

## **NORFOLK ARCHAEOLOGY — notes for contributors**

*Norfolk Archaeology* publishes academic articles on, or relating to, the archaeology and history of Norfolk. Papers should be of local or regional interest, but may bring in wider national or international themes.

Papers should be between 2,000 and 10,000 words long (including all text, endnotes, references, captions, appendices and tables). We will consider publishing a longer paper in exceptional circumstances. If your paper is over 12,000 words, please contact the editorial board in advance of submission. Shorter articles may be submitted for inclusion in the 'Shorter contributions' section (up to 4500 words).

All submissions to *Norfolk Archaeology* are considered by the editorial board and will be reviewed by up to two anonymous independent referees. After submission, we will contact you in due course to inform you if we wish to accept your article. Our acceptance is often conditional upon revision in the light of editor's and referees' comments.

At any one time, a number of completed papers are awaiting publication in *Norfolk Archaeology*. Acceptance of a paper by the editorial board does not automatically indicate publication in the current year, although we will endeavour to ensure that this happens. Please submit papers by the end of August at the latest for potential inclusion in the current year's volume.

Although there is no charge for publishing self-funded research papers, commercial work is expected to include a contribution to the cost of publication. This particularly applies to developer-funded excavation reports and to research which has been grant-aided by public bodies such as Historic England.

### **Submission procedure**

Papers must be submitted **digitally**, either in a Word document or in rtf format. Tables and illustration captions should be submitted in separate documents. Please supply digital copies of all illustrations as separate files (they must NOT be embedded in the text). Low resolution copies of photographs and illustrations – preferably in a single pdf – should be submitted initially, but high-res images will be required once the paper has been accepted. Please follow the guidelines below.

Our preferred digital file formats are as follows:

- text: doc, docx, rtf
- line art: tif or eps (preferably 600 dpi or higher res)
- photographs: tif (300 dpi or higher).

Authors must retain their own copies of all material submitted, including computer files, and are responsible for ensuring that all digital material is free from virus contamination.

If there is more than one author, we will only correspond with a single representative for each submission. All communication relating to the peer review and proofs will be sent to that person. It is the corresponding author's responsibility to share information with the other named authors.

Contributors will receive copy-edited text for approval. Once agreed, digital page proofs will be typeset. Any alterations to the proof will be confined to the correction of errors. At this point, the cost of corrections to the text or illustrations may be charged to the author.

Contributors will receive a pdf offprint which may be shared only amongst authors for the first year. Paper offprints will be charged at cost. The best way to get a hard copy of your paper is to be a member!

Please consult the editor in the event of any problems or queries.

# Norfolk Archaeology Style Guide

This style guide is intended to aid authors in the preparation of papers for submission to *Norfolk Archaeology*. The conventions and styles largely follow those of *East Anglian Archaeology* (with permission), but are fairly standard in academic publishing generally. Papers written with the house style in mind will progress through the editorial stages more speedily than those which ignore it. **The editorial board reserves the right to reject papers which do not adhere to these guidelines.**

## 1. Main Text

Ensure that your paper includes a **title and author(s)** at the top of the first page. The title should be specific, concise, accurate and informative. Consistency of spelling, punctuation, abbreviations and referencing is important (see below).

There must be an **abstract** of 150–300 words, which should be succinct but sufficiently comprehensive to provide a clear summary of the article.

Please use a plain, easy to read font: 12pt Times Roman or a simple sans-serif font (Arial, Helvetica) are preferable. Use 10pt for any sub-text, including acknowledgements and bibliography. Use simple formatting and ensure consistency in the use of headings. For example:

**TITLE** – capitalised, bold, 14pt

**HEADING 1** – capitalised, bold, 12pt

**Heading 2** – bold, italic, 12pt

*Heading 3* – italic, 12pt

**Sub-text Heading 1** – bold, 10pt

*Sub-text Heading 2* – italic 10pt

A section written by a contributor other than the main author(s) should include the contributor's name below the heading. It is preferable for sub-sections such as finds reports to have authors attributed, rather than to include specialists' names in the acknowledgements.

Ensure that pages are numbered consecutively. Please do not use headers or footers for anything other than pagination.

### 1.1 Punctuation, spelling, grammar

Consistency is of paramount importance. Try to keep spellings, punctuation (especially of lists and catalogues), and bibliographical references consistent throughout.

