



Hampshire Studies

Notes for Authors

November 2024

Hampshire Studies is usually published once a year, in November/December. We welcome papers relating to the archaeology, monuments and buildings, history, landscape, natural history and geology of the historic county of Hampshire. We are happy to accept papers on the Isle of Wight and those parts of the historic county which are now in other local government administrative areas.

Articles in Hampshire Studies contain original research findings, or reviews of research carried out on particular topics, e.g. Bronze Age burial mounds, or Anglo-Saxon place-names. They should not have been published elsewhere, except as interim findings in newsletters or online discussion sites.

Most articles submitted for publication are about 8 to 10,000 words, resulting in printed papers that are 10-20 pages long including an average number of figures and tables. Articles that are both shorter and longer are also acceptable. It is possible to include ancillary material, e.g. an appendix of supporting data, which can be published online at the same time as the main article.

Articles submitted for publication go through a review and editing process, so as to ensure academic integrity and quality. Therefore, the normal timescale for a submission is as follows:

End of year previous to publication – initial paper information (see below) and/or draft sent to Editor.

End February of year of publication – full draft and illustrations submitted.

End April of year of publication – comments and review by subject editors and external reviewers.

June of year of publication – final draft submitted by authors and preliminary layout and copy-editing completed.

September – first proof sent to authors and returned.

October – second (final) proof approved by Editors.

November – printing.

December – publication and distribution.

Please approach the Editor or Chair of the Editorial Board (contact details at end) if you wish to submit a paper. The preliminary information that we require is as follows:

- Title of paper
- Name(s) of author(s), plus affiliation if relevant
- Abstract of 100-200 words
- Approx. number of words
- Number of illustrations
- Number of tables
- For commercial archaeology reports, source of funding. NB the printed page rate is currently £42 pp.

Authorship

Authors are expected to provide contact details which will be publically available as part of the published text. This is usually a postal address and/or an email address. For multi-authored articles, one contact address/email can suffice. Understandably, independent researchers may not want to provide a postal address, in which case the email address will be the form of contact.

Multi-authored articles usually list all contributors as authors, in the form Ann Bloggs and Ben Toggs, with contributions by Carol Roggs, Damian Soggs

and Eloise Loggs. The first group being the primary authors and the second, contributors of specialist reports. Alternatively, and increasingly popular is to place all authors in the first group, whatever their contribution. We recommend Christian names rather than initials.

Copyright and reproduction rights

Copyright of the actual text and illustrative material belongs to the authors. Copyright in the layout rests with the Hampshire Field Club and Archaeological Society. It is therefore the responsibility of authors to obtain copyright clearance for any of their illustrations, and to pay any fees incurred. Captions must acknowledge the source of any illustration and any residual copyright.

You will be given a PDF file of your contribution after the volume is published. You may distribute this electronically to individuals without restriction. However, there is an embargo on uploading the entire article onto the internet (e.g. to Academia or Researchgate) for a period of 3 years from the date of publication. At this point the relevant annual issue of Hampshire Studies will be made freely available on the Field Club's website.

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

Authors wishing to make subsequent 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. The current page rate is £42 per printed page, and it is possible to calculate the approximate number of printed pages as follows: 9 printed pages of text is c. 6,000 words, 12 pages is c. 8,000 words, and 15 pages is c. 10,000 words. This uses a formula of c. 660 words per printed page. Tables and figures are extra to this calculation, but can be added in by estimating their size, e.g. a whole page, half or quarter of a page, etc.

Contact

Hampshire Field Club & Archaeological Society Editorial Board

Tony.king@winchester.ac.uk Editor, for receipt of article submissions

Dave_allen99@hotmail.com Chair of Editorial Board

Submitting an article for publication

Contributions must be submitted electronically, as an email attachment or data transfer. Text, figures and tables should be in separate files.

The text

Contributions should be submitted as Word files for the text. Illustrations and tables should be separate and not embedded in the text (see below for formats). However, captions to illustrations and tables should be included in the text file, after the references. If desired, a PDF of the whole article with illustrations, etc., can also be submitted, to accompany the Word files.

Text should be left-aligned, not justified, and single-spaced. The beginning of all paragraphs must be indented by one-tab stop.

All pages must be numbered. There should be no running headers or footers.

