

MINUTES OF THE ANNIVERSARY MEETING held in the library on Thursday, 30 November 1978, at 4 p.m., R B K STEVENSON, C.B.E., M.A., F.S.A., F.M.A., President, in the Chair.

Mr J C Wallace and Mr W Latto were appointed scrutineers of the Ballot for Office-Bearers. The Assistant Secretary read the following report:

ANNUAL REPORT

The Council herewith submits to the Fellows of the Society its Report for the year ending 30 November 1978.

Membership. During the year the Society gained 89 new Fellows and 2 were re-instated, but lost 99 (32 through death including one Honorary Fellow, 49 by resignation, 15 through lapse of subscription, 4 through election not being completed). The net loss in membership is 8. The roll comprises:

Honorary Fellows	17
Corresponding Members	2
Fellows	1,788
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	1,807
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Meetings. The Anniversary Meeting was held on 30 November 1977. Monthly meetings continued until April 1978, and resumed in October 1978. The following lectures were given: 'Pearl fishing in Scotland', by Mr G Sprott; 'The bronze age and linear cemeteries at Kilmartin, Argyll', by Mr J G Scott; '*Opus Valli*, the building of the Antonine Wall frontier', by Mr L J F Keppie; 'The excavations at Threave Island, Kirkcudbrightshire', by Mr C Tabraham; 'Excavations at Skara Brae, Orkney, 1972-77', by Dr D V Clarke; 'Meldon Bridge, a late Neolithic centre with overlying Roman Works', by Mr C Burgess; 'The finds from the Brough of Birsay 1934 to 1974', by Mrs C L Curle. An extra meeting was held on 27 February when Mr G S Maxwell spoke on 'Air photography and archaeological field survey'.

The Rhind Lectures for 1977-8 were delivered in February 1978 by Professor Dr Otto-H Frey on 'Pre-Roman Celtic Art'.

A day conference on 'The past and the present: the role of the National Museum' was held on Saturday, 29 April 1978. The speakers were Dr J Close-Brooks, 'Perspective and techniques in current archaeology'; Dr J N G Ritchie, 'Shaping archaeology - the Museum's part in the past'; Mr R B K Stevenson, 'Interpreting a coin collection'; Mr D Caldwell, 'Fresh light on old weapons'; Mr H Cheape and Mr G Sprott, 'The Agricultural Museum and Country Life Archive'; Professor G Donaldson, 'Trends in rural history'; Mr I Lawson, 'Museums and education'; Mr A Fenton and Mr S Maxwell, 'Outwith these walls - the National Museum's external activities'; with summaries and comments by Professor A S Robertson and Dr R G Cant.

The North-East Section. Nine meetings were held during the session, at six hearing lectures already given in Edinburgh, at two hearing Mr I A G Shepherd on the Culduthel Mains beaker burial and Mr R H Duguid on the Zimbabwe ruins, the ninth being a members' evening. During the summer there were four excursions. The Annual General Meeting was held on 11 April, when the Secretary reported that the membership stands at 162, and the following Committee was elected for the next session: *Chairman*, Dr G G Simpson; *Vice-Chairman*, Mr J A Souter; *Secretary*, Dr A A Woodham; *Treasurer*, Mr W A Taylor; *Committee*, Mr W R H Duncan, Mrs M Greig, Mr R W McDonald, Mr J C Murray, Mr W W Porter, Mr E Reynolds, Mr I A G Shepherd.

The Research Committee (formerly the Excavation and Research Committee) has recommended that the Society's policy in the promotion of research should be re-examined and that more funds should be available. Council have therefore authorised the following statement to be circulated to Fellows:

'The Research Committee of the Society of Antiquaries of Scotland invites applications from persons proposing to conduct research in Scotland of a kind which the Society may wish to promote. As well as fieldwork and excavation the areas of research which may be supported include post-excavation work and the preparation of work for publication, for example artifactual studies, architectural history, and suitable historical studies. As a matter of policy excavations, fieldwork or post-excavation work funded by SDD will no longer be considered for grants from the Society. The committee will be careful to consider the applicant's plans for the publication of proposed research.'

For the 1978 season the following grants were made: Mr I A Crawford, Towards work on the excavations at Udal, N Uist; Mr L J Masters, Excavation of the Neolithic cairn, Slewcairn, Kirkcudbrightshire; Mr I B M Ralston and Mr D Fraser, Field survey of chambered cairns in east Caithness; Mr A W R Whittle, Excavations at the Neolithic/Bronze Age settlement, Scord of Brouster, Shetland.

The Urban Archaeology Committee has been largely concerned with setting up the Urban Archaeology Unit. The Committee has continued to oversee the work of the Society's Archaeological Unit in Aberdeen, has revised its document 'A policy for urban excavation in Scotland' which is to be distributed by the Ancient Monuments Board, and has kept itself informed of current work.

