



Durham Archaeological Journal

Notes for contributors

Durham Archaeological Journal is intended as an annual publication. Papers of any length may be submitted for consideration at any time.

Prospective authors should be aware that papers published in *Durham Archaeological Journal* are now subject to peer review. Papers submitted for consideration are read by external referees whose comments may remain confidential.

Each paper is the copyright of its author, who alone is responsible for the statements published and for ensuring that permission to reproduce any text or artwork that is the copyright of another has been obtained.

Contributors receive a single copy of the *Journal* and may purchase further copies at their own expense.

Submission of papers

Contributors are requested to pay close attention to the following conventions when preparing their typescripts in order to minimize editorial work. A typescript which does not follow these conventions will be returned to the contributor for revision.

Material should be submitted to the Editor:

Dr David Mason
Principal Archaeologist, Archaeology Section
Durham County Council
5th Floor, County Hall
Durham DH1 5UQ
email david.mason@durham.gov.uk.

Papers must be in English, and printed out on A4 paper.

Use 11 point Times New Roman font. All copy (including quotations, appendices, lists, footnotes, reference section and captions) must be printed with double spacing, on one side of the paper only.

Begin each new paragraph with one tab stop (except for the first paragraph after a heading), with no line space between paragraph.

All pages must be numbered.

An electronic copy of the paper in Microsoft Word should be sent to the Editor on CD or by email. Two hard copies of the paper should also be submitted and the author is recommended to retain a duplicate copy.

Illustrations should be included as separate electronic files on the CD and not be embedded in the text. Illustrations may also be submitted as paper copies; when all editing is complete, the Editor will request the originals of the illustrations, preferably as electronic files.

The Editor reserves the right to make minor changes of form or layout as required, but no fundamental changes will be made without consultation with the author.

All authors will receive first page proofs for checking and correcting, but not rewriting.

Text

The paper must have a logical structure with introduction, sequential headings, any acknowledgements and a reference section.

Any letters or words to be printed in italic or bold typeface should be included in the document in these weights.

A word or short phrase which is emphasized by the author should be italicized (not enclosed in quotation marks).

Spelling

British, rather than American, spelling should be used. Words ending with '-ise' or '-ize' should be used where the Shorter Oxford English Dictionary recommends. Examples: advertise, analyse, comprise; emphasize, organize.

Headings

Main title should be in upper and lower case 18 point.

Author/s name/s should be in upper and lower case 14 point

level 1 Heading in 14 point roman.

level 2 Sub-heading in 11 point bold.

level 3 Sub-heading in 11 point italic.

All levels of heading should be left-aligned with no indent, with an initial capital and then all in lower case (except for place/personal names).

The first line of text following any heading should not be indented.

Numbers

examples

20–1
123–4
10–12
100–1
123–45
2000–01
1 and 3
1, 3 and 5

Numbers one to twenty and any number beginning a sentence should be given in full.

Numbers not within a specific reference, measurement, date, list or table should be written out in full.

Units of measure

These should normally be given in metric units. Please note that the British Standard units are the metre and the millimetre. Their abbreviations should be separated from the numerals by one character space.

examples

1 mm
5 miles
10 kg

Dimensions should be given to two decimal places of a metre.

example

0.10 m

Where measurements have been taken in Imperial units or where the use of Imperial dimensions greatly facilitates comparisons with previous literature, they may be used followed by their metric equivalents in brackets.

example

1 ft 2½ in by 1 ft 2 in (1.38 x 0.53 m)

In quotations from other authors using only Imperial units, metric equivalents should be inserted in square brackets.

example

1 ft 2½ in by 1 ft 2 in [1.38 x 0.53 m]

Percentages should be written in full within a sentence.

example

10 per cent

Dates

examples

100–50
100–200
AD 100
in the 10th century
from the 10th to 11th century
a 10th-century building

Place-names

Place-names, when first mentioned, should be followed by their county or other ascription, which should be cited in full.

Quotations

All quoted copy should be enclosed by single quotation marks.

A quotation of less than sixty words or one line of verse should run on with the text.

A quotation of more than sixty words should be in italics and separated from other text by one line space.

Quotations within others already enclosed in single quotation marks should be enclosed by double quotation marks.

A quotation not in Modern English should be accompanied by a translation, which should be enclosed in single quotation marks and placed in an endnote.

Tables

Tables should be submitted as separate Word files in table format. The title should be supplied above the table.

example Table 1 Pottery types.

Abbreviations and contractions

examples

ed eds pers comm

The ampersand (&) should not be used, but ‘and’ should be written in full, both in the main text and the references, except where appropriate, as in business names such as ‘& Co’.

