

NOTES FOR CONTRIBUTORS TO THE YORKSHIRE ARCHAEOLOGICAL JOURNAL

1 GENERAL INFORMATION

- 1.1 The *Yorkshire Archaeological Journal* publishes articles on subjects relating to the archaeology and history of the historic county of Yorkshire in all periods. Contributions are welcome from anyone, provided that they have not been accepted for publication elsewhere. The editors will gladly advise about the suitability of a subject.
- 1.2 Articles are normally submitted to a referee. Authors are notified as soon as possible when their articles are accepted. There is likely to be a gap of at least eighteen months between acceptance and publication. If any alteration to an article becomes necessary, please inform the editors at once.
- 1.3 The *Journal* is published in August but goes to the printer early in the year. Proofs are sent to contributors in late March or April and should be checked and returned as soon as possible. Only corrections should be made at this stage, not alterations. Excessive author's amendments may be charged for.
- 1.4 Twelve offprints are supplied free of charge, and additional ones may be ordered.
- 1.5 Grants towards the cost of publication are always welcome, and authors should inform the editors if they expect to obtain funding. Acceptance of an article which has a large number of illustrations, or which deals with archaeological work that has been officially funded or undertaken as a result of planning conditions, may be conditional on a grant being available.

2 PRESENTATION

- 2.1 Two copies of the text should be submitted. These should be typed or word-processed **on one side of the paper with double spacing and wide margins**. One size of print should be used throughout, and pages should be numbered. Where headings are used, please distinguish between main headings and sub-headings and indicate the level of sub-heading where necessary. Full stops should be followed by one space only.
- 2.2 When submitting the final version post-refereeing, it should be supplied on disk, if at all possible. Disks should preferably be in Word; otherwise an ASCII disk with unformatted text is the most useful. Please note that hard copy must accompany a disk.
- 2.3 Footnotes should be numbered consecutively throughout the article and listed on separate sheets of paper. They should not appear at the foot of the page. Please store them on disk as a separate file and do not use automatic note numbering. Very long footnotes are to be avoided, and in general footnotes should be used sparingly except for necessary references. References should follow the forms given in section 4. Superior numbers in the text should follow punctuation marks, preferably full stops.
- 2.4 In archaeological reports the author-date system (Harvard references) will be accepted. References in brackets should consist **only** of author's surname, date of publication and page number, e.g. (Manchester 1983, 50). An alphabetical bibliography should be provided at the end of the article (see 4.6).
- 2.5 Illustrations (line and half-tones) should be numbered in one sequence as figures. Figure numbers and the author's name should be marked on the back of the illustrations and a separate list of captions provided. References in the text to figures should be in the form (Fig. 1). It is the author's responsibility to obtain any necessary permission to reproduce illustrations.
- 2.6 When preparing figures, please bear in mind the size of the *Journal's* pages. A full-page illustration with its caption can be no larger in size than 198 mm

x 135 mm. The degree of reduction should be allowed for, and where a particular scale is required, this should be stated. The original should preferably be no more than four times larger than the final size and if possible should be on material no larger than A3. It is also undesirable for the original to be much smaller than the required image. If part of an illustration is to be omitted, this must be clearly shown. Images submitted on disk (as TIFF (preferably), EPS or JPEG files for Apple Mac or PC) must be accompanied by a hard copy.

- 2.7 Originals of drawings should be in black ink on stable material. Good quality photocopies are acceptable. When drawing maps and plans (other than abstracts from historical maps and plans) please include a scale and a north point. Drawings of archaeological finds should include a scale.
- 2.8 For photographic illustrations, black-and-white prints, slides or colour prints may be used. Photographic negatives or photocopies of book illustrations are not suitable.
- 2.9 Tables will also have to fit within the 198 mm x 135 mm page area. They should be supplied on separate sheets, with any explanatory notes at the foot of the page, and should be numbered. Please make clear where they should appear in the text.

3 STYLE

- 3.1 Italics should be used for the titles of books, films and works of art, and for words or phrases in foreign languages. Foreign words that have passed into English usage should not be italicised. Quotations of more than a few words in a foreign language should be in roman type.
- 3.2 Initial capitals should be used sparingly. They should be used for titles and dignities when a specific person is meant, in titles of written work and for geological periods, etc.
- 3.3 Quotations should be enclosed by single quotation marks, with double quotation marks used for quotations within quotations. Longer quotations (forty words or more of prose or two lines of verse) should be broken off from the text by indenting and should not be enclosed in quotation marks.
- 3.4 Numbers below 100 should be expressed in words, but figures should be used for measurements, e.g. 6 ft, and percentages, e.g. 20 per cent. Figures should not be used at the beginning of a sentence or for an approximate number. Inclusive numbers within the same hundred should be in the form 102-11, 366-68. Currency is expressed as £99.95, £5 10s. 6d. Measurements should be expressed in metric units, but imperial units may be quoted from earlier sources.
- 3.5 Dates should be in the following forms:
5 November 1605, 1189-99, 1837-1901, the 1820s, c. 1900, 55 BC, AD 323, the sixteenth century. The form 1189x1199 denotes a date between these years.
Specific dates before 25 March in years up to 1751 should be in the form 2 February 1602/3. Months are abbreviated in footnotes.
Radiocarbon dates should be quoted as BP or, if calibrated, as cal BC or cal AD and should include the laboratory code and standard deviation.
- 3.6 The modern form of place-names should normally be used. Names that have gone out of use should appear in italics. Unless well known, places should be identified by giving the county or equivalent in brackets or by locating them in relation to a large town. The names of either modern administrative counties or historic counties (including Yorkshire ridings) may be used as appropriate.
- 2.7 Compass points should be written as north, south-west but ENE. Initial capitals are used only when referring to a specific area, e.g. the North of Scotland (but northern England).