The Urban Archaeology Unit. A proposal was received from the Inspectorate of Ancient Monuments to set up a Unit to be administered by the Society but funded by the Scottish Development Department on a similar basis to the Society's Archaeological Unit in Aberdeen and Archaeological Field Survey. The purpose of the Unit is (a) to follow up the work of the Survey of Medieval Scottish Burghs (funded by DOE and SDD, and undertaken in the University of Glasgow) which is based on historical and topographic sources, by means of limited excavation to assess the archaeological potential of a select series of burghs, and (b) to continue excavation in Perth where the archaeological potential has already been proved. Council authorised the scheme under the control of a Management Committee, and the following staff have been in post since the summer, based in accommodation supplied by SDD in Falkirk: Mr W Lindsay, Director; Miss F Wilson, Administrative Assistant; Miss L Blanchard assisted by Mr R Spearman to extend archaeological work in Perth and at present working in Perth Museum; Mr N McGavin assisted by Mr J Wordsworth for excavations in other Scottish burghs. The financial and administrative arrangements appear to be working well. Excavations are in progress in Kirkwall, and in preparation at Perth, and the Director has investigated many sites in other medieval burghs in some of which it is expected excavations will be undertaken.

The Aberdeen Unit's first major excavation was in St Paul Street, continuing with great success

until February 1978. Part of six post-and-wattle buildings were excavated and property boundary lines defined by ditches and fences were shown to have remained virtually unchanged to the present day. There were many notable finds, including imported pottery and organic remains mainly of the 13th-14th century. An interim report will be published by the Aberdeen Art Gallery and Museum in the middle of November. Since February the Unit has concentrated on preparing this site and their other excavations for publication. A trial excavation in Virginia Street showed that medieval levels survived. It is hoped that a larger area will be excavated in the near future.

The Archaeological Field Survey, initiated last year and funded by the Scottish Development Department, and administered by the Royal Commission on the Ancient and Historical Monuments of Scotland, has continued satisfactorily. The first four Lists of Archaeological Sites and Monuments have now been published and have been well received: the Districts of Strathkelvin and Cumbernauld, Falkirk and Clackmannan, Dumbarton Bearsden Milngavie and Clydebank, and the Lunan Valley and Montrose Basin. The List for Nairn is at the printers, those for Stirling District part I and for Easter Ross are nearly complete. The Lists are available free on request from the Commission's office, 54 Melville Street, Edinburgh 3. The archaeologists are working on Stirling District, and are about to start on Berwickshire District and Annandale District.

The Gunning Fellowship was awarded to Mrs H Bennett for textile studies in Spain.

The Chalmers-Jervise Prize was not awarded.

The Editor's Report. Volume 107 of the Proceedings was published in May 1978, and volume 108 is currently in press. The latter volume will be unusually long and will include a list of Fellows and the laws of the Society. A new cumulative index for volumes 82-105 is nearing completion by Mrs Ann Seaton. As far as the new Monograph Series is concerned, the format and printing details have been agreed and the first manuscripts are awaited. Notes for the guidance of authors are available.

The President pointed out the Society's increased involvement in archaeological activities in Scotland, mainly at the request of the Inspectorate of Ancient Monuments (which has now been transferred to the Scottish Development Department), and said that Council was aware of the extra work undertaken by the Society's office-bearers. He also commented on the development of the research policy which will be assisted by the increased income from entrance fees.

The Annual Report was unanimously approved on the motion of Mr R W Munro seconded by Mr M B Green.

Treasurer's Report. The Treasurer read the following report:

I have pleasure in presenting for your approval this report of the finances of the Society for the year to 30 June 1978.

This is the first accounting year for the increased subscriptions of £10 and £8, and the General Fund Account reflects this with net subscriptions equalling £14,920. Further receipts from subscribing libraries and tax from covenants also show big increases, together with the other receipts there detailed bringing the total receipts to £19,927, an increase over 1976-7 of £5,900.

On expenditure the main costs are (1) the Balance required to meet publication of the Proceedings, in this case Volume 107 at £9,218 net after taking into account £3,586 of grants income from various sources for papers published in the Proceedings Volume 106; (2) Salaries and Insurance of £4,005 against £2,742 last year, an increase of 48% due partly to salary increases but mainly to additional staff enrolment to meet the increased volume of administration. After taking into account the other administration expenses, totalling £2,684, there is left a balance of £4,020 to be carried forward. Of this sum £744, being new Fellowship fees, will be transferred to a new account to be at the disposal of the Council. The balance of £3,276 goes to Capital Accounts. In the details of General Fund a figure of £1,846 of arrears of subscriptions causes great concern and efforts are being made continuously to reduce this.

All the endowed funds in our control met their commitments throughout the year and the state of these funds is shown on the abbreviated Accounts.

The Society's auditors have approved the printed statement as a correct record. Our investment advisers have expressed satisfaction with our portfolio and recommend no change.

During the year under review the Society has undertaken the administration, at the request of the Scottish Development Department, of the following Units wholly financed by that Department.

- (1) The Aberdeen Archaeological Unit, now 2 years.
- (2) The Archaeological Field Survey located with the Royal Commission on the Ancient and Historical Monuments of Scotland.
- (3) The Urban Archaeology Unit located in Falkirk.

All the above for a period of three years.

- (4) The Monograph Series.

All are organised under Management Committees of the Society. Since all expenses of the Groups are met by the Scottish Development Department the accounting of the funds is to that Department and so nothing appears in the Society's Accounts in respect of these Units.

