



THE PREHISTORIC SOCIETY RESEARCH PAPERS

Notes for Contributors

1. All correspondence on the publication of articles should be addressed to one of the editors, who will be nominated in advance.

The note provided below in general follow those for the Society's Proceedings, and can be found on our website : www.ucl.ac.uk/prehistoric.

2. Editorial Policy

The Prehistoric Society Research Papers (an occasional publication series)

This Series publishes collections of edited papers covering aspects of Prehistory. These may be derived from conferences, or research projects; they specifically exclude the publication of excavation reports. The Research papers present the fruits of the best of prehistoric research, complementing the Society's respected *Proceedings* by allowing broader treatment of key research areas.

The editors will provide you with any volume-wide instructions or specific requests for your contribution.

All the papers will be sent at least one academic referee and the Editor/s will act on their advice, forwarding comments to the author as applicable. Unless specifically instructed otherwise by the referees themselves, *all refereeing is anonymous*.

3. Length

The word length (excluding bibliography, tables, and caption) of your contribution will be provided by the editors. Please adhere to the word length and guidance given by your editor/s. If you envisage your paper being of greater length, this must be discussed and agreed with the Editor/s in advance of submission. The Editor/s have the right to edit longer articles to meet their word length requirements.

4. Copy date and Presentation of manuscripts

The final date for receipt of a draft text for publication will be given to you by the editor/s. A paper received after that date cannot be guaranteed publication.

Paper copies of all text, tables, and bibliography should be submitted. Copy should be A4 size (or nearest word-processor equivalent), 1½ or double-spaced throughout, and with good margins. Presentation of text should generally follow those of *PPS* and are defined in the PS Oxbow Research Papers template. Follow the guidelines here – the volume editors may supply you with the template – in which case use this directly. Add the template to your Word Program Files/Microsoft Office/ Templates folder and open through 'new' document.

Send your paper as two paper copies (including all illustration) and the text digitally on disk or CD in the first instance. You may submit illustrations digitally at this stage, but **do not send originals until a paper has been refereed/accepted. Please supply clearly legible copy. Final copies may also be sent via email but a hard copy should also be supplied in case of any difficulties.**

5. Layout

5a Authors' names & addresses: The name, job position, and addresses of all principal author's should be provided. Unless instructed otherwise, the editor/s will correspond only with the individual author who submits the paper. The author's email address may be included but bear in mind that email addresses do tend to get changed regularly!

5b Headings: Rationalise your use of headings; the hierarchy of headings will be:

A. Level 1: **Bold**, 14pt no full stop

B. Level 2: ***Bold italics***, 14pt no full stop

C. Level 3: *Italics*, 12pt no full stop

D. Level 4 (if necessary): SMALL CAPS

These are all set up in the 'PS Oxbow Research Papers Template'

5c Footnotes and endnotes: Footnotes are not to be used. Endnotes are not encouraged but their position in text is indicated by superscript numbers running in sequence. They should be provided on a separate sheet.

5d Dates: Dates should be presented in text as cal BC. Please see Appendix 2 for instructions on the use of radiocarbon dates. These are also available on our website. The term kyr is acceptable for early dates rather than BC/BP but should be used consistently.

5e Abbreviations and contractions: the Editor/s are responsible for house-style but it would save much time if authors could note the following: in general contractions have no full stop, abbreviations do, except for units of measurement (mm, cm) which also have no 's'.

eg, *c.*, *et al.*, No., Nos, Fig. Figs, ie, mm, ha, kg, g, cf.

5f Numbers: One to ten to be spelt out, up to 9999, no comma; 10,000 plus, use comma.

5g Cross-references: Avoid the use of cross-references to specific pages of your text as these can only be inserted (by the author) at the last moment and are very time-consuming. All figures and tables should be referred to in text. The general rule is that all figures and tables are placed as close as possible to the first reference to them in text. Any instructions to the contrary should be indicated on the manuscript.

