

HAMPSHIRE FIELD CLUB AND ARCHAEOLOGICAL SOCIETY

HAMPSHIRE STUDIES

Notes for Contributors

GENERAL

The Society will accept for publication in its annual *Proceedings* suitable articles and notes relating to archaeology, architecture, buildings, geology, history, natural history and environment, provided that these contain a substantial reference to Hampshire and the Isle of Wight.

Submission of a typescript for publication will be held to imply that the work is original, that it has not been published elsewhere, and that if it is accepted, it will not be published elsewhere without the permission of the Editorial Board.

Members of the Editorial Board will be glad to discuss possible contributions at an early stage with a view to giving helpful advice on preparation. Material intended for publication may be sent to the Editorial Board at any time, but authors should note that there may be a delay in publication because, of pressure on space in *Proceedings*. Printers proofs are sent for checking to authors, who should therefore make sure that their current address is known to the Editor.

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SUBMISSION OF MATERIAL

Contributions to the journal should be submitted in as well prepared a state as possible in order to avoid unnecessary costs, either in respect of typesetting or of the editor's time. Contributors are therefore urged to carefully study the style rules in this guide and to follow them rigorously. Rather than delay publication of the journal it may be necessary to return seriously deficient presentations to the author for resubmission at a later date.

1. Contributions should be printed or typed on standard A4 paper, with margins of at least 1 in. (2.5 cm) on all sides. The font should be no smaller than 12-point (10 characters to the inch). Text should be justified to the left-hand margin.
2. The text must be fully double-spaced. The beginning of all paragraphs must be indented 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 of the print-out must be numbered. There should be no running headers or footers.

4. If accepted for publication a copy on disk will also be required. The word-processor should be IBM compatible and the preferred formats are MS Word and WordPerfect. Other formats may be accepted, but only after consultation with the copy editor or secretary.
5. The first page should contain the title, the name(s) of the author(s) (and contributors), and the abstract (normally 100-200 words).
6. To avoid unnecessary time 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 be standing on their own lines, and should not use capitals. The hierarchy of heading levels should be marked by the use of letters.
7. Authors should also provide, on separate pages, their full names 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 to send only die-lines or photocopies of illustrations when first submitting material. 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 given 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 number of the page, 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. 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:
 - 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 will be permissible to abbreviate the title - 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 211-9.

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 *Proceedings* to familiarise themselves with house style.

ACKNOWLEDGMENTS

All acknowledgements relating to the project reported upon or the writing of the contribution 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 'Figs'. An indication of their position in the text should be provided.

1. Care should be taken to make them clear and attractive in appearance. Figures should be drawn on strong paper, white card or good quality tracing film. Plates should be printed on glossy paper and mounted on thin card. Die-lines or photocopies (unless very good quality) are not acceptable.

2. All artwork must be in black and white and all electronic artwork must be accompanied by a printed hard copy. Artwork should be designed to fit in the page text area of 148 x 189mm *including the caption*. A single line caption takes up 8mm; for each extra line of caption allow a further 3mm. The lettering should preferably be in a sans-serif typeface (eg Arial or Helvetica) with the lettering *after allowing for any reduction* no smaller than 8pt.
3. Titles should be printed in the caption below and scales etc. should be placed in empty corners. The copy editor should be consulted about any illustrations larger than 1020mm by 760 mm, or requiring more than 25% reduction.
4. Lettering should be neat, and carried out with dry-transfer type lettering. Stenciled lettering is not acceptable.
5. The Society does not publish fold-out or coloured illustrations in *Proceedings* unless the extra cost of these is met by the author.
6. Scales should be provided on all figures and, where appropriate, on plates. These 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.
7. Authors should indicate, in pencil, in the hard copy of their text where they wish figures and plates to go.
8. Tables must be supplied separately from the main text even if they contain text and figures, and must be in word-processed form.

Electronic artwork

Authors are increasingly providing line art and photographs in electronic form. Whilst this is a welcome development, authors should be aware that not all formats can be used and that failure to provide a useable file may delay the production of the journal and increase its cost. The following notes should help you to provide suitable files.

Line Art

We would prefer files in Adobe Illustrator EPS format but TIFF files are acceptable if the resolution is over 1000dpi. GIF and JPG files (typically used on the Internet) are not normally useable.

Photographs

These must be in TIFF format and should be scanned at 400dpi or higher.

Hard copy artwork

One problem has been the use of fine grey tones. When produced on a laser printer, 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.

If you have any questions or are unable to provide the artwork in the formats listed above please contact our typesetter to discuss other possibilities (Stephen Cracknell, Archetype IT Ltd: 01451-831521 stephenc@archetype-it.com).

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: ...

MEASUREMENTS

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.

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).

ABBREVIATIONS

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 615296.

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-references 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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Secretary, Editorial Board

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July 2008