ANNIVERSARY MEETING

Minutes of the Anniversary Meeting of the Society of Antiquaries of Scotland, held at 4.00pm, in the Lecture Theatre of the Royal Museum of Scotland, on Wednesday 30 November 1994, Dr Richard Fawcett, BA PhD FSA, Vice-President, in the Chair.

The Vice-President, Dr Richard Fawcett, conveyed the President’s apologies to the Meeting; he was unable to attend for reasons of health. Apologies had also been received from a number of Fellows. The Minutes of the last Meeting were read and approved. The Scrutineers for the ballots for office-bearers and Fellows, Mr R M Carmichael and Mr P J Ashmore, were appointed and the ballots were closed. The Director read the following:

ANNUAL REPORT

Membership

The Fellowship of the Society now stands at 2860. In the past year 211 Fellows have taken up election, or been reinstated; 32 names have been removed from the Roll due to death, and 104 through lapse of subscription or resignation. There are, at present, 22 Honorary Fellows.

Meetings

The Society has held a full programme of activities through the year. Nine lecture meetings were held between December 1993 and November 1994. In accordance with custom, the session included a Public Lecture, given by Perilla Kinchin, the highly entertaining and informative ‘Tea and Taste: Glasgow tea rooms 1875–1975’, the other open lecture given during the Science Festival by Mr Roderick McCullagh, The Lairg Project: the prehistory of a Highland Landscape, also attracted a large and enthusiastic audience.

In addition to the monthly lectures, the Rhind Lectures took place in April, when Mr Donald Archie MacDonald delivered his lectures on Oral Narrative in Scotland. This Rhind series broke new ground in its use of audio- and video-tapes and attracted a discriminating and distinguished audience.

The 1994 Conference – Anglians in Southern Scotland – held in May, was organized jointly by the Society and Patrick Ashmore, Principal Inspector of Ancient Monuments, on behalf of Historic Scotland. There was a larger-than-hoped-for audience, many of whom had been attracted from a considerable distance. Among the many eminent speakers at the conference was Dr Ian Smith who died in July 1994; although it is not intended to publish the proceedings, it is hoped to publish his contribution: ‘The structure of Anglian settlements in Southern Scotland’. With the agreement of Council, the surplus from the Conference admission fees was used to subsidize the Seminar held in October 1994 on Post-Reformation gravestones.

Buchan Lectures took place in 1994, in Dundee on 10 March under the auspices of the Abertay Historical Society when Professor Peter Fowler delivered a lecture on Abertay heritage: the global village; on 17 March in Benbecula, when Professor Chris Morris delivered a lecture on Vikings: traders, raiders, settlers? and on 14 September in Kirkwall, Orkney, when Caroline Wickham-Jones delivered a lecture After the Ice: Orkney’s first settlers.

The Seminar on Post-Reformation Gravestones, was held in October, in association with the National Committee on Carved Stones, in the Glasite Meeting House. Our thanks are due to our retiring Vice-President, Dr Richard Fawcett, Principal Inspector of Ancient Monuments, Historic Scotland, for his major part in the organization of this.

In October, in lieu of the Recent Acquisitions meeting, Fellows were given a detailed presentation on the new Museum of Scotland by Professor Gordon Benson of Benson + Forsyth, Architects, and a presentation on the new exhibitions and a demonstration of MOSAICS by Dr David Clarke and other members of the Museum of Scotland Project team.

In June two thoroughly enjoyable Excursions were held for Fellows, the first on 4 June to Roman sites north of the Antonine Wall, when Dr David Breeze, Chief Inspector of Ancient Monuments for Historic...
Scotland, conducted a full complement of appreciative Fellows to Ardoch fort and associated camps, Kaimes Castle and the Gask Ridge. On 18 June, unfortunately, rough weather prevented the boats of our second excursion leaving Anstruther for the visit to the Isle of May. The fall-back visit to St Monans Saltworks, interpretation centre, and Castle, and to Kellie Castle was none the less much appreciated; the Society is most grateful to Peter Yeoman, the Fife Regional Archaeologist (who also lectured to the Society in Edinburgh and Aberdeen on the topic of the Isle of May in place of the advertised lecture in November 1993), and to Heather James, Director of the 1992 and 1993 excavations on the Isle of May, for leading us on this excursion.

