

# Notes and conditions for contributors preparing texts for submission

## CHANGES

Please note that there are significant changes in the Notes from the set published in *Proceedings* volume 135.

This guide is subject to change. The most up-to-date version will always appear on our website ([www.socantscot.org/publications.asp](http://www.socantscot.org/publications.asp)) and is available from the Managing Editor ([publications@socantscot.org](mailto:publications@socantscot.org)).

## SUBMISSIONS

Submissions should be addressed to the Managing Editor, Society of Antiquaries of Scotland, National Museums Scotland, Chambers Street, Edinburgh EH1 1JF. We are happy to accept submissions at any time. Submissions for the *Proceedings* must be received in the office by 1 November to be considered for publication the following year; however, early submission is strongly advised as volumes may fill up before this deadline.

Papers should be submitted in their final form. Incomplete or draft submissions will not be considered. Papers which are not prepared in accordance with our guidelines will be returned to the author for revision.

## SUBMISSION REQUIREMENTS

- 2 paper copies of all files: main text, references, captions, all illustrations and tables in final form
- 1 CD or DVD containing all electronic files: main text, references, captions, all illustrations and tables in final form
- 1 Submission Sheet

Once your paper is submitted it will be checked for completeness and compliance with our guidelines. You will receive an acknowledgement and a project number when your submission has been approved.

## PREPARING THE TEXT

Please note: Authors' names must not be included anywhere on the text; this ensures that our peer review process is completely anonymous. You will be assigned a project number and your submission will be referred to by that number until it is published.

|              |                                                                                             |
|--------------|---------------------------------------------------------------------------------------------|
| Font         | 12 point Times New Roman                                                                    |
| Line Spacing | Text double-spaced                                                                          |
| Alignment    | All text must be left aligned (not justified)                                               |
| Page numbers | Number pages in the footer of the document                                                  |
| Abstract     | No more than 250 words; must be substantially different from the main text/<br>introduction |

- Do not use the Caps Lock. Capitalisation should be created using the SHIFT key.
- Do not indent text except when indicating a long quote or extract from another work.
- Do not insert page or section breaks.
- Do not use multiple columns; all text should be in a single column throughout.
- Do not use headers and footers (except for automatic page numbering in the footer).
- Do not use any formatting other than italics, bold, small capitals (for BC and AD and headings), and superscript (for endnotes only).
- Do not include tables – even short tables – in the text. See section on Tables below.
- Do not use preset heading styles. Indicate headings as follows:

|                        |                                                                              |
|------------------------|------------------------------------------------------------------------------|
| HEADING LEVEL A        | left align, BLOCK CAPITALS – not bold                                        |
| HEADING LEVEL B        | left align, small caps (all lower case)                                      |
| <i>Heading level C</i> | left align, upper and lower case <i>italics</i> (capitalise only first word) |

#### CORRESPONDING AUTHORS

Where a number of authors have contributed to a project, the corresponding author must ensure the standardisation of abbreviations, measurements and references throughout the paper. Corresponding authors are asked to pay particular attention to the section titled Style (below).

#### TABLES

All tables should be submitted in a separate file or files.

We prefer that, where possible, tables be submitted in document, doc, rtf or pdf format; this allows for easier text manipulation and gives a better indication of the author's preferred layout on the page. Tables can be created using your word processor's table function. Alternatively, text can be delineated using tabs or commas; please do not align text using the space bar.

We can also accept longer tables as spreadsheets. However, if a table is to span multiple printed pages, please take particular care to indicate your desired layout (including any headings or columns that are to be repeated on each page).

#### RADIOCARBON TABLES

Full details of radiocarbon ages should be given in the form of a single table, identifying, at a minimum, the information laid out in Table 1.

TABLE 1  
Radiocarbon dates

| <i>Site</i>           | <i>Sample</i> | <i>Material</i>       | <i>Context</i> | <i>Description</i>                                    | <i>Depositional Context</i> | <i>Uncal</i> | <i>Calibrated 1-sigma</i> | <i>Calibrated 2-sigma</i>                 | <i>Delta-<sup>13</sup>C %</i> |
|-----------------------|---------------|-----------------------|----------------|-------------------------------------------------------|-----------------------------|--------------|---------------------------|-------------------------------------------|-------------------------------|
| Dun Vulan, South Uist | AA-13997      | Charred grain         | 30             | Maybe contemporary with the construction of the broch | Secondary                   | 1940±60      | 20 BC–AD 130              | 60 BC–AD 320                              | –26.5                         |
|                       | AA-14004      | Articulated deer ribs | 606            | In deposit sealed by broch revetment wall             | Primary?                    | 2086±55      | 190–40 BC                 | 350–209 BC (5.7%)<br>210 BC–AD 50 (89.7%) | –20.1                         |

Where dates are given in calibrated form, the particular calibration programme should be identified with reference to a published source of calibration data. BP dates must be calibrated if the determinations fall within a calibration curve.

