



Guidelines For Publication

Introduction

All ARO reports will be produced to Institute for Archaeologists (IfA) standards and guidance and will be fully compliant with all Scottish Local Authority archaeological advisers standard conditions for reporting. They will also conform to these guidelines (ARO Publication Guidelines 2013).

Each paper will be submitted digitally either by email or CD to the editor, with the text in Microsoft Word, all margins at 2.5 cm and the page size at A4, the text should be single spaced and in a clear font.

Instructions for figures and plates can be found in the Guidelines.

Each paper must be accompanied by a 100 word summary.

The paper must have a logical structure with introduction, sequential components, and discussion/conclusion followed by acknowledgements and bibliography.

Papers can be sent to the editor:

Email address: beverley.ballinsmith@archaeologyreportsonline.com

Postal address: 52 Elderpark Workspace
100 Elderpark Street
Glasgow
G51 3TR

Peer reviewing

All papers will be peer reviewed. Each author is expected to have their work peer reviewed by an external reviewer who will write a letter of support for the publication, which will be submitted with the paper to the editor. ARO's editorial board will undertake a further stage of peer review, before publication.

The editor reserves to right to make minor changes of form/layout and improvement of English as required, but no fundamental changes will be made without consultation with the author(s).

Publication

The author will be informed in writing about the agreement to publish. However, each paper will be the copyright of Archaeology Reports Online and the author. The author alone is responsible for the statements published therein and is also responsible for ensuring that permission to reproduce any text or artwork that is the copyright of another author has been obtained and acknowledgements made.

All authors will receive page proofs for checking and correcting. No rewriting or major changes will be possible at that stage.

ARO Publication Guidelines (2013)

The following conventions are to be used for all written pieces work intended for publication by ARO.

Abbreviations

In the text, titles of standard historical reference works may be abbreviated (e.g. *Acts Parl Scot*) according to the forms given by the supplement to the *Scottish Historical Review*, 42 (1963). However, all such abbreviations should be given in their full or expanded form in the list of references at the end of each report.

Titles of foreign journals should be given in full, but titles of the main UK and Irish journals can be abbreviated (e.g. *Proc Soc Antiq Scot*) according to the forms prescribed by the Council for British Archaeology (1991, 3rd ed.) *Signposts for Archaeological Publication*.

For acronyms and other abbreviations using capital letters, standard international units of measure, no full-stop is used (for example: RCAHMS, HS, AD, BC, OD, m, mm, kg).

For foreign-language expressions, for example: *in situ*, *ibid.*, *c.*, *i.e.*, *e.g.*, *et al.*, *c.f.*, *etc.* please note the placing of the full stop.

Percentages should be given in numerals with the % sign (e.g. 87%).

Appendices

Appendices should be used in place of extended footnotes or in-text lists.

Authors' Names

For the main title credits, names of the principal authors should be given in full, but names of contributing authors can be given as initials and surnames.

e.g. by Herbert Mitchell
with a contribution by M Mulvihill

Bibliographic references

These should be in lower case e.g. (Gibson 2002, 123, fig. 60, no.5).

Compass Orientations

The full form should be given for simple orientation, but abbreviate longer components. Use a forward slash to indicate alignment, writing the components out in full.

e.g. to the north to the south-east
to the NNE aligned east/west

Dates and Periods

Nineteenth rather than 19th.

'In the nineteenth century', but 'nineteenth-century pottery'

Condense dated time spans where possible as 1936-8 (not 1936-1938), but 'from 1936 to 1938' is acceptable. Teen years are an exception: 1914-18 (not 1914-8).

Other dating conventions:

20 September 1996
1660s (not 1660's)
AD 413 and 427 BC

Period names are to be capitalised as:

early or late Mesolithic	early Medieval
early or late Neolithic	Medieval
early or late Bronze Age	post-Medieval
early or late Iron Age	early Modern

Documentary Sources

References to manuscript or documentary sources should include a full archive number and be ascribed to the relevant repository.

e.g. SRO GD/540/2137 Scottish Records Office 'Confirmation of a charter of endowment of lands in Clogheen to John Mitchell', Mitchell Muniments.

Figures and Plates

All figures (line illustrations, maps, charts and other graphics) and plates (photographs) should be referred in the text as e.g. Figure 5, or Plate 6.

Each figure or plate should have a caption, which should be included on a List of Figures or List of Plates.

Captions should include a note of the scale at which the illustrations have been reproduced and any copyright and permission issues addressed. e.g. © Gillian McSwan, or reproduced courtesy of.....

Footnotes

Footnotes should be avoided, but may be used where essential explanatory information cannot be included in the text. They must be listed in order at the end of the paper.

Grid References

e.g. NGR: NO 7189 2052 (please note spacing).

