

Submission guidelines

All submissions are considered by the Editor in the first instance. Suitable papers are peer-reviewed by a minimum of two experts. Peer reviewers are selected for their knowledge and expertise, and may include, but are not limited to, *Antiquity's* Editorial Advisory Board. Reviewers are asked to comment on a paper's potential international interest, originality, clarity and strength of argument.

The Editor regrets that he is unable to enter into correspondence regarding articles that are not accepted for publication. Resubmissions of papers declined following peer review will only be considered when invited by the Editor. Please note that the opportunity to resubmit a paper in no way indicates acceptance. All resubmissions will be subject to further peer review.

Submission declaration

As part of the submission process, authors will be required to confirm that the substance of the content presented has not been published previously and is not currently being considered for publication elsewhere. Authors should declare all relevant financial interests and sources of research funding that could be perceived to compromise the integrity of their article; appropriate acknowledgement of relevant agencies and authorities should also be included. Please disclose any relevant information in your covering letter.

Proofs

Authors will receive a proof of their article as a PDF file. Please note that only typographical or factual errors may be corrected at proof stage. *Antiquity* reserves the right to charge authors for the correction of non-typographical errors.

Please see the **Archiving, e-Repositories and Re-use** section (below) for our policy on the inclusion of published work in institutional e-repositories and personal web pages such as academia.edu and researchgate.net.

Manuscript preparation: Research, Method and Debate

Please follow the guidelines below when creating a manuscript for Research, Method or Debate articles.

All papers are published in English.

Structure

Manuscripts should be structured as follows:

- Article title
- Authors' names and full postal contact/affiliation details for publication, including an email address for correspondence
- Abstract—100 words maximum
- Text—5000 words maximum (including ALL affiliations, tables, captions, acknowledgements and references)

- Acknowledgements
- References
- Figure captions
- Tables
- Supplementary material—this is not included in the word limit above and will be published online only (subject to acceptance).

DO NOT include the cover letter in the body of the manuscript.

Font size and line spacing

Text should be prepared at 12-point font size with 1.5 line spacing.

Citations

Antiquity employs the Harvard style of referencing, not footnotes.

Manuscript file formats

You are required to submit the manuscript as a single .DOC file containing all text, figure captions, references and tables. Figures should be submitted as .TIF or .JPG files. DO NOT embed figures in the text. Figure resolutions must be 300dpi or higher, and image dimensions should be either half-page width (65mm) or full-page width (135mm). The maximum acceptable height is 185mm. There is no charge to authors for the publication of colour images.

Use uniform lettering on figures and ensure that the text on all figures accords with *Antiquity's* text-preparation guidelines, particularly with regard to English UK spellings. Maps and plans must include an accurate scale and north point.

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Please follow the guidelines below when creating a manuscript for Project Gallery. Please note that the Editor will not accept reports primarily about local or regional surveys, sites or artefacts; these should be properly directed to the national records and journals of the country concerned. Responses to published articles will be sent to the original author for comment.

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- Article title

- Authors' names and full postal contact/affiliation details for publication, including an email address for correspondence
- Abstract—100 words maximum
- Text—1000 words maximum (including ALL affiliations, tables, captions, acknowledgements and references)
- Acknowledgements
- References
- Figure captions
- Tables

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Radiocarbon dates

Current accepted conventions for citing radiocarbon dates are set out by A.R. Millard in *Radiocarbon* 56: 555–59 (<http://dx.doi.org/10.2458/56.17455>). For every date that is quoted in *Antiquity*, whether in a table or in the text of an article, we ask authors to provide the following details wherever possible:

- The conventional radiocarbon age in ^{14}C yr BP (e.g. '5439±34 BP').
- The laboratory code (e.g. 'OxA-14953').
- The sample material dated (e.g. charcoal, seed, bone, identifying species wherever possible).