#### *Spelling*

The Concise Oxford Dictionary should be followed. To re-iterate: the basic rule is consistency — where there are alternative ways of spelling a word be sure to use the same variant throughout. Preferred spellings include: artefact, medieval, datable and movable.

#### *Plurals*

Remember that 'data', 'media', 'strata' and 'criteria' are plural and take plural verbs. 'None' is usually singular. 'Number' can take a singular or plural verb — when preceded by 'a' it usually takes a plural verb but when preceded by 'the' it is usually singular.

#### *Hyphens*

Hyphens should be used in adjectival compounds (e.g. green-glazed pottery, a 15th-century tile kiln). Note that red-brown denotes colour between red and brown, red/brown indicates patches of red and patches of brown.

NA preferences include:

bath house	layout	right-angle
cropmark	metalwork	round barrow
earring	metal detector	sea level
earthwork	online	stake-hole
fieldwork	pit fill	stonework
hand-made / wheel-made	placed deposit	tree-ring
hillfort	post-date / pre-date	water table
roundhouse	post-hole	website
hilltop	ring-ditch	

If in doubt, consult the Concise Oxford Dictionary or Hart's Rules and above all, be consistent throughout your report.

### *Capitals*

Initial capitals should be used very sparingly, even in headings and titles. The rule is to use them only to distinguish between specific and generic uses of a term.

Period names are usually capitalised: Iron Age, Roman, the Middle Ages, the First World War — with the exception of medieval and post-medieval. If you are going to capitalise divisions within periods (Early Bronze Age, Late Saxon *etc.*), make sure that this is done consistently throughout the book. The Reformation, the Dissolution and the Crown should all be capitalised.

Capitals are used when individuals are referred to by title — King Edward, the Archbishop of Canterbury — but 'the king abdicated', 'the bishops wore mitres'.

North, south *etc.* are only capitalised when they form part of a place-name — South Africa, East Anglia. But **not** 'southern England', 'to the north of the site'. Longer ordinal directions may be abbreviated as SSE, NNW *etc.*

If used within the text, capitals should distinguish between specific and generic instances of the following: period, phase, building, form, structure, plate, figure, table, site. County Site Numbers should be capitalised — *e.g.* NHER Site 204.

### *Foreign words*

Latin and other foreign words and abbreviations should only be used sparingly and they should be italicised. The following Latin words and abbreviations are acceptable:

<i>ad hoc</i>	<i>etc.</i>	<i>sic</i>
<i>a priori</i>	<i>i.e.</i>	<i>sensu (lato / stricto)</i>
<i>cf.</i>	<i>in situ</i>	<i>terminus post/ante quem</i>
<i>circa = c.</i>	<i>inter alia</i>	<i>status quo</i>
<i>e.g.</i>	<i>NB</i>	
<i>et al.</i>	<i>per se</i>	

Translations of foreign quotes and inscriptions should be supplied in the text.

### *Abbreviations*

These should only be used where they are well-known and obvious.

Common abbreviations include Fig., Pl. and No. (but note that Figs, Pls and Nos do not require a full stop) and all units of measurement, both metric and imperial. Length, width, height and thickness all require full stops: L., W., Ht., T. Abbreviations for units of measurement, and indeed most abbreviations, do not need full stops.

Saint(s) – St or SS  
circa – c.

per cent – %  
9 degrees – 9°

Where a specific reference is used repeatedly, a suitable abbreviation may be substituted. The reference should be quoted in full the first time it occurs, with the abbreviation in brackets, which can be used thereafter, *e.g.* Nene Valley Grey Ware (NVGW). If there are many such abbreviations, a list should be provided at the end of the paper.

For abbreviated bibliographic references to journals *etc.* see below.

### *Punctuation*

Special attention should be paid to punctuation of catalogue entries and bibliographical references — every attempt should be made to keep them consistent. Individual catalogue entries should be followed by a full stop but lists, captions and bibliographical entries need no final stop.

En rules (–) rather than hyphens (-) should be used in number and date ranges (*e.g.* Figs 3–4, 1100–50). Em rules (—) can be used in place of parentheses but be sure to employ the pair unless the clause forms the end of a sentence.

### *Paragraphs*

One common problem is that paragraphs can be very long. This may not be noticeable in draft printout but when typeset it looks daunting for the reader. Please aim to keep your paragraphs short, with relevant information grouped together.