The first page should contain the title, the name(s) of the author(s), and an abstract (normally 100-200 words). Authors should also provide their name, address (plus affiliation if relevant) and email as they wish it to be printed. For multi-authored papers, only one author need provide these details, but all can do so if so desired.

Headings and subheadings should be indicated. The hierarchy of heading levels should be marked by the use of letters (A, B, C etc). There are no more than 3 levels of headings in our house style.

Example: <A> Heading wording

Brief style guide

Do not worry too much about details of house style. The copy-editing process of the journal will adjust your text to fit our house style.

However, here are some pointers:-

Geographical references

Compass directions may be abbreviated as N, S, E, W, SE, WNW, etc. if they occur frequently in an article.

National Grid References (NGR) should be in the form SU 615 296. Longitude/latitude can be given as an alternative, in the form: lat 50.9448° lon -1.4052°

The names of counties or local government regions should not be abbreviated.

Dates

Spell out dates for centuries, thus: third century, nineteenth-century building.

If specifying a date as BC or AD (or BCE/CE) 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 first 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.

In giving measurements, the abbreviation 'm' for metres, 'mm' for millimetres, 'ha' for hectares, 'kg' for kilograms, 'g' for grams, 'ft' for feet, 'in' for inches etc. should be used.

A space must be left after any abbreviation unless a punctuation mark follows directly, e.g. c. 100 BC.

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.

Monetary sums

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

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. Omitted material should be indicated by three stops: ...

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.'

Acknowledgements

All acknowledgements relating to the project or its reporting should be included in a paragraph headed 'Acknowledgements' at the end of the article, and before the References list. This is also the appropriate location for information such as funding, division of labour within the article (in the case of multi-authorship), and for archive/museum deposition referencing.

Captions

These take the following form (please note the source information, which should be provided in all cases for illustrations, even if it is yourself):

Fig. 6. Sway Allotments: plan of the individual plots in the 1950s. (Courtesy of Sway Parish Council)

Fig. 14. Manor Farm: ditch 446, view from the east, showing intersection with pit 451. Scale of 2 m. (Manor Farm excavation photo 224/41, © Wetherspoon Archaeology/Joe Bloggs)

Fig. 31. Manor Farm in the eighteenth century. Painting by Joshua Reynolds. (Author's collection)

Table 5. Manor Farm: numbers of animal bones (NISP) found in Phase 2.

References

There are two different referencing systems that we accept for papers in *Hampshire Studies*. You must opt for one or the other, and not mix them!

For most papers, and especially for archaeological articles and reports, there is the Harvard reference system. The alternative, commonly used for historical papers, is endnotes, plus a list of references after the endnotes. More details on these systems are given below.

References are given to support factual or illustrative material or to acknowledge a source. Therefore, all sources listed at the end of the paper must have been referenced in the text itself, or a table or illustration caption.

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

Harvard system

References in the text must list the author's surname, date of publication and the page number, as follows (Clarke 1952, 211). Organisations can be given in abbreviated form, e.g. (PCA 2023, fig. 10). 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 should be separated with a semi-colon, e.g. (King and Soffe 1994; Forcey 1998).

Publications: 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 should be full stops after all initials. For organisations, it is acceptable to give the abbreviated form used in the text, e.g. PCA, so long as it is spelt out in full as, for instance, the publisher, later in the reference, e.g. Pre Construct Archaeology Ltd.
- ii) The year of publication.
- iii) For books and reports, the title in italics, followed by a full stop.
- iv) The place of publication, followed by a colon. This also applies to 'grey' literature reports, if available.
- v) The name of the publisher together with appropriate details of series such as research reports. N.B. do not abbreviate anything! Therefore, BAR Int. Ser. should be spelt out as British Archaeological Reports International Series.
- vi) Any online reference, if accessed online. DOI numbers to be preferred over other referencing systems, if available. These must be followed by the date accessed, as follows: [accessed 10 Oct 2024]

Examples (note that they should be listed in ABC order of authors' surnames):

Aberg, F. A. 1978 *Medieval Moated Sites*. London: Council for British Archaeology Research Report 17.

Bramhill, P. and Lambrick G. 1999 *Hampshire Historic Landscape Assessment Final Report (HLC)*. York: Archaeology Data Service.
<https://doi.org/10.5284/1019864> [accessed 10 Oct 2024]

CA 2023 *Land at Lord Mayor Treloar Hospital, Chawton Park Road, Alton, Hampshire. Post-Excavation Assessment and Updated Project Design*. Cotswold Archaeology Report No. AN0121_1.

