ANNIVERSARY MEETING

Minutes of the Anniversary Meeting of the Society of Antiquaries of Scotland, held in the Lecture Theatre, Royal Museum of Scotland, on Monday 30 November 1992, at 4.00pm, Dr Anna Ritchie, BA, PhD, FSA, President, in the chair.

Apologies were received from a number of Fellows.

The Minutes of the last Meeting were read and approved.

The scrutineers for the ballot for office-bearers, Mr R Callander and Mr G Tilling, were appointed and the ballot was closed.

The President drew the attention of the Fellowship to the deaths of Miss Dorothy Marshall, Professor George Jobey and Dr Robert B K Stevenson. Miss Marshall and Professor Jobey accepted well-deserved election as Honorary Fellows in 1986 and 1984 repectively, but Dr Stevenson, despite having served as President during the years 1975-8 and having twice been invited to allow his name to go forward for election as an Honorary Fellow, felt that the time was not yet ripe for this latter position in the Society; his wishes had been respected, though with regret, and it is now too late to bestow on him the only other honour that we could offer to a scholar whose influence upon Scottish archaeology is immeasurable. Dr Stevenson has been generous in remembering the Society through a bequest, and we are most grateful to him and his widow, Mrs Elizabeth Stevenson. At the Anniversary Meeting in 1986, Dr Stevenson had drawn the Society's attention to the forthcoming sale of Traprain Law in East Lothian, the hillfort long associated with the Society's efforts in archaeological research. That important site was bought by East Lothian District Council and continues to be an active focus of East Lothian's policy in preserving sites of archaeological and natural value; the Society is represented on its management advisory group and applauds East Lothian's seminal role in combining archaeological and natural heritage interests.

After a distinguished career in Scottish and international archaeology, Miss Dorothy Marshall has been a bastion of local archaeology in the west of Scotland and her kindness and hospitality to visiting archaeologists will never be forgotten. Miss Marshall has bequeathed a most generous sum to the Society for excavation and research, and we shall seek to make the best use of it in the way she intended.

Both bequests will become special funds under the names of their donors, and Council will ensure that the interest from these will be devoted to aspects of archaeology close to the hearts of their respective founders.

Mr Burnett then asked whether the Society might consider making Dr Stevenson a posthumous Honorary Fellow. The President replied that during his lifetime he had consistently refused the honour, and it would clearly be against his wishes to grant him the honour now; she would of course consult his widow, Mrs Elizabeth Stevenson, on the matter.

ANNUAL REPORT

The Director read the following Annual Report:

Membership

The Fellowship of the Society now stands at 2,794. In the past year 192 Fellows have taken up election, or been reinstated, and 119 names have been removed from the Roll, due to resignation, death,

or lapse of subscription. We are sorry to record the death of two of our Honorary Fellows, Professor George Jobey in December 1991 and Miss Dorothy Marshall in September 1992; there are, at present, 21 Honorary Fellows. We are also sad to record the death earlier this year of a past President of the Society and former Keeper of the National Museum of Antiquities of Scotland, Robert B K Stevenson.

Meetings

The Society has held a full programme of activities through the year. Meetings were held monthly from October to June. We were pleased to be back for the session in the Museum and since March 1992 our lectures have been held in this newly re-furbished lecture theatre. In accordance with custom, the session included a Public Lecture given by Dr Elizabeth Cummings on *The History of the Arts and Crafts Movement in Edinburgh*, 1885–1939; this was a great success, as was an open lecture held during the Edinburgh Science Festival. In order to strengthen our links with fellow Societies, one lecture was held jointly with the Friends of the National Museums of Scotland and our Conference, of which more later, was held in conjunction with Glasgow Archaeological Society and Friends of Govan Old.

In addition to the monthly lectures, the Rhind Lectures took place in March, when Professor Richard Bradley delivered a series of papers on Altering the Earth: the origins of Monuments in Britain and Continental Europe. This was a very popular Rhind series, and attracted a large audience. These Lectures are to be published as a Society Monograph early in 1993. A very successful conference was held in May on Govan and its Early Medieval Sculpture; preparations are in hand for publication of the proceedings of this Conference with additional papers on the theme. It is with regret that we must report the death in August of Alistair Gordon who played a large part in the success and smooth running of this event.

