

STYLE GUIDE

COTSWOLD ARCHAEOLOGY

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SEPTEMBER 2003

CONTENTS

1. INTRODUCTION.....	4
2. REPORT FORMATS AND STYLES.....	5
2.1 Standard CA style	5
3. WRITING YOUR REPORT.....	6
3.1 Before starting your report.....	6
3.2 Writing your report.....	8
4. REPORT STYLE.....	11
4.1 General points.....	11
4.2 Place-names, periods, areas and trenches.....	11
4.3 Grid references, compass points and spot/datum heights	12
4.4 Spelling	13
4.5 Measurements.....	13
4.6 Dates.....	14
4.7 Radiocarbon dates	15
4.8 Captions.....	15
4.9 Tables	16
4.10 Copyright.....	17
5. REFERENCING YOUR REPORT	19
5.1 Text.....	19
5.2 The References section.....	20
5.3 Cross-references.....	24
6. GENERAL ENGLISH	25
6.1 Abbreviations and contractions.....	25
6.2 Apostrophes	26
6.3 Capitals	27
6.4 Commas.....	27
6.5 Hyphens and Elision.....	27
6.6 Indefinite article	28
6.7 Italics and accents.....	28
6.8 Money	29
6.9 Numbers.....	29
6.10 Parentheses (brackets)	30
6.11 Plurals	30
6.12 Quotes.....	30

6.13 Semi-colons, colons and lists	31
6.14 Tenses	31
APPENDIX A: THE CA TIMELINE	32
APPENDIX B: THE CA WORD LIST	33
APPENDIX C: STANDARD LIST OF ABBREVIATED PERIODICAL TITLES	34

1. INTRODUCTION

This style guide has been compiled to establish a clear and consistent style for use in Cotswold Archaeology (CA) reports and publications. Its purpose is twofold: firstly, to provide guidance on report preparation and content, and secondly, and in conjunction with the report templates, to provide guidance on the presentation of text. Adherence to the style guidance presented herein should help to speed up the production of reports and publications by cutting the time required in writing and editing.

This style guidance is specifically for CA typescript reports and publications. It does not provide a definitive use of English in the preparation of archaeological reports in general (which varies considerably between publications and continues to evolve), but presents a standard of current CA usage to which all CA reports will be edited. When writing for other publications such as county periodicals, use any style guidelines produced; again, this should help to cut down on writing and editing time.

This document provides guidance only. For further information and detailed rules on the modern use of English and grammar, refer to:

- *New Oxford Dictionary of English*
- Burchfield, R.W. 1998 *Fowler's modern English usage*
- Hart, H. 1999 *Hart's rules for compositors and readers at the University Press Oxford*

2. REPORT FORMATS AND STYLES

Most unpublished (i.e. client) reports written and produced by CA will be based on one of the standard templates. These templates are formatted to aid the organisation of the report and to enable the consistent presentation of CA reports.

It is important that the styles imposed on the various sections, including headings and appendices, are used and adhered to. The 'style' of a particular section of text dictates what that section will look like in terms of font, font size, use of bold and capitals, line spacing, indents, etc. Some of these styles (the 'Headings') are set to be recognised when the table of contents is generated.

In larger documents, and particularly those with tables, or with sections of text imported or pasted from other documents, MS Word sometimes reassigns alternative and unwanted styles to sections of text. If this occurs, correct this by selecting the text section and reassigning to the correct style: do not simply adjust using the Formatting buttons or menu.

2.1 Standard CA style

The standard CA 'Normal' style, which should appear as the default style in all new documents and current templates, is:

- **Arial** font at **11pt** size, with **justified** text and **1.5-line** spacing, with language set to **English (United Kingdom)** or **(British)**.

Inform the IT Officer if any other styles present themselves as the default style in any of your templates, including the blank sheet.

3. WRITING YOUR REPORT

The format of each report template and its accompanying styles will help you to arrange and organise your report, and this style guide will help you in the correct and consistent use of English within your report. However, neither will (or can) tell you what actually should be written; to expect this is to expect someone else to write your report for you. Like excavation, the writing of archaeological reports is a skill acquired through application, concentration, and a great deal of practice. Like excavation, it is also a skill that it is essential to master if you are to progress your archaeological career.

Archaeological reports are written in many different ways for many different purposes, and the writing of such reports is a process that continues to develop and evolve as the needs of the reader (or 'user') change and become better understood. However, the majority of reports written at CA are standard client reports for desk-based assessments, evaluations, surveys or watching briefs. These reports are usually written as part of (and for) the planning process, and both the type of information and the way in which it is presented can usually be accommodated in standard CA reports format.

3.1 Before starting your report

Before starting to write your report it is imperative that you know why you are writing it, what is significant and therefore worthy of reporting, and what you want to say. Before you begin, make sure you have organised your site information, and then **talk to your Project Manager**. They will be able to advise you on what is required to achieve the objectives of your report, including content and illustrations.

3.1.1 Addressing your user's needs

Most CA projects are commissioned by private developers (our clients) as part of the planning process, and the scope of most projects is usually defined in a project *brief* issued by the Local Planning Authority, and/or a *Written Scheme of Investigation* prepared by CA on behalf of our client and approved by the Local Planning Authority prior to the commencement of fieldwork. The requirements of your main users, the client and the Local Planning Authority, are therefore usually well defined before fieldwork commences. **Re-read these documents before starting your report, to make sure you understand what is required.**

It is worth remembering that there are likely to be other users of your report: most are lodged with the county/authority SMR and listed in various bibliographies, and so eventually will be accessible to the wider archaeological community.

3.1.2 Assessing significance

It is essential that you understand the significance of your findings before starting your report. While the significance of prehistoric, Roman or Saxon remains is likely to be high on any site, the importance of medieval, post-medieval and even modern remains can vary enormously, and thus will require different levels of reporting depending upon the site. The identification of remains or deposits as modern does not necessarily mean that these are not significant, especially when dealing with urban, industrial or wartime sites. Your Project Manager will help you to determine what is significant, and advise on the degree of reporting required.

3.1.3 Locating your findings appropriately

Once you have identified the significant archaeology on your site, you need to clearly define where it has been located and where it might be expected to continue. Your client may want this information to submit with a planning application or to refine development proposals; the curator may use it to formulate appropriate mitigation. Later, the information may be used to enhance the Sites and Monument Record, or refine a deposit-modelling project. It is therefore essential that **appropriately scaled plans** are prepared (see below), and that adequate information regarding the **relative heights** is also given; this is usually related to metres above mean sea level, expresses as m AOD (Above Ordnance Datum). In rural areas, it may be adequate to broadly locate trenches ends only; in urban areas, detailed information on deposits will be required.

3.1.4 Choosing and preparing your illustrations

Careful planning is required to get the most out of your illustrations. In addition to the standard Site Location Plan, consider what else is required to adequately locate the extent of archaeological investigation and the extent of the remains. Are sections required as well as plans? The report may benefit from the inclusion of photographs of the site, or copies of historic maps or documents. Again, your Project Manager will help you determine what drawings, drawing scales and levels of detail are appropriate at your pre-report meeting.

