

## Publication Guide

This guide has been designed to help you prepare all elements of your manuscript in accordance with our in-house styles and to aid the publication workflow to produce your book in a timely and efficient manner. *Archaeopress* reserves the right to return the manuscript and its associated files for further corrections should they not sufficiently meet the criteria described herein.

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# 1. PREPARING A MANUSCRIPT FOR PUBLICATION: AN OVERVIEW

## BOOK LAYOUT, DESIGN AND FORMATTING

The typesetting of the book will be carried out by *Archaeopress*. The authors may be consulted regarding format (e.g. page size, column numbers etc.) but *Archaeopress* reserves the right to make all final decisions regarding design, layout and format in accordance with its house styles.

## COPY-EDITING, PROOF-READING ETC.

All texts submitted must be thoroughly spell-checked, copy-edited and proof-read; *Archaeopress* cannot undertake to check and/or correct text (but if required such services, including indexing, can be arranged for a fee).

Submitted texts must be consistent in terms of capitalisation, spelling, punctuation, abbreviations, references, headings etc. as detailed in this document (see [section 2](#)). *Archaeopress* reserves the right to return the text to the authors where corrections are deemed necessary, or, after consultation, to arrange to implement such corrections in-house (fees apply).

## ORGANISING THE WORKING DOCUMENTS

All text files, images, tables etc. should be organised as follows: create a master folder to contain all elements required to produce the final book, named using the surname of the lead author.

Each chapter should have its own sub-folder containing the text file for the relevant chapter.

Each chapter folder should have sub-folders, where applicable, for figures and tables.

Any elements required for the cover (e.g. logos of funding bodies etc.) and any suggested images for the final cover design should be placed in a separate 'Cover' folder.

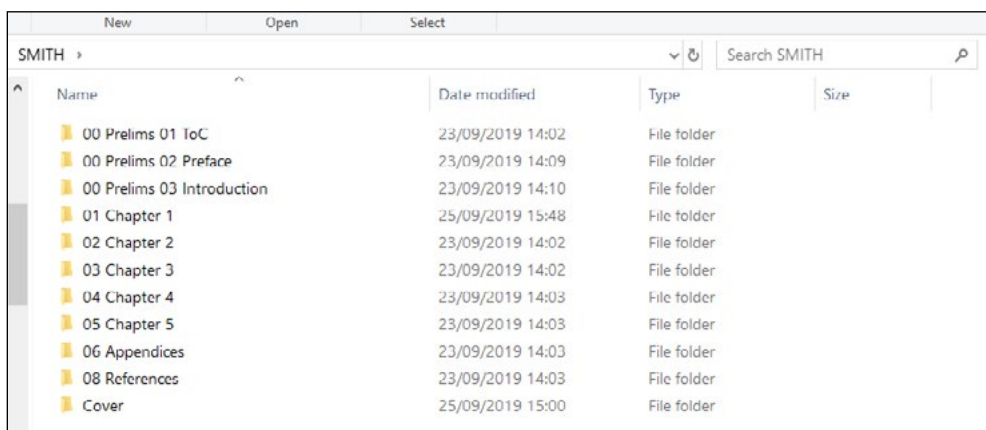
*Follow the naming convention below as closely as possible for each folder:*

Preliminary pages e.g. Table of Contents, Preface etc: *00 Prelims 01 ToC ; 00 Prelims 02 Preface ; 00 Prelims 03 Introduction* etc.

