



NOTES FOR CONTRIBUTORS TO *OXONIENSIA*

28 May 2012

*Oxfordshire Architectural and Historical
Society*

GENERAL

1. **Oxoniensia** is one of the foremost archaeological, architectural and local history journals in the country. It includes excavation reports, surveys of buildings and standing structures, and articles on the history and topography of Oxford and Oxfordshire. It is a refereed journal, published in December each year.
2. **Copyright and authors' entitlement:** Authors will be asked to complete a memorandum of agreement (see below, p. 14) assigning copyright to the Society. Material submitted should not have been published nor the copyright assigned elsewhere. 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. In the case of members of OAHS, this will be in addition to that covered by their subscription.
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, St Edmund Hall, Oxford, OX1 4AR. E-mail: stephen.miles@history.ox.ac.uk. It is not usually possible to return CDs, print-outs or other materials submitted.
5. **Clarity and conciseness:** please write as clearly and concisely as possible and **AVOID JARGON** (e.g. 'flint mining' is preferable to 'lithic procurement strategy'!)
6. **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.

SUBMISSION OF ARTICLES AND REPORTS

1. **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.
2. **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.
3. **Presentation of text:** two copies of the text should be submitted in the first instance on A4 paper, typed or word-processed in **one and a half line spacing** on one side of the paper only. This will enable editorial comments to be marked up for the author's attention. Please note that e-mail attachments are NOT acceptable. The final version should be submitted on CD-Rom in PC format - i.e., Word Perfect, Word, or RTF. NB: please employ minimal formatting and do not include double spaces after full stops.
Tables and illustrations should be submitted in a separate file on disk rather than as part of the text. Tables should be consecutively numbered and given an explanatory heading. They will usually have to be reset. Please bear in mind the print area of an *Oxoniensia* page - 135x195 mm.
Print sizes: there are three of these (for examples, see *Oxoniensia*, 60 (1995), pp. 1-5 or pp. 392-5). In general, a small typeface is used for details of archaeological reports and finds etc., a larger typeface for general discussions or narrative.
4. **Illustrations:** Please note the following points:
 - **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.

- **Page area** - illustrations should be prepared with the *Oxoniensia* **page area** of 195 x 135 mm in mind, which should include allowance for a printed caption. They may be portrait or landscape.
- **Format** - illustrations should be submitted as **digital files** in TIFF or JPEG format. Mono scans should be Greyscale TIFF. **EPS FILES ARE NOT ACCEPTABLE.**
- **Scanning resolution** should be 300 dpi at output size - i.e., the size that the image will reproduce in the publication.
 - Minimum highlight dot 4%
 - Maximum shadow dot 95%
 - Scanning at higher resolutions will not in any way improve the amount of detail captured by the scanner, but will only increase file sizes, which will cause problems with output.
- **Line work** should be scanned as 1 bit TIFFs with a resolution of 1200 dpi recommended.
- **Lettering** should be computer-printed or typed. Handwritten lettering is not normally acceptable.
- **Drawings** should include a scale; **maps** should include a north point. Try to ensure that archaeological or other sites are not 'lost' between different map scales where insets are used (see notes for archaeological reports below).
- **Colour** - Where there is a particular reason to use colour this should be discussed with the Editor in advance. The extra cost of colour is usually expected to be met by contributors, but grants may be obtainable.
- **Numbering** - **all illustrations**, whether drawings, diagrams, graphs, or photographs, should be consecutively numbered as Fig. 1, 2, etc.
- **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 on a separate sheet and in a separate file on disk, and should be kept as succinct as possible. Since captions are typeset, please do **not** include a caption or title on the illustration itself.

5. **Archaeological reports:**

All reports must include a discussion of the scientific rationale for the sampling policy adopted and its effectiveness in recovering interpretable results.

Please note that files must be PC rather than Mac compatible.

HOUSE STYLE AND CONVENTIONS

These notes are based closely on *New Hart's Rules: the Handbook of Style for Writers and Editors* (Oxford, 2005) and *New Oxford Dictionary for Writers and Editors* (Oxford, 2005).

