

Notes for Contributors to:**MERSEYSIDE ARCHAEOLOGICAL SOCIETY PUBLICATIONS****CONTENTS**

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GENERAL INFORMATION

Contributions for the *Journal of the Merseyside Archaeological Society* should be sent to the publications co-ordinator, David Roberts, at 16 Ranelagh Drive South, Garston, Liverpool L19 9DR. Tel: 0151 427 2980. Email drandpr@blueyonder.co.uk.

The editorial group can deal with a wide range of word processing formats, but would prefer to receive text in Microsoft Word on a disc or CD accompanied by a hard copy. E-mail can be used at the discretion of the publications co-ordinator. Pages must be numbered. If authors have any queries, they are asked to consult David Roberts before submitting their text.

The length of each paper may be subject to discussion, but in general articles of a

maximum of 10,000 words are preferred.

Authors submitting papers covering work carried out under the auspices of an organisation/institution, such as their workplace, should ensure that they have arranged for a grant towards publication BEFORE the text is submitted.

Authors will receive either a complimentary copy of the relevant publication, or a number of offprints of their paper as shall be determined by the publications committee.

The publications committee of the Society reserve the right to reject any article which does not conform to the requirements of the Notes. Papers will be sent to one or two independent referees where appropriate.

Note: The following should be submitted with the text:

- i) All figures, photographs, appendices and tables for inclusion (a complete list of captions must be included). Such entities should be supplied separately and not embedded in the text.
- ii) A list of key words to assist the editorial group in the compilation of the index. See page 4.
- iii) A list of terms, with their explanation, which authors might consider helpful for inclusion in a common glossary. See page 4.
- iv) A list of abbreviations used in the text.

The suggested position of tables, maps and text figures should be indicated in the text, for example [fig. 24 about here]; or [map 2 about here].

LAY-OUT OF SUBMITTED TEXT

Text should be submitted in double-columns using Times New Roman 10pt and justified.

The format should follow:

Title
 Full name of author(s)
 Section Headings (eg Introduction, Conclusion (use of 1, 2, 3... optional))
 Subheadings (eg The pottery; The clay tobacco pipes (use of a. b. c. optional))
 Acknowledgements

References

Appendices (A. B. C.....)

List of captions for figures, tables or plates.

Points of Style

For brevity, the approved form is given below with no explanation, unless necessary for clarification.

Dates/years

7 October 1942 not the 7th October

BC follows the year, i.e. 55 BC; AD precedes the year, i.e. AD 1066.

1920s 1860s not 1860's !!!!

1728-29 1701-2

16th century not sixteenth century or C 16

Numerals and measurements

Use Standard International (SI) units throughout, except when referring to altitude which will be given according to the source, ie give height in feet OD when using contemporary maps. The metric conversion should be given immediately following (in brackets).

When quoting from contemporary documents use the form of measurement given.

Use words for numbers less than 10 ie six dogs or four cats

Use numerals for numbers greater than 10 ie 115 horses or 993 beetles.

Sentences should not start with a numeral.

The basic unit of modern linear measurements should be the metre. All measurement should be expressed in metres or millimetres, but not centimetres.

Use 6 metres; 6.25m; 0.055m or 55mm.

Do not express feet and inches as ` and ".

Modern measurements of area should be given in hectares.

Use 67 hectares rather than 67ha

Quotation marks

`... tradition says that the original church lies buried beneath the sand' (Fisherwick 1897,

95).

`The Kelgrymoles churchyard at Lytham was "worne into the sea two or three miles" (Fisherwick 1897, 95).

`... and she used three dots ...'

`The title of an article'

`oblique' words.

Abbreviations

In general abbreviations should be avoided in prose.

Do not use ie, etc or eg in the text but employ `that is', `and so on' or `for example.

Do not use stops for the following: Nos Mr Mrs Dr Vols km m or mm

Do not abbreviate: north, south, east or west

Where used, full stops should only be employed to avoid ambiguity, for example *et al.* c. No.

Always use `and' never use `&'.

Victoria County History (VCH). Please always use (Farrer and Brownbill with the appropriate date)

Commonly acceptable abbreviations

Lancs RO (Lancashire Record Office [Preston])

PRO (Public Record Office)

BM (British Museum)

CCRO (Chester City Record Office)

CRO (Cheshire Record Office [Chester])

Other record offices should be given in full.

Capital/lower case letters

the River Mersey, Simonswood Brook, Billinge Hill, Wirral (not `the' Wirral), North West England, South Wirral (local government districts in U/C).

Castle field, Low Meadow, Green Hay, west Wales, West Midlands, Roman roads, Norse invasion, Anglian, Romano-British,

Celtic, Magna Carta, Charter Rolls, Domesday Survey, Norman Conquest, north side, western edge, southwest Lancashire (adjectives of location l/c), Mesolithic, Neolithic, Bronze Age, Iron Age, medieval, post-medieval, modern, Roman, Anglian, Anglo-Saxon, Romano-British.