In June Fellows enjoyed a highly successful excursion to St Andrews under the expert guidance of Dr Richard Fawcett; Fellows were granted the privilege of viewing the magnificent maces of St Salvator's College and our thanks are due to The University of St Andrews for making this possible.

Buchan Lectures took place in October 1991, when Mr John Barber spoke in Stornoway, Isle of Lewis, and Dr Aubrey Burl spoke in Ayr.

In May, the opening Lecture of the Govan conference by Professor Charles Thomas was also designated a Buchan Lecture.

In September the Fellowship was notified of a proposal to change the Laws to bring them up to date with the current situation and in line with the recent Policy Review and the Inland Revenue requirements. At the first meeting of the 1992-3 Session, on 12 October, the Fellows voted in favour of the changes. The Laws, in their new form, will be printed in Volume 122 of the *Proceedings*.

The North-East Section

The Section held nine meetings with the same programme of speakers as in Edinburgh. Following the Annual General Meeting (May 1992) in Marischal College, Caroline Wickham-Jones, the former Secretary of the Society, spoke about her experiences as 'An archaeologist on the Silk Road'. The lectures were well attended, and membership of the Section stands at 251. Summer excursions in 1991 were organized to the excavations at Boddam, Boyne and Findlater Castles, the Aberdeenshire canals and the Bone Laboratory in Marischal College. Summer excursions in 1992 were organized to medieval sites in Moray, the excavations at Boddam, King Street Fire Station in Aberdeen and the Bone Laboratory in Marischal College.

The Committee for 1991-2 was: Alexandra Shepherd (Chairman), Juliet Cross (Vice-chairman), Neil Curtis (Secretary), John Cruse (Treasurer), Judith Cripps, Frank Donnelly; Betty Dransart, Anne Johnston; Graham Steele and Robert Watt.

Research

The Society received many applications for research grants, and we were able to assist a range of projects:

Survey: graveyard survey (Mrs E Willsher); archaeological study and geophysical survey, Tarbet, Easter Ross (Ms Jill Harden); cooperage survey, Coopers Lane, Campbeltown (Mr J Atkinson); wreck survey, Sanday, Orkney (Mr A Braby); Tweed Valley, early prehistory (Dr W Finlayson); southern upland chert quarries (Dr W Finlayson).

Excavation: the Southern Hebrides Mesolithic Project (Dr S Mithen; the Isle of May archaeology project (Mr P Yeoman); survey and excavation, Scotscraig Burn, N E Fife (Scottish Field School).

Environmental survey and sampling: Robertshaven, Caithness (Mr J H Barrett); collation of a Scottish tree-ring database (Drs A Crone and C Mills);

Artefactual study: wooden artefact study, Alt Garadh, Ealbais, Islay (Dr C Earwood).

Post-excavation: Whithorn Phase 1 Analysis (Mr P H Hill).

Documentary analysis: the Inventory of the Scottish Church Heritage (Ms Jill Harden, Council for Scottish Archaeology);

A Young Fellows Bursary was awarded to Mr P Yeoman to enable him to give a paper entitled Edinburgh Castle up to 1093 at the Scottish Studies Conference in Ontario.

The Bicentennial Fund gave a grant to the Kintyre Field Survey Group for the purchase of equipment.

The Angus Graham Bequest contributed a grant to Mr J Crawford towards a report on surface collections of artefacts on the Isle of Coll.

The Gunning Jubilee Prize was awarded to Dr L J F Keppie to enable him to visit museums in Germany for his research on the Roman army.

Publications

Volume 120 of the Proceedings was published in April 1992. This was the last volume produced under the Editorship of Mr I A G Shepherd and his Assistant Editors. The Society is grateful to them for the work that they put into the production of the last ten volumes to ensure a series of which we can be proud.

Volume 121, which will be posted out to Fellows in early December, has been produced by Dr Ann MacSween as Co-ordinating Editor with the assistance of an Editorial Board, composed of members of the Publications Committee of the Society, and a professional copy-editor. Dr MacSween must be thanked for her hard work in producing this volume which continues to reflect the high standards of publication by the Society.

Mr Humphrey Welfare has been nominated as the new Editor for the *Proceedings* and has already undertaken a great deal of work in his task of preparing articles for publication and ensuring that the *Proceedings* will appear on schedule.