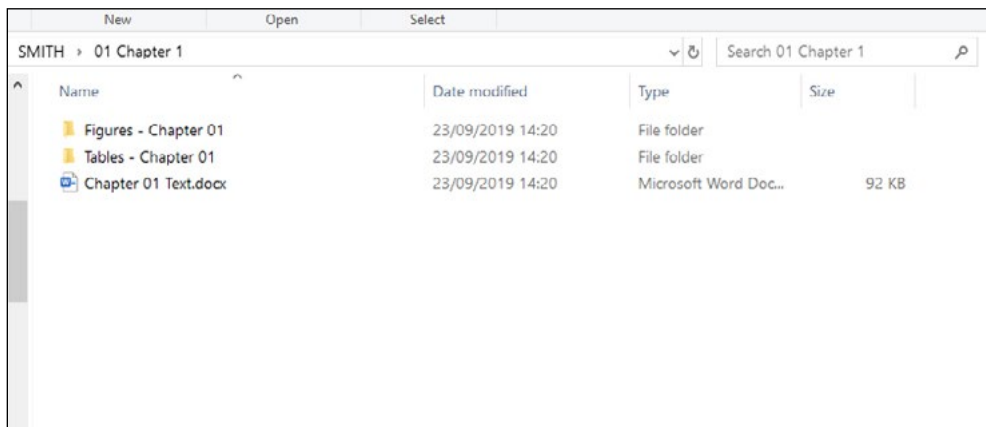
Chapters, Appendices, Plates etc.: *01 Chapter 1 ; 12 Chapter 12 ; 13 Catalogue ; 14 Appendix 1 ; 15 Appendix 2*

Cover details e.g. suggested image, concept cover etc.: *Cover*

*Example contents of master folder:*



*Example contents of chapter folder:*



## MANUSCRIPT TEXT

### TEXT FILES

MS Word is the preferred format for the text (.doc; .docx). Files should be submitted in plain single-column format with single-line spacing. One text file should be produced for each chapter.

Do not insert hard returns mid-paragraph.

Indicators for the positioning of the illustrations should be clearly marked in the text files but no images should be embedded (see *Figures, Tables and Captions*, below). Any specific instructions regarding the figures (scales etc.) should be noted here also.

### HEADINGS AND SUB-HEADINGS

Clearly distinguish different heading levels (e.g. chapter heading, major heading and sub-heading). Avoid numbering i.e. not 1.2; 1.2.1; 1.2.1.1 etc.

### REFERENCING

Footnotes style and Harvard style referencing are both acceptable. Examples and further details are provided in [section 2](#).

Endnotes are not accepted.

### FONTS

If using uncommon fonts for diacritic or transliterative purposes please inform *Archaeopress* and be sure to supply the fonts in the top-tier master folder when submitting the completed manuscript.

## FIGURES, TABLES AND CAPTIONS

### COPYRIGHT

All text and illustrations that are not the authors' own must have copyright clearance (and these rights must include permission for electronic/digital format distribution). It is the responsibility of the authors to ensure such clearance has been obtained. If any restrictions are imposed by copyright holders in specific instances, authors must inform *Archaeopress* accordingly.

### FORMATTING IMAGE FILES

Figures (including illustrations / photos / tables etc.) must be sent as individual files, not embedded within the text. This includes graphics generated in Word (e.g. Arrows, Markers etc.), these should be converted into an image-based format (e.g. .TIFF) and supplied separately. For plate sections please consult with *Archaeopress*.

The publisher will decide, following discussion with the author, if figures are to be printed in black and white or colour. Subvention for colour printing may be required, but colour images should be submitted in colour and not converted to b/w.

#### *Accepted file formats for photos / illustrations / line drawings:*

Adobe Photoshop	.pdf files	TIFF, EPS
All formats are acceptable.	Use high resolution only. Embed all fonts and do not compress images when distilling.	These are the preferred formats for scanned images which need to be at least 600 dpi. Resize all images so the largest dimension is a maximum of 240 mm. (JPEGs are acceptable if saved to maximum quality.) Specific instructions (required scales etc.) must be clearly marked in the text.

#### *Accepted file formats for tables, charts and graphs:*

Excel or Word (tables)	Excel (charts and graphs)
Avoid lengthy text in tables; this information should be delivered elsewhere.	Charts and graphs should be designed to appear in black and white. Use patterns to distinguish bars on graphs, etc. rather than colour or tone, which loses clarity when printed in black and white.