## ILLUSTRATIONS

Illustrations at publication quality should be submitted along with your text.

- Illustrations should be numbered sequentially. We do not use plates.
- Parts of illustrations should be lettered, not numbered.
- Titles should not be incorporated into the artwork, but must be given in a separate list of accompanying captions.
- All elements of the artwork and especially text (eg feature numbers or place-names) should be of sufficient quality and size to remain clear and legible after reduction for publication.
- A metric scale and north point must appear on every map or site plan.
- A metric scale must appear on every artefact drawing.

## FILE FORMATS

We prefer that all illustrations be supplied as TIFFs. We can use JPEGs, but please note that for half-tones the quality may degrade when transferred into the typesetting program.

For Adobe Illustrator files, we prefer that illustrations be provided as SVG (Scalable Vector Graphics) files at submission. SVG is an open standard vector format which allows us to easily distribute images to editors and peer reviewers. Files can be saved in SVG format using Adobe Illustrator.

We can also accept files in AI or EPS format. In this case, we ask that a PDF copy (compressed for email use) also be supplied. AI images must be set at 1200dpi when the file is made and any fonts within the illustration should be viewable by both Microsoft and Mac computers.

## RESOLUTION

|                                  |                       |
|----------------------------------|-----------------------|
| Line drawings and scanned images | 1200dpi at final size |
| Original photographs only        | 350dpi at final size  |

‘Scanned images’ include previously printed maps, pictures, etc.

**ORIGINAL ARTWORK**

We can use original artwork where digital files are not available. Photocopies of the artwork must be included at submission. There may be a small charge (usually less than £50) to cover the costs of scanning, handling and postage.

**RADIOCARBON CALIBRATION GRAPHS**

Calibration graphs should be submitted as SVG files; this allows the greatest flexibility in sizing the illustration while maintaining the quality of the image. OxCal version 4.1 can create SVG files.

No text should be included in the calibration graph. All text must be included separately in the caption.

**STYLE**

A full style sheet is available on our website or from the Managing Editor.

*Archaeological periods*

Follow the most widely established usage: Mesolithic, Neolithic, Bronze Age, Iron Age, Early Historic, early/later/post-medieval, Middle Ages, Early Modern, Modern.

It is always preferable to use exact date ranges where possible.

*Archaic letter forms*

In quotations from documentary sources, archaic letter forms should be represented by the phonetic or orthographic modern equivalent.

*Dates*

Pairs of dates should be condensed to the shortest pronounceable form:

1971–2, 1970–5 (or 1970–75), but 1914–18, 1789–1810

BC and BP dates should be written out in full to avoid confusion.

Use ‘AD 413 x 427’ to describe dates between which an historical event is thought to have occurred.

Use ‘AD 413–27’ to describe the duration of an event.

**Correct**

20 September 1996

1600s, 1660s, 1980s

AD 413, 427 BC

**Incorrect**

September 20th 1996

1600’s, sixteen-sixties, eighties, ’80s

413 AD, BC 427

*Compass directions*

Do not abbreviate compass orientations (except for longer compounds such as NNE, WSW, etc). Compass orientations are written in full for simple orientations (‘to the north’, ‘from the south-east’). A forward slash indicates alignment or axial orientation, as ‘the building lay on an east/west alignment’.

*Dimensions and measurements*

Always use metric units: km, m, cm or mm, as follows:

0.2m or 200mm (omitting the space between digit and unit)

Small finds should always be described in millimetres. Centimetres may be used for approximations. Imperial units may be quoted (eg 6ft, 3in) but the metric equivalent should also be provided, in brackets.

We use the following abbreviations for dimensions:

|      |                                            |
|------|--------------------------------------------|
| L    | length                                     |
| W    | width                                      |
| Diam | diameter (do not use D to avoid confusion) |
| Th   | thickness                                  |

Dimensions for small finds should be described as follows:

L: 23mm; W: 5mm; Diam: 46mm; Th: 3mm

*Italics*

Italicise only what is absolutely necessary.

**Italic**

*c* = circa  
*infra* (preferably use 'above')  
*supra* (preferably use 'below')  
 newspaper titles (eg the *Guardian*)  
 journals  
 books  
 plays  
 films  
 names of ships  
 works of art

**Roman (not italic)**

eg  
 et al  
 ibid  
 ie  
 in situ  
 locus  
 names of institutions or associations

*Languages and quotations*

Foreign language quotations should be accompanied by a translation and be italicised. Latin, where long adopted into English (eg in situ, et al) need not be italicised. Unadopted phrased should be italicised.

*National Grid References*

Please ensure that you give National Grid References for all archaeological sites or historic buildings which are central to the publication. References should be given as NGR: NO 7180 2052 (not NO71892052).

