

[p108 / blank]

# *Tayside and Fife Archaeological Journal*

## Notes for contributors

**1** The Editor welcomes the submission of papers which are principally on the archaeology and history of the two regions. Papers can be submitted at any time but a deadline of 1st February applies if a paper is to be published in November the same year. Papers will be sent out to external referees. Some indication of any likely level of publication grant available for the paper should be indicated. Contributors should note that it may not be possible to publish their submissions unless a publication grant is available. For ease of reference the cost of a page of the journal is £50 and each page holds 1200 words. Illustrations should also be included in any estimate of publication costs. A note of the word count and the number of illustrations in the submitted paper should also be supplied.

## 2 Style

The Journal is printed in double column A4 format (see previous volumes).

**Dimensions** should be given in metric units, in kilometres, metres, or millimetres, and expressed thus 12mm, 1.37m, 2.3km. There should be no space between the characters. There is no need to use a decimal place (eg 2.0m) if it is not required, it should be 2m.

**Numbers** can be given in full text when less than 10, but as numerals for any greater numbers, as six soil samples, but '56 sherds', '18th-century pottery'.

'and' should always be used in text as opposed to '&'.

**Dates** should be condensed as 1944–8, except teen years, 1914–18. The first to ninth centuries can be written as text but others in numerals, as 'pottery from the 18th century' but '18th-century pottery'.

**Italics** should be used for foreign words, book titles, and emphasis, but not for quotations.

**Illustrations**, including photographs, should be labelled 'Illus' in a continuously numbered sequence. A caption list for all illustrations must be included with the final submission. Where relevant the captions should include the name of the artist/photographer (unless all were produced as part of the project being described) and any permissions for the reproduction of the illustration (this may occasionally involve both the holder of the copyright and the organisation which provided the copy of the image). If an image is supplied by an

organisation, please ensure that any precise wording supplied by them relating to permission/copyright is used.

**National Grid References** should appear as, for example, NGR NO 4124 3826.

**Compass points** should be written as concisely and clearly as possible. Terms such as 'from north-north-west to south-south-east' are more easily written (and understood) as 'from NNW to SSE'. If used in describing the dimensions of a building or an excavation trench, for example, one might say that it measured 14m from N to S by 5m transversely'. Please *do not* use the word 'from' in conjunction with hyphens, eg 'measured 14m from N–S by 5m transversely' or 'measured 14m from N–S by 5m E–W'. The word 'from' must be used in conjunction with the word 'to' and is the preferred format for dimensions.

Similarly, it is not necessary to express the points of the compass in full when providing descriptions of location. For example, 'the stone circle lay 10m N of the road' or 'the excavation trench was situated 34m SSE of the corner of the field'.

**Single quotation marks** should be used for text and titles as well as for direct speech, and double quotation marks only for quotes within quotes. Where quotations are shortened three dots should replace the missing words, but it is usually not necessary to put these at the beginning or end of the quotation. There should be a space between the dots and the words either side (just as there would have been with the missing words).

Points on abbreviations should be omitted: eg, ed, eds, edn, pers comm, etc, ie, Mr, Ms, Dr, no 4, nos 16 and 21, vol 89, Illus 21, A Smith, St Michael.

There should be no **line spaces** between paragraphs or references.

## 3 References

Authors should note that their papers should contain a list of 'References', not a 'Bibliography'. The list should contain only references that have been cited in the body of the paper – either in the main text, specialist reports or appendices. As a matter of course, before the paper is sent to the Editorial Committee, the author should check that every text reference is included in the References, and that every item listed in it should be included in the text. References should be stated as follows.

## Books

The name of the publisher *and* the place of publication should be given. For example:

Cruden, S 1986 *Scottish Medieval Churches*, 34–5. Edinburgh.

## Chapters in books

Spearman, R M 1988 ‘The Medieval Townscape of Perth’, in Lynch, M, and Stell, G (eds) *The Scottish Medieval Town*, 42–59. Edinburgh.

## Theses

Torrie, E P D 1988 *The Guild in Fifteenth century Dunfermline*, unpubl. PhD thesis, University of Edinburgh.