The Society is presently negotiating with the Department for an administration fee or handling charge.

The Accounts were approved on the motion of Mr I M Campbell seconded by Mr H Whitehead.

The President said that Council were keeping a close watch on the state of the Society's finances, and had made administrative changes to enable more efficient planning. On the Ballot papers Mr R J Mercer's name had been put forward for the office of Honorary Treasurer and would, if elected, be responsible for policy matters, whilst the Treasurer, Mr J A Donaldson, would continue as Assistant Treasurer doing the same work that he had undertaken for the last five years.

The Ballot. The ballot having been concluded, the Scrutineers found and declared the list of Council members for the ensuing year to be as follows:

<i>President</i>	R G Cant, M.A., D.LITT., F.R.HIST.S.
<i>Vice-Presidents</i>	P R Ritchie, B.SC. B C Skinner, M.A., F.S.A. Professor L Alcock, M.A., F.S.A., F.R.HIST.S.
<i>Councillors</i>	J B Ellis, M.A. J W Hunter, M.A., DIP.ED. L J F Keppie, M.A., B.PHIL. I B M Ralston, M.A. Miss M Ash, B.A., M.A., PH.D. J G Dunbar, M.A., F.S.A. E J Talbot, B.A. D J Breeze, B.A., PH.D., F.S.A. Miss J Close-Brooks, M.A., D.PHIL. R W Munro I A G Shepherd, M.A. Mrs R Smith
<i>Secretary</i>	T F Watkins, B.A., PH.D.
<i>Treasurer</i>	R J Mercer, M.A., F.S.A.
<i>Ex-Officio Members of Council</i>	A Fenton, M.A., B.A. (Keeper of the National Museum of Antiquities of Scotland) A A Woodham, B.SC., PH.D. (Society Representative on Board of Trustees for the National Museum) Professor Anne S Robertson, M.A., D.LITT., F.M.A., F.S.A. (Society Representative on Board of Trustees for the National Museum) B C Skinner, M.A., F.S.A. (Society Representative on Board of Trustees for the National Museum) Rev D Shaw, PH.D., TH.DR. (Society Representative on Board of Trustees for the National Museum) Mrs Anna Ritchie, B.A., PH.D. (Editor).

The Roll. The following record of changes was not read to the meeting.

The deaths of the following Fellows were intimated during the year 1977-8.

	<i>Elected</i>
Col C Kennedy Allen, 1057 Eagle Road, Wayne, Penn, USA.	1954
Miss G B Baillie-Hamilton, Auchleshie, Callander.	1955
Rev Colin Robert Mitchell Bell, M.A., J.W., Brouwersstraat 9, Amsterdam Z, Holland.	1972
Rev Alexander S Borrowman, M.A., 259 Garrioch Road, Glasgow NW.	1961
William Cook, Little Meldrum, Tarves, Aberdeenshire.	1971
Ronald Dalgarno Craig, 7 Corrennie Drive, Edinburgh EH10 6EO.	1970
Thomas M Crawford, B.Sc., J.P., Schoolhouse, Bowmore, Isle of Islay, Argyll.	1975
Mrs Margaret Ann Sinclair Earl, Islay Cottage, Port Ellen, Isle of Islay PA42 7DR.	1977
Gerhard Fischer, Architect, M.N.A.L. (Honorary Fellow), Solv. 122, Nordstrand, Oslo, Norway.	1969
Leslie Irving Gibson, Highfields, Upper Hopton, Mirfield, Yorkshire.	1968
Donald Graham, D.F.C., H.W.C., Dunyvaig, Port Charlotte, Isle of Islay, Argyll.	1968
William Henderson, M.A., 1 Millerfield Place, Edinburgh 9.	1931
James Edward Jackson, C.A., 20 Garvock Hill, Dunfermline, Fife.	1967
Rev T Angus Kerr, M.A., PH.D., 5 Lockerby Cottages, Edinburgh EH16 6QU.	1958
Robert A Milligan, F.R.I.C.S., F.L.A.S., 3 Cairn Crescent, Alloway, Ayrshire KA7 4PP.	1963
Neil Russell McCorkindale, D.F.M., A.L.A., 41 Northcote Avenue, Aberdeen AB1 7TD.	1976
J S Macdonald, Flat 25, Dorchester Court, Kelvinside, Glasgow G12 0BT.	1958
Moray S Mackay, D.F.C., B.Sc., Tigh Ban, Kilchrenan, by Taynult, Argyll PA35 1HD.	1955
James Noel MacKenzie Maclean of Glensanda, B.LITT., PH.D., F.R.HIST.S., 21 Drummond Place, Edinburgh EH3 6PN.	1953
Alexander James McLeod, 101 Windsor Drive, Kirkhill, Penicuik, Midlothian.	1970
The Right Rev Mgr David McRoberts, D.LITT., S.T.L., F.S.A., 16 Drummond Place, Edinburgh EH3 6PL.	1948
Frank A B Preston, F.R.S.E., M.I.STRUCT.E., Craigmennie, Briarwell Road, Milngavie, Glasgow.	1911
Thomas McIntyre Robertson, B.A., 26 Cameron Street, Dunfermline, Fife.	1974
Oliver K Rumbel, Rt 1 - Box 190, Mission, Texas 78572, USA.	1964
Cmdr Douglas William Service of Torsonce, RN (Retd), 16 Redington Road, Hampstead, London NW3 7RG.	1945
Major C J Shaw of Tordarroch, M.B.E., T.D., D.L., J.P., Newhall, Balblair, Conon Bridge, Ross-shire IV7 8LQ.	1959
R Cunliffe Shaw, F.R.C.S., M.SC., F.S.A., F.R.HIST.S., Orry's Mount, Bride, Nr Ramsay, Isle of Man.	1930
D Pollock Smith, 56 Cathedral Street, Glasgow.	1955
Laurence Elder Snodgrass, B.Sc., 1132 Monroe St SE, Albuquerque, New Mexico 87108, USA.	1974
F W Steer, M.A., F.S.A., 63 Orchard Street, Chichester, Sussex.	1959
Rev John Vass, TH.M., D.LITT., HMS Daedalus, Lee-on-Solent, Hampshire PO13 9NY.	1974
Col Maurice J H Wilson, O.B.E., Ashmore, Bridge of Cally, Perthshire.	1934