In the case of calibrated or modelled dates, authors are also asked to specify:

- The software used for calibration, including the version number (e.g. 'OxCal v.4.2') and ideally also the calibration curve (e.g. IntCal13) and any reservoir offset used.
- The calibrated date given as a range (or ranges) with an associated probability (68.2% or 95.4%) (e.g. '4347–4242 cal BC at 95.4%').
- The preferred *Antiquity* convention is for calibration using the OxCal program (available online at <https://c14.arch.ox.ac.uk/oxcal.html>) with calibrated dates quoted at 95.4% ranges.

Example:

A human metacarpal gave a date of 5439±34 BP (OxA-14953: 4347–4242 BC at 95.4%; date modelled in OxCal v.4.2, using IntCal13 calibration curve (Bronk Ramsey 2009; Reimer *et al.* 2013)).

In reference section/bibliography:

BRONK RAMSEY, C. 2009. Bayesian analysis of radiocarbon dates. *Radiocarbon* 51: 337–60.

<https://doi.org/10.1017/S0033822200033865>

REIMER, P.J., E. BARD, A. BAYLISS, J.W. BECK, P.G. BLACKWELL, C. BRONK RAMSEY, C.E. BUCK, H. CHENG, R.L. EDWARDS, M. FRIEDRICH, P.M. GROOTES, T.P. GUILDERSON, H. HAFLIDASON, I. HAJDAS, C. HATTÉ, T.J. HEATON, D.L. HOFFMANN, A.G. HOGG, K.A. HUGHEN, K.F. KAISER, B. KROMER, S.W. MANNING, M. NIU, R.W. REIMER, D.A. RICHARDS, E.M. SCOTT, J.R. SOUTHON, R.A. STAFF, C.S.M. TURNER & J. VAN DER PLICHT. 2013. IntCal13 and Marine13 radiocarbon age calibration curves 0–50,000 years cal BP. *Radiocarbon* 55: 1869–87. http://dx.doi.org/10.2458/azu_js_rc.55.16947

References

References in the text

Please do not use *passim*, *op. Cit*, *ibid.* or vague page ranges, e.g. 283f and 283ff.

Example text citations

Type of reference	Text citation	Notes
Single author	(Grayson 1983: 10)	
Two authors	(Grayson & Evans 2010: 10)	
Three or more authors	(Grayson <i>et al.</i> 2009: 25)	
More than one work by same author	(Grayson 1983, 2009)	
More than one work by same author and same year	(Grayson 1983a, 1983b)	
More than one work by different authors	(Grayson 1983; Evans 2009)	In date order
More than one work by one author and different authors	(Grayson 1983, 2009; Evans 2009)	In date order
Personal communication	<i>pers. comm.</i>	
Classical or historical author	Bede (HE I.15; Colgrave & Mynors 1969) Pausanias (Description of Greece 3.19.7; Jones 1931)	See note below under citing Classical and historical sources

Please ensure that all references cited in the text are included in the bibliography.

Page numbers should be cited wherever possible.

References in the bibliography

Full references should be listed alphabetically at the end of the paper. For detailed guidance, please see the example references below.

References with the same first author should be given in the following order:

HAWKES, J. 1991a

– 1991b [use alphabetical suffixes for publications by the same author in one year]

– 2000 [Single author: in date order]

HAWKES, J. & M. CARVER. 2003

HAWKES, J. & D. SMITH. 1999 [Two authors: second author name alphabetical order by surname NOT date order]

HAWKES, J., D. SMITH & M. CARVER. 1980

HAWKES, J., P. BAYNES & M. CARVER. 1989 [Three or more authors: since this will be 'Hawkes et al.' in the text, it should go in date order].

Author names should be given in SMALL CAPS.

Use the minimum forms of page numbers, i.e. the shortest way one could speak the figures: 23–24, 13–14, 115–16, 200–201.

Reference to Classical or historic authors:

As we do not have a separate reference list of primary sources, refer to the Classical author in the text, then bracket with the work in italics, then chapter, section, line, verse and so on following standard conventions, followed by semi-colon and then the editor/translator of the work and the edition consulted:

- 'Horace (*Odes* 4.1.1-4; Rudd 2004) says...'
- 'Pausanias (*Description of Greece* 3.19.7 and 3.22.6; Jones 1931) says...'
- 'Bede (*Historia Ecclesiastica* I.15; Colgrave & Mynors 1969) refers to...'