The North-East Section

The Section held nine meetings with the same programme as in Edinburgh. This included Peter Yeoman’s paper on the Isle of May, in place of the advertised lecture in November 1993. In addition, Gordon Maxwell spoke on Polygamy and Serendipity in archaeology following the Section’s Annual General Meeting. Meetings were well attended and took place in the new auditorium of the Marischal Museum. Summer excursions were organized to Bennachie, Moray, Arbuthnott and to the Aberdeen Archaeological Unit. Membership of the Section stands at 273.

The Committee for 1993–4 was: Alexandra Shepherd (Chairman), Elizabeth Curtis (Vice-chairman), Neil Curtis (Secretary), John Cruse (Treasurer), Frank Donnelly, Anne Johnstone, Margaret Jubb, Paul Pillath and Graham Steele.

Research Grants

In accordance with Law 1 – 'The purpose of the Society shall be the Study of the ANTIQUITIES AND HISTORY OF SCOTLAND, more particularly by means of archaeological research.' – the grant-aiding of research is considered one of the most important parts of the work of the Society. In 1994 support was given from the General Research Fund, which includes income from the Dorothy Marshall Bequest, to projects covering survey, excavation and post-excavation work.

The following grants were approved from the General Research Fund (including investment income from the Dorothy Marshall Bequest):

Mr Gordon Barclay, for survey work at Cleaven Dyke; Mr John C Barrett, for excavation at North Pitcarmick; Professor Richard Bradley, for excavation at Balnuaran of Clava, and for the Strathtay Field Survey; Professor Keith Branigan, for work in the Hebrides as part of the SEARCH project; Michael Cressy, survey work on the Mulreesh Earthworks, Phase 2 & 3; Drs B Anne Crone & Coralie Mills, for the Scottish Tree Ring Database; Miss Audrey Henshall and Dr J N Graham Ritchie, for work on chambered cairns in Ross & Cromarty and mainland Inverness-shire; Mrs Frances Hood for the Kintyre Survey: Gigha; Fraser Hunter, for the West Water Survey; Dominic I Ingemark for a survey of Roman glass from non-Roman sites; Paul G Johnson for geophysical survey at Forteviot; A M Jones for work as part of the Orkney Landscape Survey; Mrs J S R Kruuk, for the CSA Church Buildings Survey; Mr G MacGregor for the Buchan long barrow field walking project; Mr Andrew J Pollard for the Risga Shell Midden assessment; Dr Colin Richards for excavation at Stonehall Farm, Orkney; Miss Sarah Tarlow, for the Orkney Graveyard Project; Mr Tam S Ward for the Bastle Project; Mr Peter Yeoman for the Isle of May project.

The following grants were approved from the Angus Graham Bequest:

Dr Ian Armit, for publication of work at Eilean Olabhat; Mr James H Barrett, for work at Robert’s Haven; Mr John E Burnett, for research on bowling in Scotland; Mrs Kay F Hartley for research on mortaria in Roman Scotland (to top up the funds available from the Gunning Jubilee Bequest); Mr Keith Mitchell (on behalf of Edinburgh Archaeological Field Society) towards the publication of the Fast Castle excavations; Dr Brendan J O’Connor and Mr Trevor Cowie for the preparation of illustrations of MBA dirks and rapiers; Mr Tam S Ward for work at Camps Reservoir; Mrs Betty Willscher for the Scottish Graveyard Survey.

From the George MacDonald Bequest:

Dr David J Woolliscroft for excavations at Garnhall.

In addition to the above, and as a special case, Professor Stephen W Brown was awarded a sum towards the cost of copying the Smellie MSS.
A **Young Fellow's Bursary** for 1994 was awarded to Dr Ann MacSween to give a paper on Neolithic Pottery from Pool, Orkney, at the Ceramics Heritage Conference, Florence.

The **Gunning Jubilee Gift** was awarded to Mrs Kay Hartley towards the cost of her visit to museums in Scotland for her researches into Scottish mortaria; the remainder of the costs are to be met from the Angus Graham Bequest.

**Publications**

*The Proceedings: Volume 122* of the *Proceedings* was posted out to Fellows in December 1993 and *Volume 123* in November 1994.