### NUMBERING

Number illustrations / figures / photos and refer to them all as Figures. Tables may have their own sequence. Plates may only refer to a separate and self-contained section of illustrations.

Capitalise and do not abbreviate 'Figure' or 'Table' in the text. Ensure that there is a numbered reference to each figure and table in the text.

### CAPTIONS

List all captions at the end of the text after the Bibliography, or in a separate file. The captions should include any necessary copyright information.

## 2. STYLE GUIDE

### SPELLING AND ABBREVIATIONS ETC.

- Insert only one space after full stops, not two.
- Avoid superscripts '6<sup>th</sup>' in 6th, 8th, etc. If your program does this automatically please switch it off (in Word go to *Tools, Autocorrect, Autoformat as you type*).
- UK or US spellings are acceptable (but must be consistent throughout book including and with particular reference to multi-author volumes.)
- BC and AD (no punctuation) – also for upper case abbreviations / acronyms (UK, USA etc.)
- e.g., i.e., cf., etc. (full stops but no italics)
- *et al.* and *c.* (italics and full stops)
- No full stops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimetres) and other abbreviations of measurements
- No space should be placed between a number and its unit of measurement, e.g., 98cm
- Place a leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on

### NUMERALS

Numbers from one to ten should be spelled out; higher numbers should be given in numerals, e.g., 11, 235, etc. No comma should be used for numbers with fewer than five digits, e.g., 5000, not 5,000; but 10,000.

### CONTRACTIONS

Contractions which end with the same letter as the original word do not take a full stop i.e. Dr (not Dr.), Mr (not Mr.), eds (not eds.) etc. Contractions which do not finish with the same letter as the full word do take a full stop: e.g. ed., no. 2.

### DATES

Give centuries and millennia as, for example: 5th century BC, 2nd century AD etc. For specific years, the letters BC should follow the date, preceded by a space (e.g. 490 BC); the letters AD should precede the date, also with a space between the two (e.g. AD 499).

If the date is approximate, indicate this with 'c.' followed by a space and the date (e.g. c. 733 BC; c. 1792-1750 BC; c. 597; c. 1066).

Use hyphenation only adjectivally (for example, 'in the 6th century' but 'a sixth-century temple'). Please note also the following forms:

- Thursday, 12 November 1966
- 1960s (not 1960's)
- 1382-1420; 1460-80; 104-08; 44-47; 13-15

### ITALICS

Italics should be used for foreign words or transliterations. Please note that the surrounding punctuation should not be italicised. Exceptions to the use of italics are:

- when the word is part of a foreign language quotation
- when the word has already been sufficiently assimilated into the English language

### QUOTATION MARKS

Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g., 'text text "text" text text'). Displayed quotations have no quotation marks. Any quotations within a displayed quotation should carry single marks.

### THESES

Theses should be referred to as dissertations.

### 3. REFERENCING

#### REFERENCES WITHIN THE TEXT

Footnotes and Harvard style referencing are both acceptable; precise usage should be defined by the lead author and clearly communicated to all authors.

For Harvard style (author and date: page number) followed by end-of-chapter bibliographies see the following: 'according to Bloggs (1966: 31) it seems ...' or 'it has been stated (Bloggs 1966: 31) that ...'. Note the use of a colon between the date and page number/s.

Multiple citations should be in alphabetical order and separated by a semi-colon, e.g., (Affleck *et al.* 1988; Bahn and Pettitt 2003; Wymer 1982).

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

Where footnotes are used, they should be numbered sequentially in Arabic superscript numerals, single spaced.

When writing in English and using footnotes, please note that footnote reference numbers should be placed after punctuation and not before (i.e., word.<sup>1</sup> and not word<sup>1</sup>).

Do not use endnotes.

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

#### BIBLIOGRAPHIES

Examples of the required reference format are given below. Please ensure that all references are complete. Use a colon between volume and page numbers. Do not use bold for volume numbers. For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&'.