The following Fellows intimated their resignation:

- Douglas W Arter, Kent Terrace, Raglan, New Zealand.
- James Millar Cleugh Arthur, B.Sc., 1A Napier Road, Edinburgh EH10 5BE.
- Mrs Fionna Margaret Ashmore, B.A., 20 Annandale Street, Gayfield, Edinburgh EH7 4AN.
- Miss Elizabeth Paterson Beattie, 47 McDonald Road, Edinburgh EH7 4LY.
- Professor Frank Bell, D.Sc., F.R.I.C., F.R.S.E., Hilcot, Finchcroft Lane, Prestbury, Cheltenham, Gloucestershire.
- Sidney W Birnage, A.R.I.B.A., 44 Union Street, Stonehouse, Lanarkshire.
- Mrs Margaret Jane Boath, 301 George Street, Aberdeen AB1 1EP.
- Mrs A M Cadoux, B.A., M.A., 28 Gayfield Square, Edinburgh 1.
- William Christie, 306 Blackness Road, Dundee.
- H Wallace Clark, M.B.E., D.L., Gorteade Cottage, Upperlands, Co Derry, BT 46, Northern Ireland.
- Michael Barry Cottam, M.A., Department of Geography, University of Dundee.
- Lt-Col William M Currie of Balilone, 78 Highburgh Road, Glasgow G12 9EN.
- John Dalglish, O.B.E., B.Sc., Rockmount, Baird Terrace, Crieff, Perthshire.
- Mrs Ann Dick, B.A., DIP.ED., 81 Derby Road, Shenton Park, Perth 6008, West Australia.

Rev John Williams Todd Dickie, M.C., M.A., 3 Hillfoot Road, Ayr.
 Mrs Enid Margaret Edwards, M.A., D.PHIL., Swiss Cottage, Benvoulin Road, Oban, Argyll.
 Miss Helen T Falconer, R.G.N., S.C.M., M.T.D., 9 Greenbank Grove, Edinburgh EH10 5ST.
 John Scott Fallon, LL.B., 47 Dalcraig Crescent, Dundee.
 Mrs C M N Hall, Ballymeanoch Cottage, Kilmichael Glassary, Lochilphhead, Argyll.
 David Hayes, M.A., M.S., Factor's House, Pityoulish, Aviemore, Inverness-shire.
 John Reidford Hedley, 69 Calder Tower, St Leonards, East Kilbride G74 2HL.
 Lt-Col A G E Hepworth, B.A., The White House, Great Fencote, Nr Northallerton, N Yorks.
 Laurence James Hill, C.A., 39 Woodburn Terrace, Edinburgh EH10 4ST.
 Gerald Malcolm David Howat, M.A., B.LITT., Lord Williams's School, Thame, Oxon.
 Robert Howie, A.I.B.SCOT., Lanrest, Touch Road, Cambusbarron, Stirling.
 Howard Robert Hudson, 50 Rhannan Road, Glasgow G44 3AY.
 Mrs Ruth W Jackson, 31 Gillespie Crescent, Edinburgh.
 Bruce P Lenman, M.A., M.LITT., 6 Irvine Crescent, St Andrews, Fife KY16 8LG.
 Alan William Lindsay, M.A., Schoolhouse, Kirkgunzeon, Dumfries.
 Miss K G Moodie, D.A., 62 Braid Road, Edinburgh EH10 6AL.
 Mrs Catriona Mary Munro McArdle, M.A., Denmill, Tough, by Alford, Aberdeenshire AB3 8EP.
 James Henry McCadam, 6 Sycamore Drive, Silverton Hill, Hamilton, Lanarkshire.
 Rev Angus McQuoid McCormick, B.A., F.R.S.ANT.(t), Hillrise, Windsor Hill, Newry, Co Down.
 Ian Walter Fitzroy MacLean, B.A., D.PH., Queens College, Oxford.
 Andrew Archibald MacNair, M.A., M.B., CH.B., 66 Green Lane, Hucclecote, Gloucester GL3 3QX.
 Professor Ranald George Nicholson, M.A., PH.D., History Department, Guelph University, Guelph, Ontario, Canada.
 Miss Nan Pattullo, 29 Ormidale Terrace, Edinburgh EH12 6EA.
 Edward Perry, 28 Forest Street, Hathershaw, Oldham OL8 3ER, Lancs.
 John M Purves, M.C., M.B.E., 9 Spottiswoode Road, Edinburgh EH9 1BH.
 Leslie James Robinson, 1 Jeymer Drive, Greenford, Middlesex UB6 8NS.
 Robert Lindsay Scarlett, C.B.E., C.D.A., V.M.H., S.H.M., Sweethope, Inveresk, Musselburgh, Midlothian.
 Miss Margaret H B Sanderson, M.A., PH.D., 28 Highfield Crescent, Linlithgow, West Lothian.
 Miss Gillian M Scott, 81 Ravelston Dykes Road, Edinburgh 4.
 Eric J Simpson, M.A., DIP.ED., 1 Pinewood Drive, Dalgety Bay, Fife.
 Frederick John Taylor, B.A., 10 Rothesay Place, Edinburgh EH3 7SL.
 Keith Walkden, 25 Greenlaw Avenue, Paisley PA1 3RE, Renfrewshire.
 Albert John Greene Wilson, Q.C., M.A., 57 Lytton Blvd, Toronto, Canada.
 W M Young, 18 Old Perth Road, Cowdenbeath, Fife.

