

NOTES FOR CONTRIBUTORS TO *OXONIENSIA*

June 2017

GENERAL

1. *Oxoniensia* is one of the foremost archaeological, architectural and local history journals in the country. It includes articles on the history and topography of Oxford and Oxfordshire, excavation reports, and surveys of buildings and standing structures. It is a refereed journal, published in December each year.
2. **Copyright and authors' entitlement:** Authors assign copyright of accepted material to the Oxfordshire Architectural and Historical Society. Material submitted should not have been published nor the copyright assigned elsewhere, and it must be the author's own original work. Permission to reproduce material published in *Oxoniensia* should be sought initially from the editor and will not be unreasonably withheld. Authors will be sent an electronic version of their work in PDF format and will be entitled to a free copy of the volume in which it appears.
3. **Publication Timetable:** Articles, reports and notes should be submitted **at the latest** by **1 DECEMBER** in the year preceding publication. This is to allow time for contributions to be refereed. Earlier submission would be appreciated. It would be helpful if contributors would alert the editor to proposed submissions at an early stage, particularly where external funding is required. *Oxoniensia* usually goes to press in March or April for publication in December.
4. **Editorial queries** should be addressed to Dr Stephen Miles. E-mail: stephen.miles@history.ox.ac.uk. Once contact is made by email the editor will guide potential contributors on whether to submit material electronically and/or in hard copy. It is not usually possible to return CDs, print-outs or other materials submitted.

PRESENTATION OF ARTICLES/REPORTS

Text

Title-page: Every submission should be preceded by a title-page containing (1) the full title of the article, report or note; (2) the author's name in the form in which it should appear; (3) the author's position and employing institution, if appropriate; (4) the author's address, e-mail address and phone number; (5) a suggested contraction, if the title is a long one, for use as a running head.

Summary: All articles and reports should be preceded by a short summary of between 100 and 400 words. This should outline the subject matter and chief findings.

Clarity and conciseness: please write as clearly and concisely as possible and **AVOID JARGON** (e.g. 'flint mining' is preferable to 'lithic procurement strategy'!)

Division into subsections with headings is often desirable in any article and is crucial in conveying the structure of technical reports. The standard levels of subheadings used are: (1) Capitals (2) Italics, with first letters of nouns and adjectives capitalised (3) Italics preceding the text on the same line, only the first letter of the first word capitalised.

Presentation of text: Text should word-processed in **one and a half line spacing, Times New Roman (12 point)**. Footnotes embedded in the text using the 'insert footnote' function. No lists or endnotes. Indent paragraphs rather than using spaces between them. Please employ minimal formatting and do not include double spaces after full stops.

Tables and illustrations

These should be submitted as separate files rather than as part of the text. Figures should be consecutively numbered and a document listing captions should be included. Tables should be separately numbered and given an explanatory heading. Please bear in mind the print area of an *Oxoniensia* page - 135 mm x 195 mm.

Permissions - the author is responsible for obtaining any necessary permissions to reproduce illustrations. Letters granting permission should be forwarded to the editor.

Reproduction fees - the author will normally be expected to meet any reproduction fees involved.

Format - illustrations should be submitted as **digital files** in TIFF or JPEG format. Mono scans should be Greyscale TIFF.

Scanning resolution for colour images should be 300 dpi (or higher) at output size - in other words the size that the image will reproduce in the publication. 1200 dpi for line art, 600 dpi for grayscale. Minimum highlight dot 4 per cent; maximum shadow dot 95 per cent.

Drawings should include a scale; **maps** should include a north point and scale. Try to ensure that archaeological or other sites are not 'lost' between different map scales where insets are used.

Numbering - all illustrations, whether drawings, diagrams, graphs, or photographs, should be consecutively numbered as Fig. 1, 2, etc. Name the files 'Fig. 1' etc, rather than giving a descriptive name (that is what the caption list is for).

Position - there must be a clear indication in the margin of the text of where each illustration should be placed. Please use the 'insert comment' function in Word.

Reduction - illustrations should be submitted together with hard copy at the size required (bearing in mind the *Oxoniensia* page size). Please indicate where drawings should not be reduced further, or indicate acceptable factors of reduction in terms of the scale.

Captions to figures should be submitted in a separate Word file, and should be kept as succinct as possible. Since captions are typeset, please do **not** include a caption or title on the illustration itself.

HOUSE STYLE AND CONVENTIONS

THE MAIN TEXT

Punctuation

Quotations: Single quotation marks should be used for textual quotations, double for quotations within quotations. Quotations over sixty words/five lines should be indented and do not require quotation marks.