5h Bibliographical references in text: use the Harvard system of author and year (Taylor 1989), (Taylor 1989, 123-5), or '*Taylor (1989, 123) says*'. Note that there is no comma before the year but there is before the page reference. For three or more authors use eg Taylor *et al.* 1978. Semicolon between references (Taylor 1989; 1990; Smith 1993). Generally where multiple references are cited they should be given in chronological order, or with the major reference first. Papers 'in prep.' cannot appear in the bibliography in sufficient detail to be helpful to the reader; reference to them should be avoided (pers. comm. is preferable), a 'forthcoming' paper is one which has been accepted for publication and for which it is possible to cite the volume or journal, and for an 'in press' paper virtually a full bibliographical reference should be available. Do not use EndNote in word for bibliographic referencing.

5k Bibliography: Please note that journal and book series titles are **always given in full** as publication of *The Prehistoric Society* have an international audience. Books should have place of publication and publisher and papers in multi-author volumes require page numbers. All authors names should be cited in full - *et al.* is not acceptable in the bibliography. The correct date for a paper in a journal is the year *for which the journal was published*. If publication is several years behind schedule the actual year of publication may be given in brackets at the end of the reference. The following are examples of different types of entry. Please refer to the most recent volume of *PPS* for further examples.

- Allen, M.J. 1988. Archaeological and environmental aspects of colluviation in south-east England. In W. Groenman-van Waateringe and M. Robinson (eds), *Man-made Soils*, 67–92. Oxford: British Archaeological Report S410
- Bedwin, O. 1980. Neolithic and Iron Age material from a coastal site at Chidham, West Sussex, 1978. *Sussex Archaeological Collections* 118, 163–70
- Driesch, A. von den. 1975. Die Bewertung pathologisch-anatomischer Veränderungen an vor- und frühgeschichtlichen Tierknochen. In A.T. Clason (ed.), *Archaeozoological Studies*, 413–25. Amsterdam: Elsevier
- Fasham, P.J. 1985. *The Prehistoric Settlement at Winnall Down, Winchester*. Winchester: Hampshire Field Club and Archaeological Society Monograph 2
- Gerloff, S. 1993. Zu Fragen mittelmeerländischer Kontakte und absoluter Chronologie der Frühbronzezeit in Mittel- und Westeuropa. *Praehistorische Zeitschrift* 68, 58–102
- Harding, P. 1988. The Chalk Plaque Pit, Amesbury. *Proceedings of the Prehistoric Society* 54, 320–7
- Harding, P. 1990. The comparative analysis of four stratified flint assemblages and a knapping cluster. In Richards 1990, 213–25
- Miles, D. 1981. Social landscapes: pattern and purpose? In M. Jones and G.W. Dimbleby (eds), *The Environment of Man: the Iron Age to the Anglo-Saxon Period*, 9–18. Oxford: British Archaeological Report 87
- Smith, K., Coppen, J., Wainwright, G.J. & Becket, S. 1981. The Shaugh Moor Project: third report -- settlement and environmental investigations. *Proceedings of the Prehistoric Society* 47, 205–73
- Jones, R. 1978. Why did Tasmanians stop eating fish? In R. Gould (ed.), *Explorations in Ethnoarchaeology*, 11–47. Albuquerque: University of New Mexico Press
- Richards, J.C. 1990. *The Stonehenge Environs Project*. London: English Heritage Archaeological Report 16
- Vita-Finzi, C. 1978. *Archaeological Sites in their Setting*. London: Thames and Hudson.

5l Tables: Should be submitted as separate files and not integrated nor embedded within the text. No ruled lines. In tables of numbers please place a dash or 0 where there is no entry. Lengthy or complicated tables will generally be supplied to the printer as camera-ready copy to minimise cost. All proof corrections to tables are expensive so all should be checked very carefully before submission.

6. Illustrations

When considering and preparing illustrations please note the size and form of the Research Papers publication page ie 275mm × 215mm with an image area of preferably 227 × 146mm, but up to 227mm × 181 mm. All illustrations should be produced enabling reduction to this format and size.

