



Hampshire Studies

Notes for Authors

March 2023

Contributions must be submitted electronically, as an email attachment.

Potential contributions should be submitted in a well-prepared state, in order to avoid unnecessary costs, either in respect of typesetting or editorial time. Contributors are therefore urged to study the style rules in this guide and follow them rigorously.

Rather than delay publication of the journal, it may be necessary to return seriously deficient presentations for resubmission at a later date.

1. Contributions should be submitted as Word (.doc) files with margins of 2.54 cm on all sides. The font size should be no smaller than 12-point (10 characters to the inch). Text should be left-aligned.
2. The text must be fully double-spaced. The beginning of all paragraphs must be indented by one-tab stop, and there should be a double break (two hard returns) between paragraphs and both *before* and *after* all headings and subheadings. The hyphenation function must be set to 'off', and no words broken over line ends.
3. All pages must be numbered. There should be no running headers or footers.
4. The first page should contain the title, the name(s) of the author(s) (and main contributors), and an abstract (normally 100-200 words).
5. To avoid unnecessary editorial work, the text files should be as free of extraneous formatting codes as possible. Italics and underlining should only be used for sections which are to appear in italics in the published version. There should be no changes of font size. Headings and subheadings should be indicated only by standing on their own lines and should not be in capitals. The hierarchy of heading levels should be marked by the use of letters (A, B, C etc).
6. Authors should also provide, on separate pages, their full name and address as they wish it to be printed, together with a list of all figures and tables to be used, with full captions.

Authors are advised to retain a copy of their complete text and illustrations. All material should be clearly marked with the name of the author(s).

References

1. All references should follow the **Harvard reference system**. However, authors should avoid unnecessary bibliographic references. References are given to support factual or illustrative material or to acknowledge a source. They should not be used to justify a particular opinion merely by showing that others have held it too.
Footnotes should be avoided.
2. References must list the author's surname, date of publication and the page number e.g. (Clarke 1952, 211).

Where an author's name has just been cited in the text, reference need only be made to the date of publication and page, e.g. '...as noted by Clarke (1952, 211).'

For two joint authors, cite both names, e.g. (Hawkes and Meaney 1975, 23).

For more than two authors, cite the first author *et al*, e.g. (Hawkes *et al* 1974, 67).

Multiple references are to be separated with a semi-colon, e.g. (King & Soffe 1994; Forcey 1998).

3. Full details of the publications cited should be listed alphabetically at the end of the article thus:
 - i) the author's full surname, followed by a comma and then followed by his or her initials with spaces in between. There are no full stops between the initials
 - ii) the year of publication
 - iii) the title of the book in italics, capitalizing all nouns and adjectives
 - iv) a single main place of publication
 - v) The name of the publisher is not required, but appropriate details of major national series such as BAR or CBA research reports should be placed in brackets immediately before the place of publication. The volume number should be given in bold.

e.g. Aberg, F A 1978 *Medieval Moated Sites* (CBA Res Rep **17**), London.

Leeds, E T 1936 *Early Anglo-Saxon Art and Archaeology*, Oxford.

- vi) References to articles in edited volumes should take the following form:

Moore, D T 1978 Petrological aspects of some sharpening stones, touchstones and milling stones, in Kempe, D & Harvey, A (eds.), *The Petrology of Archaeological Artefacts*, London, 277-300.

4. References to articles in journals should take the following form:

i) the author's full surname followed by a comma and then followed by his or her initials with spaces in between. There are no full stops between the initials

ii) the year of publication

iii) the title of the article, NOT in italics or enclosed by inverted commas

iv) the title of the journal in italics. In many cases it is permissible to abbreviate the title – (e.g. *Proc Hampshire Fld Club Archaeol Soc*). Refer to *Signposts for Archaeological Publication* for a standard list of abbreviated titles.

v) the volume number in Arabic numerals and in bold

vi) the numbers of the pages on which the article is to be found. Numbers should not be unnecessarily duplicated, e.g. write 231-9, not 231-239. However, the usual convention for teens should be adhered to, e.g. 211-12, rather than 211-2.

e.g. Dunning, G C 1959 Pottery of the late Anglo-Saxon period in England, *Medieval Archaeol* **3** 31-78.

If in any doubt, authors are strongly urged to consult the most recent volume of *Hampshire Studies* to familiarise themselves with the house style.

Acknowledgements

All acknowledgements relating to the project or its reporting should be included in a paragraph headed 'Acknowledgements' at the end of the article.

Illustrations

Line drawings and photographs are numbered in a continuous sequence for each article and referred to as 'Fig' or 'Figs'. An indication of their position in the text should be provided. Care should be taken to make figures clear and attractive in appearance.