THE MAIN TEXT

1. **Capital letters:** a capital letter is required for (i) NAMES OF GEOGRAPHICAL LOCATIONS AND BUILDINGS: e.g. Bonn Square, the Thames Estuary, the Church of St Thomas the Martyr; (ii) HISTORICAL AND GEOLOGICAL PERIODS: e.g. the Reformation, the Bronze Age, the Middle Ages (but the medieval period); (iii) INSTITUTIONS, POLITICAL PARTIES, ORGANIZATIONS, MOVEMENTS: e.g. Parliament, the Crown, Church and State (as institutions), the Oxford Movement, Conservative, Labour; (iv) LAWS, OFFICIAL DOCUMENTS: the Corn Laws, the Factory and Workshop Act 1911. TITLES OF OFFICE AND RANK are generally lower case unless they are used before a name or as a name: Prime Minister Tony Blair, Queen Elizabeth, the Duke of Wellington. Some compound titles also require capital letters: e.g. Chief Justice, Lord Chancellor, Home Secretary.

2. 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.

Apostrophes: when using the possessive case English names ending in 's' require another 's' - e.g. James's. Ancient and classical names, including those ending in 'es', do not require a second 's' - e.g. Mars', Venus', Ceres'.

Use of spaces: single spaces after commas, semi-colons, colons and full stops. No double spaces after ends of sentences.

3. Spelling

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

Note especially the following:

the suffix 'ize' is preferred to 'ise', except where the noun includes an 's' - e.g. televise, advertise
medieval, NOT mediaeval

judgement, NOT judgment
acknowledgement NOT acknowledgment
focused NOT focussed

4. **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, Revd (not Rev.), St (for Saint). But NOTE: St. for Street and, in footnotes, ed./eds. for editor/editors, vol./vols. for volume/volumes. Where the final letter of the word is not used, a full point is required - for example, cf., pp., tr., fol., col., c.

If an abbreviation is in capital initials a full point is not usually required - e.g. OAHs, BBC, EEC. *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. 10-12.

5. **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).

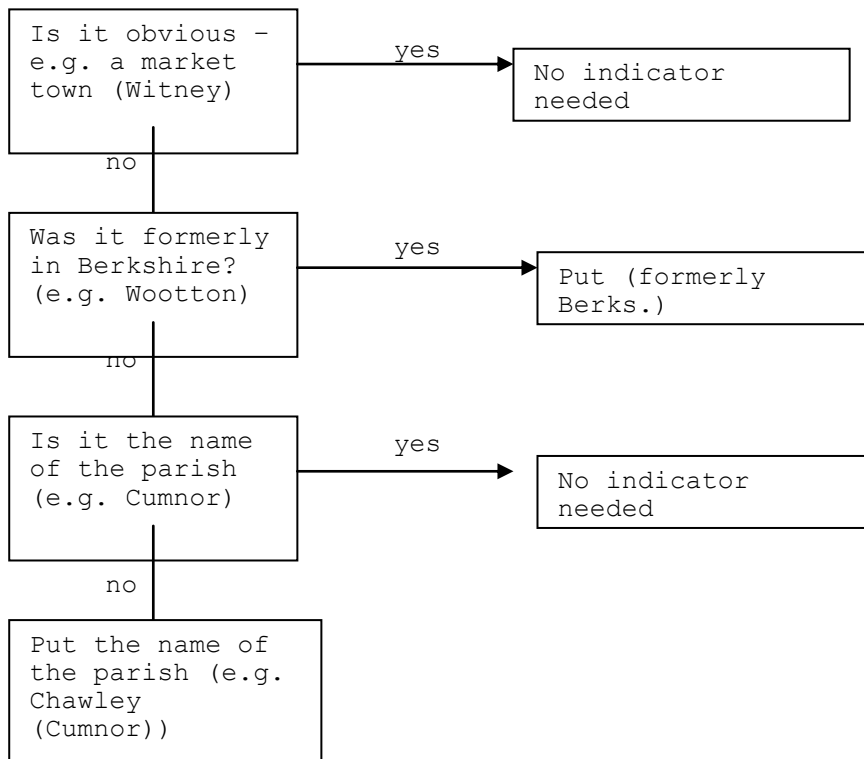
NOTE that where pairs of figures are used they should be in the form 42-3, 1942-3, 1939-45, except for the group 10-19 in each hundred (e.g. 410-11, 1914-18)

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'.

6. **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.). Otherwise the postal

town or parish should be given to avoid ambiguity. 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.

The following may be helpful:



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 - e.g.: He died in 1572.¹

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.
Publication place, but not publisher, should be given for book references in order to help readers of the journal to follow up references using OLIS and other online catalogues.

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, and idem may be used where works by the same author are cited successively in the same note.

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

BOOKS: to identify a particular edition:
Kate Tiller, *English Local History: An Introduction*, 2nd edn (Stroud, 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 (e.g. *Oxoniensia*, 12 (1946-7)).

