

**SOCIETY FOR MEDIEVAL ARCHAEOLOGY
Monographs**

House style for conference volumes

Notes for authors

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CMG 1.2008

1 Initial contact

- 1.1 Before submitting a monograph it is essential to contact the Monographs Editor for a preliminary discussion:
Dr Christopher Gerrard c.m.gerrard@durham.ac.uk
Department of Archaeology tel (direct) 0191 334 1134
University of Durham fax 0191 334 1101
South Road
Durham DH1 3LE
- 1.2 Two copies of the monograph should then be sent to the Editor. Both copies should be identical and should be on A4 paper, with the text in a single column, lines double-spaced, with margins of at least 2.5cm (1 inch) on all sides, printed on one side only and with a clear typeface (Times New Roman is preferred) in 11-point size. A copy of all the figures should also be included, labelled with their figure number, NOT embedded in the text and each on a different page so they can be found and consulted simultaneously to the reading of the text. The conventions specified in these Notes should be observed and the text and figures should be as complete as possible. Please note the word count at the end of each chapter. No floppy disks, CDs or original figures should be sent at this stage.
- 1.3 All monographs are rigorously and anonymously refereed, whether or not they come with sponsorship for funding. They will be read by the Editor and then sent out to at least one referee for comment on content and suitability.
- 1.4 Normally, the Editor will then make contact to confirm if the monograph has been accepted for publication.
- 1.5 Authors are expected to make every effort to seek financial backing for their publication, not only from public agencies but also from private enterprise.
- 1.6 Edited conference volumes will normally be printed in B5 size and single column.
- 1.7 Cover. The cover for the volume will normally be a full B5 page. The position of sponsors' logos will be discussed.

2 Editorial work

- 2.1 Depending upon the condition of the manuscript further editorial work will then begin. The author will need to make copyright arrangements and acquire photographs and final figures. Once this work is completed, the final manuscript should be submitted to the Editor (see 2.4). The typescript and disk must be the final version of the book.

- 2.2 Any final corrections will be made directly on to the disk of the text by the copy-editor. To facilitate this the word-processor used should be IBM-compatible with disks supplied in .rtf format and be as free of extraneous formatting codes as possible. There should be no changes of font size.
- 2.3 Once corrected, the disk will be used to produce the proofs and final volume. Proofs will be sent to the author for a final check, but any major changes to the text at this stage will have to be paid for by the author.
- 2.4 Material to be sent to the editor:
- disks (3½ inch or CD preferable) with the text files, divided into individual chapters, including prelims, main text, bibliography and list of captions, appendixes, etc. Please keep back-up copies of the disks
 - a list of the disks' contents
 - one paper copy of the final text, in the format specified in point 1.2 above
 - a photocopy (or print out) of **all** the figures in their **final sizes** as they are to appear in the finished volume (including photos and slides), labelled with their figure number and indicating any required reduction if necessary or instructions (trimming areas, etc). If they are available as computer files, please annotate them with their file name. Do NOT send any original artwork or photographs at this stage.

3 Prelims

- Prelims include the following (those with * are optional):
- 3.1 Title Page: final wording of the title and author's name, in the form in which to appear on the book cover.
- 3.2 Contents. The list must agree with the chapter headings in the book, including the capitalisation of chapter headings etc. Note that all prelims use Roman numerals; i, ii, iii, etc.
- 3.3 List of figures. These include illustrations, maps and tables and should be listed in one sequence (see below).
- 3.4 *Preface.
- 3.5 *Foreword. Usually written by someone other than the author.
- 3.6 Summary. A short paragraph will be translated into at least two other languages.
- 3.7 Acknowledgements.

4 Main text

- 4.1 Chapters should start on a new page and should be in a separate file on the computer disk, numbered consecutively.
- 4.2 Paragraphs should not be separated by a blank line and they are indented.
- 4.3 Text should be justified on the left-hand side only.
- 4.4 Headings.
Headings should not be centred and their hierarchy should be simple. Normally, they will be:
SKELETAL REMAINS (SMALL CAPS)
Pathology
Dental disease
- The hierarchy of headings levels should be typed in the text by consecutive letters:
/h1/ SKELETAL REMAINS (SMALL CAPS)
/h2/ *Results*
/h3/ *Pathology*
Please leave a line before and after a heading or subheading.
- 4.5 Summative paragraph.
The author may wish to use an introductory summative paragraph for each chapter which should be a synopsis of the contents to follow.
- 4.6 Quotations.
Lengthy quotations should be separated out by being indented from the left margin and printed in italics. The source should be given in brackets on the line below. Do not use quotation marks.
If the quotation is short (less than 60 words) it should be within the text, between single quotation marks. Please note that all quotations must be acknowledged fully and should be less than 400 words.
- 4.7 Spaces.
Use only a single space after punctuation marks between words or sentences.
- 4.8 Italics should be used for:
-titles of books and journals,
-names of ships,
-genera, species and varieties,
-foreign words,
-*et al*, *c* (for *circa*); sic is usually printed in roman
There should be no underlining.
- 4.9 Abbreviations and contractions do not require full stop, except occasionally to avoid ambiguity.
- 4.10 Numbers.
Normally spell numbers under ten, but use numerals for measurement, ages, percentages (86%). Figures should be used where numbers are in a sequence: 'of the 33 jugs, 2 were decorated'.
For dates use '28 May 1962', or: 'on the 28th', '1960s'.
Note the use of Arabic numerals for centuries (8th century). It is usual practice to write BC after the date (55 BC) and AD before it (AD 1066), except in the case of 'the 8th century AD'.