No Monographs were published in 1992 but the publication of Professor Bradley's Rhind Lectures of 1992 is due in the spring of 1993 and several volumes are nearing completion with others pending. Mrs Alexandra Shepherd, Editor, and Mr Stuart Campbell, administrator, must be thanked for their work, which enables the Society to maintain a flourishing series. All previous monographs are selling well, though we still have good stocks of each. A new leaflet about the series will shortly be circulated to Fellows.

Two issues of the Newsletter were produced to keep Fellows up to date with the affairs of the Society and to inform them of other matters of interest. The date of the Spring issue has been changed to February. If there is an issue or topic which Fellows consider should be aired in the Newsletter, they are asked to contact the Director.

The Work of the Society

Society activities continue to flourish. In addition to the regular affairs of the Fellowship, the Society has maintained an active position in the wider field of heritage management. Throughout the year, we have again been consulted on many issues by a variety of bodies, and our own representatives have worked hard to provide an input to other bodies. The Society continues to be a member of the Scottish Wildlife and Countryside Link, and this provides much information on the activities of voluntary bodies working in related fields, as well as helping to ensure the place of the archaeological and historical heritage in wider conservation matters.

Society work such as this draws on a broad range of skills, and members of the Heritage Committee and Council work hard to assist the Director in these wider matters. Membership of the Society's committees is no sinecure and all those who play a part in the complex affairs of the Society and particularly the Conveners of the various Committees must be thanked.

An enjoyable lunch in the Society's Offices and a tour of the Library was held in August for overseas and visiting Fellows. It is hoped in the coming year to hold a gathering of North American Fellows at a central location in North America, probably Chicago; we have long been concerned that our

many overseas Fellows do not have the chance to participate fully in the Society's activities and we are exploring the demand for such an event.

Fellows have also been reminded of the services available from the Library in Queen Street and Mr Andrew Martin, the Librarian, contributed a piece to the last Newsletter highlighting Fellows' rights. An updated information sheet for newly elected Fellows has been prepared and copies are available on request from the office. This is an ideal opportunity to remind Fellows of the availability of the hard-copy printout facility for microfiche, a service that is seldom used.

Administration

This year has seen another major change to the Office, when Miss Caroline Wickham-Jones resigned from the position of Secretary and was replaced by Mrs Fionna Ashmore who has acted as Secretary since 1 April of this year and as Director since 12 October. Mrs Maureen McLeod, who was introduced to Fellows at last year's Anniversary meeting, is now in position as Assistant Treasurer. Mrs Twin Watkins who in the past acted as a helper in organizing various events for the Society has now taken up a position in the Royal Museum of Scotland. Mr Stuart Campbell continues to act as the typesetter and computer adviser to the Society and Mrs June Rowan as the Administrative Assistant.

The Office work is considerably eased by the voluntary help provided by Fellows. If you think you could spare one morning two or three times a year then please put your name down on our volunteer list. Thanks for voluntary work are due in particular to the band of envelope fillers: Mrs Lynne Arnott; Mrs Jean Brownlie; Mr Robin Callander; Mr M Carmichael; Major Patrick & Mrs Cave-Brown; Miss M E Doull; Mr H G Ford; Mrs S Grossmith; Mr K Hay; Miss M R Hilton; Mr G A Hutcheson; Mr R W & Dr Jean Munro; Mrs B J Murray; Mrs MacNeil of Barra; Mr J C Parry; Mrs S Robertson; Mr J P Shepherd; Miss Sym and Mr G H G Tilling.

Finally, thanks are also due to the various members of the Museum staff who help with bookings and other arrangements and in particular to Mr Grant MacRae who attends as projectionist.

The Director closed with a personal note of thanks to all the members of Council, Fellows and Staff, past and present who had helped her so enormously and made her feel so welcome during her first eight months in the post.

The Treasurer read the following Treasurer's Report:

The past year has been a busy one for the Tresorial Department. Thanks to careful preparation by Mrs Meldrum, the handing over of responsibility to our new Assistant Treasurer, Mrs Maureen McLeod, was achieved with the minimum of disruption, and I would like to thank Mrs McLeod for all the effort she has made to get so quickly to grips with the complexities of the Society's financial administration.