*Numbers*

Give numbers in full text where fewer than 11 (ie one to ten), but as numerals for any greater numbers, as follows:

‘five samples from each pit’ but ‘22 sherds’

Avoid using numbers to begin sentences.

*Numbered features*

Artefact and feature types which have been allocated a sequential numbering system should be capitalised and clearly noted in the text:

The sherds from Vessel 52 were recovered from Sample 5002, from the basal fill, Context 124, of Cist 7

Abbreviations may be used for commonly-used terms, but these must follow standard conventions:

|             |                                                                                                                                |
|-------------|--------------------------------------------------------------------------------------------------------------------------------|
| Contexts    | use eg ‘C101’ or ‘C88–101’ after first occurrence                                                                              |
| Samples     | use eg ‘S101’ or ‘S88–101’ after first occurrence                                                                              |
| Small Finds | use eg ‘SF101’ or ‘SF88–101’ after first occurrence                                                                            |
| Vessels     | only capitalised when referring to a specific vessel from the site; abbreviate to ‘V’ only if the paper discusses many vessels |
| Cists       | only capitalised when referring to a specific cist within a site; never abbreviate, as this can cause confusion with contexts. |

*Place-names*

Follow current editions of the Ordnance Survey. Significant changes or variants should be identified and discussed, as appropriate. Where historical place-names are used, this must be clarified within the text.

*Quotes and quotation marks*

Use single quotation marks throughout, with double “quotation marks” for a quote within a quote. Quotes within text (fewer than *c* 20 words) should be preceded by a comma.

Long quotations should be displayed without quote marks: indented on each side, with a line space above and below the quote. The quote reference/source should appear in brackets at the end of the quotation, inside the punctuation, as follows:

this is a long quotation; note that there are no quotation marks and that the text is indented. Authors can use any method of formatting this, as none will survive transfer to the printer. Please ensure that any long quotes are clearly indicated in your text so that the Editor can notify the typesetter (Barclay 2001, 23).

*Spelling*

Please use ‘-ise’ rather than ‘-ize’ forms. A full guide to spelling preferences is included in the Style Guide (available on our website or from the Managing Editor).

## REFERENCES

*Endnotes*

Endnotes may be used for sections on historical topics in which the references are predominantly to documentary material.

Endnotes must not be produced using the ‘endnote’ facility of your word processor. This does not survive the transfer to the printer and causes a great deal of work to convert. Numbers within the text should be given as a superscript numbers (eg <sup>2</sup>) and the endnotes themselves given as normal text at the end of the file. Footnotes should never be used.

Endnotes should appear as:

- 1 CS22/20, minutes 2 December 1665.
- 2 This painting has been lost.

*Harvard System*

The Harvard System – with (author, date and page numbers) set within the text – should always be used when the majority of references are to published books or articles, as follows:

(Smith 1997: 47–9)

Multiple citations within the text should be ordered chronologically, not alphabetically, as follows:

(MacDonald 1884; Robertson 1957; Davis 2001)

References to books should contain the BOTH the location AND the name of the publisher, as follows:

Armit, I 2005 *Celtic Scotland*. London: Batsford.

Our journals have an international audience; as such, all references to journals should include the full journal title, as follows:

Andrén, A 2005 ‘Behind *Heathendom*: Archaeological Studies of Old Norse Religion’, *Scottish Archaeological Journal* 27, 105–38.

A full sample bibliography is available on our website or from the Managing Editor.

*Documentary sources and maps*

Documentary sources should be included in a separate section, before the References section. These should always be identified by the full archive number and relevant repository, as follows:

*National Archives of Scotland*

NAS D45/27/45, Dalhousie Muniments. Confirmation of a grant to Jonet Maule of the lands of Grenefurde, 1394.

Maps should also be identified by a full title, as follows:

OS 1878 Ordnance Survey. ‘Argyllshire’, Sheet CIV.12 (1876–7), 1:2500.

It is essential that authors check references for accuracy before submission. All papers referred to in the text must be included in the list of references, and all entries in the list of references must be referred to in the text.

#### PERMISSIONS AND COPYRIGHT

Responsibility for obtaining written permission for the use of all copyright material and for payment of associated fees lies with contributors; appropriate acknowledgement should be given.

#### PROOFS AND OFFPRINTS

*Only one set of proofs* will be sent to the corresponding author. Contributors will bear the cost of any significant changes requested at this stage of production.

A CD containing final PDF files are given to authors published in the *Proceedings*. Ten printed offprints are also available at a small charge to cover handling costs. Additional copies can be ordered; order forms are supplied with proofs.

#### GRANT AID

Please note that all submissions are considered based on merit.

Reports on state-aided work (Historic Scotland, etc) are eligible for a publication grant. Grants should be approved in principle before submission. Reports that are directly the result of developer funded work under PPG 16 must bring with them a grant of at least 75% towards the cost of printing (100% for SAIR).

In any case, all authors are encouraged to seek financial support wherever possible.