



BERKSHIRE ARCHÆOLOGICAL SOCIETY

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Berkshire Archaeological Journal Advice to Editors

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Summary

This document explains the typographical conventions used by copy editors to format the Berkshire Archaeological Journal. It has been produced to improve the visual consistency and readability of the Journal.

Distribution

Authors publishing in the Berkshire Archaeological Journal

Berkshire Archaeological Journal Editorial Board:

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1. Typographical conventions

These conventions describe how the pages of the journal will be presented. Primarily, they are for the guidance of proof readers and copy editors.

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.

Those marked with an asterisk identify conventions which appeal to professional copy editors and improve the quality of a journal but do not improve the quality of the archaeology described in the journal. If time or effort is short, these are not mandatory.

Articles:	Each article starts on a right-hand page and if necessary, has a blank left-hand page at the back. However, if space allows the editor may decide to print an article so that figure 1, typically a site location map, is printed on the right-hand page before the article.
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:	This is an author's name which appears under a section heading in the body of an article: 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, justified, regular, with indentation hanging 3.2mm. in paragraphs with 0pts before, 6 pts after and exactly 11pts between lines.
Bullets 1:	Normal plus + indent, 0cm left, hanging 1.25cm, line spacing exactly 11pts, black round bullets. Bullets do not end in a full stop.
Bullets 2:	Normal + indent, 1.25cm, hanging 2.5cm, line spacing exactly 11pts, black open round bullets. Bullets do not end in a full stop.
Colour plates:	Colour plates are presented in a colour plate section and should fit within a column or a section which occupies the full width of the page.
Colour plate headings	Times New Roman, 10 point, italic. Colour plates are numbered sequentially in a journal and in the colour plate section. The order of the colour plates in the

	colour plate section should follow the order of the articles of which they are a part.
Colour plate references to:	These should take the form (Colour plate n).
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 within the text of an article should refer to either a Heading 1 or Heading 2 heading or to a page and column.
Detailed artefact text:	To be used in exceptional circumstances Times New Roman 8 point, regular, justified, in paragraphs 0 pts before, 0 pts after and exactly 8 pts between lines.
Detailed artefact headers:	To be used in exceptional circumstances Times New Roman, 8 pts, bold in line with detailed artefact text.
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
Edition	Use 'edn'.
Eliding numbers*	For example and range of numbers 310-325 is never presented as 310-25.
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 0.75pt.

- Figures with multiple images: If a figure has multiple images for example pottery figures, the individual images should be numbered. Reference to these images should take the form: (Figure n, No. 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 3-4 pts below the bottom edge of the figure. If a caption runs to two lines the second text should be indented to be in line with the first line of the caption not with the figure number.
- Within multi-article 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*).
- Figure heading should not end with a full stop.
- 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)	Times New Roman 14 point, Bold, All Capitals Automatic, justified left, with spacing 0 pts before, 6 pts after and line spacing of 15 pts. Headings should not end with a full stop.
Heading 1 (chapters)	Times New Roman 16pt, Bold, All Capitals, Automatic, before 12pts, Level 1. Headings should not end with a full stop. The headings starts with CHAPTER NN 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, 10pt, Bold, All Capitals, Automatic, justified left, line spacing exactly 11pt, Level 2. Headings should not end with a full stop.
Heading 3:	Times New Roman, 10pt, Bold, Normal, Automatic, after 0, Level 3. Headings should not end with a full stop.
Heading 4:	Times New Roman, 10pt, Bold, Italic, Automatic, line spacing exactly 11pt, Level 4. Headings should not end with a full stop.
Heading 5:	Times New Roman, 10pt, Italic, Normal, Grey scale, regular line spacing exactly 11pt, Level 5. Headings should not end with a full stop.
Heading 6:	Times New Roman, 10pt, Italic, Normal, Grey scale (027-027-027), exactly 11pt, Level 6. Headings should not end with a full stop.

Heading examples:

