BERKSHIRE ARCHÆOLOGICAL SOCIETY

Berkshire Archaeological Journal
Presentation and bibliography guidelines

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1. Overview

This document summaries the presentation and bibliography guidelines which will be used by the editors of the Berkshire Archaeological Journal when editing articles for publications.

The Editors would appreciate it if you used these conventions when preparing your articles for publication.

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. If abbreviations are used then the first time it is used in an article or a chapter the full name must be spelt out in full followed by the abbreviation. Thereafter abbreviations can be used.
Abbreviations in italics	circa shown as *c.* and *et al.*
Archaeological features:	The challenge of identifying archaeological features and contexts is to ensure a compatibility between the text of the paper and its figures. Archaeological companies such as Oxford and Wessex identify contexts with their number. In the texts these context numbers are often preceded by a feature type from example: pit 1022, post hole 2045. If these type names do not appear on the figures they should be in lower case; with the obvious exception that if such names start a sentence they should be capitalised. However, where there are features which appear in figures for example Building 1 and Area A; if

	the type is capitalised in a figure, it should be capitalised in the text.
Archaeological periods	Names of archaeological periods: e.g. Bronze Age, Iron Age, Early Iron Age etc will start with a capital. The only variants are the periods: pre-medieval, medieval, post-medieval, which are all in lower case letters.
	As a guide for commonly used archaeological period names see the Historic England /Heritage Gateway meta-data. Other archaeological period names are accepted providing they are defined in the work. Qualified period names such as 'later Iron Age' can be used providing 'later' in in lower case.
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) and for people (e.g. Ron Smith). No other uses of capitals are required.
Century dates	There are two ways of using a century date as a noun phase and an adjectival phrase.
	Noun phases are written as: 14th century, for example: 'the site was used the 14th century'
	Adjectival phases are written with a hyphen: 14th-century. for example: '14th-century pottery'
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. If they are spelt out in full then they are hyphenated, for example 'north-west'.
Context identifiers	Context numbers can take several forms. If preceded by a type name then they should take the form 'pit 2034', if they take the form of a clarification then they should be presented in round brackets, for example, 'two pits (106, F709)' meaning pit with context numbers 106 and F709. Having said that, some archaeological contractors choose to use square brackets which will be replaced by round brackets.
	Care needs to be taken to ensure that the identifiers in figures match those used in the text.
Contractions	Mrs, Dr etc are all without full stops. St. meaning Street has a full stop.

Describing excavations	Wherever possible descriptions of excavations should be in the past tense. For excavations this is self-evident because the excavation has already occurred and cannot be repeated.
Describing finds/artefacts	There is currently a fashion for finds specialists to describe collections of artefacts in the present tense.
	For a journal which has been published for over 100 years, experience has shown that in 100 years' time, it is very likely that most artefacts are either lost or get separated from any documentation relating to their archaeological context so we would prefer for finds specialists to write their descriptions in the past tense.
	Not withstanding this plea, if we are given finds reports written in the present tense, we will smile and publish them as they are.
e.g. and i.e.	These abbreviations with be typed with full stops and should not be followed by a comma.
Figures, Tables and Colour plates	All figure, table and colour plate captions start with the words *Figure n. Table n*. or *Colour plate* n. respectively where n. a is the number of the figure, table or colour plate within an article. References to a figure, table or colour plate take the form (Figure n.), (Table n.) (Colour plate n.) as appropriate. In monographs the formats are *Figure m.n.* and *Table m.n* where m is the chapter number.
Figures with numbered images	A figure with numbered sub-images, for example a figure with several pottery images each of which is numbered should have a key associated with the figure which identifies each image. In the text, these images should be identified by the words: 'Figure n, No. m' where 'n' is the figure number and 'm' is the number of the image.
Full stops	Full stops are the end of sentences should be followed by two spaces.
Geographical features	Names of geographical features such as rivers etc will start with capitals (e.g. River Thames, Thames Valley).
Grid references	Grid references with two characters and 6 to 10 digits are presented in the British National Grid form 'BNG LL nnn nnn' (for example BNG SU 456 765) and not split across a line end.
	Grid references with eastings and northings take the form BNG 4456 1765

Italics (use of)	The following should be in italics:

- the summary text
- Latin names and words for example *Cursus Publicus*
- Figure, table and colour plate headings.   In figure and table headings, Latin names and words which in normal text would be italics should be in normal font

Measures of length, distance:	All measures of length and distance will be metric unless there is a good historic reason for using Imperial measures. If Imperial measures are used, they should be followed by the metric measure in brackets.

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
sq m	square meters
ha	hectares

Measures of weight	All weights will be in metric unless there is a good historic reason for using Imperial measures. If Imperial measures are used, they should be followed by the metric measure in brackets. 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:

g	grams
kg	kilograms

Quotations	These should be in normal text with single quotation marks.
Tables	The table headers should be 10pt Times Roman italic. The table rows should be 10pt Times Roman normal. In both cases 9pt will be tolerated for large tables.