Once you have decided what needs illustrating, you need to prepare your documents for the Drawing Office **BEFORE you start to write your report**. Unless plans are being digitised (i.e. copied electronically) as a preliminary stage in illustration preparation, **simply handing**

over site plans and sections is not acceptable. The illustration team require clear instructions regarding the scale, orientation, and organisation of your illustrations, and in particular **how plans and sections should be annotated.** Do this by providing an appropriately annotated photocopy of each plan or section, in addition to the original. Keep a photocopy for yourself: to achieve a coherent written account of your findings, you will need to refer to the illustrations when writing your report.

3.1.5 Obtain a report number and select report template

When you are ready to start writing your report, take the next available report number from the *List by Report Number* list. (This is a five-figure number: the first two digits refer to the year, the next three to the number of the report for that year.) Select the appropriate report template in MS Word, fill in the title page and save it as your report document. You are now ready to begin your report.

3.2 Writing your report

Data within your report should be organised as per the chapter headings, most of which are (hopefully) self-explanatory. The **Introduction** chapter details the background to the project, covering who, when, where (the site), why (archaeological background), what we hoped to achieve (objectives) and how (methodology).

3.2.1 Clearly separate field data (Results) from interpretation (Discussion)

The **Results** chapter is for presenting the site data and will include your field observations. Results are usually presented geographically, trench by trench, or on larger site, area by area. The **Discussion** chapter is where interpretation of the data is presented collectively, and usually chronologically, period by period.

The **Results** chapter also includes **finds and environmental summary statements.** These summaries will be prepared for inclusion in your report by the Finds Department. Even if no finds were collected or no samples were taken, these sections must be completed stating this, and not simply deleted.

3.2.2 Keep the content to that which is relevant, significant and appropriate

The archaeological information retrieved from any site is usually very detailed, and you must avoid swamping your narrative with details that add nothing to your description and hinder understanding. You will already have assessed the significance of the site with your Project Manager. There are essentially five levels of detail of archaeological information:

- **LEVEL 1: the site archive** (*context sheets, plans etc.*) will contain all of the detailed information collected on site. **This level of information will not be reproduced in the report.**
- **LEVEL 2: the Appendices** should only contain information that adequately **describes the contexts**, finds, and environmental samples. **Do not rewrite the context sheets**, but summary information such as **feature dimensions or layer thickness** is usually included at this level. Only include information on textures, composition, inclusions, colour, etc., if significant. 'Topsoil, 0.4m deep' is a perfectly adequate description for topsoil of that depth.
- **LEVEL 3: Results** should only contain information that adequately **describes the features and/or deposits**. Always refer to any accompanying illustrations, and ensure that these are **adequately annotated**. Group related features and describe them together. Most archaeological features and/or deposits should be mentioned, but only include dimensions and orientation if significant, as these will already be apparent from Appendix 1 and the report illustrations respectively.
- **LEVEL 4: Discussion** should only contain information that adequately **describes the periods represented**. Not all features or deposits need to be mentioned, and no features or deposits should be described in any detail. Try to synthesise the results rather than repeating the contents of the Results chapter.
- **LEVEL 5: Summary** should only include information that adequately describes the **archaeology of the entire site**. Specific features and/or deposits should only be mentioned if they are highly significant. The summary is usually the first thing users read, and often the only thing, so make sure it accurately and adequately summarises the findings of your project.

3.2.3 CA Project Team and References

The **CA Project Team** chapter lists who did what during the course of the project, and usually includes the fieldwork team, the report author(s), the illustrator(s), the compiler of the archive and, lastly, the Project Manager. In the **References** chapter, list all primary and secondary references used (i.e. referenced within) the report (see chapter 5, below).

3.2.4 *Compiling the Appendices*

There are four Appendices to the report template, but these are only to be included if relevant. **Appendix 1:** briefly describe all contexts recorded during fieldwork (see 3.2.2, above), trench by trench. It may be appropriate to include level information by trench in this section; if so, delete Appendix 4. **Appendices 2 and 3** will be prepared for inclusion in your report by the Finds Department, as appropriate i.e. if there are no finds or environmental samples, there will be no appendix on these. **Appendix 4** presents detailed information on the location of deposits and/or features in terms of height AOD, and is usually only required in urban situations. **Delete any appendices that are not required, and renumber accordingly.**

3.2.5 *Use the report format and this style guide*

One of the major sources (and frustrations) of editing is the inconsistent and incorrect use of English and document styles. **Be consistent** in your use of English (consistent errors are far preferable to continual variations of spelling, capitalisation, hyphenation, etc.), adhere to the styles within your document format, and consult this guide.

3.2.6 *Make it your report*

The purpose of this style guide is to provide a framework in which all staff can write better reports that require less editing. Standardised organisation and usage of English is required within CA reports, but this does not mean that there is no room for individual expression. You will be named as the report author in the Project Team section, so make sure it is a document that you are happy with. Do try to make it interesting and readable, avoid repetitive language and make sure you have communicated those aspects that are the most important.

3.2.7 *Proof-read your report*

Before submitting your report to your Project Manager, **proof-read it**. Use the computer to spell-check it, and make sure it complies with this style guide. Your Project Manager reads your report to ensure it achieves the aims of the project: they should not have to check your spelling and syntax.

4. REPORT STYLE

Included in this section are points that are largely specific to the CA report style. Information regarding correct referencing is to be found in Chapter 4, information on the correct use of English is to be found in Chapter 5.

4.1 General points

- Leave only one space after a full stop.
- **Do not use brackets to enclose context numbers**, unless grammatically correct, that is, do not use brackets as part of the NOUN but when providing supporting data, e.g. Ditches 504 and 508 were both truncated by a pit (512), which contained... **NOT**...Ditches (504) and (508) were both truncated by pit (512), which contained...

4.2 Place-names, periods, areas and trenches

- Make sure your reader knows where the site is: always include the name of the parish, district or borough, town, county and/or other administrative area, and a grid reference. Make sure you are using the most recent administrative area, particularly in Wales or CUBA (Counties that Used to Be Avon). The civic parish is important as most regional or county annual summaries are organised by parish, so make sure you know which you are working in, particularly on pipelines or other linear projects where the route may cross many such parishes.
- Be **consistent** in your use of place-name for the site and its components. Sites are usually split into areas or trenches (do not use 'test pit'). Note neither area nor trench requires capitalisation (unless starting a sentence).
- It is important that CA reports are consistent in the use of periods, both in name and time. Unless there are very good reasons for using alternatives, use only those that appear in the CA Timeline (Appendix A). Avoid using 'earlier' and 'later' as adjectives to periods as these are too easily confused with the subdivisions. 'Middle' may be abbreviated to 'Mid', but again, **be consistent**.