## Articles

Woolliscroft, D J 1994 ‘Signalling and the design of the Gask Ridge system’, *Proc Soc Antiq Scot*, 123, 291–313.

MacAskill, N L 1987 ‘Ceramic building material’, in Holdsworth, P (ed) *Excavations in the Medieval Burgh of Perth 1979–81*, 156–7. Edinburgh (= Soc Antiq Scot Monogr Ser, 5).

Hall, D W 1997 ‘The Pottery’, in Rains, M J and Hall, D W (eds) *Excavations in St Andrews 1980–89*, 26–30. Glenrothes (= Tayside Fife Archaeol Committee Monogr 1).

Hodgson, G W I 1983 ‘The animal remains from medieval sites within three burghs on the eastern Scottish seaboard’, in Proudfoot, B (ed) *Site, environment and economy*, 3–32. Oxford (= BAR Int Ser 173).

## *Discovery and Excavation in Scotland*

This publication should be referenced as follows ‘as found by Bloggs (Bloggs 1997, 23)’ with the year indicating the year of publication of that issue of *Discovery and Excavation*. The full reference would then read: Bloggs, A 1997 ‘Pictsholme’, *Discovery Excav Scot* 1997, 23.

## Titles and dates of journals

Titles of foreign journals should be given in full, but British and Irish journals can be abbreviated, eg *Discovery Excav Scot*, *Tayside Fife Archaeol J*

Publication years for a journal should only be included after the journal title where the volume covers a split year (eg 1971–2).

## Documentary sources

These should be given their full archive number and repository.

## Maps

These should be identified by their full title in the reference list.

## Footnotes

These should never be used and references should appear in the text as follows: (Torrie 1988) or ‘as Torrie has stated (1988, 54)’.

## 4 Submission of papers

**4.1** Initially, hard copies of the paper should be submitted to the Assistant Editor. Printouts should be double-spaced, on one side of A4 paper. An abstract, of no more than 150 words, and a list of keywords in alphabetical order should appear at the end of the paper. The body funding the publication of the paper should be credited at the very end of the article. The number of words the text contains should be appended. The version finally submitted for publication should be on disc as an RTF (Rich Text Format) file; a hard copy is also required for final editing.

**4.2** Tables can initially be submitted as hard copy but following acceptance for publication should be supplied in digital format. Information regarding this can be obtained from the Assistant Editor.

**4.3** The maximum height for a full-page illustration is 252 mm; the maximum width is 172 mm; the width of a single column is 81 mm. Initially, illustrations should be submitted as hard copy but, on acceptance, the final version of the paper submitted typesetting should, if possible, include all illustrations as digital files. In general it is preferred that illustrations are saved as TIFF files. Line drawings generated as .eps files are acceptable. Any other file types should be saved as greyscale at at least 600 DPI (dots per inch) and all halftone images as greyscale at a minimum of 300 DPI. Images should be of at least this quality at the size you would like them reproduced, or preferably slightly larger. If the contributor feels any uncertainty about his/her ability to supply files in the requested digital format they should supply high-quality original illustrations which can be scanned by the typesetter.

## 5 Copyright

Papers are accepted for publication on the understanding that they have not already been accepted for publication elsewhere. The copyright will normally remain with the author or their institution, or sponsor, as appropriate. Permission for reproduction of aerial photographs or

maps should be obtained from the relevant authority and this should be noted in the caption. Any mapping that originates from the Ordnance Survey must indicate that permission has been granted for its reproduction and the appropriate acknowledgement must be displayed (at 8 point or larger). For maps of A4 size and under, this is: '© Crown copyright. All rights reserved. Licence number. Year.'

Please contact the Assistant Editor for the licence number.

## **6 Offprints**

20 offprints of the paper will be supplied to the lead author, following publication.

## **7 Address for submission of papers**

Derek Hall  
Assistant Editor  
TAFAC Journal  
c/o SUAT Ltd  
55 South Methven Street  
Perth PH1 5NX

[p110 / blank]