The Editor, Mr Humphrey Welfare, must be congratulated on his tireless work in preparing articles for publication and ensuring that the *Proceedings* will appear on schedule.

**Monograph Series. Sales of Monograph 8, *Altering the Earth*, have exceeded expectations. Monograph 9 – *Howe*, was published in late November; Fellows had been notified of the imminent publication of this. Volumes 1–5 of the Series were offered to Fellows at a reduced price earlier this year.

**Newsletter.** Two issues were produced and circulated, in February and September. These included papers on topics which had been requested by Fellows.

**Govan and its Early Medieval Sculpture:** the proceedings of the Govan Conference of 1992 have recently been published; the Society is grateful to Dr Anna Ritchie for her meticulous and tireless work in editing this volume.

**The Work of the Society**

In addition to the regular and necessary Fellowship affairs, the Society has a wider role in the heritage field and we continue to be regularly consulted on archaeological issues by a wide variety of organizations. The Society continues to be represented on The Ancient Monuments Board for Scotland; The National Trust for Scotland; The Council for British Archaeology; The Council for Scottish Archaeology; The Traprain Law Management Group; The Scottish Field School; The Scottish Wildlife and Countryside Link; Scottish Archaeological Link; The Association for the Protection of Rural Scotland; the National Committee on Carved Stones; the Mouswald Trust; the Dalrymple Trust, and the User Panel of The Royal Commission on the Ancient and Historical Monuments of Scotland. The President was invited to participate in discussions on the organization of country-wide support for learned societies at the British Academy.

As always, this aspect of the Society's work draws on a broad range of skills, and members of Council, the Committees, and the other representatives work hard to assist the Director in these matters. Inevitably the President and Treasurer play a major role in the Society's affairs; to them, the other Office Bearers, to the Conveners of the Committees, and all those others who play a part in the complex affairs of the Society, we owe particular thanks.

A working group has been active (with the assistance of the Museum of Scotland Project team) and hopes shortly to commission designs for the Society’s contribution to the new Museum of Scotland: a stained glass window. This, as those who attended the Presentation on the Museum of Scotland will be aware, is to be situated in the Founder’s Room.

The Society is also co-ordinating fund-raising for the conservation of Volumes 1 & 2 of the William Smellie manuscripts and letters held in the Library; we are most grateful to the National Museums of Scotland Charitable Trust for their generous grant towards the project. Professor Stephen Brown of Peterborough University, Ontario, wrote a fascinating piece in the February 1994 Newsletter highlighting the importance of this material. It is hoped once the letters are conserved to have copies made, in a suitable medium, and the originals re-bound.

**The Library**

Fellows will be aware from the Newsletter that they must abide by the rules for use of the Library in Queen Street. These rules and the introduction of Fellows’ Library cards, obtainable from the Library, have been re-
applied or instituted in the interests of security, by the National Museums of Scotland. Fellows are reminded
that a full range of services is available from the Library in Queen Street including a hard copy print-out
facility for microfiche. An updated information sheet for newly elected Fellows has been prepared and copies
are available on request from the office. As ever we are grateful to Mrs Dorothy Laing and her colleagues for
the unstinting help they give to Fellows using the Library and its services.

Administration

There have been no changes in the Office staff since 1992; Mrs Ashmore remains as Director, Mrs June
Rowan as Administrative Assistant; Mrs Maureen McLeod as Assistant Treasurer and Dr Stuart Campbell as
Monograph Administrator and Computer Advisor. We would remind Fellows that all Staff work part-time and
though every attempt is made to ensure 9–5 cover, this is not always possible. Fellows, who are always
welcome to visit the office, are therefore advised to ring ahead; please leave messages on the answerphone.

The Office work is considerably eased by the voluntary help provided by Fellows, in particular by Mr
Maurice Carmichael who has again been of enormous assistance to the Assistant Treasurer in dealing with
Fellowship records and subscriptions. Thanks are due in particular to this year’s band of envelope fillers: Mrs
Lynne Arnott; Mr M Carmichael; Major Patrick & Mrs Mary Cave-Brown; Miss M E Doull; Mrs J Fleming;
Mr H G Ford; Mrs S Grosssmith; Miss M R Hilton; Mr G A Hutcheson; Mr R W & Dr Jean Muaro; Mrs B J
Murray; Mrs MacNeil of Barra; Mr J C Parry; Professor Mary Smallwood; Miss C Sym and Mr G H G
Tilling. Thanks are also due to Mr Robin Callender for acting as Chief Scrutineer at the ballots at Anniversary
Meetings for the five years from 1988 to 1993.