4.3 Grid references, compass points and spot/datum heights

- Always give either a six-figure (minimum) or an eight-figure (preferable) OS grid reference for the site. This is usually given in brackets after the first mention of the site in the opening paragraph. Use the abbreviation NGR: followed by the **lettered** grid square, and then the grid reference split by a space between eastings and northings, e.g. (NGR: ST 5826 4923).
- Compound compass points are hyphenated, e.g. north-east, south-west. Avoid the use of more specific compass directions (east-north-east) unless absolutely necessary. Use the forward slash for alignments, e.g. north/south, north-east/south-west.
- The abbreviations N, S, E, W, SE, etc. may only be used in tables or captions, or on illustration annotation.
- Only use capitals where they refer to a place-name, e.g. Northern Ireland, South Cerney, the North East, South Gloucestershire etc. Use lower case for descriptive directions, e.g. the south of Gloucestershire, eastern Wales, westwards, to the east, etc.
- Where quoted, spot heights or contour heights are followed by AOD (Above Ordnance Datum), e.g. 34.6m AOD. The benchmark (or other) from which spot heights have been calculated must be quoted, including its value (this is usually noted in the Appendix). Use above/below site datum if it has not been possible to calculate the absolute height, and again give details of the site datum.
- In rural areas, heights for each end of each trench (and the depth of overburden) will usually suffice where appropriate and should be appended to trench descriptions in template Appendix A. In urban areas, more detailed information will usually be required to determine the potential impact of proposed development, or with watching briefs to enable deposit modelling; this information should be presented in template Appendix D.
- On sections, datum heights should be rounded up or down to the nearest convenient whole or half metre. Where the datum height is unknown, write 'datum arbitrary'.

4.4 Spelling

- The spelling of words generally follows the *New Oxford Dictionary of English* (1998). The correct spelling of most words will be as per your spell checker, **provided that the language has been set to English (British) or English (United Kingdom)**, depending upon the version of word that you are using, but if in doubt check archaeological terms against the CA word list that appears as Appendix B. Americanised spell-check suggestions invariably mean that the language has been set or migrated to English (United States), in which case reset the language. Check all imported documents are set to the correct language.
- Use the '-ise' suffix, not '-ize', such as in maximise, organise (and organisation), etc.
- Do not use accents on foreign words that have passed into everyday English usage, such as debris, elite, facade, role.

4.5 Measurements

Measurements should always be given in metric (SI) units unless there is good reason to use imperial units, such as with a building constructed to imperial specifications, which should then be followed by the metric equivalent in brackets.

- Do not use centimetres, or microns (use micrometres). Use the following units of measurement within these ranges:

1µm to 999µm, 1mm to 99mm, 0.1m to 999m, 1km+

- Do not add an 's' or a full stop to measurement abbreviations.
- Always use figures in measurements, with no space between the figure and the unit of measure, e.g. 50kg, 65mm, 47ha, etc.
- Features are usually described to the nearest hundredth of a metre, e.g. 2.56m, 0.45m, etc: finds to the nearest millimetre, e.g. 5mm, 77mm, etc.

- Always put a 0 before a figure less than one unit, e.g. 0.34 (NOT just .34), and do not add extraneous 000s to figures after the decimal point, e.g. 5.2m (NOT 5.20m).
- When describing dimensions, only use 'x' in a table or catalogue; in text, write 'by', e.g. 4.57m by 2.45m, 2m north/south by 1.18m east/west.

4.6 Dates

- Dates should take the form 19 June 2003 (**NOT** 19th June 2003).
- Do not abbreviate or contract the names of days or months, except in tables.
- Do not abbreviate 'century' to C, except in tables.
- Do not elide the days of the month, e.g. 21–22 June (NOT 21-2 June)
- Elide years to the shortest form that remains consistent with clarity, e.g. 1998–9, 1917–18, 1989–93, 1999–2002. Dates BC should always be given in full, e.g. 55–54 BC.
- BC comes after the year, AD comes before, except where descriptive. Use AD up to AD 999, but not after unless sense requires. e.g. 2000 BC, AD 750, 1st century AD, 1453.
- Centuries should be in figures, with suffixes in regular text (NOT superscript). Only hyphenate if compound adjectives. e.g. in the 4th century, 4th-century pottery.
- Do not hyphenate part compounds in a date, e.g., 3rd or 4th-century pottery (NOT 3rd- or 4th-century pottery).
- Do not hyphenate early, mid or late in conjunction with a date, e.g. in the mid 2nd century, mid 2nd-century pottery (NOT mid-2nd century or late-4th century pottery).
- Do not use unnecessary apostrophes in decades, e.g. 1960s (NOT 1960's).
- Abbreviate *circa* and follow it with a space, e.g. c. 1500.

- Use of the slash (/) implies an alternative, e.g. late 3rd/early 4th-century pottery = late 3rd or early 4th-century pottery.
- Use of an en-dash (–) implies a continuum, e.g. dating from AD 43–60 = from AD 43 to 60.

4.7 Radiocarbon dates

- Presentation of the details of radiocarbon dates determined for a site is complex and will usually be undertaken by an external consultant or by the Finds and Archives Officer.
- Radiocarbon dates quoted in text require the laboratory number followed by the calibrated date, which is always quoted at two standard deviations (95% confidence level), and cited as 'cal BC' or 'cal AD'. The oldest date is quoted first, e.g. AA-34798 1880–1520 cal BC, HAR 2992 450-600 cal AD.
- Where there are two or more possible calibration ranges with different probabilities assigned to each, it is usual to simplify these into a single range, e.g. AA-34797 1870–1840 cal BC (2.9%), 1780–1520 cal BC (92.5%) would usually become: AA-34797 1870–1520 cal BC.

4.8 Captions

For CA typescript reports, captions for figures will generally be formatted by the illustration department as part of each figure, however, **you need to compile the captions**. The figure captions should read **exactly** as per the List of Illustrations, which should be copied to the illustration department to inform them of your captions. It is your responsibility to ensure that all captions are correct before submitting your report.

- Do not use a full stop after the Fig. number or at the end of the caption.
- Do not use term 'plates' for photographs: treat all illustrative material as Figures and always abbreviate to Fig. or Figs, the latter requiring no full stop.

- Material taken or used from another source must be fully referenced within the caption, including repository reference numbers or OS map sheet numbers, year of publication, etc. Copyright must also be acknowledged where applicable.
- If material is reproduced at the same scale as the original plan or map, the caption should commence with 'Extract from...' (unless the whole is being reproduced). If enlarged from another plan or map, the caption should commence with 'Detail from...'.
- Keys to tables or figures should list only the abbreviations or conventions used in that particular table or figure.
- Photographs should state the size of any scales used, and the direction of view (abbreviated), e.g. The remains of the Roman bath-house, scale 1m, looking E

For CA publications such as occasional papers:

- Captions should appear at the top of tables and at the bottom of figures. The key should normally appear at the bottom of the table or figure.
- All captions should be in the standard CA style at 11pt but at single line spacing, irrespective of the size of font used within an accompanying table, except for captions within sections of text at 9pt (such as appendices).
- Captions should commence directly above the top left corner (table) or below the bottom left corner (figure), and text running beyond the right hand edge of the table/figure should be wrapped with a hanging indent to the front of the text, e.g.

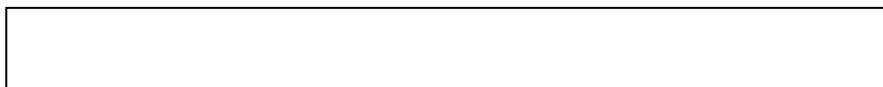


Fig. 4 Extract from the 1825 *Plan of the Stonehouse Estate and properties thereabouts*, by Jerome Roche (GRO: DD18952 MI 2/4)

4.9 Tables

Tables are an excellent way of conveying certain types of information, but they require careful handling. **Always** discuss the need for a table with your project manager before using one in your report, unless using one of the standard tables (e.g. trench descriptions) in

the template appendices. In CA typescript reports, smaller tables may be created within the body of the report but larger tables, and all tables within CA publications (such as occasional papers) and all other publications, must be kept as separate files. Beware of creating tables in MS Word: they are very difficult to work with, and get increasingly difficult with size. Larger tables (and always tables that go over more than one page) should be created in MS Excel or MS Access, and imported into the typescript document only during final editing. If in doubt, seek advice from the IT Officer or your Project Manager.