The Retirement of the President. Mr Stevenson demitted the office of President and introduced the new President, Dr R G Cant. From the floor, Mr Stevenson said he wished to thank the staff and the Honorary Secretary who had helped him during his three years as President.

Dr Cant expressed his appreciation of the kindness implied by his election as President, and said that he had been associated with the Society for many years and respected its traditions and supported its present active role in Scottish archaeology and history. He thanked Mr Stevenson for his work for the Society.

Communication. The meeting concluded with a paper on 'David Laing, antiquary and benefactor' by Dr M Ash, commemorating the centenary of the death of David Laing.

Notes for the guidance of contributors to the Proceedings of the Society and Monograph Series

1. *General*

As far as the format of the two series allows these notes relate to both publications. If a particular note is relevant only to one series it is so indicated.

Manuscripts, including all notes and references, must be typed, on one side only of A4 paper, with double spacing and wide margins.

Two copies of the manuscript should be sent.

The typescript folios should be numbered in one sequence and should not be bound or stapled together, but should be hole-punched and threaded on a tag.

Monograph: The preliminary pages (Contents, Acknowledgements, etc) should be included from the start. They shall be numbered separately from the main text and the last preliminary page indicated.

Paragraphs should be shown by indenting the first line of each at least three spaces.

Two copies of an abstract of the contents shall be provided.

Please inform the relevant editor of the intention to publish elsewhere any material directly related to the typescript under consideration.

FAILURE TO ADHERE TO THESE NOTES MAY RESULT IN THE TYPESCRIPT BEING RETURNED TO THE AUTHOR WITH A CONSEQUENT DELAY IN PUBLICATION.

2. *Headings and Sub-Headings*

Monograph: Chapters shall be numbered with arabic figures.

All headings should be typed in upper and lower case, with extra spaces above and below to aid recognition: the use of capital letters should be kept to a minimum.

Terminal punctuation marks, except when a question or exclamation is required, shall be omitted.

Primary sub-headings are centred on the page (on a separate line): secondary sub-headings are placed against the left-hand margin (on a separate line).

The hierarchy of grades of headings should be kept to a minimum: three grades is the desirable maximum. Each secondary heading in the typescript may be marked with a letter in a square A or B, to indicate the grade of heading.

Headings and sub-headings shall not be underlined.

3. *Illustrative Material*

The author should indicate in the margin of the typescript folios the preferred position for each illustration, but the editors reserve the right to modify this in the interests of economy and/or design.

All material should be submitted flat; the use of paper-clips should be avoided.

Illustrations should be produced with the final dimensions in mind –

Proceedings	: 190 mm × 140 mm
Monograph	: 230 mm × 150 mm

Photographs shall be submitted either preferably as glossy or as matt prints, with the exact areas to be reproduced (if not the entire print) suitably indicated.

If at all possible photographs should be submitted at the size at which they are to be reproduced.

Proceedings: Line illustrations should be numbered in the text thus, (fig 2), but plate numbers should be written in pencil.

Monograph: Figures and photographs are numbered consecutively with arabic numerals. All are referred to as 'illustrations' (abbreviated as ill, eg ill 2).

Tables must be typed. They are numbered in arabic separately from other illustrations.

Monograph: For tables, use as few rules (lines) as possible. Vertical rules should be avoided as far as possible.

4. *Technical Notes on the Preparation of the Illustrations*

The format of the two series gives the following usable page size –

Proceedings	: 190 mm × 140 mm
Monograph	: 230 mm × 150 mm (A4 format)

Fold-outs will be available, but expense dictates that they should be avoided if at all possible.

Reduction should be no greater than $\times 4$ (ie to $\frac{1}{4}$) but preferably no greater than $\times 3$ (ie $\frac{1}{3}$).