Finally, thanks are also due to the National Museums of Scotland and those members of the Museum
staff who help with bookings and other arrangements, and especially to Mr Grant MacRae who attends
meetings as projectionist.

The Treasurer read the following Treasurer’s Report

Following on from the increased subscription levels and welcome bequests of the previous year, 1993–4 has
been a year of successful financial consolidation as shown by the investment and subscription income. As
predicted, the full amount of the bequest from Miss Dorothy Marshall has only become apparent this year, the
final figure being £155,166, with consequent major benefit to the Society’s assets. In recognition of this gift,
the Society has taken the decision to implement the award of a Dorothy Marshall medal, details of which will
be made available in due course. An increased expenditure on research grants and lectureships this year to a
total of £15,913 is tangible proof of the Society’s more secure financial base.

The surplus for the year, excluding gains and losses on investment transactions, amounted to £39,558.
This is a significant increase on the previous year, and is much higher than predicted for two main reasons.
First, the Deeds of Covenant claims for two fiscal years were received this year. The size of the two claims
together should convince all Fellows of the very substantial benefit the Society obtains from Covenants, and
will I hope encourage more Fellows to Covenant their own subscription. Secondly, it proved possible to
reduce the publication costs of Volume 122 of the Proceedings to well below the level anticipated. Taking
these factors into consideration, the surplus is a healthy one, given the Society’s continuing major
commitments to publication and research.

In view of the Society’s increased shareholdings, particular consideration was given during the year to
their future management. To facilitate continuous management and monitoring of the portfolio, responsibility
was transferred in August 1994 to the Bank of Scotland Investment Services on a full discretionary basis. It is
expected that the slightly increased costs of this arrangement will be offset by gains in security, capital, and
income. This move away from the Society’s stockbrokers was for purely financial and administrative reasons,
and Michael Balfour-Melville and Torrie & Co must be thanked for valued service and guidance over the
previous four years.

The format of the audit report has been changed, to comply with new regulations, and the Treasurer’s
report is now followed in the accounts by a formal undertaking of the Council’s responsibilities as far as
financial statements are concerned. As previously, copies of the full accounts including this report are
available to any Fellow on application to the Society’s Office, at a cost of £1 in the UK to cover production and postage.

As hoped for, the Society’s publication of the 1992 Rhind Lectures by Professor Bradley has been an outstanding success. The sale offer on the first five monographs was also well received, releasing hundreds of copies from storage and putting them on Fellows’ bookshelves where they belong. As a result, the balance in the Monograph Fund should sustain the Society’s costs for the immediately forthcoming volumes without further subvention from General Funds.

The Society’s day-to-day running costs have once again been kept in check, and I thank all the staff, officers, and the North-East Section, particularly their Treasurer, Mr John Cruse, for their help in this. The staff have made many improvements on the administrative front while keeping costs low, for example in the provision of the attractive new Fellowship forms.

The Finance and Administration Committee Convener, Mr Humphrey Holmes, has once again guided the Tresorial team, and I am as ever indebted to the Assistant Treasurer, Mrs Maureen McLeod, helped by Mr Maurice Carmichael, for continuing to administer the Society’s financial affairs so effectively.

The Editor then reported on the Proceedings. Volume 122 had been posted out prior to the Anniversary Meeting in 1993 and Volume 123 in the week preceding the 1994 Anniversary Meeting. His aim had been to produce the volume earlier in the year; Volume 123 had been ready in September but production problems at the printers and binders, completely outside the control of the Society, had caused delays. He welcomed comment on the Proceedings and reminded the Fellowship that although every effort was made to produce balanced volumes, the Society was dependent on the submission of suitable articles; he hoped that Fellows would be pleased with the balance of articles in the latest volume.