All illustrations should be supplied as separate files, and none should be embedded in the text. Illustrations should be supplied with the initial submission as xeroxes. Illustrations should be prepared for black and white / grey scale reproduction as colour is not generally acceptable for this series. Any intended use of colour should be discussed with the Editor/s in advance of submission as this is an expense not agreed with our publishers. No foldouts will be permitted. *The Society cannot bear any part of the cost of producing colour images.*

Increasingly contributors are sending their images as digital files. However, if material is not sent within certain preferred parameters there may be a risk that print quality is compromised. It is the authors responsibility to convert images to appropriate formats and this may be costly create some difficulties.

More detailed information on supplying figures in digital form can be provided.

Photographs

Preferred File Type: Scans or digital photographs that have been saved as either an EPS, TIFF or JPEG. To get the best quality these must be saved at a resolution of 400dpi at the actual size they need to print or larger. Photographs must be saved as grey scale tiffs/jpegs, not RGB or CMYK. If it has been agreed that colour photographs may be used they must be saved as CMYK.

Potential Problems and Solutions: Print quality will be reduced the smaller the resolution (dpi) of the file. If a file is sent at 400dpi, but is smaller than the size it prints it will need to be enlarged, and in so doing the resolution will proportionately decrease. This cannot be compensated for by the printers. Anything incorporating line work or text such as maps and plans should not be sent as this file format – see line drawings, below.

Copy to be Scanned (photographs, transparencies and printed material)

These need to be undamaged and clearly marked with the following: Author, figure number, any cropping details if required. Please do not write directly on the back of photographs (attach a label) as the scanner may pick this up.

Potential Problems and Solutions: Any copy sent as a scanned image will become pixelated (picture format), which is fine for photos but not ideal if line work and/or text is required. It is possible for us to edit and improve pixelated text in a photo file but at a cost to the Society.

Line drawings

Preferred File Type: Vector based graphic saved as an EPS with embedded fonts (ie, not picture-based or scanned). Files need to be created and saved in a vector based software package such as Freehand or Illustrator on a Macintosh/PC or PC based Corel Draw (but see below). This is essential if the image contains line work, text and areas of shading.

Bitmap (not ideal) – only if image is black & white (no grey shading) this must be saved at 1200dpi. Any pixilation of lines and text in the bitmap will appear in the print.

Potential Problems and Solutions: Corel vector EPS files will need to be resaved by the printers in Freehand or Illustrator, if not and the Corel EPS is dropped into the Quark page the colours/brightness may not remain true to the original and the fonts may be lost.

If a black & white image is received as a non-vector graphic for example: a JPEG saved in Photoshop or a similar photo editing package, the image will be pixelated (a picture file) including any line work & text within that image. We can minimise this by resaving the file as a Bitmap, but the quality will still not be as good as if the file been sent as a vector based EPS file. The original must be at least 400dpi or higher and at the actual intended print size or larger otherwise quality will be further compromised.

Files can only be resaved as Bitmaps if they are black & white only images, those images supplied with grey shaded areas cannot be saved as bitmaps. If a file containing line work and text is supplied as a photo file and not a vector there is little we can do to improve its print quality. Text will almost certainly print with some pixilation, the severity of this will depend upon the resolution and size of the file (the higher the better).

In the past we have had problems with PDFs especially with fonts not embedded and low resolution and it is preferred that files are not sent as PDFs until we can draw up a detailed specification for how they need to be saved.

Summary

Pictures and photos need to be saved at a resolution of 400dpi or greater and at the intended print size or larger, they must not include text or line work.

- Line drawings need to be a vector-based filetype (ie, saved in Freehand, Illustrator or Corel Draw). Line work and text supplied as a picture format file will be pixelated, resulting in fine lines, edges and text appearing ‘jagged’ when printed. Similarly hard copy sent for scanning can only be saved as a picture format file and therefore the same constraints apply.

