Berkshire Archæological Society

Patron: H.M. THE QUEEN
President: Professor Michael Fulford FBA FSA

Berkshire Archaeological Journal
Presentation and typographical conventions

Andrew Hutt

23rd April 2014

This document lists the presentation, bibliographical, page layout and typographical conventions used within the Berkshire Archaeological Journal. It has been produced to improve the visual consistency and readability of the Journal.

Authors submitting papers for publication in the journal are asked to present papers in Word format.   Ideally, the paper should start with a title and authors names followed by a summary written in a form which will encourage readers to read the paper. After the summary, the Word document should contain the text which conforms to the presentation and bibliographical conventions, the bibliography (see the bibliographical conventions) and then the figures each with an appropriate caption.

Please note that the largest figures which can be published in the journal without resizing are:

Portrait 235mm by 167mm with a one line caption at the bottom

Landscape: 240mm by 157mm landscape with a one line caption at the bottom

Authors should not attempt to produce a paper which follows the page layout and typographical conventions.

1. 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.
Abbreviations in italics	circa shown as *c.* and *et. al.*
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.
Archaeological periods	names of archaeological periods: e.g. Bronze Age, Iron Age, Early Iron Age etc will start with a capitals. The only variants are the medieval periods: post-medieval, pre-medieval which are all in lower case letters.
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 nnth century with AD or BC added if appropriate, where nn is any number (e.g. 4th century AD)
Circa as in circa 1066:	This is abbreviated to *c.* in italics
Compass bearings	N S E W capitals or spelt out in full, others such as NNE in capitals
Context identifiers	Context numbers within a sentence should be presented in round brackets, for example (106, F709) meaning context 106 and F709. Having said that some archaeological contractors choose to use square brackets in which case care needs to be taken to ensure that the identifiers in diagrams match those used in the text
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
e.g. and i.e.	These abbreviations with be typed with full stops
Figures, Tables and Plates	All figure, table and plate captions start with the words *Figure n. Table n.* and *Plate n.* respectively where n. are the number of the figure, table or plate within a paper. In monographs the formats are *Figure m.n. Table m.n* and *Plate m.n* where m is the chapter number. References to a figure, table or plate take the form (Figure n.), (Table n.) (Plate n.) as appropriate.
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:	All measures of length and distance will be metric unless there is a good historic reason for using Imperial measures. 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) or in the form nn.nn centimetres with a space between the units and the measure in full
	The abbreviations those commonly used in Britain: mm millimetres cm centimetre m meters km kilometres
Measure of weight	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) or in the form nn.nn grams with a space between the units and the measure
	The abbreviations are: gr or g grams Kg kilograms
Past tense	Paper describing archaeological events should be written in the past tense
Text in italics	c. meaning circa; et al. with full stop after the al.

2. Bibliographical conventions

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. (:at alhoyuk: Excavations of a Neolithic Anatolian Hoyuk. http://catal.arch.cam.ac.uk/catal/catal.html (29 November 1999).

Fitzpatrick, A.P., Barnes, I. and Cleal, R.M.J. 1995 An Early Iron Age settlement at Dunston Park, Thatcham, in Barnes, I., Boismier, W.A., Cleal, R.M.J., Fitzpatrick, A.P. and Roberts, M.R. *Early Settlement in Berkshire. Mesolithic-Roman occupation in the Thames and Kennet valleys*, Salisbury, Wessex Archaeol. Rep. 6: 64-92.

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 1854: 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*.

Position of the bibliography

In a multi-article journal the bibliography is in a separate section at the end of each article.

In a monograph the bibliography is in a separate chapter/appendix.