Hyphens: a hyphen is required in compound adjectival phrases of two words - e.g. 'a tenth-century ruler'

Points of omission: three points are used to show an omission in the middle of a sentence in a quotation, but where the omission follows a complete sentence, a full stop, followed by three points should be used.

Spelling

In general this should follow the English rather than the American form, and the aim should be consistency.

Note especially the following:
medieval, NOT mediaeval

Abbreviations

If the abbreviation is wholly or partly in lower case and the final letter of the word is the last letter of the abbreviation, no full point is required - e.g. edn (for edition), Mr, the Revd (not Rev.), St (for Saint). But NOTE: St. for Street and, in footnotes, ed./eds. for editor/editors, vol./vols. for volume/volumes.

Please note that abbreviations such as e.g., cf., i.e., should NOT be used in the main text.

For List of Abbreviations see below, pp. 6-7.

Dates, numbers and figures

Dates should take the following form:
15 August 1876, 15 August, on 15 August
1340s NOT 1340's
*c.*1340 [note italic for *c.*]
AD 250, 250 BC
fourteenth century, NOT 14th century

Numbers - those over 100 should usually be in figures, and those under 100 should be in words. If a passage uses numbers both above and below 100, words or figures should be used consistently throughout. In general, words are used where the sense is descriptive (e.g. 'He had a thousand and one things to do'), and figures for statistical matter and units of measurement

(especially in the detailed excavation findings sections of reports, where all numbers higher than 10 should go in figures). NOTE that where pairs of figures are used they should be in the form 42-3, 1942-3, 1939-45, *except* for the group 10-19 in each hundred (e.g. 410-11, 1914-18)

Commas are used in numbers of 4 or more digits - e.g. 2,345. Insert a space between figures and units of measurement, e.g. '4 m', '63 cm'.

Place-names. Spelling of place-names should be consistent. There is also a need to avoid ambiguous locations. In general, Oxfordshire place-names do not need to be identified by county in the text unless there is more than one occurrence of the name in the area - e.g. Whitchurch (Oxfordshire), Whitchurch (Buckinghamshire), Whitchurch (Warwickshire). Where there is more than one occurrence in Oxfordshire (e.g. Wootton) this is usually because one of the occurrences was in the former county of Berkshire, so the convention is to refer to Wootton near Abingdon as Wootton (formerly Berks.). Small places within the county should be identified by parish. Well-known cities and towns also need no identification. Please identify *villages and small towns outside Oxfordshire* by county if this is not obvious. Please note that it is preferable to make a location obvious within the text rather than break the flow of the prose by adding a bracketed county identification.

FOOTNOTES

Most conventions as set out in the preceding section apply.

Footnotes should be embedded in the text, not typed out as free-floating lists or endnotes. They should be as clear and concise as possible and not contain material which ought to be in the text. Footnotes should be single line spaced.

Textual markers: references to notes in the text should be by superscript Arabic numerals without brackets or punctuation. Use the 'insert footnote' function. They should follow punctuation marks.

References should be precise - e.g. pp. 208-15, rather than pp. 208 ff. or pp. 208 *et seq.*

Citations: Initials and surnames of authors should be given. No space between initials.

Do not include publication place or publisher.

Repeated citations: *op cit.*, *art. cit.*, and *loc. cit.* should NOT be used. Please use an abbreviated form of the title after the first citation - e.g. Tiller, *English Local History*, p. 20. *Ibid.* [in Roman, not italic] should be used for references to the same work in successive notes where appropriate.

Capital letters: please use these for all nouns and adjectives in English book and article titles.

BOOKS: identify a particular edition where necessary:
Kate Tiller, *English Local History: An Introduction*, 2nd edn (2002)

Books published as part of a series:
H.E. Salter (ed.), *Cartulary of Oseney Abbey*, 6 vols., OHS 89-91, 97-8, 101 (1929-36) vol. 1, p. 123.
J.C. Barrett and R.J. Radley, *Settlement and Society in the British Later Bronze Age*, BAR BS, 83 (1980), pp. 247-69.
VCH Oxon. 12, pp. 15-19.

ARTICLES AND ESSAYS:

Italics should be used only for printed books and the titles of journals. Articles within books or journals and unpublished typescripts and dissertations should be cited within single inverted commas.

Note the use of Arabic rather than Roman numerals for the volume numbers of books and journals; the dates should be the volume year not the year of publication.