Preferred Picture Format (for photos)

Scan photos and slides at 300dpi min pref 400dpi

- EPS - 400dpi, print size, no text captions (min 300dpi for photos)
- TIFF - 400dpi, print size, no text captions (min 300dpi for photos)
- JPEG - 400dpi, print size, no text captions (min 300dpi for photos)
- High resolution, undamaged copy/trannies, no line work/text for scanning.

Preferred Chart/Illustration/Diagram format

Scan b/w line artwork at 600dpi

- EPS – saved as vector graphic on Mac based Illustrator or Freehand
- EPS – saved as vector graphic on PC based Illustrator, Freehand or Corel Draw (embedded fonts).
- High resolution, undamaged copy/trannies, no line work or text

In some instances it may not be possible to supply the ‘Preferred’ file type. In this case we will need to assess if anything can be done to improve print quality so please discuss this with the Editor before submission. We cannot work miracles!

7. Submission of text on disk

The editor/s are able to accept many types of disk, CDs, memory sticks and email submissions but certain file formats can cause problems. Appendix 1 is a separate set of notes for submission on disk/CD. Do not send disks/CDs until your paper has been accepted for publication.

8. Copyright

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allow limited reproduction of material for educational and personal research purposes in accordance with UK Copyright Licence Agreements but any requests for use of material, particularly illustrative material, for commercial use will be referred to the authors concerned before any permission is granted. A copyright agreement form will be forwarded to authors on acceptance of the paper.

Authors are responsible for obtaining (in writing) copyright permission for any copyrighted material included with their paper including any material which is the intellectual property of any person(s) other than the author(s). A copy of the relevant permission(s) should be forwarded to the Editor. If you are in any doubt please contact the Editor.

9. Proofs and proof corrections

Papers are typeset directly to page proof. Two copies will be sent to the author, or to the principal author, for distribution to other contributors. One copy should be returned, preferably marked up using standard proof correction symbols (copies can be supplied by the Editor/s on request). Please mark author's corrections *clearly and unambiguously* in blue ink and printer's corrections in red; do **not** use pencil. Proof corrections are very expensive and the Society will charge for excessive author's corrections. Additions or major alterations to text will only be accepted at the Editor's discretion. Second page proofs will only be sent to authors if major or complicated changes have been made.

10. Copies and offprints

All editors and contributors* will receive 1 complimentary copy of the volume. No offprints will be issued. Contributors will be given a pdf of their article. It is currently Oxbow's policy not to allow publication on the web until three years after the publication date (ie month year), except that publication on internal intranets ie, those that are not accessible to members outside that institution, is acceptable before that date. Editors and contributors* are also eligible to purchase additional volumes from Oxbow at 50% discount.

11. The Series Editor/s will be pleased to discuss any aspect of the preparation of papers.

Issued: April 2006

This revision: version 1.6 December 2011

Appendix 1: Submission of texts on disk, CD or via email

We can accept final texts via email, on disk or CD in a wide range of formats. We will need to know the program (and version) in which text is written. Please note that the editorial side is likely to PC-based though the printers use a Mac system. Mac discs cannot be accepted for editing. Mac-based illustrations may be provided but hard copy must be supplied to the editor for reference. It is possible to send most Mac generated papers via email.

Please do NOT send your paper via email or on disk/CD until your paper has been accepted and any amendments or corrections resulting from the academic refereeing have been incorporated.

It is vital that a hard copy of the paper is submitted together with the email copy/disk/CD in case of any problems in disk translation and particularly if there are many foreign characters or accents