3. Page layout

Page A4 portrait

Margins: Top 25mm; Inside 20mm Outside 20mm, Bottom 30mm; Gutter 5mm

Header 12.5mm; Footer 12.5mm

4. Typographical conventions

These conventions describe how the pages of the journal will be presented. They are encapsulated in two template documents *BAJ articles* for use in multi-article journals and *BAJ chapters* for use in monographs

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
Author:	Capitals, Times New Roman, 12 point, regular, justified, with spacing 0 pts before, 0 pts after and 13 pts line spacing
Authors additional:	Times New Roman, 10 point, regular, justified, with names in Capitals, with spacing 0pts before, 6 pts after and exactly 11 pts
Authors level 2:	Times New Roman, 10 point, italic, with line spacing 0 pts before, 0 pts after and exactly 11 pts
Bibliography heading:	Capitals, Times New Roman, 10 point, bold, justified
Bibliography text	Times New Roman, 10 point, justifier, regular, with indentation hanging 0.32 cms
Bullets 1:	Normal plus + indent, O cm left, hanging 1.25cm, line spacing exactly 11pts, black square bullets
Bullets 2:	Normal + indent, 1.25cm, hanging 2.5cm, line spacing exactly 11pts, black open square bullets
Columns	Columns: The journal uses a two column layout interspersed with single column headings and figures.
	The 2 columns are each 77.5mm wide with 10mm between them.
	The text in two columns should be of equal lengths on a page or in a section (note: in Word, the best way of achieving this is by using continuous section breaks)
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:	Times New Roman 8 point, regular, justified, in paragraphs 0 pts before, 0 pts after and exactly 8 pts between lines
Detailed artefact headers:	Times New Roman, 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:	Figures include diagrams and photographs. All figures should be readable and should be sized to fit within either 1 column of a page width, or a section which occupies a page width, in order to ensure the text in the figure is readable. Figures should be centred in the section or page. All line figures should be framed. The frames should the same weight all the way round with lines of 1pt
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:	Times New Roman, 10 point, italic. The left hand edge of the figure heading should align with the left hand edge of the lined box of the figure, and be 11pts below the bottom edge of the figure. If a caption runs to two lines then the second text should be indented to be in line with the first line of the caption not with the figure number. Within multi-page journals, figures are numbered sequentially within an article (e.g. *figure 3. caption*); within a monograph the number are of the form figure n.m. where n is the chapter number and m the figure number within chapter (e.g. *figure 3.2. caption*)
Figures- references to:	Within an article, these take the form (Figure n) where n is the figure number. Within a monograph they take the form of (Figure n.m) where n is the chapter number and m the figure number within chapter
Heading 1 (articles)	Capitals, Times New Roman 14 point, bold, justified, with spacing 0 pts before, 6 pts after and line spacing of 15 pts

Heading 1 (chapters)	Times New Roman 16pt, Bold, before 12pts, Level 1,
	This is followed by 1 new line of normal text and 1 new line of normal text with a continuous section break
Heading 2:	Times New Roman, 10 point, bold, justified, All Caps, line spacing exactly 11pt, Level 2
Heading 3:	Times New Roman, 10 point, Bold, after 0, Level 3
Heading 4:	Times new Roman 10 point, italics, line spacing exactly 11pt, Level 4
Heading 5:	Times New Roman, 10pt regular underlined line spacing exactly 11pt, Level 5
Heading 6:	Times New Roman, 10pt italics underlined line spacing exactly 11pt, Level 6
Normal text paragraphs:	Times New Roman, 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:	see section 1 of this paper
Page footer article first page:	The words: *Berkshire Archaeological Journal, 77, 2003 - 2006* in Times New Roman, 8 point italic text, aligned to left of the page
Page footer right (odd numbers):	The words: *Berkshire Archaeological Journal, 77, 2003 - 2006* in Times New Roman, 8 point italic text, aligned to right of the page
Page footer left (even numbers):	The words: *Berkshire Archaeological Journal, 77, 2003 - 2006* in Times New Roman, 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 Times New Roman 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 Times New Roman 10 point regular font
Page numbers:	Times New Roman 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	Times New Roman, 10 point, italic. Plates are numbered sequentially within an article
Plate references to:	These should take the form (Plate n)
References	These will be in normal text format with second and subsequent lines hanging 5mm after 6pt
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:	Times New Roman, 10 point, bold, italic, justified left
Summary text:	Times New Roman, 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:	Times New Roman, 10 point, italic. Tables are numbered sequentially within an article
Tables – reference to:	These take the form: (Table n)