### *Quotes*

Quotations should be within single inverted commas, quotes within quotes in double inverted commas, omissions to be marked by three full stops ‘...’, additions within square brackets. Original spellings in quotes should be retained. Quotations longer than five lines should be indented and the quotation marks omitted.

### *References to figures and tables*

Reference should be made to all figures (including photographs) and tables, in sequence, within the text. Your own should be capitalised (Fig. 4) and where the reference appears as part of a sentence (rather than in parentheses) it should be in full, *e.g.* ‘Figure 4, Nos 2–7, show that...’. References to material in other publications should be in lower case to avoid ambiguity (Tylecote 1971, fig. 28, no. 10; pl. XI).

It is helpful if the FIRST reference to a figure is in red text. Please do not include call-out text (*i.e.* a full figure or table caption) separately. The table or figure will be placed in relation to its first mention in the text.

## **1.2 Numbers, measurements and dates**

### *Numbers*

Numbers below 100 should be written out, *e.g.* ‘twenty-one potters made 209 pots in 246 days. Of these only ten pots had a diameter of less than 2.25cm’. Where juxtaposition produces an awkward effect one system could be applied.

This **does not** apply to dates: *e.g.* ‘2nd century’ is preferable to ‘Second century’.

### *Measurements*

Units of measurement should be given in figures. Measurements should normally appear in metric form; however, in the case of early work using imperial measurements, metric equivalents may be added in brackets. Following British Standards, *etc.*, only metres and millimetres should be used. If vague sizes (or approximate metre equivalents) are to be represented then figures can be expressed as *e.g.* ‘3m or 2.8m’ rather than ‘3.07/2.84m’. There is no need to add an extra zero to the end of a measurement to make all decimal places the same length.

Do not use (metric) decimals and (imperial) fractions with units expressed in another system, e.g. 2.5m; 2½ft; not 2½m; 2.5ft.

Heights above Ordnance Datum should be expressed as e.g. '9.7m AOD'.

#### *Radiocarbon dates*

Following current AM Lab practice, three things should be quoted: the calibrated date range, at 95% confidence using the maximum intercept method of Stuiver and Pearson (1986)<sup>1</sup>, the laboratory reference, and the radiocarbon age (BP) with error, e.g. 3776–3390 BC (HAR–4638; 4800±70BP).

A list of any radiocarbon dates from the site quoted in the text should be given in a table with all relevant detail about their context summarised.

#### *Dates*

Use AD and BC only where absolutely necessary. AD should precede the date, BC succeed it: 323 BC, AD 63. Dates should always appear in the forms: '7 March 1654', '7 March', 'March 1642'.

Centuries should be written as numbers and only hyphenated when adjectival, not when used as nouns: some 10th-century pottery, this church was built in the 10th century.

#### *Compass points and grid references*

Abbreviated compass points may be used but these are perhaps best left to non-narrative parts of the text. Do not use NW, SSE, etc., at the beginning of sentences. Do not use 'northern', 'northerly' where 'north' will do. 'North-to-south' is preferable to 'north-south'. Heights above Datum should be expressed in the form e.g. 2.4m AOD (no full stops). Grid references should normally be eight figures: TL 3456 7890.

### **1.3 Tables**

Please supply tables in a separate document (NOT a spreadsheet), numbered consecutively and with captions. Tables should use simple, clear formatting with no merged cells. Please also bear in mind the size of the page – very large tables which would fill several pages cannot be accommodated.

## **2. Illustrations**

Illustrations should be suitable for publication and meet professional standards. The type area of a single *Norfolk Archaeology* page measures 164mm x 252mm. All illustrations (including a small space for a caption) should be intended to occupy, or to lie within, this space. Relatively small illustrations may be accommodated within the width of a single column of text (80mm).

Make sure that the sequence and content of your illustrations relates clearly to the text and that plans and sections are clearly keyed to explain their relationship. Each illustration should have a reference in the text. Photographs and line drawings should be numbered sequentially throughout the paper as **figures** (no plates) in arabic numerals (1, 2, 3, 4).

Drawings should appear at a recognised scale wherever possible and they should show the appropriate grid points, north, and bar scales. Don't forget to provide a key to drawing conventions. Do not use frames around illustrations. The style of bar scale and north point should be consistent throughout.

### **2.1 Captions**

Captions for illustrations should be brief but clear, and should be submitted in a separate file. Please provide figure and table captions with the draft text. Copyright details,

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<sup>1</sup> Stuiver, M. and Pearson, G., 1986, 'High precision calibration of the radiocarbon time-scale AD 1950–500 BC', *Radiocarbon* 28, 805–38

illustrator/photographer credits and photo reference numbers should also appear in the captions. It is the author's responsibility to see that illustrations are correctly acknowledged and credited.