- 3.8 In quotations from printed works, the spelling and punctuation of the original should be retained. In quotations from documents and manuscripts, modern punctuation may be introduced. If it is desirable also to modernise the spelling to aid understanding, this should be made clear. Three points should be used where words have been omitted, and anything added by the author should be in square brackets.

4 REFERENCES

4.1 Printed books

- 4.1.1 References to printed books should consist of the name of the author as printed, title in italics, place of publication and date in parentheses (round brackets), and page number, e.g.:
Richard T. Spence, *Skipton Castle in the Great Civil War 1642-1645* (Skipton, 1991), p. 49.
The number of volumes and the edition cited should be stated where appropriate, e.g.:
Philip Hughes, *The Reformation in England*, 4th edn, 3 vols (London, 1956), III, p. 438.
- 4.1.2 References to edited volumes should consist of the title in italics, the word 'ed.', the name(s) of the editor(s) and other information as in 4.1.1, e.g.:
Memoirs of Sir John Resesby, ed. Andrew Browning (Glasgow, 1936), pp. 104, 105.
- 4.1.3 Where a work is cited frequently, all references after the first may be in an abbreviated form, e.g.:
Spence, *Skipton Castle*, p. 89.
Ibid. should be used sparingly, and *op. cit.* and *loc. cit.* avoided.

4.2 Articles

- 4.2.1 References to articles in journals should consist of author's name, title in quotation marks, journal name in italics, volume number in arabic numerals, year of publication in round brackets and page number, e.g.:
Ian N. Wood, 'Ripon, Francia and the Franks Casket in the Early Middle Ages', *Northern History*, 26 (1990), p. 12.
Names of journals may be abbreviated after the first appearance. *The Yorkshire Archaeological Journal* should always be referred to as *YAJ*.
- 4.2.2 References to articles in books should consist of author's name, title in quotation marks, the word 'in', details of the volume as in 4.1.2 and page number, e.g.:
Nicola Coldstream, 'The Mark of Eternity: The Cistercians as Builders', in *The Cistercian Abbeys of Britain: Far from the Concourse of Men*, ed. David Robinson (London, 1998), p. 48.
- 4.2.3 Articles may also be referred to in an abbreviated form after the first citation, e.g.:
Wood, *NH*, 26, p. 17; Coldstream in *Cistercian Abbeys*, p. 44.

4.3 Theses

References to unpublished theses should take the following form:

C. M. Barnett, 'Memorials and Commemoration in the Parish Churches of Late Medieval York' (unpublished D.Phil. thesis, University of York, 1998), p. 87.

4.4 Record publications

- 4.4.1 References to edited texts should take the form:

York Civic Records, ed. A. Raine, VII, Yorkshire Archaeological Society Record Series, 115 (1949), p. 82.

The York Mercers and Merchant Adventurers 1356-1917, ed. Maud Sellers, Surtees Society, 129 (1917), p. 130.

If frequently cited, these may be subsequently abbreviated:

YCR, VII, p. 84; Sellers, *York Mercers*, p. 131.

- 4.4.2 References to calendars should be given in full in the first instance and abbreviated thereafter.
First: *Letters and Papers, Henry VIII*, XVII, no. 443.
Later: *LP*, XVII, no. 444.
First: *Calendar of Patent Rolls, 1547-48*, pp. 105-07.
Later: *CPR*, 1549-51, p. 321.
First: Historical Manuscripts Commission, *Downshire MSS*, VI, p. 71.
Later: HMC, *Downshire MSS*, VI, p. 71.

4.5

Manuscripts

Name of repository and title of collection or class should be given in full in the first instance. These should be followed by the full reference number as used by the repository. In later instances the name of the repository may be abbreviated and the name of the collection omitted, provided the reference number on its own is sufficient.

First: British Library, Calverley Charters, Additional MS 16750.

Later: BL, Add. MSS 16686-88.

First: Public Record Office: Conventual Leases, E303/23/364.

Later: PRO, E303/23/402.

First: Borthwick Institute, York, Cause Papers, CP.H.3217.

Later: BI, CP.H.3723

First: West Yorkshire Archive Service, Bradford, Spencer Stanhope MSS, Sp.St.6/6/3/38.

Later: WYAS, Bradford, Sp.St.4/11/55/3.

Folio numbers should be indicated by fol. and fols, recto and verso by superior letters, e.g. fols 28^v-30^r.

4.6

Author-date system

Where the author-date system (Harvard references) is used, an alphabetical bibliography should be supplied following the text. Entries should begin with the author's or editor's surname and initials and the publication date, e.g.:

Manchester, K. 1983. *The Archaeology of Disease*, Bradford

Price, J. and Wilson, P. R., eds, 1988. *Recent Research in Roman Yorkshire*, British Archaeological Reports British Series 193, Oxford

If several works by the same author are cited, the name should be replaced by a long dash after the first appearance. If the author has published more than one work in the same year, they should be distinguished by the use of a lower case letter after the date, e.g.:

Raistrick, A. 1972a. *Industrial Archaeology: An Historical Survey*, London

— 1972b. *Lead Mining in the Yorkshire Dales*, Clapham

Where an article from a book is cited, both article and book should appear:

Coldstream, N. 1998. 'The Mark of Eternity: The Cistercians as Builders' in Robinson 1998, 35-61

Robinson, D., ed., 1998. *The Cistercian Abbeys of Britain: Far from the Concourse of Men*, London

February 2000, as revised 2004