The following figures are suggested as a guide in the selection of nib sizes:

– for reduction $\times 2$ (ie to $\frac{1}{2}$), outline should not be less than 0.4, shading 0.2/0.3.

– for reduction $\times 3$ (ie to $\frac{1}{3}$), outline should not be less than 0.6, shading 0.4/0.5.

Drawings should be submitted in black ink and shall not be on poor quality tracing paper or graph paper, unless it is intended that the grid on the latter should be reproduced.

4.1 *Suggestions on Style of Small Fine Drawing*

Keep style as simple as possible, unless detail is called for. Plain outline is preferable to the use of outline accompanied by random dots. If stippling is to be used, it *must* be directly related to shape – random dots add no information, and merely detract from the illustration.

Wherever possible, use line rather than stipple for shading smooth implements, eg smooth metalwork, polished bone points. Suggested examples to follow are: (a) for bone work the *Durrington Walls* report: (b) for metal, the bridle bits from Polden Hill, *Proc Prehist Soc*,

41, 1975, pp 225-6. However, for cellular ends of bone and badly corroded metal, stippling is acceptable.

Good examples of prehistoric pottery drawings can be found in *Durrington Walls* and Audrey Henshall's *Chambered Tombs*. For flint tools these volumes again suggest differing but useful styles to follow.

In the depiction of wheel-made pottery, the general style represented by the relevant period journals (eg *Journal of Roman Studies*, *Britannia*, *Medieval Archaeology*) should be referred to, as they should be also for the styles for glass, metalwork, etc, of these periods.

Recent volumes of the *Transactions of the London and Middlesex Archaeological Society* have good examples of illustrations of material from urban excavations. Note, however, that vol 27, 1976, pp 188-99, has examples of the unnecessary use of stipple on Roman pottery.

4.2 Lettering

If Letraset or a similar product is to be used, please use the same face throughout. The related italic face may be used for emphasis or contrast.

Explanations should be placed as far as possible in the printed legends.

The caption for each illustration should be typed on a separate sheet, which should accompany the illustration to which it refers.

For easy reading, the type face on illustrations, plans, sections, etc, should not go smaller than 7 or 8 pt, eg for contrasting large and small lettering on a section to be reduced $\times 2$, the larger lettering should be in 24 pt, the smaller in 18 pt. This is a rough guide and other pts either slightly larger or smaller (ie within 2 pts or so either way) would usually be acceptable depending on the effect required: when in doubt, always go larger. The preferred Letraset face is Times New Roman, but variations (if not unnecessarily ornate) will be acceptable. Other suggested faces are Berling, Futura and Helvetica.

Medium face should generally be used; *fine* only if reproduction at 1 : 1 is intended. *Bold* faces, when reduced, tend to 'fill in' e's, o's, etc, which become blacked out. Such faces are best retained for large titles should these be required.

Monograph: Whilst the editors recognise that reduction is an essential element in the reproduction of many archaeological illustrations, they ask contributors to bear in mind that reproduction at 1 : 1 is the most economic and should be used whenever possible.

4.3 Other Points Relative to the Use of Dry Transfers

If Letratone or a similar product is to be used, careful choice should be made with a view to reduction, ie dots or lines should be sufficiently spaced to prevent merging or blurring on reduction. All these products should be sprayed or well burnished down to avoid lifting during the printing process.

4.4 Scales, etc

Each illustration should bear a simple scale marked in metric units (but see 5 below). Proportional scales should not be used. Do not use over-elaborate North points.

4.5 *Symbols*

Symbols on distribution maps should be readily distinguished visually. Do not crowd maps with a multitude of symbols – use two (or more) maps if conflating all the symbols on a single map will render it unreadable. Thought should also be given to the effects of reduction on symbols: those distinguished by shape alone (eg triangle, square, circle) become progressively more alike as their size decreases.

5. *Dimensions*

Dimensions shall be stated in metric units only (km, m, mm): the author retains the right to use the centimetre (cm) if he has used it in the work reported, and if its use will avoid a spurious sense of accuracy.

eg 'Layer E, some 17–23 cm deep . . .'

'Bronze bracelet, internal diameter 82 mm . . .'

These abbreviations (km, m, cm, mm) do not take a plural form and are not followed by a full point.

Imperial units are permitted if they have been used in the work reported, in which case metric equivalents should appear in parentheses after them.

6. *Numbers*

In the text, numbers of not more than two digits should as a rule be spelt out except for:

- (a) numbers expressing precise quantities, or compared with other numbers in statistical treatments;
- (b) numbers used for identification, eg page numbers;
- (c) centuries: authors may use either 'thirteenth and fourteenth centuries' or '13th and 14th centuries' but should not mix the two styles.

Large numbers: groups of three digits (both to the right and left of the decimal point) should be separated by a small space, eg 12 345·678 404. However, four digit entries, eg 2262, should not be spaced in this manner. Commas should not be used.

The decimal point shall be on the line. A zero shall be present in numbers less than unity, eg 0.353 52.

Roman numerals should be avoided as far as possible, but should be retained where usage is customary, eg James V. They should not be used for volume numbers in the citation of periodicals.