Within the table:

- Use units of measurements in the headings, not throughout.
- Use bold for column and row headings, and use bold for rows or columns of totals.
- **Make sure all totals add up.**
- Include a key for all abbreviations and conventions used in a table, including pottery codes.

4.10 Copyright

Copyright is a complex issue, and any material that may potentially be subject to copyright must be discussed with your Project Manager. Where copyright exists, the use of another's work is generally subject to written permission from the copyright holder (or their agent).

- Permission should usually be sought if a map, table, diagram, photograph or illustration that has appeared elsewhere is to be used, whatever the degree of modification.
- Permission should also be sought for a substantial text quotation, which is usually taken to be an extract of more than 400 words, or a series of extracts of more than 800 words, or a series of extracts comprising more than a quarter of the work.
- Permission is not required if the work is out of copyright. In the EU, copyright generally lapses 70 years after the death of its creator; outside the EU, 50 years is more common.

- It is a **legal requirement** that the sources of all in-copyright quotations, table and illustrations are given. Acknowledgements for illustrations or tables should be given in the figure or table caption.
- The situation with in-copyright maps is complicated, particularly for digital maps, and largely depends on what type of map and reproduction permission has been purchased. OS copyright and acknowledgements are usually dealt with by the Illustration Dept.
- In general, any map that is over 50 years old will be out of copyright. However, maps that have been reprinted, for example through Landmark, will be back in copyright again.

5. REFERENCING YOUR REPORT

When using data, ideas or opinions taken from another source, this must be cited in the text. CA uses the author-date (Harvard) system of referencing for both non-published and published sources. All (and only) works cited in the text should appear in the References section, and vice versa.

5.1 Text

- The authors surname and year of publication is given, with page and/or illustration references as appropriate. Editors are treated as authors; do not include ed. or eds, e.g. (Holbrook 2000).
- Authors initials should only be included if two or more authors have the same surname and works published in the same year, when they should be sited thus: (M. Watts 2002).
- Distinguish between two or more works in the same year by the same author using lower case letters, e.g. (Watts 2000a), (Watts 2000b).
- For joint authors use both names (Enright and Watts 2002), for more than two authors cite thus: (Watts *et al.* 2001).
- Use 'forthcoming' or 'in press' when cited works yet to be published, depending on what stage in the publication process they have reached, e.g. (Watts in press), (Holbrook forthcoming). If the work has not yet reached first draft, use pers. comm.
- Information supplied verbally, or in other non-published communications such as letters, emails, etc., should be cited as (M. Watts, pers. comm.) and does not require details in the References (but should appear in the Acknowledgements). If verbal information was given some time ago, include the date, e.g. (M. Watts, pers. comm. 1986).
- Only use *ibid.* when referring to the same work by the same author as immediately preceding in the same paragraph or catalogue. *Idem* may be used in similar circumstances for the same author but a different work, in which case the year of publication should follow. It is usual to use *ibid.* or *idem* only when pages numbers

follow, e.g. (Watts 2002, 34), followed for the same work by (ibid., 46), or for a different work by (idem 2003, 45).

- Specific page references should be given in full (do not use ff), and are not preceded by p. or pp., e.g. (Watts 2002, 31–7). Do not add specific page references in the text if referring to the full extent of the reference.
- Printed material other than text (e.g. figures, tables, plates) should be cited as (Watts 2002, 31–7, Fig. 35, Table 2, Pl. 17).
- References to manuscript or photographic sources should be included as text references, e.g. (RCHME, AA57/3579), (GRO, DD45 MI 1/2).

5.2 The References section

The References section must include full details of all published and unpublished works and sources cited in the text. Where required, the references section should be divided into **non-printed sources** and **printed sources**. For CA typescript reports, it is usual where appropriate to add a section entitled **Cartographic sources**, which will include all maps and plans referred to and is arranged chronologically. Note that in publications cartographic sources are accommodated within the other two sections.

5.2.1 *Non-printed sources*

Non-printed sources will include documents or photographs held by record offices and other repositories. These are normally arranged alphabetically by repository first, and reference number second, followed by the full title.

5.2.2 *Printed sources*

Printed sources will include all published material, and unpublished reports such as CA typescript reports. Details that should be given are: **author(s)/editor(s); date of publication; full title; place of publication; publisher**. All references that continue beyond a single line should be given a hanging indent (for CA reports this is set at 14mm).

author(s)/editor(s); date of publication

- This is arranged by surname, initials, date.

- Use (ed.) for one editor and (eds) for more than one editor.
- The author is listed alphabetically by surname, separated from initials by a comma, with no space between initials, and with more than one author in list form, e.g.

Enright, D. 2003

Watts, M.A., Reed, S.J. and Quinnell, H. 1997

- Authors should be arranged alphabetically by surname. Mc is a contraction of Mac, and should be listed as if spelt in full; so should St as a contraction of Saint, e.g.

McDonald, R. 1987.....

MacEvans, F. 1999.....

St Clair Baddeley, W. 1926.....

Saint-Saens, C. 1911.....

- Foreign names such as de, von and van are usually lower case and follow the authors initials, but are capitalised and included alphabetically in anglicised names.
- Publications by a single author are listed in order of date (including editorships) before any joint authorships. Joint publications with one other author (in text: Enright and Watts 1998) are listed alphabetically by the second author. Joint publications with two or more authors (in text: Enright *et al.* 2001) are listed chronologically, irrespective of the names of the other authors. e.g.

Enright, D. (ed.) 2000

Enright, D. and Walker, G. 1999

Enright, D. and Watts, M. (eds) 1998

Enright, D., Watts, M.A. and Young, R. 2001

Enright, D., Barber, A. and Watts, M.A. 2002

- Publications by the same author(s) in the same year, or where multiple authorship and same year results in the same text reference e.g. (Enright *et al.* 2002), are listed alphabetically by the reference title (ignoring definite or indefinite articles), and are distinguished using lower case letters, e.g.

Enright, D., Barber, A. and Watts, M.A. 2002a

Enright, D., Watts, M.A. and Young, R. 2002b

- Acronyms used within text references should be listed alphabetically and followed by the full version in parentheses; e.g.

CBA (Council for British Archaeology) 2002

BGS (British Geological Survey) 1975 *Research Report No. RR 99-04: BGS Rock Classification Scheme Volume 4*

- For forthcoming and in press references, Check that the author and title details are correct so that the source can be located when the work is published.
- For county journals it is usual to give the year of the transactions/proceedings, and not the date actually published.

full title

- The title should be taken from the title page, not the spine or elsewhere. The first word requires a capital but no others unless other rules apply, such as proper nouns.
- If the title is in two parts with no punctuation a colon should be inserted, followed by a capital letter, e.g. *Excavations at Kingscote and Wycomb, Gloucestershire: A Roman estate centre and small town in the Cotswolds with notes on related settlements*
- The title is italicised and followed by a double space, unless the work is an article within a periodical or within a larger publication, such as specialist contributions to a monograph, when the title is given in regular text with single quotes and a following comma, e.g.