Preparation of text on disk

1. The text should be presented in as few text files as possible and each file named logically and in a clear order.
2. Do NOT use any of the following: 'soft' or manual hyphens; hidden text; headers, footers, or footnotes; manual page or line breaks (except the latter between paragraphs); tabs (see note on tables); empty frames to indicate the position of illustrations or tables. Any such items not removed can cause problems in disk translation. If using Word 6.0 or more recent versions please save your file as Word 2.0 as this eliminates some automatic formatting that can override typesetting instructions.
3. Do NOT use EndNote in word for bibliographic referencing.
4. Do use the following: if your keyboard has both an open quotation and a close quotation mark, please use both; indicate a dash used in punctuation by two hyphen marks -- like this. Please use italic and bold where you intend them to be used.
5. All tabulated material, captions, mathematical equations, and endnotes will be rekeyed. Please supply them in hard copy only with your disk. In the case of equations, please indicate their intended position in your text file on disk/CD.
6. When submitting your disk/CD please ensure that it is carefully packaged and labelled with your name and the program which has been used. Please indicate if you wish to have it returned.
7. Always keep a copy of the paper both on disk/CD and in hard copy.

Computer viruses

If at all possible, please check your disk/CD for viruses before you send it.

All incoming disks will be screened for boot sector viruses. Please note that any unlabelled disks/CDs arriving without an accompanying letter will be disposed of to minimise the risk of viral infection.

Appendix 2: Guidance notes for the use and quotation of radiocarbon dates

All cited radiocarbon determinations should be expressed in radiocarbon years BP (Before Present -- AD 1950) and the laboratory reference number quoted (eg OxA-8006, 4410±40 BP). Where possible, radiocarbon results should be calibrated using the appropriate curve and programme. We recommend the internationally-accepted IntCal04 curve (Reimer *et al.* 2004) and the OxCal programme (Bronk Ramsey 1995; 2001). The calibration curve and programme used should be cited and referenced. Prior to 10,000 BP, the citation of uncalibrated dates is acceptable, although it is preferable that all dates throughout your paper are cited consistently.

Calibrated dates should be quoted at two standard deviations (ie 95% confidence), and cited as cal BC. The calibrated ranges should be rounded outwards and quoted in the form recommended by Mook (1986); ie the end points rounded outwards to 10 years when the radiocarbon error term is greater than or equal to 25 radiocarbon years, and rounded outwards to 5 years for error terms less than this. Some calibration programmes automatically round out to 10 years.

OxA-4834, 4460±45: 3344-2927 cal BC, rounded out to 3350-2920 cal BC
 UB-3790, 4367±18: 3039-2919 cal BC, rounded out to 3040-2915 cal BC
 UB-3794, 4432±22: 3301-2929 cal BC, rounded out to 3305-2925 cal BC

For northern Europe the recommended calibrations data sets are as follows and calibrations can be performed using computer programmes such as CALIB 3, CALIB 2 or OxCal 3. Elsewhere in the world other calibration programmes may be more applicable. It is preferable that the same calibration programme and dataset is used for all the dates quoted in your paper.

Dates after c. 10,000 BP

You should calibrate all dates and your paper should give the results (i.e. radiocarbon age ± BP), the laboratory number, and your calibrated date stating the calibration data source and calibration method. A good example of the quotation and use of radiocarbon dating is Allen & Bayliss (1995).

Dates before c. 10,000 BP

For dates prior to 10,000 BP use IntCal04 or determinations may be cited as uncalibrated dates BP.

Conventions

BP	Before Present
cal BC	calibrated radiocarbon determination BC
kyr	Thousand years ago (but state whether your use is calibrated or uncalibrated)

References

- Allen, M.J. & Bayliss, A. 1995. Appendix 2: The Radiocarbon Programme. In R.M.J. Cleal, K.E. Walker & R. Montague, *Stonehenge in its Landscape; twentieth century excavations*. London: English Heritage Archaeological Report 10. (see also the conventions on p6 of this volume)
- Bronk Ramsey C., 1995. Radiocarbon Calibration and Analysis of Stratigraphy: The OxCal Program. *Radiocarbon* 37(2) 425-430
- Bronk Ramsey C., 2001, Development of the Radiocarbon Program OxCal, *Radiocarbon* 43 (2A) 355-363