1. The preferred format is electronic/digital.
2. Line Art. Adobe Illustrator EPS is the recommended format, but TIFF files are acceptable if the resolution is over 1000dpi. JPG files can be used but the resolution must be over 600dpi.

3. Photographs. These must be in TIFF format and should be scanned at 600dpi or higher.
4. Hard copy artwork should be drawn on strong paper, white card or good quality tracing film. Dyelines or photocopies are generally not acceptable. When produced on a laser printer, fine grey tones may come out as a fine dusting on the page. This does not reproduce well in printing. Grey tones must be composed of discrete black dots (just visible to the naked eye) on a pure white background. If working on film, use clear film in preference to grey.
5. Artwork should be designed to fit in the page text area of 148 x 189mm *including the caption*. The caption must be placed underneath, NOT in the body of the illustration. A single line caption takes up 8mm; for each extra line of caption allow a further 3mm.
6. Scales should be provided on all figures and should be in metric, except for maps, which should have a scale in both miles and kilometres. A North point should always be provided on maps and plans. Scales etc. should be placed in empty corners.
7. The copy editor, Tony King, should be consulted about any illustrations larger than 1020mm by 760 mm, or requiring more than 25% reduction.
8. The Society does not publish fold-out illustrations. Nor does it publish colour illustrations in the printed version of the Proceedings, unless the extra cost is met by the author. There is no restriction on the use of colour in the digital version of the journal.
9. Authors should indicate where they wish figures to go although it may not be possible to place all figures in their desired position.
10. Tables must be supplied separately from the main text.

Quotations

Quotations should be normally given in English and carefully transcribed. If it is necessary to give a quotation in a foreign language, then a translation must be provided. Single quotations marks should be used, and double quotations marks for quotations within quotations. Long quotations, e.g. over 50 words, will be indented when printed, but should be marked in the typescript by a vertical line in the left-hand margin. Omitted material should be indicated by three stops: ...

Geographical references

The names of counties should not be abbreviated. In the United Kingdom, the counties resulting from the local government reorganization of 1974 should be used, irrespective of whether or not they have survived the most recent local government reorganization.

Dates

If specifying a date as BC or AD note that points are not placed after each letter. It is usual practice to write BC after the date and AD before it, e.g. 55 BC, AD 410, except in the case of 'the 1st century AD.' Arabic numerals are used for centuries, e.g. 'the 1st century AD'. The

following conventions are also followed: c. 1400 BC; 22 May 1745; the winter of 1944/5; 160-145 BC; the 1560s.

Use bp, bc, ad for uncalibrated radiocarbon dates, followed by laboratory initials and number, e.g. 2750 bc +/- 150 (BM-73).

Measurements and abbreviations

Metric measurements should be used, unless the topic demands otherwise, e.g. a tithe survey measured in acres. By preference, lengths should be given in metres or millimetres, although the use of centimetres may occasionally be justified. A space should be left between the number and the unit of measurement.

1. In giving measurements, the abbreviation 'm' for metres, 'mm' for millimetres, 'ha' for hectares, 'kg' for kilogrammes, 'gr' for grammes, 'ft' for feet, 'in' for inches etc. should be used.
2. Compass directions may be abbreviated as N., S., E., W., SE., WNW., etc. if they occur frequently in an article.
3. A space must be left after any abbreviation unless a punctuation mark follows directly.

Numerals

Numbers up to and including ten should be written out; except in the case of sections of text which contain substantial lists of quantified data. Numbers should not be used at the beginning of a sentence, but if is unavoidable they must be spelt out. Arabic numerals should always be used for measurements and dates.

National Grid References

National Grid References (NGR) should be in the form SU 615 296.

Monetary sums

Monetary sums should be written thus: £1019 6s. 8d.; £1,329; £2.45; 12p (or £0.12 in a list of prices).

Cross-references

Cross-reference to other parts of the article should be in the form, '*see* Introduction' or '*see* below' instead of '*see* p.000.'

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The only exception to this rule is if author(s) are required by their institution to place a 'post-print' version of the article on their institutional repository to meet REF (Research Excellence Framework) requirements.

Authors wishing to make wider use of their own illustrations or text need normally only ask the Editor. If it is the work of others, suitable permissions should be obtained before applying to the Editor.

Funding

If a project has been 'developer-funded', or financed by significant grant aid, a contribution towards the costs of publication is required or expected. Authors and contractors should enquire at an early stage to see if this is the case and to find out about the current 'page rate'.

Hampshire Field Club & Archaeological Society

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