Bass, W.M. 1987 *Human osteology: a laboratory and field manual* Missouri, Missouri Archaeological Society

French, D.H. 1971 'An experiment in water sieving', *Anatolian Stud.* **21**, 59–64

Hurst, D. 1992 'Pottery', in Woodwiss (ed.) 1992, 132–54

- Where a cross reference to another article is given, this should be listed in full, e.g.

Roe, F. 1999 'Worked stone' in Wood *et al.* 1999, 414–21

Wood, A., Partridge, C. and Trotter, M. 1999 *Excavations in the undercroft of a monk's dorter* Western Archaeological Trust Excavation Monograph Series **15**, Gloucester, Alan Sutton

Publisher details

- The CBA/BIAB standard list of journal and series abbreviations for English language title should be followed (see Appendix C). Write out non-English language titles in full.
- For periodicals, journals, etc. the volume number (and where applicable the issue number) should be in **bold**, followed by the page numbers of the article, e.g.

Hurst, H. 1977 'The prehistoric occupation on Churchdown Hill', *Trans. Bristol Gloucestershire Archaeol. Soc.* **95**, 5-10

- Monographs series, and the unpublished reports of CA and other archaeological organisations, should also have report/volume reference numbers in **bold**.
- For books references, the place and name of the publisher should be quoted where known: always make a note of this information when researching.
- Cite only the UK place of publication if alternatives are given. Anglicise any foreign places of publication (e.g. Cologne, not Köln).
- When referencing a website, write out the URL in full in the bibliography, and add the date the website was accessed, e.g.

OA (Oxford Archaeology) 2003 'Zeugma: a city at the edge of the empire', <http://www.oxfordarch.co.uk/pages/zeugma.htm> (accessed 23 June 2003)

5.2.1 Cartographic sources

- Plans and maps appearing in this section do not need to be included in the other sections, but each must be fully referenced. This section is usually arranged

chronologically. For non-published plans, this includes the year of production, the full title, and the full repository reference. For published (OS) maps, this should include the year of production followed by the year of survey in parentheses (where different), the scale, the map sheet reference number, and full title.

- Geological maps are usually referenced in the printed sources, unless they show information that is archaeologically relevant.

5.3 Cross-references

- Do not use page references to refer to other parts of the text. Cross-reference to whole chapters (Chapter 3) or sections (Section 3.3), which should all be numbered. When referring to a different section of the same chapter, guide the reader to its position (see Section 3.1, above), (see Section 3.4, below).
- Cross-reference to Figures or Tables in a similar manner (Fig. 8), (Table 12).

6. GENERAL ENGLISH

6.1 Abbreviations and contractions

- In general, full stops should be used after abbreviations, e.g. Fig., etc. e.g., i.e., c., ed., J.P. Hartley, M.A. Watts
- In general, full stops should not be used after contractions or acronyms, e.g. Figs, Mr, Mrs, Dr, eds, CA, AOD, AD, BC, SWERDA, plc, Ltd
- There are exceptions, in particular no. (for number), which is a contraction of *numero*, but requires a point to distinguish from 'no' (for not any).
- No full stop is required after an abbreviated unit of measurement, e.g. mm, m, ha, kg, g, ha, m², ml.
- DO NOT ABBREVIATE LITRES to l when using Arial font: it is too easily confused with the number 1. Write litre or litres out in full, leaving a space between this and the value.
- No space is required between values and abbreviated units, or between initials within a name e.g. 5mm, 25kg, 20ha, M.A. Watts
- Do not use the ampersand (&) except in tables or catalogues. Use % and ° in both text and tables, again with no space between values and abbreviated units, e.g. 50%, 3.5%. 45° angle, 37°C
- Do not contract length (L), height (H) thickness (Th) and diameter (Diam) or compass points (N, S, E, W) except in tables, captions or catalogues, when these should be contracted. None of these abbreviations requires a stop.
- Write site codes with a space between the letters and numbers, e.g. LMF 01, BFM 03. NEVER use site codes as shorthand for the name of the site.
- Explain uncommon abbreviations at the first occurrence, e.g. Cotswold Archaeology (CA), estimated vessel equivalents (EVEs), Gloucestershire Record Office (GRO).

- Standard CA abbreviations that require no explanation include NGR and OS.
- Abbreviations used in citation must be consistent with and spelled out within the References section, e.g. (CA 2002) in text would appear as CA (Cotswold Archaeology) 2002 etc. in the References.
- If there are a significant number of uncommon abbreviations used within a document, it may be worth including a *List of abbreviations*, which will appear below List of illustrations but before Contents. These should still be spelled out if used in the References.
- Avoid using cf. This literally means ‘compare to’, but it is used by some specialists (particularly environmentalists) to mean ‘looks like’. If you are directing the reader to another source, use (see Watts 2002).

6.2 Apostrophes

- Generally, possessive apostrophe ('s) is added to nouns to convey the meaning of ‘belonging to’, for both singular nouns, e.g. CA’s Style Guide, Rick’s car, Simon’s glasses, etc., and plurals, e.g. the children’s party
- The final **s** is omitted when the plural ends in, or is formed by, adding –s or –es, e.g. the dog’s dinner (the dinner of the dog), BUT the dogs’ dinner (the dinner of the dogs).
- In general, use the possessive ‘s in all English names and surnames where appropriate, including those ending in s, e.g. St James’s, Watts’s, unless the last syllable is pronounced –iz, where the s is omitted, e.g. Moses’.
- The final **s** should also be omitted from Classical names ending in with **s**, e.g. Jesus’, Xerxes’, etc.
- Do not use a possessive apostrophe with **it**: it’s means ‘it is’, its means ‘belonging to it’.

6.3 Capitals

- Use minimum capitalisation in text, titles, captions and headings. Except for proper names, only the first word should have a capital letter.
- Do not use capital letters after a colon (unless a proper noun).
- For biological terms, a capital is used for families and genera, but not species.
- For geological terms, a capital is required for geological formations.
- Use capitals for clearly defined periods of time or historical eras **except for** medieval or post-medieval, as per the CA timeline (Appendix A).

6.4 Commas

- Generally, commas are used to separate words and clauses within a sentence to convey meaning.
- Do not use a comma before the final 'and' in a list unless it is necessary to do so to avoid ambiguity, e.g. Tom, Dick and Harry, BUT cropmarks, ridge and furrow, and other earthworks.
- Use commas to convey meaning and remove ambiguity with words such as however, therefore and moreover, e.g. However it may seem to the casual observer... AGAINST However, it may seem to the casual observer...

6.5 Hyphens and Elision

- The hyphen (-) is used to form compound words. It should be used as little as possible in compound nouns, usually only to avoid ambiguity. Compound nouns beginning with co-, re- or pre- rarely need to be hyphenated, e.g. reuse, recut, coexist, except to separate a double letter, e.g. co-operate, re-enter, or to avoid confusion, e.g. pre-date (unless you meant predate: 'to prey on'). Also note: post-date, post-medieval.