Use full stops after initials in authors' names. Thus for example, use M.S.F. Hood and not MSF Hood.

Note that for an international audience all journal and series titles must be written out in full, e.g., 'International Journal of Osteoarchaeology', not 'Int. J Osteo.', and 'Roman and Late Antique Mediterranean Pottery', not 'RLAMP'. In multinational volumes even the most familiar archaeological abbreviations may be confusing to other people.

#### THESIS

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen.

NOTE: (No italics because the work is unpublished; not thesis but dissertation).

#### JOURNAL ARTICLE

Cruise, G.M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63: 299–313.

#### BOOK

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

#### EDITED BOOK

Bintliff, J.L. (ed.) 2015. *Recent Developments in the Archaeology of Greece* (Pharos Supplement). Leuven: Peeters

#### SECTION IN BOOK

Bintliff, J.L. 2010. The Annales, events, and the fate of cities, in D.J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117–131. Albany (NY): Suny Press.

#### SECTION IN BOOK WITH MULTIPLE EDITORS

Fraye, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D.L. Martin and D.W. Frayer (eds) *Troubled Times: Violence and Warfare in the Past*: 181–216. Amsterdam: Gordon and Breach.

#### SECTION IN BOOK IF EDITOR UNKNOWN

Serre-Bachet, F., J. Guiot and L. Tessier 1992a. La dendroclimatologie: pour une histoire du climat, in *Les veines du temps* (Catalogue d'exposition): 93–119. Paris: Musée du Monde.

#### SECTION IN A NUMBERED MONOGRAPH

Reynolds, P. 2014. The Homs Survey (Syria): Contrasting Levantine trends in the regional supply of fine wares, amphorae and kitchen wares (Hellenistic to early Arab periods) in B. Fischer-Genz, Y. Gerber and H. Hamel (eds) *Roman Pottery in the Near East. Local Production and Regional Trade* (Roman and Late Antique Mediterranean Pottery 3): 53–66. Oxford: Archaeopress.

#### WEBSITE

Department of Parks and Wildlife, 2001, Department of Parks and Wildlife, Canberra, Shipwreck inspection, viewed 10 August 2012, <<http://www.dpaw.org>>.

NOTE: You must include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title or descriptive explanation, date accessed, and full URL.

## 4. SUBMITTING THE MANUSCRIPT FOR FINAL PUBLICATION

Once the manuscript has been completed and prepared in accordance with the points above, files may be submitted for publication. *Archaeopress* will assess the files to ensure they meet all necessary requirements to begin production i.e. that matters of style are consistent throughout, that files and folders are organised appropriately and so on.

*Archaeopress* reserves the right to return the manuscript and associated files to the authors at this stage should it be considered that edits are required within the manuscript, or that the files are not sufficiently well-organised for production to begin.

*Archaeopress* cannot undertake to check and correct text (but if required such services, including indexing, can be arranged for a fee).

### SUBMISSION DOCUMENT

The final manuscript and associated files should be accompanied by a completed submission form (see [Appendix A](#).) The document asks for final confirmation of several key elements used to promote the publications internationally including (but not limited to):

- Information on all named authors (including brief biography)
- Final title / subtitle
- Word count / figure count / table count / plate section details
- Summary in primary language (plus English summary if primary language is not English)
- Keywords
- Open Access requirements
- Any special purchasing arrangements (e.g. ordering a number of printed copies on behalf of a funding body etc.)
- Review recommendations (journals etc.)
- Cover suggestions (ensure any elements required for the cover are included in the appropriate folder with the manuscript)

### FILE DELIVERY

Files should be delivered electronically via We Transfer: <https://archaeopress.wetransfer.com/>

All files should be organised into folders as described in [section 1](#). The master folder, named after the lead author's surname, should be compressed to a .zip or .rar file (7-Zip is free software available for Windows and Linux, Zipeg is free software available for IOS.) The compressed folder must be under 20 GB to send via We Transfer.

