

MINUTES OF THE ANNIVERSARY MEETING held in the library on *Monday, 1st December 1980*, at 5.30 pm, R G CANT, MA, DLitt, FRHistS, President, in the Chair.

The President opened the meeting by reminding Fellows that it was a particularly important occasion, being the bicentenary of the founding of the Society by the Earl of Buchan on St Andrew's Day 1780. The celebration had already begun, with a government reception in the Castle on November 29th, and an excursion to Dryburgh Abbey on December 30th when he gave an address and laid a wreath at Lord Buchan's tomb and the company were conducted round the ruins by I Fisher. G Hay and W Latta were thanked for their part in preparing for the ceremony.

The Secretary read the minutes of the last meeting, which were approved.

R W Munro and B Proudfoot were appointed scrutineers of the Ballot for Office-Bearers.

The Secretary read the following *Annual Report*:

Meetings and Membership.

Lectures were given in the session under review until April and the programme was resumed in October. Most of the meetings were the now traditional lectures, as detailed above. In the light of the success of last year's half-day symposium on henges a second symposium was offered this session on November 2nd; its subject was 'The Early Iron Industry in Scotland'.

The day conference in May had as its theme 'Recent work in Shetland' and was organised by J N G Ritchie.

The Rhind lecturer in 1980 was Dr Maurice Craig, who delivered his six lectures on 'The Course of Architecture in Ireland'.

At the very end of the 1979–80 session the new Lindsay and Fischer Lectureship was inaugurated by Mrs Fischer, the widow of Gerhard Fischer commemorated in the name of the lectureship. She took as her subject 'Architectural relations between Norway and Scotland in the Middle Ages'. Dr R G Cant, the President of the Society, has been invited to give the first lecture in Norway in 1981.

The North-East Section, based in Aberdeen, organised excursions in the summer to the excavations at Portknockie and the proposed excavations at the site of the Carmelite Friary in Aberdeen. The Annual General Meeting was held on 11th March 1980 and the committee was elected as follows:

Chairman—G Simpson; *Vice-Chairman*—J Souter; *Treasurer*—W Taylor; *Secretary*—A Hidalgo; *Committee*—I McAdam, E Massie, Frances T G Mercer, W Porter, Alexandra N Shepherd, Sheina D Thomson, A A Woodham. The Section's membership now stands at 166. A tribute was paid to A A Woodham who has been secretary of the Section since 1969.

At the end of this session the Roll of the Society stands at 1911 Fellows, including 24 Honorary Fellows. Council of the Society nominated eight new Honorary Fellows who were elected at the October ballot, namely HRH Prince Charles, Professor Bertil Almgren, Professor Eric Birley, Dr Kristján Eldjárn, Rt Hon the Earl of Haddington, Dr Antoine Plămădeală, Sir Hannibal Scicluna and Dr William E Taylor. Compared with the position at the end of last session the Fellowship (Honorary Fellows excluded) shows a net increase of 76, a moderate but healthy increase after last year's virtual equilibrium between deaths and resignations on the one side and new elections on the other. The actual numbers of deaths, resignations and lapsed and not paid up Fellows was 19, 25 and 16 respectively totalling 60 while 136 new Fellows were elected. These figures, together with the number of Fellows who have fallen into arrears with subscriptions are all as normal, and the general trend of recent decades for a steady expansion of numbers has returned this year. In looking to the future Council has taken the view that the strength of the membership must be increased at a greater rate than that of recent years if the Society is to maintain its present rates of activity and fulfil its chosen role, in publication in particular, while holding the Fellows' annual subscription at a steady level.

Research and Excavation.

Last year's Anniversary Meeting learned of the death of Angus Graham. During the year the Society received an exceptionally generous bequest under his will, the income from which investment will further increase the sum available for research and the publication of research. Council was able to extend the funds for research in 1979–80 to £1,500 as money from the investment of new Fellows' entrance money continues to grow. The Research and Excavation Committee awarded grants to: Colleen E Batey for investigations adjacent to the Earl's Bu and at Lavacroon, Orkney; D Longley for radio-carbon dates from the Mote of Mark, Dumfriesshire; C J Tabraham and J R Hume for excavation of a 17th century blast furnace at Poolewe, Ross & Cromarty; E J Talbot for further work at Clow Chapel, Watten, Caithness; G L Canvin for further fieldwork on Colonsay; T Cowie for monitoring an erosion site at Dalmore, Lewis, and preparing its publication.

