

# SOCIETY FOR MEDIEVAL ARCHAEOLOGY

## A4 MONOGRAPHS

### Notes for authors

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### 1 Initial contact

- 1.1 Before submitting a monograph it is essential to contact the Monographs Editor for a preliminary discussion:

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- 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 12-point size. A copy of the figures should also be included 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 Monographs will normally be published in A4 size and double columns. SMA monographs are single volumes and may be multi-authored.
- 1.7 Cover. The cover for the monograph series will normally be a full A4 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 copy of the final text, in the format specified in point 1.2 above but with lines single-spaced
  - a photocopy of **all** the figures in **their final sizes** as they are to appear in the finished volume, numbered accordingly (please note that this includes print outs of slides and photographs).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 (see Figure 1).

Headings should not be centred and their hierarchy should be simple. Normally, subheading will be in capitals and bolded, sub-subheadings (for a hypothetical Chapter 1) as follows:

### **1.1 SKELETAL REMAINS**

#### **Results**

#### ***Pathology***

#### *Dental disease*

#### CARIES

Please leave a blank line before and after a heading or subheading.

If necessary the hierarchy of headings levels should be typed in the text by consecutive numbers or provided as a listing in a separate file:

## Chapter 4

### /h1/ 1.1 SKELETAL REMAINS

### /h2/ Results

### /h3/ Pathology

### /h4/ Dental disease

### /h5/ CARIES

4

**EXCAVATIONS TO THE SOUTH OF THE CHAPEL  
IN 1999 AND 2000**

**/h1/ 4.1 INTRODUCTION AND METHODOLOGY**

As part of the initial assessment in August 1999 excavations within the small area of Trench 1, south of the chapel (Plate 5), demonstrated that the archaeology uncovered in 1959 was largely *in situ* and intact (Henry 2000, 39–41), but was in the process of being damaged or at threat of being damaged by rabbit burrowing. The need for a larger excavation (Trench 1) was identified, with the emphasis being on the assessment of the previous, 1950s, excavations.

On the published plans of the 1959 excavation area to the south of the chapel (Figures 1.2 and 1.3) the trench covers 13 x 9m (Small *et al* 1973: 6, 11 and figs 5 and 8). Small trial pits had been opened in 1958, but in 1959 up to 6m of sand was dug away by hand from the entire area to reveal 'an extensive complex of prehistoric walls, pavements and grooves; all ... extending beyond the limits of the excavated area'. When the area was re-investigated in Trench 1 in July 2000, a smaller trench was opened, 9 x 5m, due to more rigorous health and safety regulations than in the past (mainly relating to the proximity of excavations to sections cut through wind-blown sand).

The aim of the new excavation was to fully record and excavate the archaeological deposits below turf, topsoil and backfill to such a point as to characterise the site and establish a stratigraphical sequence for the extant features, particularly those already excavated or uncovered in 1959. Environmental samples were taken from all multistaged contexts for environmental flotation using a SIRAF tank set up at Bigston Farm. The treatment of human remains on the site was guided by the *Historic Scotland Operational Policy Paper 5: The Treatment of Human Remains in Archaeology*, and standard archaeological procedures were followed whereby all human remains that were fully exposed within the trench were excavated, but those that could not be entirely excavated were partially uncovered, and analysed in the ground.

The majority of the features that had been uncovered in 1959 were re-investigated in 2000, although due to the smaller size of the later trench, areas of paving and possible structures at the west side of the 1959 excavation area, and a group of small cists shown on the east side of the trench, were not exposed (Figure 1.2). Many of the features (mainly cists) examined in 2000 had been fully excavated in 1959 and their fills removed. In some cases, the features themselves had been partially rebuilt prior to brickfilling at the end of the 1959 excavation. During the post-excavation analysis the letters 'a' and 'b' were added to some context numbers to allow differentiation between original (a) and reconstructed or re-excavated features (b).

**4.2 SITE SEQUENCE** **/h1/**

**Phase I: Bedrock** **/h2/**

A large hollow was found in the centre of the trench, which had been cut through the site during the 1959 excavations in an attempt to find the bedrock and to verify that the pre-Christian horizons all lay on clay soil, formed from the underlying grey schist (359). This pit was sampled in 2000 (Figure 4.20, Phase VI), and revealed clay to a depth of 1m above the schist bedrock at the bottom of the pit.

**Burials** **/h3/**

The earliest feature uncovered in the trench in 2000 was the footings of an ephelethal wall (501), comprising an inner and outer face of large stones with a core of clay and small stones (320), aligned N-S across the centre of the trench. The wall was adjacent to a pit that had been dug in 1959, where it seems that the excavators followed the edges of the wall when digging down to find bedrock. The wall footings were covered by a layer of compact dark yellowish-brown silty sandy clay (309/311) which contained frequent inclusions of patches of red and orange ash, flecks of charcoal, shells, quartz pebbles and burnt stones, and finds of pottery and bone.

**Dating summary** **/h4/**

This deposit is the midden layer that was uncovered by O'Dell in 1959 and is described by him in published accounts (O'Dell 1959c, 35; 1960, 9). In 2000 the top of this thick layer was cleaned, and then the upper 100–200mm excavated. Finds of occasional human bone indicated that the use of the site for burial in later phases had disturbed the surface of the layer, as had the ramping and

#### 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 1992', or: 'on the 28th', '1960s'.  
Use: 12–15, 315–316, but 1215–16.  
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), cm (centimetres), 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.  
•References in the text.  
-authors should avoid the use of 'op cit' and 'ibid'.  
-the references in the text should look like this (please note page numbers written in full):  
(Bloggs 1998, 34–38)  
(Smith and Brown 1977, 372–379)  
(Blowggs 1998, 33; Smith 1999)  
-in the case of three or more authors: (Smith *et al* 1998, 37), but 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*, Routledge, London, 23–78  
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 Appendices, notes, glossary, etc

- 6.1 Appendices. Authors are encouraged to use appendices for detailed information.
- 6.2 Notes. These should be numbered in the text and in sequence for each chapter, beginning at 1. They should be

printed at the end of each chapter; do not use footnotes.

6.3 Glossary.

6.4 Further reading.

6.5 Index. Not prepared until final proof stage.

## **7 Figures and illustrations (see 10 below)**

7.1 The format of the monographs is A4 page size, with a maximum image area of 16.7 x 24.8cm, inclusive of caption (single column: 8cm width). Make the best use of space, either with full A4 figures, half page A4 or column-width figures. Figures provided will be fully completed (i.e. 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 All the figures are to be provided as digital **files** (.tiff files), on a CD as scanned images of 600dpi minimum resolution, and line drawings as 1200dpi minimum resolution.

7.4 Do not use colour or fold-outs unless this has been agreed first with the Editor. It is recommended that A3 size figures should be split in two A4 facing pages.

7.5 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.

7.6 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.

7.7 North signs and metric scales must be provided on maps and plans.

7.8 It is the author's responsibility to seek copyright clearance. Permission must be sought for all illustrations if necessary and should be indicated in the caption.

7.9 The author will provide a suitable image for the cover.

7.10 Line illustrations.

Use a sans serif typeface, such as Arial, Helvetica or Univers. Avoid using tints wherever possible.

## **8 Index**

8.1 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.

## **9 Author's copies**

9.1 Authors will be offered 5 free copies of the book and up to 50 more copies at a 20% discount if ordered as one batch. The SMA does not offer royalties on its monographs.

## **10 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.