- 4.11 When citing counties, use boundaries resulting from the post 1974 local government reorganisation for England; the current New Local Authority Areas in Scotland and Wales, and the historic counties for Ireland.
- 4.12 Hyphenation.
Hyphenate compound adjectives ('13th-century tiles'). Compound nouns should be hyphenated to avoid ambiguity (brick-kiln), but note that some compounds can be written as a single word, for example: posthole, spearhead.
- 4.13 Measurements.
Metric measurements should be used. The abbreviations m (metres), mm (millimetres), ha (hectares), kg (kilogrammes), g (grammes), etc should be used. There is no space between the number and the unit of measurement, and no full stop for the abbreviations: 4m, 30mm, 15cm, etc. The plural of abbreviated units has no 's'.
- 4.14 Compass directions may be abbreviated as N, S, E, W, etc, if they occur very frequently.
- 4.15 *Circa* may be abbreviated in italics: c1530.
- 4.16 Figure numbers should use upper case when in brackets (Figure 1.4) and when cited in the text (in Figure 1.3 the road...). In the captions they should be referred to as: 'Figure 1.1 Location map.'
- 4.17 Spelling. Please note the preferred spelling of: artefact, medieval.
Words 'data', 'media', and 'criteria' are plural.

5 References and bibliography

- 5.1 Harvard system is preferred, but depending upon the content of the volume the note system may be used. Please consult the Monographs Editor.
- 5.2 Harvard system.
-authors should avoid the use of 'op cit' and 'ibid'.
-the references in the end notes should look like this:
 Bloggs 1998, 34.
 Smith and Brown 1977, 398-403.
 Bloggs 1998, 33; Smith 1999.
-in the case of three or more authors, such as 'Smith *et al* 1998, 37'; all the names should be listed in full in the Bibliography
-works by the same author in the same year should be distinguished by using 1998a, 1998b, etc
-work by different authors with the same surname should have the initial added: (D Smith 1918; T Smith 1918).
•Bibliography.

The references should look like this:

Bloggs, M, 1998 *Archaeology*, Tempus, London

Bloggs, M, 1989 'How not to edit books', in F Job (ed), *Editing*, 23-78, Routledge, London

Allen, M J and Lewison, A, 1987 'Reconstructing an agrarian system in the Alpes-Maritimes, France', *Antiquity* 61, 364-369

- 5.3 Titles of journals should not be abbreviated.

6 Index

- 6.1 Arrangements for preparing an index can vary. The author may be preparing his/her own, or the SMA Monographs Editor may arrange for a freelance indexer to undertake the work. In either case, DO NOT begin to create an index until the proofs are complete.

7 Figures and illustrations

- 7.1 The format of the text is B5-page size, with a maximum image area of 15.1 x 20cm, inclusive of caption. Make the best use of space, either with full B5 figures, half page B5 or column-width figures. Figures provided must be fully completed (ie already mounted in the case of small finds, etc) and supplied as close to final size as possible. The suggested reduction for publication should be indicated, normally as a percentage of a linear measurement.
- 7.2 Every figure will be accompanied by a caption; in this way figures do not need to have titles on the artwork. The list of captions should be provided in a separate computer disk file.
- 7.3 Do not use colour or fold-outs unless this has been agreed first with the Editor.
- 7.4 Figures should be clearly labelled with their figure number. They are numbered by chapter (Figure 1.1, 1.2, etc) and should be referred to as such in the text.
- 7.5 Figures might comprise line drawings, computer generated drawings, photographs or tables. All of them should be provided separately from the text and not embedded into it.
- 7.6 North signs and metric scales must be provided on maps and plans.
- 7.7 Photographs and slides should be marked with their orientation, usually marking TOP and FRONT. In the case of transparencies, please also supply an enlarged print-out, showing the image as you wish it to appear and showing any cropping. Please note that photographs can only be reproduced at the same or smaller size as provided by the author; enlargements are not possible due to loss of quality during scanning.
- 7.8 It is the author's responsibility to seek copyright clearance before publication. Permission must be sought for all illustrations if necessary and should be indicated in the caption.
- 7.9 The author will provide a suitable photograph/image for the cover.
- 7.10 Line illustrations.
Use a sans serif typeface, such as Arial, Helvetica or Univers. Avoid using tints wherever possible.

- 7.11 Original illustrations should **not be larger than A3 size**. It is the author's responsibility to provide bromides or suitable good quality reductions of any illustrations which are larger than A3 format.
- 7.12 Digital **files** should be provided as .tif or .eps files only. Photographs and slides can be supplied on a CD as scanned images of 600dpi minimum resolution, and line drawings as 1200dpi minimum resolution.

8. Timetable

Please note that supplying the manuscript following the house style will speed the process of copy-editing and reduce the time needed for producing first proofs. Providing as many of the figures as possible as electronic files (see 7.12 above) will also help to speed the process as well as reduce cost.