A. Rosen, 'Two Monuments at Little Rollright, Oxfordshire: William Blower and the Dixon Family', *Oxoniensia*, 70 (2005), pp. 51-70.

J. Bond, 'Woodstock Park in the Sixteenth and Seventeenth Centuries', in J. Bond and K. Tiller (eds.), *Blenheim: Landscape for a Palace*, rev. edn (Stroud, 1997), pp. 55-66.

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, fols. 3r, 15r-v, 27v-30r.

Bodl. MS Laud Misc. 432, fol. 120r.

BL, MS Cotton Vitellius E.XIII, fols. 21ra-64vb (note that 'a' and 'b' are used for references to columns rather than to recto and verso).

ORO, 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

BIHR - *Bulletin of the Institute of Historical Research*
(London, 1923-86)

BL - British Library, London

BM - British Museum, London

Bodl. - Bodleian Library, Oxford

CBA - Council for British Archaeology

CBM - ceramic building material

CCR - *Calendar of Close Rolls Preserved in the Public Record Office* (London, 1892-)

ch. - chapter

CPR - *Calendar of Patent Rolls Preserved in the Public Record Office* (London, 1982-)

DNB - *Dictionary of National Biography* (London/Oxford, 1885-)

EconHR - *Economic History Review* (London/Oxford, 1927-)

EETS - Early English Text Society

EPNS - English Place-Name Society

EVE - estimated vessel equivalent

Fig./Figs. - figure/figures

fol./fols. - folio/folios

HR - *Historical Research* (London, 1986-)

JBAA - *Journal of the British Archaeological Association* (London, 1846-)

MidlHist - *Midland History* (Birmingham, 1971-)

MS - manuscript

n. - note

ns - new series

OD - ordnance datum

ODNB - *Oxford Dictionary of National Biography* (Oxford, 2004)

OED - *Oxford English Dictionary*

OHC - Oxfordshire History Centre
[incorporating the former Oxfordshire Record Office and Centre for Oxfordshire Studies]

OHS - Oxford Historical Society

ORO - Oxfordshire Record Office

ORS - Oxfordshire Record Society

OS - Ordnance Survey maps

os - old series

p./pp. - page/pages

P&P - Past and Present. A Journal of Scientific History
(London/Oxford, 1952-)

RCHME - Royal Commission on Historical Monuments (England)

RS - *Rerum Britannicarum medi aevi scriptores*, 99 vols.
(London, 1858-1911) = Rolls Series

SMidLA - South Midlands Archaeology (Oxford, 1983-)
[formerly CBA Group 9 Newsletter]

TNA: PRO - The National Archives, Public Record Office, Kew

TRHS - Transactions of the Royal Historical Society
(London/Cambridge, 1871-)

v. - verso

VA - *Vernacular Architecture* (York, 1970-)

VCH - Victoria History of the Counties of England (London, 1900
-) [*Victoria County History*]

vol. - volume

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:

- 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.
- 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 - 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.

- REFERENCES - please note that **publication places as well as dates** need to be given when citing secondary works.

Sample Memorandum of Agreement

MEMORANDUM of Agreement between
(to be known as 'the Author(s)') and the Oxfordshire Architectural and
Historical Society as a publishing body (to be known as 'the Publisher')

WHEREAS the Author has submitted the following work to the Publisher

.....
.....

(to be known as 'the Work') and this has been accepted for publication in
Oxoniensia volume xx (to be known as 'the Journal') it is mutually agreed
that

- 1 Sole copyright of the Work will be vested in the Publisher. This will include the right to publish the Work in the Journal in print or electronic or mixed format, its archive in both hard copy and electronic or mixed formats, or any collection of the Journal's works in any form whatsoever.
- 2 The Author may republish the Work or use material contained in it in paper or electronic form as soon as the Journal has been published, provided that full acknowledgement is made of its original publication in the Journal. Reports may also be placed in institutional electronic archives, provided that full acknowledgement is made of their prior publication in the Journal. Draft versions of reports may not be published in any form prior to the publication of the Journal.
- 3 The Author guarantees that s/he has the full authority to enter into this Agreement and to grant the rights stated within it.
- 4 The Author will correct and return proofs to the Editor by the date specified and bear the cost of any author's corrections at the discretion of the Publisher.
- 5 The Author will provide all illustrative material and be responsible for obtaining the necessary permissions for the use of copyright material for electronic and paper publication and will normally be responsible for the payment of any costs incurred.
- 6 The Publisher will provide the author with an electronic version of the Work in PDF format and a free copy of the Journal.

Signed (Author)

Signed (On behalf of the Publisher)

Dated