Mrs McLeod's arrival provided a timely opportunity to undertake a review of the financial administration of the Society, and much time has been spent in simplifying and streamlining financial procedures, as well as implementing new practices, all of which are designed to increase the efficiency of the Department, and to keep costs to a minimum. On the advice of our stockbrokers, our investment base has been broadened to protect the Society's funds from market fluctuations.

With the endorsement of the Convener of the Finance and Administration Committee, Mrs McLeod has also reviewed the form of the Annual Accounts which, as you will see, are now easier to read. The accounts show that, as forecast in last year's Annual Report, the surplus of previous years has been replaced by a deficit of £1981. This is not a cause for undue concern as the increase in the subscription for the current year will rectify the situation. In the first instance, the greater part of the additional funds raised as a result of the subscription rise will be used to bolster the Society's investment income but a proportion will be spent in updating the office equipment in order to allow the staff to work more efficiently. The subscription rise has not been without its problems. A high percentage of Fellows who pay by standing order have not advised their banks of the new rates and this has incurred a considerable cost penalty.

As a result of the change in Secretary, new contracts of employment have been drawn up for the staff which, thanks to the good offices of our Fellow, Mr Lionel Masters, have been brought into line with current legislation. The Council has been concerned for some time about the terms and conditions for the staff, and I hope that, with the recent improvements to the contracts, this round of changes to terms and conditions of employment has been brought to a satisfactory conclusion and that staff are now in a better position to cope with the volume of work inherent in running a Society of our size and complexity.

This year has seen a change on the publication front. The financial management of the Proceedings has been improved and the Monograph Panel is now in a position to publish its first volume unsupported by a grant from Historic Scotland.

I should like to conclude by thanking the Convener of the Finance and Administration Committee and Mrs McLeod for the sterling work that they have done for the Society in what has been a challenging

The Director's and Treasurer's Reports were adopted on the motion of Dr J N G Ritchie seconded by Dr A Murray.

The Ballots

The President announced that following the successful completion of the ballot, all 171 applicants had been elected as Fellows of the Society. It was not normal to single out new Fellows for special mention, but on this occasion she extended a special welcome to Mr Mark Jones, who took over from our Fellow and latterly Honorary Fellow, Dr Robert Anderson, as Director of the National Museums of Scotland. The relationship between the Society and the Museum was ancient and vital, and the Society was pleased to number, again, the Director of the Museum among its Fellows. The President then announced that the Society's Appeal for funds towards the new Museum of Scotland stood at £10,209, a very satisfactory figure but one to which it was hoped to add.

The ballot for Council was also successful and the President was delighted to announce the election of the Ross Herald, Mr Charles Burnett as Vice-President, and Mr George Dalgleish, Professor Michael Lynch, Dr Ann MacSween and Mr Peter Yeoman as new Councillors. She welcomed Mr Burnett, who had advised the Society for many years on heraldic matters, Mr Dalgleish who had acted as Assistant Editor for many years, Dr Lynch, the new holder of the Sir William Fraser Chair in Scottish History, Dr MacSween, the acting Editor for the last year and Mr Yeoman, the Regional Archaeologist for Fife. She also welcomed the new ex-officio members of Council, Dr Graham Ritchie as Convener of the Publication Committee, Mrs Fionna Ashmore as Convener of the Heritage Committee and Dr David Clarke as Representative of the National Museums of Scotland.

The President expressed the gratitude of the Society to Dr Athol Murray, retiring Vice-President, Dr Barbara Crawford, retiring Convener of the Publications Committee, Dr Iain Brown, Dr Ian Morrison, Dr Carol Swanson and Miss Naomi Tarrant as retiring Councillors, and to the retiring Assessors, Miss Dale Idiens, Mr Ronald Cramond and Mr James Hogarth. Their work had been much appreciated.