- Hyphens are used with combinations of adjectives, or with a noun and an adjective used attributively, e.g. 14th-century pottery, a timber-lined well, thin-section analysis.
- Hyphens are not required with adverbs where the sense is already clear, e.g. a poorly fired pot, a vastly improved report.
- Elision is literally the striking out of a vowel or syllable, and is used for the contraction of dates or page numbers using an en rule (–). Use of this symbol will be adhered to in CA publications, but for typescript reports use of a standard hyphen (-) will be acceptable.
- Both dates (years) and page numbers are usually elided to the shortest form that maintains clarity, e.g. 25–8, 38–42, 152–66, 1942–5. Note that ‘teens’ are not elided, e.g. 1914–18.
- Avoid using elision in text to mean ‘to’ or ‘and’, e.g. 3rd to 4th-century pottery, January to March, between 1995 and 1998 (NOT 3rd–4th-century pottery, January–March, between 1995–1998).
- Do not elide measurements (24–28mm, NOT 24–8mm) or days of the month (22–28 July, NOT 22–8 July).
- Do not use en rules – like this – in place of parentheses.

6.6 Indefinite article

- Use ‘an’ before all usual vowels and a silent h; use ‘a’ before vowels that sound like a w or a y and an aspirated h, e.g. an article, an honour, a unique event, a hypothesis, ALSO an x-ray, an X-rated excavation.

6.7 Italics and accents

- Italics and accents are generally used for foreign language words except for those which have passed into everyday English, e.g. facade, elite, role, etc.

- Italics are used for unabbreviated Latin words and phrases such as *in situ*, *ex situ*, *sic*, *colonia*, *civitas*, *insula*, *vicus*, etc., but not vice versa, lacunae, ad hoc, per annum, idem, forum, basilica, mortaria, etc.
- Note that *circa* is always abbreviated to *c.*, and that *et al.* is italicised.
- Italics are used for the titles of books and periodicals, painting and works of art, biological genera and species and the names of ships.
- Names of places are not italicised, even when no longer in use, e.g. Glevum, Hamwic, Corinium Dobunnorum, Verluamium, Pompeii, etc.
- Some Roman building materials are italicised, e.g. *opus signinum*, *opus spicatum*, etc., but not others, e.g. tegula, imbrex, tesserae, etc.

6.8 Money

- For amounts above a pound, use the £ sign thus: £25, £100,000, £7.50, £4.05 etc.
- Millions of pounds can be spelled out thus: £1 million, £400 million etc.
- For amount below a pound, use the p sign thus: 45p, 99p, 2p etc.

6.9 Numbers

- Except where attached to a unit of measure, numbers from one to ten should be spelled out in text, e.g. three, 17, 7km, 45g; unless part of a sequence, e.g. Of 245 potsherds, 4 were Bronze Age, 9 were Iron Age, ...
- Avoid using numbers at the beginning of sentences but where unavoidable, spell the figure out. Spell out approximate numbers too. Remember that spelled figures are hyphenated, e.g. Thirty-three years later...., About three thousand years ago.....
- Figures below 10,000 do not require a comma; figures above do, unless in a table.

6.10 Parentheses (brackets)

- Parentheses are used to insert a statement or point of information into a sentence or paragraph. When within a sentence, punctuation follows the second bracket, when a complete sentence, punctuation is placed inside the second bracket.
- Brackets should NOT be used for context numbers, sample numbers or finds accession numbers, unless it is grammatically correct to do so, e.g. A ditch (504) cut across the remains of the building...OR... Ditch 504 cut across the remains of the building...
- Only use square brackets for inserting comments added by you into a quotation, e.g. 'Beside it [a 4th-century mosaic] lay a pick, and the conjunction of idleness and opportunity was too much for me. I drove the point of the pick into the cement patch' (Wheeler 1955, 97).

6.11 Plurals

- Make sure that verbs agree with their subject nouns.
- 'One' and 'no-one' are always singular. 'None' can be singular or plural, depending on the context. 'Data' and 'media' should be taken as plural.
- 'Number' can be either singular or plural: this is usually dictated by whether it has a definite article (the), when it is singular, or an indefinite article (a), when it is plural, e.g. The number of finds has shown this to be a productive site..., A number of finds were recovered from this pit...
- Other nouns of multitude can be singular (the entity) or plural (the individuals that comprise the entity). These should be treated as singular or plural depending on the sense, and must be used consistently, e.g. This group forms an interesting collection..., BUT This group are badly abraded...

6.12 Quotes

- Short quotations should be enclosed in single quotation marks. For a quotation within a quotation, double quotation marks should be used. Do not italicise quotations.

- Quotations should reproduce the original exactly, and any omissions should be indicated by an ellipse (...). Only add ellipses to the beginning or end of a quotation if the meaning requires it.
- Longer quotations (more than five lines) should be treated as separate paragraphs, and do not require quotation marks.

6.13 Semi-colons, colons and lists

- Semi-colons are used to join together sentences which are grammatically independent but are connected in meaning. Colons are used to join together sentences that are in contrast or opposite in meaning, or to present an explanation or proof of the preceding sentence.
- Colons are also used to introduce lists. Where the list appears in text, use commas to separate items. Where the list is bulleted or numbered, use semi-colons to separate items. Finish the last item of both with a full stop.

6.14 Tenses

The principal rule of the usage of tenses is to **be consistent**. Make sure that the same tense is used when making direct statements. Generally, the past tense is used to describe excavated features, or those which no longer survive or are no longer visible. The present tense is used to describe artefacts, standing buildings and topographic features, e.g.

‘The 17th-century farmhouse, which features a number of outbuildings arranged around a courtyard, lies at the valley bottom adjacent to the river. Excavation was undertaken to the west of the house, and revealed a rough cobbled surface that abutted the foundations of another outbuilding. Artefacts recovered include fragments of glazed tile, some of which bear heraldic designs, and a number of potsherds, most of which are medieval’.

APPENDIX A: THE CA TIMELINE

EPOCH	PERIOD	DATE RANGE	DIVISIONS	DATES	SUBDIVISIONS
Holocene	Modern	1801 – 2000	20th century	1901 – 2000	WWII: 1939–45 WWI: 1914–18 Edwardian: 1901–1910
			19th century	1801 – 1900	Victorian: 1837–1901
	post-medieval	1540 – 1800	18th century (late post-medieval)	1701 – 1800	Georgian: 1714–1830
			17th century	1601 – 1700	Civil War: 1642–9 Jacobean: 1603–1625
			16th century (early post-medieval)	1540 – 1600	Elizabethan: 1558–1603
	medieval	1066 – 1539	Late medieval	1300 – 1539	Tudor: 1485–1603
			medieval	1066 – 1300	Norman: 1066–1154 Norman Conquest: 1066
	Early medieval / Anglo-Saxon	AD 410 – 1066	Late Saxon	AD 850 – 1066	
			Middle Saxon	AD 650 – AD 850	
			Early Saxon (or post-Roman)	AD 410 – AD 650	
	Roman	AD 43 – AD 410	Late Roman	AD 200 – AD 410	
			Early Roman	AD 43 – AD 200	Roman Conquest: AD 43
	Iron Age	700 BC – AD 43	Late Iron Age	100 BC – AD 43	
			Middle Iron Age	400 BC – 100 BC	
			Early Iron Age	700 BC – 400 BC	
	Bronze Age	2400 BC – 700 BC	Late Bronze Age	1100 BC – 700 BC	
			Middle Bronze Age	1500 BC – 1100 BC	
			Early Bronze Age	2400 BC – 1500 BC	Beaker: 2600 BC – 1800 BC
	Neolithic	4000 BC – 2400 BC	Late Neolithic	3000 BC – 2400 BC	
			Early Neolithic	4000 BC – 3000 BC	
	Mesolithic	10,000 BC – 4000 BC	Late Mesolithic	6500 BC – 4000 BC	
			Early Mesolithic	10,000 BC – 6500 BC	
Pleistocene	Palaeolithic	500,000 BC – 10,000 BC	Upper Palaeolithic	30,000 BC – 10,000 BC	
			Middle Palaeolithic	150,000 BC – 30,000 BC	
			Lower Palaeolithic	500,000 BC – 150,000 BC	