HEADING 1

HEADING 2

Heading 3

Heading 4

Heading 5

Heading 6

This is normal Journal text

Index 1	As Normal with tabs 3.5mm. They are in alphabetical order with a newline between the different alphabetic sections.
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Index 2	As Normal indented 3.5mm. These are in alphabetical order; however, the Pottery index may be in chronological order.
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 articles; they can only use end-notes. Notes will be presented at the end of an article in a section entitled notes before the bibliography.
Notes – references to:	These take the form (Note n).
Numbers used to count things	Numbers into thousands are presented as a continuous row of numbers, for example: 2390. Numbers over 9999 are presented with separating commas, for example 10,023.
Page format:	Page A4 portrait, Margins: Top 25mm, Bottom 30mm, LHS 20mm RHS 20mm Gutter 5mm Header 12.5mm Footer 12.5mm Two columns 77.5mm wide with 10mm space between them
Page footer article first page:	The words: <i>Berkshire Archaeological Journal, 77, 2003 - 2006</i> in Times New Roman, 8 point italic text, aligned to left of the page.
Page footer right (odd numbers):	The words: <i>Berkshire Archaeological Journal, 77, 2003 - 2006</i> in Times New Roman, 8 point italic text, aligned to right of the page.
Page footer left (even numbers):	The words: <i>Berkshire Archaeological Journal, 77, 2003 - 2006</i> 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.
Ranges: dates and counts*	these should use an en dash ‘–’ or the word ‘to’ for example 10 to 12 or 10–12. Hyphen is acceptable if time or effort is short.
References	These will be in normal text format with second and subsequent lines hanging 5mm after 6pt.
Sections of an article:	Sections of an article 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 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).

2. Bibliographic entries

As shown above the following are typical bibliography entries:

- 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.
- 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.
- 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.

The format of a bibliography entry is governed by the following syntactic definition:

article-reference -> lead-author <*middle -author> <end-author|> <editor|> year **fullstop** article-title
more-details **fullstop**

This means: an author followed by none or more middle authors and maybe an end-author followed by a full stop, a year, an article title and one of several different types of "more details" terminated by a full stop

lead-author ->< name **comma** <initial*>

This means a name followed a full stop or a name followed by a comma and at least one initial which itself ends in a full stop

middle-author -> **comma** name **comma** <initial*>

end-author -> **and** name **comma** <initial*>

initial -> **space** letter **fullstop**

editor -> **left-bracket**< ed | eds> **right-bracket**

year -> 4-year-number

more-details -> <<**fullstop** <town * **comma**> **colon** publisher>|

< **comma** journal-name **comma** issue-number **colon** page-range>|

< **comma in** lead-author <*middle -author> <end-author|> <editor|> year **fullstop**

article-title **colon** page-range **fullstop** <town * **comma**> **colon** publisher>|

<**comma** web-URL accessed-date>

This shows there are four formats of more details

In the above syntax definition, a list of terms: R S T implies R followed by S followed by T

<XX|> implies either XX or space

< *YY> implies none or more YYs

<YY *> implies at least one YY

< YY * ZZ> implies a single YY or a succession of YY ZZ ending in YY

<AA |BB|CC> implies either AA or BB or CC

The terms in **bold** format refer to actual characters as they would appear in a reference

In order to be clear, a reference should comply with the following syntax definition. However, it is widely recognised that a lot of effort can be wasted reformatting references so it is acceptable for bibliographic references not to comply with the finer points of this definition.

3. Indexing

Indexing a journal is always a challenge. Ideally, before you start you need the completed journal with the correct page numbers throughout. You then need to decide what to index and then how to do it.

The contents of an index

An index entry has: an index entry text and one or more page references. There are several types of page reference

- A single page reference which is a page number in normal font.
- A figure or text references which is a page number in bold font
- A page range which is two page numbers linked by a hyphen (e.g. 3-5)

What is to be indexed

An index to a BAJ is a list of index entries which is aimed at a researcher who wants firstly to establish whether a volume contains something of interest and secondly to be directed to relevant pages. For this reason, those building indexes need to establish an understanding of the reader's needs.

This raises the following questions:

What should be indexed?

At what level of detail should it be indexed?

How should index entries be named?

Experience shows that we probably need to index:

Names of sites

Names of historically, archaeologically or environmentally interesting features, artefacts, processes and themes

Significant archaeologists and archaeological projects

The level of indexing and the naming of index entries are related. For example: if we wanted to index cow bones which appear on many pages, and sheep and pig bones which only appear on two pages: we might create index entries for:

Animal bones

Animal bones: cattle

Cattle bones

Sheep bones

Pig bones

Draft index contents

These are the index 1 and index 2 headings you can use as a basis for your index.

Animal bone

Bronze Age

Charcoal

Ceramic Building Materials

Early medieval

Fired clay

Flint

Geophysics

Glass

Iron Age

Iron working

Medieval

Neolithic

Non-ferrous metalwork

Paleolithic

Plant remains

Pottery by period

 Neolithic

 Bronze Age

 Iron Age

 Roman

 Early medieval

 medieval

 post-medieval

Radio carbon dates

Roman

Stone

Tile

How do we do it

There are several ways of doing this.

One way is to use the Word indexing tools. The disadvantage of this with a two-column page format is that using the tool disturbs the pagination and it is easy to lose your way in the resulting chaos.

Another way is to read through copy of the chapter/article and a) mark up the entries indexed by changing the text colour and b) creating an index entry in a spreadsheet. This gives the editor who will create the final index with two sources of evidence.

Fulford	1	3	5
Iron working	5-6		
Scythe	6		