Council for 1992–3 comprises:

PRESIDENT:

Anna Ritchie, BA, PhD, FSA (Elected 1990)

VICE-PRESIDENTS:

(Elected for three years; date of election in brackets after name)

Lionel J Masters, BA, FSA (1990) Richard Fawcett, BA, PhD, FSA (1991)

Charles J Burnett, K St J. DA. AMA, MLitt, Ross Herald of Arms (1992)

COUNCILLORS:

(Elected for three years; date of election in brackets after name)

Lesley Macinnes, MA, PhD, FSA (1990) Professor Gordon R Nicoll, CEng, FRSE (1990)

Alison Sheridan, MA, PhD (Elected 1990) Humphrey Welfare, BA, MPhil, FSA, MIFA (1990)

Maurice R Carmichael (1991) Jane Murray, BA (1991)

Trevor G Cowie, MA (1991)

Professor Christopher D Morris, BA, FSA, MIFA (1991)

George Dalgleish, MA (1992)

Michael Lynch, MA, PhD, FRHistS (1992) Ann MacSween, MA, MA, PhD, AIFA (1992)

Peter Yeoman, MA, MIFA (1992)

TREASURER: Alan B Saville, BA, FSA, MIFA (1992)

EDITOR: Humphrey G Welfare, BA, MPhil, FSA, MIFA (1992)

EX-OFFICIO MEMBERS OF COUNCIL: Alexandra N Shepherd, MA Chairman of the North East

Section

J N Graham Ritchie, MA, PhD, FSA Convener of the

Publications Committee

John C Barrett, BSc, FSA Convener of the Research

Committee

Fionna M Ashmore, BA Convener of the Heritage Committee Humphrey Holmes, CA Convener of the Finance &

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David H Sellar, BA, LLB, FRHistS Representative to the

Ancient Monuments Board for Scotland

David V Clarke, BA, PhD, FSA Representative of the

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MRS PAMELA JANE WILSON, 124 Glasgow Road, Perth.

JOSEPH STEWART WOOD, BA CA, 49 Dornford Avenue, Mount Vernon, Glasgow.

MRS EFRIC AGNES WOTHERSPOON, Sandbank House, Campbeltown, Argyll.

The Roll

The record of the deaths of the following Fellows, intimated during the year 1990-1, was not read at the meeting:

Honorary Fellows:

Professor George Jobey, MA, DSO, FSA, FSA Scot, 44 Parkside Crescent, Tynemouth, North Shields Miss Dorothy Nairn Marshall, FSA, FSA Scot, 23 Ardbeg Road, Rothesay, Bute

Fellows:

F H Amphlett Micklewright, MA, FRHistS, Flat 4, Lansdowne Road, Ridgway, London.	1946
Professor Frank Bell, DSc, FRIC, FRSE, Hilcot, Finchcroft Lane, Prestbury, Cheltenham,	
Gloucestershire.	1967
Thomas Wilson Bell, MA, 78 Dundas Street, Edinburgh.	1970
Mrs Janet H Caird, MA, 1 Drummond Crescent, Inverness.	1960
Reverend John Blackburn Clarke, St Mary's House, Bogie Road, Rhynie, Huntly,	
Aberdeenshire.	1967
Alexander Gilroy, Glen Shinnel, Tynron, Thornhill, Dumfriesshire.	1983
Alistair Ronald Gordon, MA, 4 Parkcroy Crescent, Pitlochry, Perthshire.	1975
Kenneth McLennan Hay, BEM, CIS, 12 St Peter's Place, Edinburgh.	1973
Peter David Hill, BCom, Hillend, Duncanlaw, Gifford, Haddington, East Lothian.	1988
John Wardle Howells, 60 Dalkeith Road, Edinburgh.	1979
James Jack, MA, 2 Sandyhill Road, Banff, Aberdeenshire.	1988
George Kerriemuir-Gibson, BEM, 40 Newtyle Road, Paisley, Renfrewshire.	1981
Robin Walter Laing, Homelands, Eastlea Drive, Denholm, Hawick, Roxburghshire.	1984
Alan Bayne Lawson, MA, Dhuhallow, Errogie, Inverness.	1981