President’s Address

The Vice-President then addressed the Fellows on behalf of the President. He reiterated the President’s apologies, and his sadness at being unable to attend. On behalf of the President he then thanked those working for the Society in all capacities and in particular, the Treasurer, the Director, Administrative Assistant, Assistant Treasurer, Monographs Editor and the Editor.

He noted that the Library was a cause of concern for many Fellows, but the present situation was essentially an enforcement of long-established rules which unfortunately had been made necessary by the irregular behaviour of a Fellow. The Library was a national asset for which the National Museums of Scotland are the custodians; the interests of Fellows would continue to be taken into account. Following the point raised by Fellows at the 1993 Anniversary meeting, the link between the Society and Library would be commemorated by a plaque; this will be displayed in Queen Street and moved to the Library in Chambers Street in due course.

The Dorothy Marshall Bequest: the final payment of this magnificent bequest had been received and the monies will be used as she requested; the list of Research Grants published in the autumn Newsletter and announced in the Director’s report identified those projects which had benefited. The Society was to honour her directly, and from General Funds, with the institution of a medal, details of which would be announced in due course.

The Robert B K Stevenson Bequest will be used for an award for a paper in the Proceedings; the recipients to be decided by a Committee.

Areas of interest of the Fellowship: the President considered that some Fellows might consider their own interests were not sufficiently represented; this was inevitable in a Society with some 3000 Fellows, but those who would like to encourage pursuits in a particular area were urged to write to the Society in general or directly to the Research, Programme, or Editorial Committees.

The President also thanked the Fellow who had been corresponding on Treacle wells, but unfortunately there was little evidence for such wells in Scotland.

The Vice-President then invited questions on the President’s Address and the Annual Reports.

Mr Eric Nicoll expressed his concern that his application on behalf of the Pictish Art Society for a grant towards publication of ‘A Pictish Panorama’, made in 1994 to the Research Committee (on the understanding that excavation was no longer a prerequisite of such grants), had been unsuccessful; he said
that the Pictish Art Society and its work was well respected and had the support of a number of Fellows and eminent archaeologists, and that the lack of grant-aid had been a great disappointment. He asked for confirmation that it was appropriate to apply to the Research Committee for grant-aid. The Vice-President indicated that the Research Committee, in the first instance, examined all requests for grants and that Mr Nicoll should re-apply to the Research Committee.

Following a request from a Fellow as to whether the Society intended to commission an artist to design the Dorothy Marshall medal, or whether it was intended simply to purchase a ready-made medal, the Director and Treasurer said that the Society fully intended to commission an artist to design the medal and that thought had already been given to the matter.

Dr Breeze, on behalf of the Fellows, thanked those involved in the work of the Society and in particular those involved in the production of the recent publications; the Proceedings, the Howe monograph and Govan and its Early Medieval Sculpture.

The Annual Reports were then adopted on the motion of Dr D J Breeze and seconded by Dr J N G Ritchie.

The Ballots

The Vice-President announced that the ballot for Council had been successful. The Society owed a great debt of gratitude to the retiring Councillors, Mr Carmichael, Mrs Murray, Mr Cowie and Professor Morris, for their hard work over the last three years, not only in Council, but also on the Committees on which they served. He also thanked Mrs Shepherd for her work over the last three years as Chairman of the North-East Section.

He was delighted to announce the election of Ms Naomi Tarrant as Vice-President, and welcomed her and Mrs Valerie Dean, Mr John Dent, Mrs Jane Durham and Mr Michael King as members of Council.

The election for new Fellows had been entirely successful and he was delighted to welcome 195 new Fellows of the Society, and to welcome as Honorary Fellows Professor Alexander Fenton and Professor Leslie Alcock. He paid tribute to their achievements and their work for the Society: Professor Fenton had served as Vice-President from 1979 to 1982 and from 1985 to 1988; Professor Alcock had served as President from 1984 to 1987 and had delivered the Rhind Lectures for 1988–9. He then invited Professor Alcock to receive his Certificate and to address the Fellowship. Professor Alcock expressed his heartfelt thanks; he noted that his name had first appeared in Volume 82, for 1947–8, of the Proceedings; he also indicated that he hoped that his Rhind Lectures would soon appear in print in addition to the synopsis printed in Volume 118 of the Proceedings.