Common shorthand titles are acceptable, e.g. *Historia Ecclesiastica* may be abbreviated to *HE*.

If an author wrote only one work, Herodotus 9.1 rather than Herodotus, *Histories* 9.1 is acceptable.

For Classics, standard abbreviations are listed at the front of the *Oxford Classical Dictionary*.

Example references

Type of reference	Text citation	Reference format	Notes
Book	Mitchell	MITCHELL, G.F. 1976. <i>The Irish landscape in the twentieth century</i> . London: Collins.	
Book with a volume no.	Harry 1952	HARRY, W. 1952. <i>London throughout the ages, volume 1: an early settlement</i> . London: The London Historical Society. Or (where there is a further subtitle) HARRY, W. 1952. <i>London throughout the ages: a history of London from 44BC–1950. Volume 1: an early settlement</i> . London: The London Historical Society.	
Journal paper	Peterson 1990	PETERSON, J.D. 1990. From foraging to food production in south west Ireland: some lithic evidence. <i>Proceedings of the Prehistoric Society</i> 56: 89-99.	Note not PPS, avoid abbreviations or acronyms
Chapter by another author in a	Mallory & Hartwell 1997	MALLORY, J.P. & B.N. HARTWELL. 1997. Down in prehistory, in L. Proudfoot & R. Haynes (ed.) <i>Down: history and society</i> : 1–32. Dublin: Geography	ed. not eds. (short for edited, not

book		Publications.	editors).
Edited collection	Mallory 1997	MALLORY, J.P. (ed.). 1997. <i>The British Iron Age</i> . London: Thames & Hudson.	
Book in a numbered series	Henderson 2003	HENDERSON, J. 2003. <i>Glass-making in Roman Britain</i> (British Archaeological Reports British series 101). Oxford: Archaeopress.	Note no 'no.' is included in the series title
Unpublished dissertation (avoid word 'thesis')	Anderson 1994	ANDERSON, E. 1994. Flint technology in the Irish later Mesolithic. Unpublished PhD dissertation, Manchester University.	Title is not in italics as it is unpublished
Online publication with no doi	Galaty <i>et al.</i> 2009	GALATY, M.L., W.E. LEE, C. WATKINSON, Z. TAFILICA & O. LAFE. 2009. Fort, tower, or house? Building a landscape of settlement in the Shala Valley of High Albania. <i>Internet Archaeology</i> 27. Available at: http://intarch.ac.uk/journal/issue27/galaty_index.html (accessed 5 March 2010).	
Online publication with doi	Galaty <i>et al.</i> 2009	GALATY, M.L., W.E. LEE, C. WATKINSON, Z. TAFILICA & O. LAFE. 2009. Fort, tower, or house? Building a landscape of settlement in the Shala Valley of High Albania. <i>Internet Archaeology</i> 27. doi:10.1177/0269881105058776	
Website with no author	Ancient Japan n.d.	Ancient Japan n.d. Available at: http://www.japanese-historyonline.co.jp/html (accessed 17 July 2009).	
In press	Jones in press	JONES, K. In press. <i>The beauty of the English countryside</i> . Oxford: Oxford University Press.	
Unpublished report	Michaels 2004	MICHAELS, L. 2004. Hadrian's Wall. Report prepared for Northumberland Regional Conservation Agency, Alnwick.	Title is not in italics as it is unpublished
Unpublished conference paper	Tweddle 1987	TWEDDLE, K. 1987. The cat in Roman art. Paper presented at the 4 th International Conference of Roman Art, Milan, 6–8 May 1987.	
Newspaper article (with author)	Hodges 2008	HODGES, P. 2008. A view from the West. <i>The Guardian</i> , 1 May 2008, p. 10.	
Newspaper article (without author)	<i>The Guardian</i> 2008	<i>The Guardian</i> . Considering the past, 10 October 2008, p. 32.	List under 'G' not 'T'
Later translations	Hubbard trans. 2004	HUBBARD, E. 1901 (trans. 2004) 1901. <i>A history of South Yorkshire</i> . Translated by J. Proud. Barnsley: Yorkshire Publishing Co.	Place & publisher of the translated version
References not using Latin alphabet (translation)	Chekov 2004	CHEKOV, V. 2004. <i>This is the English transliteration of the Russian title</i> [<i>This is the English translation of the Russian title</i>]. Moskow: Nauka.	