The Archaeological Field Survey Unit has continued into its fourth year of existence. With the publication of Lists of Archaeological Sites and Monuments for Berwickshire District during the year it has brought its total already to ten. The first part of the Eskdale List, pertaining to Upper Eskdale, has been in the press for some time and is expected very shortly. The Berwickshire Survey recorded 609 sites, 40% of them not previously on record; the Upper Eskdale List more than doubled the number of known sites in the area. A List for the Orkney Islands of Sanday and North Ronaldsay prepared by Dr Lamb was edited by RCAHMS and has been printed and published in format with the Unit's Lists, a precedent which may open the way to further co-operation. There are signs that the Lists are having the desired impact and serving exactly the needs foreseen in various quarters. There is a growing awareness of the great number of field monuments beyond those protected by statute and some willingness to include the archaeological heritage in the consideration of redevelopment plans.

The original arrangement under which the Society undertook responsibility for the employment and management of the Unit was for three years, which ended in the Spring of 1980. In advance of that date the interested parties, the Society, the SDD Ancient Monuments Branch, and the RCAHMS as day-to-day managers of the Unit, decided that the future of the Unit and its work required a more solid basis for long-term operation. It was agreed that the Unit should be formally housed within RCAHMS with an advisory committee replacing the present management committee. Government failed to decide whether to accept and implement this plan, so a year's extension of the original plan was agreed. To

date the Council still has no word of any decision which will allow the plan to be implemented in 1981.

The Urban Archaeology Unit has continued its heavy load of excavation and the preparation of excavation reports. First drafts of the reports of excavations in Lanark, Falkirk, Scalloway, Forfar and Perth (Canal Street and Kirk Close) are complete; and the comprehensive stratigraphical report on the complex Castle Street site in Inverness is well under way. Many of the publication-drawings from all sites are complete. When specialist reports are all received the final drafts can be prepared for publication. Much effort is being given to the study of stratified medieval pottery sequences already excavated in order to lay a good foundation in pottery chronology for future reference.

Although the Unit has been very much concerned with post-excavation analysis and the preparation of publications, its monitoring of threatened urban sites has continued throughout Scotland. Excavations have been carried out at Scalloway Castle, Shetland, Provand's Lordship, Glasgow, at sites in Methven Street and Mill Street in Perth and work is currently in progress at St Mary's Church, St Andrews.

Publication.

Close to the end of the session the General Index to Volumes 82-105 was published bringing the cumulative indexing of the Proceedings up to the 1973-74 volume. Once again the Proceedings itself has been badly delayed, for which Council and the Editorial Committee feel deep concern; every effort is being made to rectify the problems. Volume 109 was eventually published in mid-November. Volume 110 is with the printers for publication in 1981.

J G Dunbar has served his term as Convener of the Editorial Committee and has felt it is time for him to resign. Council has expressed its gratitude to him on behalf of the Society, and has appointed D J Breeze to chair the Editorial Committee for the coming three years.

J N G Ritchie moved the adoption of the Annual Report seconded by J C Wallace.

Treasurer's Report. The Society's income has been maintained satisfactorily in the year 1979/80. This is partially due to a welcome and most satisfactory increase in the Fellowship so that subscription income has risen from 16,501 to 17,899, representing a net gain of 79 subscriptions. The income of the Society has also risen as a result of the continuing higher interest rates, although this situation may not persist in the year to come. The Treasurer is happy to congratulate both Rosemary Meldrum and the membership for joint effort in increasing recovery under covenanted subscriptions from £1,600 to £2,200 approximately, despite lower rates of income tax applying during this financial year. This additional figure of £600 represents some 101 extra Fellows covenanting their subscriptions.