Council for 1994–5 comprises:

**PRESIDENT:**
Gordon S Maxwell MA FSA

**VICE-PRESIDENTS:**
Charles J Burnett, KStJ DA AMA
Ross Herald of Arms
Barbara E Crawford, MA PhD FSA
Naomi E A Tarrant, BA AMA

**TREASURER:**
Alan Saville, BA FSA MIFA

**EDITOR:**
Humphrey Welfare, BA MPhil FSA MIFA

**COUNCILLORS:**
George Dalgleish, MA
Professor Michael Lynch, MA PhD FRHistS
Ann MacSween, MA MA PhD AIFA
Peter Yeoman, MA MIFA
Nicholas Dixon, MA PhD
SOCIETY OF ANTIQUARIES OF SCOTLAND, 1994

Doreen Grove, BA
Colin C Richards, BA
Neil G Taverner, BDS
Valerie E Dean.
John S Dent, BA MPhil FSA MIFA
Jane M S Durham.
Michael D King, MA AMA

EX OFFICIO:
Chairman of North East Section
Elizabeth Curtis, MA

Publications Convener
J N Graham Ritchie, MA PhD MBA FSA

Research Convener
Alan Saville, BA FSA MIFA

Finance & Administration Convener
Humphrey M Holmes, CA

Heritage Convener
Fionna M Ashmore, BA

Representative to the Ancient
Monuments Board of Scotland
W David H Sellar, BA LLB FRHistS

Representative of the
National Museums of Scotland
David V Clarke, BA PhD FSA

The Following were elected Fellows:

MRS DINA MAY ADAMSON, BEd. 9 Broomyknowe, Colinton, Edinburgh.
MS PATRICIA FRANCES ALLAN, BSc MA PGCE. The Police House, Nethybridge, Inverness-shire.
STUART WILLIAM ALLAN, MA. 170 Montgomery Street, Edinburgh.
JAMES ANDERSON, BSc MIQA. 8 Dunlop Crescent, Bothwell, Glasgow.
MR RICHARD ANDERSON, Advocate LLB CA. 2 Nicolson Square, Edinburgh.
MRS NORMA APPLEN, 3308 West 132nd Street, Burnsville, MN 55337, USA.
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MEETINGS OF THE SOCIETY 1993-4

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MEETINGS OF THE SOCIETY 1993-4

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GARRET JOHN O’BRIEN, Thc Nest, Jedburgh.
MRS JENNIFER ELIZABETH MARSHALL, DA. Mill Cottage, Cunninghamhead, Kilmarnock.
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JOHN HAYWARD YOUNG, BSc DipIT. 299 Bonnyton Drive, Eaglesham, Glasgow.

Honorary Fellows
The Following were elected as Honorary Fellows under Law 5:

Emeritus Professor Leslie Alcock, MA FSA FRHistS FSA Scot.
29 Hamilton Drive, Glasgow.
Professor Alexander Fenton, CBE MA BA DLitt HonDLitt FRSE FSA FSA Scot.
132 Blackford Avenue, Edinburgh.

The Roll
The record of the deaths of the following Fellows intimated during the year 1993–4 was not read at the meeting:

Samuel Gilchrist Blair Alexander, Marchbank, Fenwick, Kilmarnock, Ayrshire. 
Kenneth Paxton Anderson, BSc, MRCVS, 16 Ladysneuk Road, Cambuskeneth, Stirling.
Lionel M Angus-Butterworth, MA, The Old Hall Hotel, The Square, Buxton, Derbyshire.
The Vice-President then welcomed and introduced Dr David Caldwell who read the following Communication:

‘West Highland Houses 1200–1600: the evidence from Finlaggan’.

Following the Lecture, the Treasurer asked Fellows to join him in thanking the now retired Vice-President, Dr Richard Fawcett, for his work for the Society over the last three years and especially for chairing the Anniversary Meeting.

A Reception for Fellows then followed in the Bird Hall.
Instructions for Contributors to these Proceedings

Papers and shorter notes are invited on all aspects of the archaeology and history of Scotland.

In order to be considered for the next annual volume of these Proceedings, completed typescripts and illustrations must be sent to The Editor, The Society of Antiquaries of Scotland, The National Museums of Scotland, York Buildings, Queen Street, Edinburgh EH2 1JD, to arrive no later than 30 November each year. Prospective contributors are urged to consult the Editor as early as possible in the preparation of their work. (Those considering the preparation of a monograph should write to the Monographs Editor at the same address.)