J MacIntyre, 12 East Somerville Place, Dundee.	1952
Robert Rutherford Mason, 11 Doune Hill, Jedburgh, Roxburghshire.	1986
Major Francis Moffat of that Ilk, MC, DL, JP, BA, Redacres, Moffat, Dumfriesshire.	1985
Ms Diana Cecilia Petulla, BA, 6628 Alamo Avenue, Clayton, MO 63105, U S A.	1990
Stanley Pilling, 16 Whinbank Terrace, Stranraer, Wigtownshire.	1978
Miss I Rae, Dunlugas Cottage, Nairn.	1954
William Rankin, MB, FRCS, FRFPSG, Rockview, Main Street, Portmahomack, Fearn,	
Ross-shire.	1970
Arnold Rothschild, BA, 30 Blythewood Road, Baltimore, Maryland 21210, U S A.	1980
Charles Combe Roxburgh, BSc, MEd, 1 Coningsby Place, Alloa, Clackmannanshire.	1982
Rt Reverend C G Saunders, ThM, DD, 30 Broom Grove, Rotherham, Yorkshire.	1959
Dr Robert B K Stevenson, DLitt, MA, FSA, 51/1 Mortonhall Road, Edinburgh.	1939
George N Stewart, DipCam, FIPR, 6 Bogton Avenue, Glasgow.	1986
William C Summers, 1 Bellevue Crescent, Edinburgh.	1963

Retiral of the Treasurer and Introduction of the new Treasurer.

The President paid tribute to the work of Mr J B Stevenson, the retiring Treasurer; over the past five years he had seen the Society through a time of great change; he had overseen all financial matters, identifying reluctantly the need for a rise in subscription; and had been closely involved in the various changes in the office staff, including the retirement of Mrs Rosemary Meldrum and the appointment of Mrs Maureen McLeod as the new Assistant Treasurer. The changeover, though admirably smooth, had inevitably meant extra work for the Treasurer and the Society was immensely indebted to Mr Stevenson for his devoted and meticulous work on the Society's behalf.

Mr Stevenson was then presented with a pair of silver cuff-links engraved with the Society's seal and his initials. Mr Stevenson thanked Council for these; he then expressed the hope that his efforts had meant that the affairs of the Society were now running smoothly and paid tribute to all those involved in the work of the Society.

The President then introduced Mr Alan Saville, the Head of the Artefact Research Unit in the Department of Archaeology of the National Museums of Scotland, as the new Treasurer; she was delighted that the Society had secured his services, thanked him for standing for election and offered him a warm welcome.

Mr Saville then thanked the Fellowship for having elected him and expressed the hope that he would be as successful a Treasurer as Mr Stevenson and would also be in a position to say on his retirement that he had left the affairs of the Society in good order.

The Introduction of the new Editor.

Prior to introducing the newly elected Editor, the President thanked Dr Ann MacSween for her kindness in acting temporarily as editor with the help of Mr Duncan McAra, the professional copy editor, and the Editorial Board. The results of her efforts, Volume 121 of the *Proceedings*, will be published very shortly.

Mr Humphrey Welfare, the new Editor, was then introduced by the President; he was already a member both of Council and the Publications Committee and was Head of the Newcastle Office of the Royal Commisssion on the Historical Monuments of England, having earlier been a member of staff of the Scottish Royal Commission.

Mr Welfare then thanked the Fellows for electing him and the President for her kind words; he realized that the position was an onerous one and indeed no sinecure; he was eager to get the Proceedings back on schedule and had the task of producing two volumes in a very short space of time. He had prepared new 'Notes for Contributors' which were printed in Volume 121, and Fellows were informed that the deadline for receipt of papers of 30 November was to be strictly adhered to.

The President then welcomed and introduced Mr Magnar Dalland, who read the following Communication: 'The excavation of the Viking boat-burial at Scar, Sanday, Orkney'.

At the conclusion of the Lecture, Mr Dalland kindly agreed to answer a variety of questions from the Fellows. The President then thanked him and paid tribute to Historic Scotland for their prompt action in arranging the excavation of the Scar burial.

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 Royal Museum of Scotland, 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 (three copies) must be typed on one side of A4 paper, with double spacing and wide margins. The additional submission of a disk will be of assistance as this can significantly reduce costs and errors.

Papers will only be acceptable if they are submitted in their *final* form. Drafts will not be considered. The Society does not accept responsibility for the safety of texts 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.

Lengthy papers (eg reports of large excavations) which contain extensive appendices, tables, or specialist reports, may be most efficiently published, in part, on microfiche. Authors considering this medium must consult the Editor at a very early stage about the presentation of this material, for which separate guidance notes are available.

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Offprints. Authors are entitled to 24 free offprints of their paper. More copies can be ordered at proof stage.

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. 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.

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, whicever 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 Scot 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 x 140 mm. (It would greatly assist the Editor if those who are able to do so would also submit reduced versions of their drawings). 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. 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.