Salaries have been maintained at a very similar level to 1979/80, no mean achievement in present circumstances and a tribute to the Society's hard-working staff. The fact that postages have only risen twenty pounds is solely due to the energy and resource of Audrey Henshall in competing with the Post Office.

The major outlay of the Society remains, as indeed it should, its Proceedings and the net cost of Volume 109 was c £12,600. Added to this the Society also during this year published its Cumulative Index, 300 copies of which have been sold. This has involved the Society in further expenditure of about £5,000. For this reason the publication figure in your accounts has risen fairly markedly.

The research fund of the Society has again been reinforced from the Society's general funds and by the addition of income from new Fellows' entry subscriptions, thus enabling the fund to disburse a total of nearly £1,600 compared with just over £1,100 for 1979. It is hoped that this increase can be maintained in the future.

The Society's funds therefore show a balance of surplus of £3,241, very similar to the 1979 figure, to which has to be added the receipt of £3,652 from the SDD (AM Branch) in respect of the management and handling of affairs relating to the Urban Archaeology Unit, the Aberdeen Unit and the Field Surveyors. This sum related to a period far longer than this financial year, reaching back to 1976 but necessarily appearing in this year's accounts. It is included 'below the line' and should not be allowed to create too optimistic a frame of mind among the Fellowship.

The Treasurer thanked Rosemary Meldrum, Assistant Treasurer, for her capable handling of the Society's day-to-day financial affairs in a punctilious fashion.

The adoption of the Treasurer's Report was moved by W Latto, seconded by M Williams.

The ballot. The scrutineers found and declared the list of Council members for the ensuing year to be as follows:

<i>President</i>	R G Cant, MA, DLitt, FRHistS
<i>Vice-Presidents</i>	Professor L Alcock, MA, FSA, FRHistS A Fenton, MA, BA I MacIvor, BA, FSA
<i>Councillors</i>	D J Breeze, BA, PhD, FSA Miss J Close-Brooks, MA, DPhil, FSA R W Munro I A G Shepherd, MA Mrs R Smith H Coutts, AMA J Higgitt, MA J C Murray, BA J N G Ritchie, MA, PhD A R Gordon W S Hanson, BA Mrs E V W Proudfoot, MA, FSA
<i>Secretary</i>	T F Watkins, BA, PhD
<i>Treasurer</i>	R J Mercer, MA, FSA
<i>Ex-Officio Members of Council</i>	A Fenton, MA, BA, (Director of the National Museum of Antiquities of Scotland) A A Woodham, BSc, PhD, (Society Representative on Board of Trustees for the National Museum) Professor A S Robertson, MA, DLitt, FMA, FSA, (Society Representative on Board of Trustees for the National Museum) B C Skinner, MA, FSA, (Society Representative on Board of Trustees for the National Museum) Rev D Shaw, PhD, ThDr, (Society Representative on Board of Trustees for the National Museum) D V Clarke, BA, PhD, (Editor) J A Crawford, BA, CA, ACWA, (Convener of the Finance and Administration Committee)

The Roll. The deaths of the following Fellows were intimated during the year 1979-80:

	<i>Elected</i>
J G Arcus, BCom, FRSA, 307 Collingwood Towers, 5657 Harold Street, Vancouver, BC, Canada.	1962
Mrs K M C Barber, 17 King Crescent, West Calder.	1956
D C Bowser, OBE, Glassingall, Dunblane, Perthshire.	1942
W Cochrane, MBE, BSc, Abbey Manse, Coupar Angus, Perthshire.	1960
G S Copeland, ARIBA, ARIAS, Council Offices, Stornoway, Isle of Lewis.	1971
C C Easton, 55 Rosehill Drive, Aberdeen.	1951
A C Gillies, BSc, MB, ChB, FRCSE, Whitslade, Broughton, by Biggar.	1967
D J M Irving, CBE, MA, Langlaw, Saltoun, Pencaitland, East Lothian.	1972
J Kirkwood, Beltrees, Dunchurch Road, Oldhall, Nr Paisley.	1927
R S Morpeth, PhC, DOpt, 11 Albert Terrace, Edinburgh.	1959
Eleanor R Murray, 46 Lauder Road, Edinburgh.	1970
J H C Macleod, CStJ, TD, DL, MA, 80 Whittinghame Court, Glasgow.	1969
H MacPhee, Laroeh, 94 Moorburn Road, Largs, Ayrshire.	1961
J McQuaker, MRCVS, Shildaig, Leswalt, Wigtownshire.	1978
R C Notman, WS, c/o Boswall House, Boswall Road, Edinburgh.	1929
H M Stewart, Glendullan, 54 Hamilton Place, Aberdeen.	1959
C H Taylor, c/o Watson, Oaklea, Bridge Street, Ellon, Aberdeenshire.	1969
D B Thoms, MA, Strathview, Trinity Road, Brechin, Angus.	1948
Elsbeth E J B Watson, MA, Huntly Nursing Home, 32 Gillespie Road, Edinburgh.	1948