In the unlikely event the compressed folder is larger than 20 GB, the master folder should be split into two master folders (named SURNAME-1 and SURNAME-2 e.g. SMITH-1, SMITH-2), splitting the chapter folders and associated files evenly between them. Compress both master folders and send separately via We Transfer as above.

As well as the core text, figures, tables etc., please ensure all elements that are required to be present in the final publication are included (e.g. logos for funding bodies etc.)

## 5. PRODUCTION

### TYPESETTING

Once *Archaeopress* has received, assessed and accepted the manuscript and associated files and, following any revisions the publisher may have requested at that time, the production phase will begin. Typesetting will be managed in-house by the publisher in accordance with its house styles.

The authors may be consulted regarding format (e.g. page size, column numbers etc.) but *Archaeopress* reserves the right to make all final decisions regarding design, layout and format.

### PROOFS

The authors will be sent one set of .pdf proofs of the formatted book and a deadline will be agreed to deliver feedback. This proof is for checking only and no significant alterations may be made to the text at this time. Revisions / rewrites at proof stage will incur charges at our standard daily rate, pro rata for time required to implement the changes.

A charge is made for additional proofs and any subsequent revisions.

## 6. PUBLICATION

Upon publication *Archaeopress* will provide the following:

### GRATIS PRINTED COPIES

The authors will be provided with a number of gratis print copies as outlined in the publication agreement. These will be sent to one address.

*Archaeopress* may agree to split delivery of gratis copies to multiple destinations, postage fees will apply.

### AUTHOR DISCOUNT

The authors may purchase print copies of the final publication at 35% discount at any time following publication. A special offer form will be sent shortly after publication.

### PROMOTIONAL MATERIAL

A PDF special offer form granting 20% discount will be provided to the authors. This can be circulated to colleagues by email, social media or printed and distributed at meetings etc. to help promote the publication.

### SPECIAL ARRANGEMENTS / PROMOTIONS

Any special arrangements (bulk purchase of copies on behalf of a funding body etc.) should be discussed with *Archaeopress* in advance of final publication. Special terms will be granted at the publisher's discretion.

### OPEN ACCESS

*Archaeopress* supports Open Access. The following Open Access offer is available to the authors:

#### *Full publication:*

Gold Open Access: £1,500.00 + VAT (if applicable)

- eBook published in Open Access at the same time as printed volume.
- Format: PDF download, issued with a creative commons licence nominated by the authors (we recommend CC-BY) and a DOI.
- PDF eBook hosted on *Archaeopress* website in addition to several other Open Access repositories. Metadata distributed to all major libraries.
- 3rd party Open Access repositories have their own notification systems to advertise new content and aid further discoverability.
- Contributors / funding bodies / attached institutions may immediately self-archive the final formatted pdf on their own website / platform in addition to general social and academic media sites such as Academia etc.
- Full digital archiving and preservation (legacy security) provided for each volume by inclusion in the Portico digital preservation service.

## Submission Document: Final details concerning your book submission

A completed submission document is required before production work can begin.

Send completed form to Dan Stott: [dan@archaeopress.com](mailto:dan@archaeopress.com)

### ABOUT THE WORK

AUTHORS / EDITORS

FINAL BOOK TITLE

FINAL BOOK SUBTITLE

PRIMARY LANGUAGE (English, French, German, Spanish, Italian)

ADDITIONAL LANGUAGES (If any contributions are in a language other than the primary language selected, please list additional languages)

FINAL WORD COUNT

FINAL FIGURE COUNT

FINAL TABLE COUNT

PLATES / CATALOGUE (insert notes below regarding any plate or catalogue section e.g. 28 plates of petrographic slides included in one PDF. Each plate to be presented on a separate page i.e. 28 plates = 28 pages.)