Foreign language expressions, abbreviations and terminology

These should be in italics, without full stops.

examples c cf eg et al etc ie in situ no nos

Acronyms and other abbreviations using capital letters

Standard international units of measure should be used.

examples AD BC OD CBA HMSO m mm g kg

Contractions

Shortened forms which end with the last letter of the original word are not followed by a full-stop.

examples Mr Dr St

Compass points and directions

These must be given in full, in lower case.

examples

towards the northwest

towards the north-west of the site

Endnotes

Endnotes should only be included for necessary supplemental text to the main paper, or for long references to original historical documents.

Endnotes should be submitted as a separate list and not embedded in the text.

Endnote reference numbers should be entered at the appropriate point in the text, in superscript bold.

References

Only references that have been cited in the body of the paper should be included. Entries should not be separated by a line space.

Books

Collingwood, R G and Wright, R P, 1965 *The Roman Inscriptions of Britain (RIB) I, Inscriptions on Stone*. Clarendon Press, Oxford.

Hooppell, R E, 1891 *Vinovia: A Buried Roman City in the County of Durham*. Whiting & Co, London.

Hutchinson, W, 1794 *The History and Antiquities of the County Palatine of Durham* 3. Carlisle.

Margary, I D, 1973 *Roman Roads in Britain* (3rd edition). John Baker, London.

Book chapters

Beaumont, P, 1970 ‘Geomorphology’. In Dewdney, J C (ed) *Durham County and City with Teesside*. Durham.

Hodgson, G W I, 1983 ‘The animal remains from medieval sites within three burghs on the eastern Scottish seaboard’. In Proudfoot, B (ed) *Site, Environment and Economy*, 3–32. BAR Interim Series 173, Oxford.

Articles

Blacking, J, 1953 ‘Edward Simpson, *alias* “Flint Jack”: a Victorian craftsman’. *Antiquity* 27, 207–11.

Gillam, J P, and Daniels, C M, 1961 ‘The Roman Mausoleum on Shorden Brae, Beaufront, Corbridge, Northumberland’. *Archaeologia Aeliana* (Series 4) 34, 37–63.

Evans, J, Jones, R F J, and Turnbull, P, 1991 ‘Excavations at Chester-le-Street, County Durham, 1978–79’. *Durham Archaeol J* 7, 5–48.

Simpson, G, and Blance, B, 1998 ‘Do brooches have ritual associations?’ In Bird, J, (ed) 1998 *Form and Fabric: Studies in Rome’s Material Past in Honour of B R Hartley*, 267–79. Oxbow Books, Oxford.

Woolliscroft, D J, 1993 ‘Signalling and the design of the Gask Ridge system’. *Proceedings of the Society of the Antiquaries of Scotland* 123, 291–313.

Unpublished works

Ferris, I M, and Jones, R F J, 1995 'Excavations at Binchester Roman Fort, County Durham, 1976–1991. Assessment and post-excavation research design, BUFAU'. Unpublished report 342.

Wessex Archaeology, 2008 "'The Castles", West Shipley Farm Hamsterley, Co Durham: archaeological evaluation and assessment of results'. Unpublished report ref 65303.01, www.wessexarch.co.uk.

Publication references within the text

The author's name, date of publication and page number/s should be included.

examples

(Author 2000, 12–34)

as Author has stated (2000, 12–34)

Manuscripts and poetry references

References specifying the side of a leaf or the part of a line.

examples

20r–21v, 20a–21b

Illustrations

Maximum print size for all line drawings, maps, diagrams and photographs: 124 x 205 mm, including space for the caption below.

Please note in the text where the illustrations should be placed, in both the hard and electronic copy.

It is the responsibility of the contributor to have obtained permission for the reproduction of any image from the authority holding the copyright, to cover any reproduction costs incurred, and to supply the names of any such authority so that the appropriate acknowledgement can be incorporated in the preliminaries to the *Journal*.

Illustrations should be of a sufficiently high standard for publication. For this reason, photocopies only of proposed line drawings, maps, diagrams and photographs should be submitted with the text in the first instance.

Labelling and numbering within illustrations should be of an appropriate scale and consistency.

All maps should have a north-point and an unobtrusive scale.

Digital file resolution

Line drawings, maps and diagrams should be submitted as .tif (tiff, tagged image file format) files at 600 dpi (dots per inch).

Photographs should be submitted as 300–400 dpi.

Images from slides should be scanned at 800 dpi.

Captions

Captions must be supplied for all illustrations (line drawings and photographs).

example **Figure 1** Location of the site

Copyright or acknowledgement statements should follow the main text.

example **Figure 1** Location of the site. © English Heritage

Do not include figure numbers or captions on the illustration itself, but the figure number should be given on the hard copy.

A list of captions should be supplied both as hard copy and as a separate electronic file.

References in the text

Examples

Figures 1 and 2

Figures 1–3 and 5

see Figure 1

see also Figure 1

WILL BUILD AS IN ONE DAY
OF OLD
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*