Numbering of illustrated artefacts: illustrated finds should be numbered either in a single consecutive sequence for all materials, or in separate sequences by category; e.g. stone, iron, etc. It is helpful if the numbers appearing on the illustrations are the same as those of the catalogue.

## **2.2 Digital copy**

We can accept submissions with low-resolution images for peer review, but you will be asked to send us press-ready images for publication in the journal.

Final images must be supplied in digital format, at high resolution and have permissions for print and online distribution. Most images sourced on the internet cannot be used. If you find an image on the internet, you will need to locate its original source and request a high-resolution version from its owner. The author is responsible for supplying printable images with all permissions cleared; unfortunately, the Society does not have resources to research images or pay for permission fees.

To check an image resolution on a Windows PC, first right-click on the file and select 'Properties', then navigate to the 'Details' tab to find the resolution value given in dpi (dots per inch).

### *Photographs*

A digital photograph should have a minimum resolution of 300 dpi at the final, printed size of the image and be saved as TIFF or JPEG.

A photograph developed from film should be scanned to give a minimum resolution of 300 dpi at the final, printed size of the image and saved as TIFF or JPEG.

A photograph that is printed in a book should be scanned at a minimum of 1200 dpi, which will give same size reproduction, and be saved as TIFF or JPEG.

### *Line drawings*

A digital line drawing should have a minimum resolution of 600 dpi at the final, printed size of the image and be saved as TIFF or JPEG.

A printed line drawing should be scanned at a minimum of 600 dpi which will give same size reproduction and be saved as a TIFF or JPEG.

A vector line drawing should be supplied as an EPS file or, if that is not possible, as PDF or AI file. Please do not use a line weight of less than 1 point in drawings because the file will be reduced in size to fit comfortably on the page and the line weights will therefore be reduced correspondingly. Images or parts of images that are supplied as vectored images and are to be printed in black only must be supplied as black only and not made up of other colours.

NB: A metric scale and north point must appear on every map or site plan. A metric scale must appear on every artefact drawing. Scales (when used) and styles in images should be consistent throughout the paper.

### *Other formats*

If you have a different type of image that you would like to include in your submission then please consult with the editor first.

## **3. Bibliography**

The Harvard system of referencing should be used, with the author's name and date of the paper appearing in the text or in the endnote, and the full reference in the bibliography.

Footnotes may be used for papers on historical topics and when references are predominantly to documentary material or to websites. Endnotes should never be used. The referencing style must be consistent throughout the paper. Footnotes should be inserted using the appropriate function in your word processing program.

Bibliographical references in the text appear as *e.g.* (Jones 1962, 223–35), or (Pryor *et al.* 1980, 140–7) for more than two authors. Where more than one reference is cited in the same instance, separate with a semi-colon. Where reference is made to works by different authors of the same name their initials should be included in text references, *e.g.* (Green, H.S. 1980; Green, F. 1982). Where reference is made to authors with more than one publication in a year, use the form (Bloggs 1984a; Bloggs 1984b *etc.*). These should be presented in the bibliography in the same order in which they first appear in the text.

The Latin terms *passim* and *op. cit* should be avoided, as should vague page ranges *e.g.* Jones 1962, 223ff. *Ibid.* may be used, as long as it is clear to which previous reference it refers.

When citing unpublished reports and other such grey literature, always cite by author, including the date of production, and give any project or site names and codes, and the organisation responsible, in the bibliography.

For historical sources or institutional publications, use an abbreviated version in the text and provide a list of abbreviations or give full details in the bibliography. If large numbers of primary sources are cited, these may be grouped as a separate section of the bibliography. Unless archive references are particularly long and complicated (in which case they may be listed as endnotes), they should be listed in the bibliography.

Specific online sources should be cited in the text like other references, *e.g.* (Warren 1997), and in the bibliography as shown below. When referring to a **general** online resource, service or website, the URL should be given in angled brackets, *e.g.* 'a research level archive will be made available for this project in due course through the Archaeology Data Service at <<http://archaeologydataservice.ac.uk>>'.

### Sample bibliographical references

Note the use of abbreviations, italics, punctuation.