Z	The journal does not use Z in organisation and similar words.

3. Bibliographical conventions

References in the text

References in the text of an article to entries in the bibliography should take the form:
- Author-surname publication-year, for example (Smith 2017)
- Author-surname publication-year: page, for example (Smith 2017: 21)
- Author surname publication-year: figure, for example (Smith 2017: figure 2)

In the case of an article having two authors, then the reference should list both authors, for example (Smith and Spencer 2018).

In the case there an article has more than two authors the format is (Smith *et al.* 2017).

If an author has published more than one article in a year then these are differentiated in the text and the bibliography by adding a lower-case character to the year for example (Smith 2017a) and (Smith 2017b).

If in an article a point needs to be supported by a list of references these are to be presented in date order earliest first, with the individual references separated by semicolons. For example: (Smith 1854: figure 2; Piggott 1954; Binford 1972).

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

The bibliography

For a multi-article journal, each article has a separated bibliography positioned at the end of an article. For a single subject journal there is one bibliography at the end of the book.

The entries in the bibliography are in alphabetical order of lead author's surname. Each entry should comprise the following elements: author, date of publication, title, edition information place of publication, publisher, page numbers.

Typical examples of how entries would appear in a bibliography are:

Piggott, S. 1954. *Neolithic Cultures of the British Isles.* Cambridge: Cambridge University Press.

Care, V. 1979. The production and distribution of Mesolithic axes in Southern England, *Proceedings of the Prehistoric Society,* 45: 93-102.

Berkshire Society. 2012. All about Reading, *Berkshire Archaeological Journal,* 22: 30-40.

Bietak, M. and Hein, I. 2001. The context of White Slip wares in the stratigraphy of Tell el-Dabca and some conclusions on Aegean chronology, in Karageorghis, V. (ed.), *The White Slip Ware of Late Bronze Age Cyprus:* 171-94. Vienna: Verlag der Osterreichischen Akademie der Wissenschaften.

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 Archaeological Report 6: 64-92.

Books

Each entry should comprise the following elements: author, date of publication, title, edition information place of publication, publisher, page numbers (not necessarily given), e.g.

Piggott, S. 1954. Neolithic Cultures of the British Isles. Cambridge: Cambridge University Press.

Author(s)
If two authors, names should be separated by 'and'

Fitzpatrick, A. P. and Cleal, R. M. J.

If more than 2 authors all but the last name should be separated by a comma

Fitzpatrick, A. P., Barnes, I. and Cleal, R. M. J.

Editors, translators, revisers (if required)
This comes after the author's name

Karageorghis, V. (ed.).

Date of publication
This is given after the author(s) (or the ed. / eds) and is followed by a full stop.

Fitzpatrick, A. P., Barnes, I. and Cleal, R. M. J. 1995.

Book title
This should be in italic, ending with full stop.

Barnes, I., Boismier, W. A., Cleal, R. M. J., Fitzpatrick, A. P. and Roberts, M. R. 1995. *Early Settlement in Berkshire. Mesolithic-Roman occupation in the Thames and Kennet valleys*.

Place of publication and publisher
These should be separated by a colon Place: publisher

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*. Wessex Archaeology Report 6. Salisbury: Wessex Archaeology

Page numbers (if required)
These should come after publisher, preceded by a colon.

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*. Wessex Archaeology Report 6. Salisbury: Wessex Archaeology Report: 64–92.

Articles in Periodicals

Articles in periodicals follow the same format for author, date, and title as articles in books.

However, after the title there should be a comma, followed by the journal title (in italic), comma, the volume number, colon and page numbers. Page numbers should not be elided, and there should be an en dash between the page range.

Care, V. 1979. The production and distribution of Mesolithic axes in Southern England, *Proceedings of the Prehistoric Society,* 45: 93–102.

Berkshire Society. 2012. All about Reading, *Berkshire Archaeological Journal,* 22: 30–40.

Theses and Dissertations

These should include the degree for which they were submitted and the institution.

Follow the name, date, and title conventions for articles in books and periodical, the degree, followed by institution.

Hill, D. 2001. *Divinity and Maximal Greatness*, PhD thesis, King's College, London.

Sections of articles

There are occasions when there is a need to refer to a section of an article, for example a pottery report, written by a specialist. Each entry should comprise the following elements: author, date of publication, title, **in** article reference: pages

Where the word 'in' is followed by the reference to the article in the normal way followed by the pages in this which reference appears. For example:

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.

Also allowed is a shortened form of the above:

Fitzpatrick, A. P., Barnes, I. and Cleal, R. M. J. 1995. An Early Iron Age settlement at Dunston Park, Thatcham, in Barnes *et al.* 1995: 64-92.

Where Barnes *et al.*:64-92 takes the form of a normal in text reference and refers to another reference in the bibliography.

Online articles

Increasingly, there is a need to refer to articles which have been downloaded from the internet. In this case the references should start with the author, date of publication, if present in the document, and the title. The location should include the URL of the site from which you downloaded the articles and the date when you downloaded it.