*(extracted and adapted from Preparing your Manuscript for Publication with BAR)*

## HOUSE STYLE – THE ESSENTIALS

- **Spelling/punctuation.** If your manuscript is in English, then UK (not US) spelling and punctuation should be used throughout. The '-ise' form should be used for words such as 'prioritise'. Other than at the beginning of a sentence or in the titles of works, capitals should be used only for proper nouns. 'And' should be spelled out (not rendered as '&'); this applies to the main title and subtitle, as well as to the text.

- **Quotation marks.** Single quotation marks should be used, with double quotation marks inside single for nested quotations: e.g. Zhang calls this 'the "classic" example'.

- **Titles.** No full stops should be used where the abbreviated form of a title ('Dr'/'Ms'/etc.) is given. Titles should not be included before the name of an author who is cited in the footnotes. Post-nominals ('PhD', etc.) should not appear after the name of authors in either the text or footnotes.

- **Acronyms.** When referring to the names of institutions or organisations, please give the full name in the first instance and indicate in parentheses the abbreviation or acronym by which it will be referred to in the following text: e.g. 'Council for British Archaeology (CBA)'.

- **Numbers.** Numbers under 10 should be written in words ('one', 'two', etc.).
  Figures ('10', '100', etc.) should be used for the following:
  (i) numbers over nine;
  (ii) a sequence of stated quantities;
  (iii) numbers of sections, paragraphs, etc.; and
  (iv) references to sequential page numbers. Numbers should be elided to the last two digits (16–17; 110–18; 235–50; 500–89; 235–52), or to the last three digits when the range crosses the boundary between two or more units of 100 (e.g., 70–235; 201–335; 405–600; 1130–320).

- **Illustrations.** All illustrations must be numbered consecutively in each chapter, and should have descriptive captions, with source(s) cited. **All illustrations should be mentioned in the text.** Each type of illustration should have a separate number sequence: e.g. in chapter one: Figure 1.1, Figure 1.2; Table 1.1, Table 1.2; in chapter two: Figure 2.1, Figure 2.2; Table 2.1, Table 2.2. See below for more information on image files and how to submit them.

- **Cross-referencing.** In the text, references to other chapters should be in the form 'chapter one' rather than 'Chapter 1'; in the footnotes this can be 'ch 1'. All cross-references should refer to sections (e.g. 'see ch 3', or 'see section 3.2.3'), not to page numbers, as the latter will undoubtedly change during page make-up.

- **Percentages.** When referring to percentages in the text, use 'per cent' rather than '%'.

- **Dates.** Dates should be given in the style: 1 January 2007; 1998–99; 2005–07; 1980s (not 1980's). References to centuries in the text should be in words, e.g. 'the nineteenth century'. Either BC/AD or BCE/CE may be used, but whichever system is used must be used consistently.

## CITATION OF PUBLISHED WORKS

If possible, citations and bibliographies should be formatted according to the Chicago Manual of Style. Full and up-to-date guidance can be found at their website: http://www.chicagomanualofstyle.org/home.html.
In-text citations following the 'author-date' system should be used.

## IMAGES/FIGURES/GRAPHS/PHOTOGRAPHS

- **Colour.** We encourage you to present illustrations in colour wherever this is important for the reader's understanding.

- **Format, file type and resolution.**

o TIFFs are generally preferred, but JPEGs are acceptable if saved at a sufficiently high resolution. Illustrations created in Word or Excel are often not high enough quality for print publication, but if saved as TIFF files they are likely to be acceptable.

o Colour or greyscale photographs and artwork (including maps) must be submitted at a resolution between 300 and 600 dpi. Low-resolution files are not suitable for print, and you may be asked to replace low-quality figures. Very high-resolution image files (well in excess of 600 dpi) should also be avoided. They will not improve the quality of the printing and the files will be unnecessarily large.

o Black and white photographs or artwork in shades of grey should be submitted in greyscale (not colour, such as CMYK or RGB).

o Black and white line artwork (such as hand-drawn or single-line figures) should be submitted at 1200 to 1800 dpi, in monochrome (bitmap), not RGB, CMYK or greyscale.

o Please ensure that all figures are clearly and individually named, rather than having the same name but in a different folder.

o If you are submitting your text in Word, you should submit all figures separately as image files, rather than inserting them into the text. See below under 'FORMATTING AND LAYOUT: Submitting Your Files in Word'.

- **Copyright.** It is your responsibility to ensure that any copyright material included in your BAR book has been cleared for publication, and that permission for its use in both print and digital formats has been granted. This means that if there is any material which you have not originated yourself (e.g. figures, maps, photos, extensive quotation), you need to seek permission from the copyright holder to reproduce that material. Please read through our 'BAR Publishing advice for authors regarding copyright permissions' document carefully, and contact us directly with any queries.

## FORMATTING AND LAYOUT

## SUBMITTING YOUR FILES IN WORD

- **Submit all figures as separate image files, rather than inserting them into the text.** Please submit them in one folder, with all figures named clearly and individually. The Production team will insert the figures as close to where they are mentioned as possible. If it is important that your illustrations be placed differently, e.g. grouped at the end of chapters, please inform us of this upon delivery of your final files. (Note that colour images do not need to be grouped together as 'plates'.)
- **Supply all tables and figure captions in the text file itself, grouped at the end of each chapter.**
- **Apply the correct paragraph styles to your text, headings, and all levels of subheadings.** This will help to make the structure of your text clear to our Production team. The styles are described on the next page.

# FORMATTING STYLES

| Part of manuscrit | Paragraph style in Word template | Description |
|---|---|---|
| Chapter number | chapter number | Centred alignment; Times New Roman 14 pt |
| Chapter/paper title | chapter title | Centred alignment; Times New Roman 14 pt; bold |
| Contributor name | author | Centred alignment; Times New Roman 12 pt; italic |
| Contributor affiliation | address | Centred alignment; Times New Roman 12 pt; italic |
| Short abstract (at head of chapter/paper in edited volume) | abstract | Times New Roman 10 (runs across two columns); introduce with '**Abstract:**' in bold. |
| Keywords (at head of papers in edited volumes) | key words | Times New Roman 10 (runs across two columns); introduce with '**Keywords:**' in bold. |
| First-level headings | Heading 1 | Times New Roman 10 pt; bold |
| Second-level headings | Heading 2 | Times New Roman 10 pt; bold italic |
| Third-level headings | Heading 3 | Times New Roman 10 pt; italic |
| Fourth-level headings | Heading 4 | Times New Roman 10 pt |
| Body text | Normal | Times New Roman 10 pt |
| Bullet points | List Bullet1 | Times New Roman 10 pt ( • ) |
| Numbered lists | List Number1 | Times New Roman 10 pt (1. etc.) |
| Offset quotations (40+ words) | quotation | Times New Roman 10 pt, justified |
| Table heading (to be placed above table) | Caption | Times New Roman 9 pt; bold |
| Text in tables | Table Text | Times New Roman 9 pt |
| Running heads (to be added by the production team) | header left page/header right page | Times New Roman 10 pt; italic |
| Footnotes | Footnote Text | Times New Roman 8 pt |
| Page numbers | n/a | Centred; Times New Roman 10 pt |
| Bibliography | Bibliography1 | Times New Roman 9 pt |
| Figure legends | Caption | Times New Roman 9 pt; bold |