#### Book

Bradley, R.J., 1978, *The Prehistoric Settlement of Britain* (London, Routledge and Kegan-Paul)

#### Edition

Colgrave, B. (ed.), 1956, Felix, *Life of St Guthlac* (Cambridge, Cambridge Univ. Press)

Cunliffe, B.W., 1991, *Iron Age Communities in Britain*, 3rd edn (London, Routledge and Kegan-Paul)

#### Collected papers and monographs

Jacobi, R.M., 1981, 'The last hunters in Hampshire', in Shennan, S.J. and Schadla-Hall R.T. (eds), *The Archaeology of Hampshire*, Hampshire Field Club and Archaeol. Soc. Monogr. 1, 10–25 (Southampton)

Note page numbers come *before* the place of publication.

Mays, M.R. (ed.), 1992, *Celtic Coinage: Britain and Beyond*. Eleventh Oxford Symposium on Coinage and Monetary History, Brit. Archaeol. Rep. British Ser. 222 (Oxford)

Le Patourel, H.E.J., 1973, *The Moated Sites of Yorkshire*, Soc. Medieval Archaeol. Monogr. Ser. 7 (London)

#### Note in serial publication

Margeson, S., 1982, 'The artefacts', in Atkin, M.W., '29–31 St Benedict's Street', in Carter, A. (ed.), *Excavations in Norwich 1971–78, Part I*, E. Anglian Archaeol. 15, 8–9

### EAA is the only monograph series which doesn't require a place of publication

Hall, R.A., 1988, 'York 700–1050', in Hodges, R.A. and Hobley, B. (eds), *The Rebirth of Towns in the West AD 700–1050*, Counc. Brit. Archaeol. Res. Rep. 68, 69–82 (York)

#### Catalogue

Reineking-von-Bock, G., 1973, *Steinzeug*, Katalogue des Kunstgewerbemuseums, Köln, 4 (Köln)

#### Thesis

Cobbler, D.A., 1972, *Climatic Effects on Post-medieval Agriculture* (unpubl. PhD thesis, Univ. Bristol)

Spoerry, P.S., 1989, *The Chemical Analysis of Ceramic Fabrics from Medieval Dorset and its Region* (unpubl. PhD thesis, Dorset Inst.) Available: [http://eprints.bournemouth.ac.uk/326/1/Spoerry%2CPaul\\_Ph.D.\\_1989.pdf](http://eprints.bournemouth.ac.uk/326/1/Spoerry%2CPaul_Ph.D._1989.pdf) Accessed: 21 April 2020

#### Article in journal

Dunning, G.C., 1958, 'Obscure graffiti on tiles', *Medieval Archaeol.* 2, 16–21

Shennan, S.J., Healy, F. and Smith, I.F., 1985, 'The excavation of a ring-ditch at Tye Field, Lawford, Essex', *Archaeol. J.* 142, 177–201

#### Electronic source

Warren, G., 1997, 'Seascapes: navigating the coastal Mesolithic of Western Scotland', *assemblage 2*. Available: <http://www.shef.ac.uk/~assem/2/2war1.html> Accessed: 29 December 1999

#### Grey literature

Gardiner, R., 2019, *The Old Orchard, Church Hill, Banham, Norfolk ENF145032. Programme of Archaeological Mitigatory Work – Trial Trenching*, SACIC Rep. No. 2019-015 (unpubl.)

Anderson, S., 2012, 'Pottery', in Crawley, P.E., *Archaeological Evaluation at 9–11 Town Green, Wymondham, Norfolk*, NPS Archaeology Rep. No. xx, 24–26 (unpubl.)

Journals and monograph series should be abbreviated along the lines recommended in British Standard BS 4148: 1985/ISO 4-1984 and the CBA publication *Signposts for Archaeological Publication* (3rd edition, 1991, pp 59–70). Titles of foreign journals are not normally abbreviated as readers may not be familiar with them.

Use alphabetical suffixes to distinguish publications by the same author in the same year (Bloggs 1984a; Bloggs 1984b). The use of *et al.* should be confined to references in the text, with all authors cited in the bibliography.

Pagination of the whole article should be given, not just the page(s) referred to.

Titles of books should normally be capitalised but those of papers, *etc.*, can be reduced throughout (with the exception of proper nouns) to lower case. Author's initials should be standardised. Volume numbers should be cited in Arabic numerals. Put e.g. Kay de Brisay under 'D' not 'B', von den Dreisch under 'V'.

## Copyright

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