THESES/DISSERTATIONS/REPORTS: A. Davidson, 'Roman Catholicism in Oxfordshire from the Late Elizabethan Period', Bristol University Ph.D. thesis (1970), p. 59.
R.A. Chambers, 'New Plantation, Tubney, Oxfordshire, Archaeological Assessment', unpublished Oxford Archaeological Unit report (1988), p. 3.

MANUSCRIPTS should be cited wherever possible in the following form:

1. Repository/library; 2. Collection; 3. Section; 4. Number; 5. Folios/pages/membranes.

Bodl. MS Top. Oxon. c. 143, ff. 3r., 15r.-v., 27v.-30r.

OHC, BOR/1/2/1D/2.

TNA: PRO, STAC 8/85/22.

ABBREVIATIONS

Each volume of *Oxoniensia* will have a list of abbreviations. The following should be used:

BAR - British Archaeological Report (Oxford, 1974-)
BAR BS - British Archaeological Report, British Series
BAR IS - British Archaeological Report, International Series
BL - British Library, London
Bodl. - Bodleian Library, Oxford
CBA - Council for British Archaeology
EETS - Early English Text Society
EPNS - English Place-Name Society
Fig./Figs. - figure/figures
f./ff. - folio/folios
MS - manuscript
ns - new series
ODNB - *Oxford Dictionary of National Biography* (Oxford, 2004)
OED - *Oxford English Dictionary*
OHC - Oxfordshire History Centre
[incorporating the former Oxfordshire Record Office]
OHS - Oxford Historical Society
ORO - Oxfordshire Record Office
ORS - Oxfordshire Record Society
OS - Ordnance Survey maps
os - old series
p./pp. - page/pages
SMidLA - *South Midlands Archaeology* (Oxford, 1983-)
[formerly CBA Group 9 Newsletter]
TNA: PRO - The National Archives, Public Record Office, Kew
v. - verso
VCH - *Victoria History of the Counties of England* (London, 1900 -)
[*Victoria County History*]
vol. - volume

SPECIAL NOTES FOR ARCHAEOLOGICAL REPORTS

A published report is NOT the same thing as a 'grey literature' client report. It is aimed at a much wider general readership, and it entails a higher standard of intellectual coherence, post-excavation specialist reports, contextualization, and general finish and polish. Poorly structured and ill-digested reports create publication backlogs and funding problems, waste editorial time, and fail to retain the interest even of the specialist, let alone the general reader.

The following points should be borne in mind:

- All reports must include a discussion of the scientific rationale for the sampling policy adopted and its effectiveness in recovering interpretable results.
- LENGTH: please consider how much material merits inclusion, and how much can legitimately be left in the project archive. Bulky, long, or technical reports may be better published elsewhere as monographs.
- FUNDING: it is essential when formulating the initial tender to estimate the potential funding needs to see the report through to publication. That includes drawing the finds, getting a proper pottery report, drawing up plans and sections, or writing a

conclusion which sets the site in its broader archaeological, and, if appropriate, historical context. The Oxoniensia page charge is currently £40 per page for funded reports.

- CLARITY: a report **must be written in good English**: clear, grammatical, and avoiding jargon. Improving literary style should not be the job of the editor.

- CONSISTENCY: Please ensure that the report is internally consistent by cross-checking context numbers between plans, sections, and accompanying text. It is worrying how often - even in some published reports - layer and feature numbers fail to march up when the report is analysed closely.

- DISCUSSION AND CONCLUSIONS: these should be presented near the **beginning** of the report (after brief sections on location, geology and phases of work) to draw out the principal interest of the findings in a way that allows readers to judge if they want to delve deeper into more technical specialist material in subsequent sections (which will be in a smaller font size). They should be written when all specialist reports, radiocarbon dates etc. are available. They should be based on a careful weighing-up of all the evidence, which takes account of problems and discrepancies rather than ignoring or side-stepping them. It is often best to invite historians to write historical conclusions. For section headings and order see recent volumes (2010 onwards).

- ILLUSTRATIONS, TABLES AND GRAPHS: these must be carefully designed to illustrate the text, AND TO CLARIFY INTERPRETATIONS AND CONCLUSIONS. Please ensure that technical illustrations are legible and informative. They **MUST BE NUMBERED CONSECUTIVELY THROUGHOUT THE REPORT**, rather than separately within each appendix. Ensure in text references to figures are correct. Please indicate approximately where illustrations should appear in the text, preferably by use of the 'insert comment' function. NB: site location maps should not 'lose' the location between scales by switching to too small a scale in a single step (e.g. between regional and very local maps). It may be helpful to include the locations of other important sites referred to in the text.