Illustrations

Line drawings and scanned images should be submitted at 1200dpi, minimum 201mm × 195mm and original photographs only at 300dpi at minimum 201mm × 195mm

All artwork should be submitted in TIFF, EPS or PDF format.

All artwork must be designed to fit the ARO Page size (242 x 170mm) or column width (82mm). As a rule, most small find drawings should be prepared for reduction to 1:4 or 1:2, but decorated, unusual or very small finds may be published at 1:1.

Lettering and numbering should be of an appropriate scale and consistently placed; care must be taken to ensure that they are accurately aligned.

All maps and figures should have an unobtrusive scale. Maps should also have north point.

Captions should not be included in the illustration.

Maps

Full references should also be given for maps reproduced or referred to in the text, whether current or historical.

e.g. Ordnance Survey 1878 'Argyllshire', Sheet CIV.12 (1876-1), 1:2,500.

Measurements

Dimensions should be given in metric units - kilometres, metres or millimetres (for small distances and finds), but not centimetres. 50 km, 15 m, 0.4 m and 50 mm are acceptable, but not 30 cm. Please note the spacing, there should be a space between the number and the 'm'.

Numbers

Full text for numbers less than 10, but numerals for any numbers greater than nine.

e.g. five samples from each pit
22 sherds

Quotations

Use ‘singular’, not “double” quotation marks when quoting published material, unless your quotation exceeds five lines. In that case, indent it five spaces on either side, double space above and below it and omit the quotation marks.

Avoid the use of quotation marks around words that are not directly quoted.

Radiocarbon Dates

Full details of radiocarbon dates should be given in the form of a table, identifying the lab code, dated sample material and $\delta^{13}\text{C}$ value, as well as a value for the date in radiocarbon years (BP):

Lab. No	Description	Sample	$\delta^{13}\text{C}\%$	Dates BP	Calibrated dates $\pm 2\sigma$
SUERC-8929	Sample 7	Carbonised monocot stems	-25.2	1245 \pm 35BP	cal AD 670-880

The $\delta^{13}\text{C}$ value may be useful in analysing problems in the interpretation of odd dates.

Information presented in tables may also include calibrations to the first and second sigma ranges. Where dates are given in calibrated form, the particular calibration programme should be identified and referenced to a published source.

In discussion, radiocarbon dates may be quoted as BP or cal BP, and as cal BC or cal AD e.g. before 4321 \pm 60 BP (GU-3456) or from 2923 to 3329 cal BC (GU-3456). The use of BC or AD alone is appropriate for historical and astronomical dates only and should not be applied to radiocarbon dates.

References and Bibliography

Bibliographical references must be quoted Harvard-style, using ‘ibid.’ where the same reference is quoted successively. References should follow the Harvard system, with author, date and pages set within the text in brackets. Full references in the bibliography must be in the format shown below.

Book

Van Beek, G C 1983 *Dental Morphology: an illustrated guide*. Bristol: Butterworth-Heinemann Ltd.

Edited book

Brannon, N F 1988 Ballycraigy, in Hamlin A & C Lynn (eds.) *Pieces of the past, Archaeological excavations by Dept Environment N Ireland, 1970-86*. Belfast: Queens University Press, 16-17.

Journal Article

Mowbray C L 1936 Excavation at the Ness of Burgi, Shetland, *Proc Soc Antiq Scot* 70 (1935-6), 381-6.

Chapter or specialist report in journals or books

Veen, M van de 1985 Carbonised plant remains, in Barclay, G J Excavations at Upper Suisgill, Sutherland, *Proc Soc Antiq Scot* 115 (1985), 188-91.

Crawford, I 2002 The wheelhouse, in Ballins Smith, B and Banks, I (eds.) *In the Shadow of the Brochs: The Iron Age in Scotland*, 111-128. Stroud: Tempus Publishing Ltd.

Unpublished report or thesis

Toolis, R & Bowles, C 2012 *The Galloway Picts Project: Excavation and Survey of Trusty's Hill, Gatehouse of Fleet*. GUARD Archaeology Ltd, Project 3309 (unpublished).

Barker, L W 1999 *Architecture and Society in Early Iron Age Atlantic Scotland*. MA Thesis, University of Glasgow (unpublished).

For electronic publications:

Bond, R and Rosie, M 2002 '*National identities in post-devolution Scotland* [Internet]', University of Edinburgh, Institute of Governance. Available from: <http://www.institute-of-governance.org/onlinepub/bondrosie.html> [Accessed 2-12-2002].

Tables

Tables should be produced in a separate file or files with captions and listed in a List of Tables after the List of Figures in the contents.

Tables should preferably be submitted as an Excel spreadsheet, with a guide to their appearance included in the text, with the range of cells from the spreadsheet and relevant worksheet tab i.e. A1:G12, Radiocarbon Dates.