The following Fellows intimated their resignation:

D A Bullough, MA, Department of Medieval History, 71 South Street, St Andrews, Fife.
 D L Cawley, DipTh, St Nicholas' Vicarage, 24 Dryden Road, Dover, Kent.
 J D B Cain, BSc, Oakbank East, Lilliesleaf, Melrose, Roxburghshire.
 Carole E Carver, MA, 291 Crow Road, Glasgow.
 Christina Davidson, 2 Merchiston Place, Edinburgh.
 J W M Dudding, FRIBA, HonVPILA, FRSA, 36 Mapperley Road, Nottingham.
 G N Duffy, AIB(Scot), 10 Kenfield Place, Aberdeen.
 E M Duncan, MA, BD, 13B Park Terrace, Stirling.
 C E Eddy, MA, The Manse of Cranshaw, Duns, Berwickshire.
 Katherine F Finlay, 1 South Charlotte Street, Edinburgh.
 Sandra A Fosker, BA, MLitt, DipLib, 34 Glebe Street, Dumfries.
 Ellen M Harvey, 17 North Gyle Avenue, Edinburgh.
 D G Muirden, Netherton, Clatt, By Huntly, Aberdeenshire.
 A G MacGregor, York Archaeological Trust, St Anthony's Hall Annexe, 47 Aldwark, York.
 B L Mackrory, BL, 13 Ray Mill Road East, Maidenhead, Berkshire.
 W L Nevay, BSc, ALA, 17 Airds Court, Lochvale, Dumfries.
 Ann S Philip, 501 King Street, Aberdeen.
 M A R Potter, Greystones, Enborne Row, Wash Water, Newbury, Berkshire.
 E Puddy, CStJ, VRD, MA, MRCS, Belcote, Clonelly, Kesh, Co Fermanagh, N Ireland.
 Jane M Ross, Flat 1, Weaponness House, 31 Deepdale Avenue, Scarborough, Yorkshire.
 M C Saunders, MA, 11 Worrygoose Lane, Whiston, Rotherham, Yorkshire.
 E P Y Simpson, MA, BD, ThM, ThD, Alderson-Broadbuss College, Philippi, West Virginia, USA
 F W A Thornton, 15 Dalhousie Place, Arbroath.
 D M M Titterton, TD, MA, Moberty, Airlie, Kirriemuir, Angus.
 R Weaver, BA, PGCE, Royal Grammar School, High Street, Guildford, Surrey.

The Presidential badge.

K A Steer, the senior former President, invested the President with a silver presidential badge, commissioned to commemorate the bicentenary, designed by C J Burnett. On the obverse are the arms of the Society, on the reverse the coronet of the Earl of Buchan.

It was agreed that greetings should be sent to former Presidents, Honorary Fellows, Dr Isobel Grant and Dr Raleigh Radford.

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.

Monograph: 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]'.

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. *Acknowledgments and Copyright*

It is the author's responsibility to obtain written permission from copyright holders to reproduce copyright material. For preference, acknowledgments for the use of such material should be incorporated in the Acknowledgments. Additionally, if it is required, acknowledgments 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 & Moislely, 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.

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