Monograph: Roman numerals should not be used for the preliminary pages of the text.

Note 'from 1314 to 1413' or '1314–1413', but not 'from 1314–1413'.

7. *Dates*

'BC/AD' shall be used for real historical years, and 'bc/ad' for uncorrected radiocarbon dates.

Radiocarbon dates should receive full citation, including the laboratory number: a single standard deviation should always be included. Such dates should be quoted on the 5568 half-life, following present convention, for which see the journal *Radiocarbon*. Any calibration exercise must be accompanied by details of which system is being followed.

8. *Capital Letters*

Initial capitals should be used for:

- (a) personal names and titles.
eg 'Professor Stuart Piggott'
- (b) the title of a person if a specific individual is implied:
eg 'the President of the Society of Antiquaries' but *not* in 'every university in Britain has a vice-chancellor'
- (c) national and group names:
eg 'the Celts'
- (d) names of political units or traditional names of regions:
eg 'Northern Ireland', but 'northern Spain'
- (e) proper names of periods of history.
eg 'the Late Bronze Age', 'the Renaissance', but 'a renaissance of metalworking skills'
- (f) proper names of institutions, etc:
eg 'National Museum of Antiquities of Scotland'.

9. *Quotation Mark*

A single quotation mark (') should not be typed over a full point (.) unless an exclamation mark (!) is intended. Double quotation marks should be avoided except where they form part of a quotation.

10. *Ellipsis*

For words omitted, three full points (spaced on either side) shall be used, eg 'Never . . . has so much been owed by so many to so few.' Four full points shall be used to indicate the omission of the final part of a sentence.

11. *Hyphens*

They should be used, in general, only when positively required:
eg 'pre-eminent', 'pre-Roman', but 'reopen'.

Monograph: These should not appear in typescript at the beginning or end of a line.

12. *Colon*

When a colon is used after expressions such as 'as follows' a dash should not be added.

13. *Solidus*

The solidus may be used to express:

- (a) alternatives eg 'his/her'
- (b) conjunction eg 'the Early Bronze Age/Middle Bronze Age transition'
- (c) fractions eg '1/100 000'
- (d) a precise period of time eg 'the 1968/69 excavation'
ie over the winter as opposed to 'the 1968–69 excavations'
which could refer to several distinct campaigns.

14. *Brackets*

Typescripts should differentiate between parentheses and square brackets. The latter should be used to enclose anything inserted by the author, by way of explanation or comment, into a quoted extract.

15. *Spelling and Transliteration*

For the sake of uniformity, the editors reserve the right to modify spelling, in order to conform to the *Oxford English Dictionary*.

'Z' forms are preferred to 's' forms in words such as 'civilization'.

Foreign words which have not yet become anglicized should be expressed according to usage customary in the original language, including the system of accents, and underlined. In words which have become anglicized, accents may be omitted if this is usual in English.

Words in languages with non-Roman scripts must be transliterated by the author: the relevant British Standards (BS 2979; BS 4280; BS 4812) may be consulted.

16. *Quotations*

The spelling, punctuation and capitals of the original should be retained. Particularly odd usage may be followed by '[sic]'.
 [sic]

17. *Extracts*

In the typescript, the whole of an 'extract' (from documents, other books, etc) should be indented five spaces. If a new paragraph occurs within the extract, it shall be further indented in the normal way. The first line of a sentence following the end of an extract shall not be indented unless it begins a new paragraph.

18. *Italic Type*

Words which may appear in the publication in italic type should be underlined once. Underlining shall be used for:

- (a) the titles of books and periodicals
- (b) Latin names, eg '*Bos longifrons*'
- (c) other foreign phrases, not yet anglicized
- (d) emphasis.

19. *Abbreviation*

For the use of abbreviations and symbols, British Standard 1991 may be consulted.

Methods of abbreviation:

Points should be omitted wherever possible, even in cases where the last letter of the word abbreviated is absent, eg 'Prof', 'RCAHMS', 'DPhil'; points should also be omitted after the initials of individuals, eg 'D D A Simpson'.

Both Latin expressions:

eg AD, ad, etc, c (circa), viz

and bibliographical abbreviations also omit points:

eg ch, fasc, ed, fn, p, pp, para, n, ser, suppl, vol

though capital letters may be used when referring to the author's own work:

eg Ch, Fig, Ill, Vol

The expression 'f', 'ff', (and following) shall not be used, but the exact pages referred to should be specified:

eg 'pp 16–134' not 'pp 16 ff'

The expression 'passim' may be used:

eg 'pp 16–134 passim'.

20. *List of Illustrations*

Monograph: The author should prepare this for inclusion in the preliminary pages: shortened forms of the captions, where applicable, are recommended.

21. *Acknowledgements and Copyright*

It is the author's responsibility to obtain written permission from copyright holders to reproduce copyright material. For preference, acknowledgements for the use of such material should be incorporated in the Acknowledgements. Additionally, if it is required, acknowledgements may be given under the illustration itself, but not in the List of Illustrations.

22. *Foot-notes and End-notes*

These should be avoided whenever possible and should be used only for brief notes which cannot conveniently be fitted into the text.