APPENDIX B: THE CA WORD LIST

The following is not an exhaustive list of preferred spellings, and will be continuously updated and revised. When networked, the latest version will be available on-line.

artefact (not artifact)	handaxe	post-date
backfill	hand-cleaned	posthole
bath-house	hand lens	post-medieval
bodysherd	handmade	postpad
Bronze Age	infill	pre-date
c. (not <i>circa</i>)	Iron Age	prehistoric
cropmark	iron ore	reset
curvilinear	iron-smelting	reuse
dateable	iron-smithing	rimsherd
dowel hole	ironwork	ring ditch
drystone	ironworking	Roman
earring	<i>in situ</i>	roundhouse
ecofact	land-use	small find
<i>et al.</i>	loomweight	spindlewhorl
field-name	medieval	spot-dating
fieldwalking	Mesolithic	stakehole
fieldwork	metalwork	Tithe Map
findspot	metalworking	Tithe Apportionment
finger ring	millstone	wall plaster
flintwork	millwheel	wheel-finished
flotation	Neolithic	wheelmade
focused	offcut	wheel-thrown
greyware	organisation	wheel-turned
halfway	Palaeolithic	
hairpin	peg hole	
herringbone	place-name	
hammerscale	pers. comm. (not italics)	

APPENDIX C: STANDARD LIST OF ABBREVIATED PERIODICAL TITLES

The following is a list of abbreviations of current periodicals and series as issued by the CBA in June 1979. You may not find the precise periodical that you are looking for, but it should be possible to identify abbreviations of components from the list below. If in doubt, do not abbreviate.

Aerial Archaeology	<i>Aerial Archaeol.</i>
Agricultural History Review	<i>Agr. Hist. Rev.</i>
Anglo-Saxon England	<i>Anglo-Saxon Engl.</i>
Annual of the British School at Athens	<i>Annu. Brit. Sch. Athens</i>
Annual Bulletin of the Societe Jersiaise	<i>Annu. Bull. Soc. Jersiaise</i>
Annual Report of the Yorkshire Philosophical Society	<i>Annu. Rep. Yorkshire Phil. Soc.</i>
Antiquaries Journal	<i>Antiq. J.</i>
Antiquities of Sunderland	<i>Antiq. Sunderland</i>
Antiquity	<i>Antiquity</i>
Apollo	<i>Apollo</i>
Archaeologia	<i>Archaeologia</i>
Archaeologia Aeliana series 5	<i>Archaeol. Aeliana 5 ser.</i>
Archaeologia Cambrensis	<i>Archaeol. Cambrensis</i>
Archaeologia Cantiana	<i>Archaeol. Cantiana</i>
Archaeology in Britain	<i>Archaeol. Brit.</i>
Archaeological Journal	<i>Archaeol. J.</i>
Archaeological Review (=CBA Groups XII & XIII)	<i>Archaeol. R.</i>
Archaeometry	<i>Archaeometry</i>
Architectural History	<i>Architect. Hist.</i>
Ayrshire Archaeological and History Collections series 2	<i>Ayrshire Archaeol. Natur. Hist. Collect 2 ser.</i>
Bedford Archaeological Journal	<i>Bedfordshire Archaeol. J.</i>
Berkshire Archaeological Journal	<i>Berkshire Archaeol. J.</i>
Bourne Society Local History Records	<i>Bourne Soc. Local Hist. Rec.</i>
Bradford Antiquary	<i>Bradford Antiq.</i>
Brigantian	<i>Brigantian</i>
Britannia	<i>Britannia</i>
British Archaeological Reports	<i>Brit. Archaeol. Rep.</i>
British Cave Research Association Transactions	<i>Brit. Cave Res. Ass. Trans.</i>
British Museum Yearbook	<i>Brit. Mus. Yearb.</i>
British Numismatic Journal	<i>Brit. Numis. J.</i>
Brycheiniog	<i>Brycheiniog</i>
Bulletin of the Board of Celtic Studies	<i>Bull. Board Celtic Stud.</i>
Bulletin of the British Museum (Natural History)	<i>Bull. Brit. (Natur. Hist.)</i>
Bulletin of the Institute of Historical Research	<i>Bull. Inst. Hist. Res.</i>
Bulletin of the Institute of Arch. University of London	<i>Bull. Inst. Archaeol. Univ. London</i>
Burlington Magazine	<i>Burlington Mag.</i>
Cambrian Arch Association Monographs & Collections	<i>Cambrian Archaeol. Ass. Monogr. Collect.</i>
Cantium	<i>Cantium</i>
Carmarthenshire Antiquary	<i>Carmarthenshire Antiq.</i>
Celtica	<i>Celtica</i>
Ceredigion	<i>Ceredigion</i>
Channel Isles Annual Anthology	<i>Channel Isles Annu. Anthol.</i>
City of Stoke-On-Trent Museum Arch. Society Reports	<i>City Stoke-On-Trent Mus. Archaeol. Soc. Rep.</i>
Classical Review new series	<i>Class. Rev. n. ser.</i>
Coin Hoards	<i>Coin Hoards</i>
Colchester Archaeological Group Annual Bulletin	<i>Colchester Archaeol. Group Annu. Bull.</i>
Computer Applications in Archaeology	<i>Comput. Appl. Archaeol.</i>
Connoisseur	<i>Connoisseur</i>
Conservator, The	<i>Conservator</i>
Cornish Archaeology	<i>Cornish Archaeol.</i>
Council for British Archaeology Annual Report	<i>Counc. Brit. Archaeol. Annu. Rep.</i>
Council for British Archaeology Research Reports	<i>Counc. Brit. Archaeol. Res. Rep.</i>
County Louth Archaeological and Historical Journal	<i>Co. Louth Archaeol. Hist. J.</i>
Current Archaeology	<i>Curr. Archaeol.</i>
Derbyshire Archaeological Journal	<i>Derbyshire Archaeol. J.</i>
Derwent Archaeological Society Research Reports	<i>Derwent Archaeol. Soc. Res. Rep.</i>
Devon and Cornwall Notes and Queries	<i>Devon Cornwall Notes Queries</i>

Dir. of Anc. Monuments & Hist. Buildings Occa. Papers
Discovery and Excavation in Scotland
Durham University Journal
Durobrivae

East Anglian Archaeology
East Riding Archaeologist
Economic History Review
Endeavour
English Heritage Monitor
English Historical view
English Place Name Society(Annual Volume)
Essex Archaeology and History
(formally Transactions of the Essex Arch Society)
Essex Journal
Essex Naturalist