- Mook, W.G. 1986. Business meeting: recommendations/resolutions adopted by the twelfth International Radiocarbon Conference. *Radiocarbon* 28, 799
- Reimer, P. J., Baillie, M.G.L., Bard, E., Bayliss, A., Beck, J.W., Bertrand, C.J.H., Blackwell, P.G., Buck, C.E., Burr, G.S., Cutler, K.B., Damon, P.E., Edwards, R.L, Fairbanks, R.G., Friedrich, M., Guilderson, T.P., Hogg, A.G., Hughen, K.A., Kromer, B., McCormac, G., Manning, S., Ramsey, C.B., Reimer, R.W., Remmele, S., Southon, J.R., Stuiver, M., Talamo, S., Taylor, F.W., van der Plicht, J., Weyhenmeyer, C.E., 2004. IntCal04 terrestrial radiocarbon age calibration, 0-26 cal kyr BP. *Radiocarbon* 46(3), 1029–58



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Notes on preparing typescripts for publication in the Prehistoric Society Research Papers Series with Oxbow Books

Timing

On average it takes 8-10 months from receiving manuscripts from your Series Editors, though this can be longer at busy periods. It also depends on how quickly you, the author/editor, are able to work on proofs.

Copy-editing and peer-review

Copy-editing is the responsibility of the author/editors and series editors; Oxbow Books does not copy-edit its publications. We will check for consistency of style and punctuation, but we will not read the text for spelling mistakes, language or make suggestions for changes to the text. The Prehistoric Society Research papers are peer-reviewed by The Society-

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Please cite the copyright for illustrations where necessary, either in the captions or in the acknowledgments section at the beginning. It is the author's or editor's responsibility, not Oxbow's or the Prehistoric Society's, to ensure that all copyright permissions have been gained. Neither Oxbow nor the Prehistoric Society expect to pay copyright or reproduction fees.

- **How our production process works**

- i) Once your manuscript has been received and a typesetter is available, we will produce first proofs.
- ii) First proofs are sent to the nominated series editor and lead volume editor in the first instance for checking. Individual papers will then be sent to contributors and all corrections returned to, and collated by, the volume editor to be returned to Oxbow. The editors should collate all the corrections from contributors and send one set of proofs to the typesetter.
- iii) Once corrected first proofs are returned, these corrections are made, producing second proofs.
- iv) Second proofs are resent to the nominated series editor and lead volume editor for checking. Second proofs are mainly for checking that all changes have made correctly; only minor amendments should be made at this stage. The volume index is done at this stage.
- v) Once second proofs are returned, final proofs are produced.
- vi) Final proofs are sent to the nominated series editor/ and managing editor for checking only with an approval form to sign.

There will also be an opportunity for the series editors/volume editors to review the cover.

- **Page Size and Layout**

The Prehistoric Society Research papers / Oxbow Books are published in a format similar to the *Proceedings of the Prehistoric Society*. The format is ...

American Letter

When considering and preparing illustrations please note the size and form of the Research Papers publication page ie 275mm × 215mm with an image area of preferably 146 × 227mm, but up to 181mm × 227 mm. All illustrations should be produced enabling reduction to this format and size. These measurements make NO ALLOWANCE for figure captions; in general allow 10 mm for a one line caption, 15 for 2 lines etc. Column width for smaller illustrations is 85 mm.

A book is easier to read and to handle if all the pictures are arranged to be viewed upright – portrait – and this is our preferred style; and we will fit them in this way if we can. Alternatively, very long pictures can be set across two facing pages, and we would prefer doing this to having fold-outs.

- **Illustrations**

Text and illustrations will be printed in black and white. Inclusion of colour illustrations needs to be discussed in advance with both the Series Editors and Oxbow. Where at all possible we ask that illustrations are submitted electronically.

ALL ILLUSTRATIONS AND TABLES NEED TO BE SAVED AS SEPARATE FILES AND NOT EMBEDDED IN THE TEXT.

Submitting electronic illustration files

Please print them out and check that they show what they are supposed to show when printed in black and white before submitting them. Please provide a hard-copy print out of your images as well as any electronic version, so that we can check them as we proceed.

The following image formats are acceptable:

TIFF or EPS: These are our preferred formats for scanned images. If you do not have professional quality scanning facilities, please send the art-work to us for scanning here.