ARCHAEOPRESS SERIES (as assigned by *Archaeopress* editor, if applicable)

APPENDICES / ADDITIONAL ONLINE CONTENT (If applicable please describe content below)

COVER ILLUSTRATION / DESIGN (include notes below for any suggestions relating to cover design e.g. preferred illustration. Please note *Archaeopress* reserves the right to make all final design decisions)



## SUMMARIES

This information will form the basis of the descriptive content used to promote the book, including websites, catalogue listings, social media and the book cover. Text should be written in a general, engaging and informative style covering the aims of the book, the academic lacuna it attempts to fill and, if relevant, where it stems from i.e. conference proceedings or research project. If the book is derived from a thesis this should not be referenced in the summary. All summaries should be written in the third person. If the primary language of the book is not English please provide summaries in both English and the primary language.

**SUMMARY FOR BOOK COVER / WEBSITE ETC. IN ENGLISH** (max. 250 words)

**ABOUT THE AUTHOR(S) / EDITOR(S) IN ENGLISH** (very brief note on qualifications and current affiliations; max. 150 words)

**SUMMARY FOR BOOK COVER / WEBSITE ETC. IN PRIMARY LANGUAGE (IF OTHER THAN ENGLISH)** (max. 250 words)

**ABOUT THE AUTHOR(S) / EDITOR(S) IN PRIMARY LANGUAGE (IF OTHER THAN ENGLISH)** (max. 150 words)

**KEYWORDS IN ENGLISH** (use detailed specific subject-based terms; delimitate with semi-colons only e.g. Terra Sigillata; Dalmatia)

**KEYWORDS IN IN PRIMARY LANGUAGE (IF OTHER THAN ENGLISH)**

## LEAD AUTHOR / EDITOR INFORMATION

\*denotes required field (but please complete all fields that are applicable)

### LEAD AUTHOR / EDITOR 1 DETAILS

First Name(s) e.g. John / John William / John W.:*	
Surname e.g. Smith / Smith-Jones:*	
Title (before name) e.g. Professor:	
Title (after name) e.g. CBE FRS:	
ISNI (name identifier):	
ORCID (name identifier):	
Professional Position e.g. Professor of Classical Archaeology:*	
Professional Affiliation e.g. University of Edinburgh:*	
Contact e-Mail address:*	
Contact Telephone Number:*	
Personal website:	
Twitter:	
Facebook:	
LinkedIn:	

Short Biography (brief note on academic qualifications, affiliations, major projects, publications etc.; max. 75 words):

### LEAD AUTHOR / EDITOR 2 DETAILS

First Name(s) e.g. John / John William / John W.:*	
Surname e.g. Smith / Smith-Jones:*	
Title (before name) e.g. Professor:	
Title (after name) e.g. CBE FRS:	
ISNI (name identifier):	
ORCID (name identifier):	
Professional Position e.g. Professor of Classical Archaeology:*	
Professional Affiliation e.g. University of Edinburgh:*	
Contact e-Mail address:*	
Contact Telephone Number:*	
Personal website:	
Twitter:	
Facebook:	
LinkedIn:	

Short Biography (brief note on academic qualifications, affiliations, major projects, publications etc.; max. 75 words):

FOR ADDITIONAL LEAD AUTHORS / EDITORS, PLEASE SEND ADDITIONAL DETAILS ALONG WITH THIS FORM IN THE BODY OF YOUR EMAIL  
FOR CONTRIBUTORS (MULTI-AUTHOR VOLUMES) SEE LAST PAGE.

## DELIVERY ADDRESS FOR GRATIS AUTHOR / EDITOR COPIES

As outlined in the [Publication Guide](#), all gratis copies will be shipped to one address unless special arrangements are agreed to deliver to multiple addresses (fees apply).

Please fill out your delivery information (\*denotes required field):

Name:*	
Company:	
House/Flat Number:*	
Street:*	
Locality:	
Town:*	
County/Region:	
Postcode/ZIP code:*	
Country:*	
Email:*	
Phone Number:*	

## REVIEW SUGGESTIONS

Please suggest six journals / specialist publications we should approach to review the book:

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