Note: North Wales, has become an accepted form.

Specific spellings and style

Please use the following spellings in preference to the known alternatives:

artefact, medieval, homogeneous, millennium.

The plural forms data, media and criteria are to be used.

It is suggested that authors silently modernise spelling and normalise the punctuation and use of capitals of all quoted matter later in date than the sixteenth century.

Underlining to indicate emphasis should be avoided - please embolden.

Hyphens

Only use hyphens when they are really necessary, for example - socio-economic; post-medieval, Romano-British, post-Roman

but not for, north west, south eastern, crop marks, field work (fieldwork) earthworks, topsoil, hilltop (adjective), Hill top (noun) so called and field walking.

Please note the use of hyphens when the date is used as an adjective -

'a seventeenth-century house' but
'the house can be dated to the seventeenth century'.

Italics

Foreign words such as *circa*, scientific names and foreign quotations should be italicised as should the appropriate book or journal titles in the references section. *Landnam* should be italicised.

Emboldening

Titles and section headings may be emboldened - the final decision will be taken

by the editorial group - and will depend on the agreed hierarchy of headings. Volume numbers included in the reference sections should be emboldened - see examples quoted.

Footnotes/endnotes

Footnotes and/or endnotes should be avoided. They may be used in certain circumstance if the editorial group believes they are appropriate.

REFERENCES

References in the text should follow the Harvard system and usually be placed at the end of a sentence, followed by a full stop, i.e. ... the ideal type of medieval vill is, of course, an historical abstraction (Postan 1972, 14).

The MAS publications committee are building an electronic file of references used in their Journals. A copy will be supplied to each author who can then cut, paste and edit references if they wish. When in doubt, check and follow the MAS format.

Every reference within the text necessitates an entry in the list of references at the end of the paper. There should be no entry in the list of references which is not included in the text.

The following apply:

i) Please be aware of the need to italicise as appropriate.

ii) If, for example, both Leigh (1977) and Davey and Morgan (1977) are referred to in the text, they should be listed as follows:

Davey P. J. and Morgan D.E.M 1977 'The pottery' in Leigh 1977, 113-128.

Leigh A. 1977 'Excavations at St Elphin's Rectory, Warrington,' *J Chester Archaeol Soc* **60**, 94-128.

iii) Where an author has published more than one article within one year use:

Chitty 1981a, Chitty 1981b etc.

Remember to insert these correctly into the text.

iv) Please note that whilst the date of publication goes after author(s) name, the year(s) for which the volume was published is

placed after the volume number - as [volume]
60 (for 1983-84).

Examples of references within the text

....(Hoskins 1959). ... (Hoskins 1959, 58-60).
... as shown by Farrer and Brownbill (1907,
221). ...Anon (1876). ... (Morton in
press). ... (Innes and Tomlinson
forthcoming). ..
(Fishwick, ed., 1896, 21-24). ... (Lewis, 1981b,
73-74). (Farrer and Brownbill 3, 1907, 46,
n.1

NB (Farrer and Brownbill 1, 1906, 269-286) -
not VCH!

Avoid using *ibid* and *op cit*, the Harvard
system should be used on each occasion. Page
numbers to points referred to in the paper
should always be given in the text, thus '...this
suggestion has already been made (Jones 1978,
456)'.
'

If phrases such as 'see above', 'previously
referred to' etc are to be used please give a
page number eg 'see page 10 above'.

For original documents

...(Lancs RO DDM 14/47). ... (PRO
E1179/120/29).

References to figures and tables

...(fig. 3). ...as shown in figure 15, no.
3. ... (Table 4). ...see table 4. ... (Plate
VI). ...see plates I-IV.

Abbreviations for Journals

Abbreviations for journals should follow the
British Standards (BS 4148) - some examples
are:

Antiquity Antiq J Archaeologia
Bedfordshire Archaeol J Archaeol J Rec
Buckinghamshire Bull Inst Hist Res Proc
Cambridge Antiq Soc Museums J J Chester
and North Wales Architect Archaeol Hist Soc
Post-Medieval Archaeol Proc Hampshire Fld
Club and Archaeol Soc Proc Soc Antiq Proc
Soc Antiq Scotland Trans Ancient
Monuments Soc Proc Roy Soc London Rec
Soc Proc Nat Hist Soc Lancashire and
Cheshire J Brit Archaeol Soc Proc Prehist
Soc.

Note all county and town names should be
given in full.

INDEX

A single index will be included at the end of
each journal, at the discretion of the editorial
group. The format will be agreed with authors.
Authors will be requested to give suggested
entries for the Index.