Scan photos and slides at 300 dpi.

Scan b/w line artwork at 600 dpi.

Scan mixed line and tone illustrations at 600 dpi.

Excel: Tints and patterns in Excel charts should be noticeably different. Tints need to be in increments of at least 25%. Do not use complicated patterns. Vertical, horizontal and diagonal lines are best, and check that they are easily recognisable in the legend. **DO NOT** place the chart on a grey background.

Word: High resolution line artwork and tables. We **CANNOT** accept embedded halftones.

Adobe Illustrator: Convert to black and white. If using versions earlier than 9 please make sure that all fonts are embedded or included on the disk, or save them as a PDF.

CorelDraw: Convert files to black and white. Please save as high resolution PDFs with all fonts embedded.

Photoshop: All formats are OK.

PDF: High resolution black and white with all fonts embedded at 100%. They need to be compatible with Acrobat 5.

DO NOT SEND anything in these formats:

Low resolution Jpegs (see note below)

Gifs

Powerpoint files (the resolution is too low)

WMF files

JPEGS

We prefer not to have JPEGS where possible, but if there is no other option we can accept them providing they are high resolution (eg, not 72 dpi taken from the internet).

Taking photos for publication with digital cameras

Please set to the highest quality picture setting.

Submitting original artwork

If you are supplying original artwork, whether photos or drawings, please label each item clearly. Photos need to be glossy with good contrast. We cannot scan photos with a matt finish. Please do not submit artwork larger than A4 without prior discussion, and ensure that all original illustrations have been reduced to this size.

Text

Please provide a hard copy of the text marked up with the following:

1. The positions for the figures and tables, indicated by hand in the margin.
2. Any non-standard characters, highlighted.

Please provide an electronic copy of the text in Microsoft Word. A word template will be supplied with the stylesheet (please ask if you do not receive it). MAC files should be converted to PC format.

Using the word template

The Oxbow template contains ready-made styles for your text. Highlight the word 'TITLE' and type in the title of your paper. Do the same with 'Author' then place the cursor on 'Body Text' and begin typing. We do not need the text to be elaborately formatted, but italics should be in italics. Do not put in running headers or double columns.

Things to AVOID:

1. Please do not insert a tab at the beginning of the first paragraph following a heading.
2. Please do not use underlining, use italic instead.
3. Please do not type headings in capitals.
4. Please do not supply embedded illustrations or tables (submit them as separate individual files).
5. Please avoid superscript th in 6th, 8th, etc.

Things to DO:

1. Please re-format existing text with the styles in the Oxbow template.
2. Please insert tabs at the beginning of paragraphs.
3. Please be consistent with spelling, use of punctuation and abbreviations.
4. Please use fullstops after initials in people's names with no spaces them (as *Proceedings of the Prehistoric Society*). Thus Sinclair Hood should be M.S.F. Hood, and NOT M .S. F. Hood or MSF Hood. This applies to the Bibliography as well as the text.

Headings and Sub-headings: Please use the styles provided and type them in upper and lower case characters, NOT in capitals. There are four ready-made styles: **Bold** for the top level, **Bold/Italics** for the second level, *Italics* for the third level and SMALL CAPS for the fourth level.

We don't need the text to be elaborately formatted, but italics should be in italics. Do not put in running headers or double columns.

Preliminary pages: We need a contents and title page (no page numbers are necessary), as well as any other material for the preliminary pages – preface, acknowledgments, introduction, summaries, contributor addresses etc.

Spelling: Oxbow will not insist on standardized spelling; if editors of multi-authored volumes wish to standardize, they should provide contributors with their own guidelines.

References: Harvard style (Author Date, Page Number) followed by end-of chapter bibliographies. Thus: 'according to Bloggs (1966, 31) it seems ...' or 'it has been stated (Bloggs 1966, 31) that ...' Please use a comma after the date. NOT a colon. Multiple references are Bloggs 1967; 1988; 1998, 27)

Footnotes: Please AVOID all footnotes, and endnotes; incorporate the comments into the text, or omit them.

