letter and its context number (e.g. Pit 206). Typical feature types are Pit, Trench, Wall, Bank etc. In all other cases terms used to identify feature types will be presented with in lower case, except where the term starts a sentence.
Capitals	Capital letters are used for the first word of a sentence and for names. Names are used for geographical areas and features (e.g. Southern Britain, River Thames, Thames Valley), for archaeological timeframes (e.g. Early Iron Age), for archaeological features (e.g. Ditch 102, Pit F30), and for people (e.g. Ron Smith). No other uses of capitals are required.
Century dates:	All century dates will be of the form <i>nnth century</i> with AD or BC added if appropriate, where <i>nn</i> is any number (e.g. 4th century AD)
Circa as in circa 1066:	This is abbreviated to <i>c.</i> in italics
Context identifiers	Context numbers within a sentence should be presented in round brackets, for example (106, F709) meaning context 106 and F709.
Describing excavations and artefacts:	Wherever possible descriptions of excavations and artefacts should be in the past tense. For excavations this is self evident because the excavation has already occurred and cannot be repeated. For artefacts, all the evidence shows that most artefacts are either lost or get separated from any documentation relating to their archaeological context so it is best to treat a description as the result of an event that happened in the past

Geographical features	Names of geographical features such as rivers etc will start with capitals (e.g. River Thames, Thames Valley).								
Measures of length and distance:	<p>All measures of length and distance will be metric unless there is a good historic reason for using Imperial measures.</p> <p>Such measures will be presented as either nn.nnpp where nn.nn represented the measure and pp represents the units with no space between (e.g 44.50cm or 467.9mm)</p> <p>or in the form nn.nn centimetres with a space between the units and the measure in full</p> <p>The abbreviations those commonly used in Britain:</p> <table> <tr> <td>mm</td> <td>millimetres</td> </tr> <tr> <td>cm</td> <td>centimetre</td> </tr> <tr> <td>m</td> <td>meters</td> </tr> <tr> <td>km</td> <td>kilometres</td> </tr> </table>	mm	millimetres	cm	centimetre	m	meters	km	kilometres
mm	millimetres								
cm	centimetre								
m	meters								
km	kilometres								
Measure of weight	<p>All weights will be in metric These will be presented as either nn.nnpp where nn.nn represented the measure and pp represents the units with no space between (e.g. 44.50gr or 467.9Kg)</p> <p>or in the form nn.nn grams with a space between the units and the measure</p> <p>The abbreviations are:</p> <table> <tr> <td>gr</td> <td>grams</td> </tr> <tr> <td>Kg</td> <td>kilograms</td> </tr> </table>	gr	grams	Kg	kilograms				
gr	grams								
Kg	kilograms								

### 3. Bibliography

The bibliographic system used in the Berkshire Archaeological Journal follows that used in *Antiquity*.

The bibliography should contain the details of articles referenced in the article. They should be in alphabetical order of author surname in the format used in *Antiquity*. The *Antiquity* conventions distinguish between an article in a journal, an article in an edited book, a single or multi-authored book or a web page. Typical examples of how these would appear in a bibliography are:

- Bietak, M. & I. Hein. 2001. The context of White Slip wares in the stratigraphy of Tell elDabca and some conclusions on Aegean chronology, in V. Karageorghis (ed.), *The White Slip Ware of Late Bronze Age Cyprus*: 171-94. Vienna: Verlag der Osterreichischen Akademie der Wissenschaften.
- Binford, L.R. 1972. Contemporary model building, paradigms and the current state of Palaeolithic research, in D.L. Clarke (ed.), *Models in Archaeology*: 109-166. London: Methuen.
- Care, V. 1979. The production and distribution of Mesolithic axes in Southern England, *Proceedings of the Prehistoric Society*. 45: 93-102
- Piggott, S. 1954. *Neolithic Cultures of the British Isles*. Cambridge: Cambridge University Press.
- Wolle A. 1999, 22 October. (:atalhoyuk: Excavations of a Neolithic Anatolian Hoyuk. <http://catal.arch.cam.ac.uk/catal/catal.html> (29 November 1999).

If in doubt, consult *Antiquity* for the correct format.

References in the text of an article to entries in the bibliography should take the form: (author-surname publication-year) or (author-surname publication-year: page) or author surname publication-year: figure) with multiple references separated by semicolons. For example: (Binford 1972), (Piggott 1954: 1), (Piggott 1954: figure 2) or (Binford 1972; Piggott 1954). For articles with two or more authors, the reference should take the form (first-author-name et al publication-year); for example (Bietak et al 2001), where the “et al” is in regular font not italics

If the author can write an authors name in their text with a short reference, for example:” as written by Smith (1960)”.

Should an author wish to provide a details of other references which are not referenced in the article then these should be included in another section entitled *Additional reading*.