GLOSSARY

It has been suggested that a glossary be
included in future Journals. This will be
discussed with authors at the periodic liaison
meetings.

APPENDIX

Appendices should be numbered in sequence
and include a heading/caption. Appropriate
cross-references to the appendices should be
made in the text

ILLUSTRATIONS

Illustrations should be supplied in electronic
format (saved as TIFF files at 600 dpi on CD).
Software packages which are commonly in use
to produce illustrations include Adobe
Photoshop and AutoCAD. It is recommended
that if any other software packages are
contemplated, authors consult with the
editorial group before using them.

Numbering figures

- i) Figures should be numbered in the order in which
they are referred to in the text, e.g. the first figure
referred to should be figure 1.
- ii) If you rewrite the text and refer to a figure other
than figure 1 first, please renumber all your figures
so that the first figure you refer to becomes figure
1, etc.
- iii) Every figure should have an individual number
e.g., if there are two figures on one page, one
should be "Fig. 1" and the other "Fig. 2", not both
"Fig. 1" and not "Fig. 1a" and "Fig. 1b".

Referring to figures

- i) Every figure should be referred to at least once in
the text.
- ii) Every figure referred to in the text should exist.

- iii) If a feature on a figure is referred to in the text please ensure it is included on the illustration.
- iv) Every feature in a figure which is referred to in the text should be labelled.
- v) In the text, figures should be referred to as "fig. 1" etc.
- vi) The caption beneath the figure should read "Fig. 1" etc. followed by the title of the figure.
- vii) Extra lines of text should appear on a new line below the caption.

Font and typeface

- i) The caption should be in Times New Roman 10pt
- ii) The lettering on the figure should be at least 10 pt sans serif lower case. Sans serif is very important because it is clearer to read with small typeface.

Scale and Orientation

- i) A metric scale bar should be included and labelled.
- ii) Where possible, figures which are discussed together in the text should be drawn to the same scale.
- iii) Maps or plans should be oriented north as far as possible, i.e. north west and north east are acceptable, but orientation east, west or south is to be avoided.
- iv) A 'north sign' should be included.

Labelling

- i) When symbols are used, a labelled key should appear to one side of the figure.
- ii) All dotted lines, stippling, cross-hatching on maps and plans etc. should be explained in a labelled key.
- iii) When numbers are used to refer to features in a figure, a key should appear, and the numbers in the key should be the same as the numbers in the

figure.

- iv) The lettering used in keys should be the same as the lettering in the rest of the figure ie Sans serif. If standard keys exist, e.g. for chronological ages, geology, they should be used in accordance with customary usage.

Artwork

Artwork should be produced to fit the dimensions of the journal page and should be submitted actual-size. Illustrations can be portrait, half page, full page, landscape full page, or quarter page (i.e. to fit within half of one column). Illustrations should be no bigger than 160mm x 240 mm but please note that at the very least 10mm should be allowed for a one-line caption (add 4mm for each further line). Captions, including the figure number will be printed at the same time as the text.

Credits and Copyright

Give credit to the copyright holder in the captions, where appropriate. Credit to the photographer should be given in the Acknowledgements section. Credit should also be given where an illustration is a line drawing based on the published work of another. Credit and full references must be given for copies of maps/plans from unpublished sources, for example 'Map of the manor of Sefton 1796 (Lancs RO DDM 14/47)'.

Permission must be sought, by the author, from the copyright holders before work is submitted. It is essential to obtain permission from the Ordnance Survey before reproducing any OS map.

All illustrations redrawn, however faithfully, without permission should be acknowledged as 'After' giving full details of the source.

RADIOCARBON DATES

**** To be discussed with Ron and Rob at the next publications meeting****

Radiocarbon dates should be quoted in accordance with the decision taken at the 1986 international conference at Trondheim, that is, uncalibrated radiocarbon dates should all use the form BP (not as, bc or bp).

Quotation of dates should include:

- i) the laboratory code for each sample
- ii) the conventional radiocarbon age with ** two sigma standard deviation
- iii) whether any corrections or calibrations have been applied
- iv) which correction factor or calibration curve has been use
- v) the material used for dating

Examples

'...this charcoal produced a date of 2730 +/- 220 BP (HAR-1281). When calibrated to calendar years in accordance with Stuiver and Becker (1986), this gives central dates between 895 and 839 Cal BC and a 2-sigma range of 1450-390 Cal BC, representing a 95% probability that the true date of the sample falls within these limits.'

'The radiocarbon determination obtained from the charcoal of 3270 +/- BP calibrates to between 1740-1412Cal BC at 2-sigma'.

Software which can be used for converting radio carbon years to calandar years can be found on Dept. of Archaeology and Palaeoecology, Queen's University, Belfast, web page at:-

<http://www.qub.ac.uk/arcpal/c14/whatis14.htm>

Dave Roberts
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