Illustrations and Captions: Please number your illustrations. Figures and tables in multi-authored volumes should be prefixed with the chapter number. For instance, fig.1 in chapter 6 should be referred to as Fig. 6.1. Do not use separate numbers for line drawings and photos. These should all be treated as figures and numbered in one sequence. Please AVOID sub-numbering such as Fig. 7a, Fig. 7b, call them Fig. 7 and Fig. 8. Please ensure that there is a numbered reference to each figure and table in the text.

If tables and figures are incorporated into the text, they should still be numbered and there should be a numbered reference to them in the text. Please list all your captions at the end of your article AFTER the Bibliography, or in a separate file, even if they are included in the text.

Bibliography: There are a million possibilities; the most important thing is to have a consistent style.

We suggest the following that is:

Author Date Title of article or book Title of journal Vol & Page numbers Place: Publisher

This follows that of the *Proceedings of the Prehistoric Society*

Examples:

Allen, M.J. 1988. Archaeological and environmental aspects of colluviation in south-east England. In W. Groenman-van Waateringe & M. Robinson (eds), *Man-Made Soils*, 67-92. Oxford: British Archaeological Reports S410

Bottema, S. 1974. *Late Quaternary Vegetation History of North-Western Greece*. Unpublished thesis: University of Groningen

Lamb, H.H. & Tessier, L. 1987. *Weather, Climate and Human Affairs*. London: Routledge

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General points

Please put fullstops after initials.

DON'T use bold for volume numbers.

Use a comma rather than a colon between volume and page numbers.

Write all journal titles out IN FULL, don't abbreviate. (In multidisciplinary volumes even the most familiar archaeological abbreviations are confusing to other people).

Other conventional abbreviations:

We suggest the following for commonly used abbreviations

BC and AD (no punctuation), OR cal BC/AD, non cal BC/AD

et al. and *c.* (italics and fullstops)

No fullstops after abbreviations such as m (=metre), cm (=centimetre), and other abbreviations of measurements.

Please avoid using centimeters where possible because this is not an SI unit.

Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.

In large numbers comma only after 10,000 ie 9875 but 11,250

eg, and ie,

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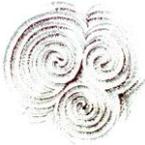
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THE PREHISTORIC SOCIETY RESEARCH PAPERS

CONVENTIONS AND CHECK LIST

Standard Spelling Conventions

The most important criteria is that spelling is not just consistent within the paper, but also throughout the volume and between the papers. Suggested standards are given below.

Phases/Periods

Pre-Boreal
Boreal
Sub-Boreal
Atlantic

Palaeolithic
Late Upper Palaeolithic
Mesolithic
Neolithic
Bronze Age
Chalcolithic
Iron Age
Romano-British
Anglo-Saxon
medieval
post-medieval
post-Roman
pre-Roman
Early Bronze Age
Late Bronze Age
earlier Bronze Age
later Bronze Age

Common spellings

analyse
analysis
borehole
bypass
carbonised
characterise / characterised
cropmark
datable
focused
grave-cut
hazelnut
intercutting
organise / organised
palaeo-environmental
ploughsoil
post-dated
post-hole
post-pipe
post-pit
potsherd
pre-date
prehistory
recut
re-used
stake-hole
standardised
subsoil
summarise / summarised
trackway

Abbreviations& Contractions

No. (number), Nos (numbers)
SE (compass point)
or south-east

c. 790
eg, ie,
cf.
et al.
Fig. 9, Figs 7 to 12 or 7-12
ibid.

Conventions

Dates

1700 cal BC
1850 BC
AD 1750
cal AD 1780
3560±80 BP
2740-2270 cal BC

Numbers

one, ten, 11, 18, 179
1279
12,790
c. 780

Measurements

15 m, 27 km, 37 mm, 57 g
(no cm unless absolutely
necessary as this is not an SI
unit)

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