If they are essential, they should be numbered (in arabic) *serially through the chapter (Monograph) or throughout the typescript (Proceedings).*

They should be typed on separate folios, which should be clearly labelled.

23. *References*

The Harvard system of citation by author's surname, and date and where appropriate page numbers shall be used.

Authors' names (no initials, except where confusion may arise) and dates are given in the body of the text thus:

'Further excavations (Hughes 1972) indicate that . . . ' *or*

'It has been confirmed by Watkins (1974)'

and the references are listed alphabetically at the end (under the heading '*Reference list*') bearing in mind the following:

(a) two or more publications by one author in any year are distinguished by a, b, c etc:

eg Renfrew (1969a) and Renfrew (1969b)

not Renfrew (1969) and Renfrew (1969a)

(b) a single-author entry comes before a multiple-author entry beginning with the same name, regardless of date.

(c) an author's own writings come before any book he has edited, regardless of date.

- (d) corporate authors (eg institutions) are alphabeticized according to the first significant word of the name.
- (e) when a book or article referred to is by two authors, or has two editors, the surnames of both shall be given, even when the surnames are the same:
eg Ritchie, A and Ritchie, J N G
- (f) authors' Christian names shall only be cited when initials are insufficient to separate individuals:
eg Smith, James and Smith, John
- (g) when there are three or more authors, or editors, only the name of the first author/ editor should be given, followed by 'et al'.
- (h) in the case of periodicals which span more than one year, eg *Proc Soc Antiq Scot*, 105, 1972-4, the citation in the text should read '(Breeze 1974)' but the reference list should include full details. Dates should only be cited in the reference list when (a) the date of issue is longer than one year, and/or (b) the date of publication is different from that borne by the volume, in which case it should be placed in parentheses (see reference to Breeze 1974 below), though only in cases where the date of publication materially affects the argument being presented, in which case particular reference should also be made to this fact in the author's text.
- (i) place of publication of monographs should be stated.
- (j) abbreviation for titles of periodicals should be those sanctioned by the *American Standards Association* list, as used by *British Archaeological Abstracts*. It should be borne in mind that BAA does not include the most recent updating of the ASA lists.
- (k) where a number of editions of a monograph exist, the date and particulars of the edition referred to shall be stated. References should, wherever possible, be to the hardbound or other standard edition of the work.
- (l) in deciding which parts of a name to treat as secondary, the practice of the nation to which the authors belong should be followed as closely as possible:
eg La Fontaine, J de (French)
Kleist, K von (German)
- (m) when a monograph is published as part of a series, it should receive double citation in the form recommended: see 'Wainwright' in Sample References
- (n) care should be taken with pagination, etc, to state enough digits to avoid confusion.
ie pp 116-79 = 116-179
pp 116-379 = 116-379
pp 116-19 = 116-119

Sample References

- Breeze, D J 1974 Excavations at the Roman fortlet on the Antonine Wall at Watling Lodge, 1972-4, *Proc Soc Antiq Scot*, 105, 1972-4 (1975), 166-75.
- Linton, D L & Moislley, H A 1960 The Origin of Loch Lomond, *Scot Geogr Mag*, 76, 26-37.
- Modderman, P J R 1976 The Aveburys and their continental counterparts in Megaw 1976, 99-106.

Here Megaw would get a separate entry in the reference list if more than one article was being quoted. If not the entry would be as follows:

- Modderman, P J R 1976 The Aveburys and their continental counterparts in Megaw, J V S (ed), To illustrate the monuments. Essays on archaeology presented to Stuart Piggott, London, 99-106.
- Philipson, J 1978 Inscribed stones on the Harbottle Hills, Northumberland, Archaeol Aeliana, 5 ser, 6, 151-7.
- Renfrew, C 1979 Review of 'Trigger, B, Time and traditions' (ie short title of volume reviewed), Antiquity, 53, 153-4.
- Stubbings, F H 1971 A Cambridge pocket-diary, 1587-92, Trans Camb Bibliogr Soc, 5, 191-8.
- Ucko, P J *et al* (eds) 1972 Man, settlement and urbanism. London.
- Wainwright, G J & Longworth, I H 1971 Durrington Walls: excavations 1966-68. London. (= Rep Res Comm Soc Antiq Lond, 29).
- Warner, R 1974 The Irish bronze-iron transition. A pessimistic view, Ir Archaeol Res Forum, 1(2), 45-7.

24. *Index*

Monograph: There will normally be no index except in cases where the size of the volume makes it desirable. In such instances the responsibility for producing an index will rest with the author.

In preparing these notes, several of the publications of the *British Standards Institution* have been found very helpful, in particular, BS 5261: Part 1, 1975, *Guide to copy preparation and proof-correction*. These can be obtained from:

British Standards Institution,
2 Park Street,
London W1A 2BS

It should be noted that this guide departs from British Standard recommended practice on certain issues: please consult the editors at an early stage if you meet with particular problems not adequately clarified above.

Periodic updating of these notes may be required: please check with the editors that you have the most recent set.

Proceedings:

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Edinburgh EH2 1JD

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Hilary Murray, Alexandra Shepherd:
associate editors

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