Contributions (two copies) must be typed on one side of A4 paper, with double spacing throughout (including notes and references), wide margins and full pagination. If possible, the hard copy should be accompanied by a disk; this can significantly reduce costs and errors. The operating system (DOS, Apple etc) and the software used should be clearly marked on the disk, together with the author’s name and an abbreviated title. An ASCII file copy would be appreciated.

Papers will be acceptable only if they are submitted in their final form. Drafts will not be considered. The Society does not accept responsibility for the safety of texts, disks, and illustrations submitted. Contributors are urged to keep an exact copy of each item.

Each paper should be preceded by an Abstract of no more than 200 words.

Papers which contained extensive appendices, tables, or specialist reports, have been published, in part, on microfiche. Authors are warned that the Society is likely to end the use of this medium in the near future. Please ask the Editor whether this service is still available. Only camera-ready material can be accepted. Very careful consideration should be given to the question of which material should be presented in the printed text, or on microfiche, and which should be deposited in a public archive. Contributors who are uncertain of the course that they ought to follow should consult the Editor at an early stage.

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At or before submission, each author should advise the Editor if their paper may attract a grant for publication. Authors are urged to make every effort to obtain such a grant from an appropriate source.

STYLE

Please ensure that the text, the illustrations, and the references all conform to the style of the latest volume of these Proceedings.

Headings within the text should be restricted to a hierarchy of no more than three grades. These should be clearly indicated in the margin of the typescript (A, B, C).
Dimensions shall be given in metric units (eg 1 km, 6 m, 48 mm). Please note the spacing. As a general guide, millimetres should be used as the unit where the original measurement has been made in millimetres; for larger sizes and distances use metres. Centimetres should not be used. Imperial units may be quoted from earlier sources but the metric equivalents must also be given (in brackets).

Radiocarbon dates should be cited in their uncalibrated form, with the error at one standard deviation (eg 1530±70 BC uncal), with full details of their laboratory reference numbers. The international convention BP should not be used by itself. Any calibration exercise must be fully explained and referenced.

A National Grid Reference must be given for each archaeological site or historic building that is central to the content of a paper.

Footnotes will not be used, but numbered notes that expand on points that would lie uncomfortably in the text may be listed at the end of the article.

REFERENCES

The Harvard system (author, date, page), set within the text, is preferred and should always be used when the majority of the references are to published books or articles. Numbered end-notes may, however, be used for articles on historical topics in which the references are predominantly to documentary material. Every manuscript referred to must be given its full reference number, assigned by its repository, including the folio or page number.

In either system, standard historical reference works may be referred to by their abbreviated titles (eg Acts Parl Scot), in the form given in the supplement to the Scottish Historical Review, 42 (1963). All such abbreviations must be expanded in the list of references that must be set out at the end of each article, whichever system is used. Abbreviations of journals should conform to the style listed in Signposts for Archaeological Publication (3rd edn 1991), published by the Council for British Archaeology, to the style of the British Archaeological Bibliography, or to the list in Scott Hist Rev, 42 (1963). The names of foreign journals should be given in full.

Examples of the correct form of each reference system may be found in volume 118, pages 285–7 (running notes), and volume 119, pages 27–31, 223–36 (Harvard).

ILLUSTRATIONS

Line drawings and photographs must be of the highest quality and must be submitted in their final form, in the correct proportion for reduction within the maximum space available: 190 × 140 mm. (It would greatly assist the Editor if those who are able to do so would submit reduced versions of their drawings initially.) Titles should not be within a drawing but should be included in the caption, for which an allowance of space must be made. Because of their expense, fold-outs will not be accepted unless prior permission has been given. A metric scale must be included on each drawing. Areas to be cropped from photographs should be indicated on a transparent overlay. Particular care must be taken to ensure clarity and legibility after reduction, especially that of lettering.

Sub-standard illustrations will certainly be returned for revision; a paper with poor illustrations may not be accepted for publication.

All illustrations within an article, whether drawings or photographs, will be numbered in sequence, eg Illus 5. Captions should be printed in a list separate from the text.