of title given)			
References not using Latin alphabet (translation of title not given)	Chekov 2004	CHEKOV, V. 2004. <i>This is the English transliteration of the Russian title</i> . Moskow: Nauka (in Russian).	
Reference to Classical author	Horace (Odes 4.1.1-4; Rudd 2004)	RUDD, N. 2004. <i>Horace Odes and Epode</i> (Loeb Classical Library). Cambridge (MA): Harvard University Press.	Horace does not figure in the references
Reference to historic author	Bede (<i>HE</i> 1.15; Colgrave & Mynors 1969)	COLGRAVE, B. & R.A.B. MYNORS. 1969. <i>Bede's Ecclesiastical History of the English people</i> . Oxford: Oxford University Press.	Bede does not figure in the references

Text conventions

Please help us to improve the speed of publication by submitting manuscripts in accordance with the instructions below. If you have any queries before submission, please contact the Editorial Office (assistant@antiquity.ac.uk).

Spelling

Antiquity uses English UK spellings.

Punctuation

- Initials in personal names should be separated by full-stops with no spaces, e.g. A.J. Roberts, but no full-stop should be used for upper-case abbreviations, e.g. USA, RCAHMS.
- Quotes should be placed in normal text and within double quotation marks, supported by page numbers.
- Short quotes should be placed within the text, longer quotes should be indented.
- Compass points should be hyphenated, e.g. north-west, south-south-east.
- N-dashes (–) should be used to represent a range, e.g. 1342–1350 BC, and in page spans 45–50.
- M-dashes (—) may be used to separate an embedded clause or phrase.

Numbers

Roman numerals are to be avoided whenever possible. Numbers less than 10 should be spelt out; Arabic numerals should be used for all numbers 10 and above except century names, which are always spelt out. If a number occurs in a phrase in which most of the numbers are above nine, use Arabic numerals for all, e.g.:

- first century

- nine sherds
- 11 coins, 15 lamps and 3 statuettes
- twentieth century

Use a space instead of a comma in long numbers, except if under 10 000, e.g.:

- 5467
- 11 465
- 4 500 000

Dates

Antiquity uses BC/AD, not BCE/CE.

AD comes before the date, BC after, except when using a century name:

- 3500 BC
- AD 1066
- tenth century AD

Dates in text should be given as (number) (month) (year), no ordinals: e.g. 30 January 2010.

Dates should be hyphenated when used adjectivally, e.g. nineteenth-century object, but not in noun phrases, e.g. the early nineteenth century.

Abbreviations

Abbreviations should end in a full-stop e.g. no. (number), fig. (figure), pl. (plate).

Contractions do not require a full-stop, e.g. St, Dr, Mr, Mrs.

Measurements should be abbreviated and follow the number without a space and without full-stops, e.g. 100km, 56mm (millimetres and metres should be used in preference to centimetres).

Areas should be written as, e.g. 24m².

Per cent is two words but authors may use the symbol (%) where it appears frequently; please be consistent.

Radiocarbon, when not spelled out, should be presented as 14C

Capitals

Use capitals sparingly: initials and proper names only, e.g. the Near East, but eastern England.

Standard archaeological periods are capitalised, e.g. Neolithic, Mesolithic.

Latin words

Latin and other foreign words and abbreviations should only be used sparingly. Commonly used Latin words and abbreviations are not italicised, less common words and abbreviations should be italicised. The following Latin words and abbreviations are acceptable:

- common (do not italicise): cf., e.g., etc., i.e., N.B.
- less common (italicise): *ad hoc*, *circa = c.*, *et al.*, *in situ*, *per se*, *terminus post/ante quem*, *vs*