PCRG 2010 *The Study of Later Prehistoric Pottery: general policies and guidelines for analysis and publication*. Prehistoric Ceramics Research Group Occasional Papers, 1 and 2, 3rd edition. http://www.pcr.org.uk/News_pages/PCRG%20Guidelines%203rd%20Edition%20%282010%29.pdf [accessed 10 Oct 2024]

Yates, D. 2007 *Land, Power and Prestige: Bronze Age field systems in southern England*. Oxford: Oxbow Books.

vii) References to chapters or articles in edited volumes should take the following form:

King, A. C. 2023 Sacred flocks and herds? The implications of animal sacrifice at rural and suburban Romano-Celtic shrines. In Wilson, A., Trentacoste, A. and Ray, N. (ed.), *The Economy of Roman Religion*. Oxford: Oxford University Press, Oxford Studies on the Roman Economy, 224-44. <https://www.doi.org/10.1093/oso/9780192883537.003.0009> [accessed 10 Oct 2024]

Journals: 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 should be a full stop after each initial. All authors must be listed in the case of multi-authored publications.

ii) The year of publication.

iii) The title of the article, not in italics or enclosed by inverted commas. Sentence case is preferred over capitalisation of each noun. The title should be followed by a full stop, not a comma.

iv) The title of the journal in italics. All titles should be spelt out in full, and not abbreviated.

v) The volume number in Arabic numerals. If the volume has parts, use either 72 (2), or 72.2.

vi) The numbers of the pages for the article. Numbers should not be unnecessarily duplicated, e.g. 231-9, not 231-239.

Examples:

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

King, A. C. 2017 Late Iron Age/Roman charcoal processing in the New Forest: excavation of a platform site at Leadenhall, Godshill,

2015. *Proceedings of the Hampshire Field Club and Archaeological Society* 72, 43-60 (*Hampshire Studies* 2017).

Endnotes and list of references

In Word, endnotes can be entered automatically, and will appear at the end of the whole text. Do not worry if this is not the place where they will end up in the published paper, as the editors will take care of detailed layout.

This reference system takes the following form:

In the text, a reference is made using a superscript numeral, thus,²⁷ which should be an Arabic not Roman numeral.

The endnote will look like this:

²⁷ As evidenced by R.Ad. Apr 18 1941, 2; social status is discussed in Bracey (1959, 53-5), with particular reference to post-war change.

The References section that follows the endnotes in the published paper will look like this:

References

Primary Sources

R.Ad. = *Romsey Advertiser*, referred to by date and page number.

Secondary Sources

Bracey, R. E. 1959 *English Rural Life*. London: Routledge and Kegan Paul.

NB Refer to the Harvard system section (above) for more details on formatting books, edited papers, journal articles, etc.

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, readable and attractive in appearance.

The preferred format is electronic/digital. If you have no alternative to submission of a hard copy illustration, please consult with the editors at an early stage.

Illustrations and photographs can be in colour, greyscale or black and white.

Please be aware that the online version of *Hampshire Studies* may be viewed on screen or printed at a size that is not the same as the printed volume.

Therefore, please do not design figures to an exact ratio, e.g. 1:100, or 1:2. Drawn scales must be used instead. This particularly applies to artefact illustrations.

Line Art. Adobe Illustrator EPS is the recommended format, but TIFF files are acceptable if the resolution is over 600 dpi. JPG files can be used but the resolution must be 300dpi or greater and ideally 600dpi or higher. Artwork should be designed to fit in the page text area of 147 x 189mm *including the caption*. The caption must be separate text, placed underneath, NOT in the body of the illustration. A single line caption takes up 8 mm; for each extra line of caption allow a further 3 mm.

Scales should be provided on all figures and should be in metric, except for maps, which should preferably have a scale in both miles and kilometres. A North point should always be provided on maps and plans.

Photographs. These must be in TIFF or high-resolution JPG format. If scanned from prints, they should ideally be at 600dpi, but 300dpi is acceptable.

Authors should indicate where they wish figures to go in their text, although it may not be possible to place all figures in the exact desired position.

Each illustration must be supplied as a separate file. Tables should also be supplied as a separate file from the main text.