Field Studies
Flintshire Historical Society Publications
Folk Life
Folklore

Geo Abstracts
Geographical Journal
Geological Magazine
Glamorgan Historian
Glasgow Archaeological Journal
Gower
Greece and Rome
Guildhall studies in London History
Hastings Area Archaeological Papers
Hertfordshire Archaeological review
Hertfordshire Archaeology
Hertfordshire Past and Present
Historical Journal
Historical Metallurgy
(formerly Bulletin of the Historical Metallurgy Group)
History
History of the Berwickshire Naturalists Club
History Today

Illustrated London News
Industrial Archaeology
Industrial Archaeology Review
Innes Review
Intern. Journal of Nautical Arch. & Underwater Explor.
International medieval Bibliography
Inventaria Archaeologia
Irish Archaeological Research Forum
Irish Historical Studies
Irish Spelaeology
Irish Sword

Journal of Archaeological Science
Journal of the Arms and Armour Society
Journal of Biogeography
Journal of the British Archaeological Assoc. Series 3
Journal of the British Society of Master Glass painters
Journal of the Chester Archaeological Society
Journal of the Cork Historical and Arch. Society
Journal of the County Kildare Archaeological Society
Journal of Ecology
Journal of the English Place-Name Society
Journal of the Farnham Museum Society
Journal of the Galway Arch. and Historical Society
Journal of the Geological Society of London
Journal of Historical Geography

Dir. Ancient Monum. Hist. Bldgs Occas. Pap.
Discovery Excav. Scot.
Durham Univ. J.
Durobrivae

E Anglian Archaeol.
E Riding Archaeol.
Econ. Hist. Rev.
Endeavour
Engl. Heritage Monit.
Engl. Hist. Rev.
Engl. Place-Name Soc.
Essex Archaeol. Hist.

Essex J.
Essex Natur.

Fld. Stud.
Flintshire Hist. Soc. Publ.
Folk Life
Folklore

Geo. Abstr.
Geogr. J.
Geol. Mag.
Glamorgan Hist.
Glasgow Archaeol. J.
Gower
Greece and Rome
Guildhall stud. London Hist.
Hastings Area Archaeol. Pap.
Hertfordshire Archaeol. Rev.
Hertfordshire Archaeol.
Hertfordshire Past Present
Hist. J.
Hist. Metall.

History
Hist. Berwickshire Natur. Club
Hist. Today

Illus. London News
Ind. Archaeol.
Ind. Archaeol. Rev.
Innes Review
Int. J. Naut. Archaeol. Underwater Explor.
Int. Medieval Bibliogr.
Inventaria Archaeologia
Ir. Archaeol. Res. Forum
Ir. Hist. Stud.
Ir. Spelaeol.
Ir. Sword

J. Archaeol. Sci.
J. Arms Armour Soc.
J. Biogeogr.
J. Brit. Archaeol. Ass. 3 ser.
J. Brit. Soc. Master Glass Paint.
J. Chester Archaeol. Soc.
J. Cork Hist. Archaeol. Soc.
J. Co. Kildare Archaeol. Soc.
J. Ecol.
J. Engl. Place-name Soc.
J. Farnham Mus. Soc.
J. Galway Archaeol. Hist. Soc.
J. Geol. Soc. London
J. Hist. Geogr.

Journal of the Historical Society of the Church in Wales	<i>J. Hist. Soc. Church Wales</i>
Journal for the History of Astronomy	<i>J. Hist. Astron.</i>
Journal of Human Evolution	<i>J. Hum. Evol.</i>
Journal of the Kerry Arch. and Historical Society	<i>J. Kerry Archaeol. Hist. Soc.</i>
Journal of the Manx Museum	<i>J. Manx Mus.</i>
Journal of the Merioneth Historical Record Society	<i>J. Merioneth Hist. Rec. Soc.</i>
Journal of the Northampton Museum and Art Gallery	<i>J. Northampton Mus.</i>
Journal of the Northants Nat. Hist. Soc. and Field Club	<i>J. Northamptonshire Natur. Hist. Soc. Fld Club</i>
Journal of the Old Wexford Society	<i>J. Old Wexford Soc.</i>
Journal of Planning and Environment Law	<i>J. Plan. Envir. Law</i>
Journal of Roman Studies	<i>J. Roman Stud.</i>
Journal of the Royal Institution of Cornwall New Series	<i>J. Roy. Inst. Cornwall n. ser.</i>
Journal of the Royal Society of Antiquaries of Ireland	<i>J. Roy. Soc. Antiq. Ir.</i>
Journal of the Royal Society of Arts	<i>J. Roy. Soc. Arts</i>
Journal of the Scunthorpe Museum Society	<i>J. Scunthorpe Mus. Soc.</i>
Journal of Soil Science	<i>J. Soil Sci.</i>
Journal of the Warburg and Courtauld Institutes	<i>J. Warburg Courtauld Inst.</i>
Kent Archaeological Review	<i>Kent Archaeol. Rev.</i>
Kingston-on-Hull Museums Bulletin	<i>Kingston-on-Hull Mus. Bull.</i>
Lincolnshire History and Archaeology	<i>Lincolnshire Hist. Archaeol.</i>
Local Historian (formally The Amateur Historian)	<i>Local Hist.</i>
London Archaeologist	<i>London Archaeol.</i>
London Journal	<i>London J.</i>
London and Middlesex Arch. Society Special Papers	<i>London Middlesex Archaeol. Soc. Spec. Pap.</i>
London Naturalist	<i>London Natur.</i>
London Studies	<i>London Stud.</i>
M3 Archaeology	<i>M3 Archaeol.</i>
Man	<i>Man</i>
Mariner's Mirror	<i>Mar. Mirror</i>
Medieval Archaeology	<i>Medieval Archaeol.</i>
Medieval Ceramics	<i>Medieval Ceram.</i>
Mercian Geologist	<i>Mercian Geol.</i>
Midland History	<i>Midland Hist.</i>
Milton Keynes Journal of Archaeology and History	<i>Milton Keynes J. Archaeol. Hist.</i>
Monmouthshire Antiquary	<i>Monmouthshire Antiq.</i>
Montgomeryshire collection	<i>Montgomeryshire Collect.</i>
Morgannwg (Journal of Glamorgan History)	<i>Morgannwg</i>
Museums Journal	<i>Mus. J.</i>
Nature (London)	<i>Nature (London)</i>
New Phytologist	<i>New Phytol.</i>
New Scientist	<i>New Sci.</i>
Norfolk Archaeology	<i>Norfolk Archaeol.</i>
Northamptonshire Archaeology	<i>Northamptonshire Archaeol.</i>
Northamptonshire Past and Present	<i>Northamptonshire Past Present</i>
Northern History	<i>Northern Hist.</i>
Northern Scotland	<i>Northern Scot.</i>
Northern Studies	<i>Northern Stud.</i>
North Munster Antiquaries Journal	<i>N Munster Antiq. J.</i>
North Staffordshire Journal of Field Studies	<i>N Staffordshire J. Fld Stud.</i>
Notes and Queries of Somerset and Dorset	<i>Notes Queries Somerset Dorset</i>
Notes and Records of the Royal Society of London	<i>Notes Rec. Roy. Soc. London</i>
Nottingham Medieval Studies	<i>Nottingham Medieval Stud.</i>
Numismatic Chronicle series 7	<i>Numis. Chron. 7 ser.</i>
Numismatic Circular	<i>Numis. Circ.</i>
Old Kilkeny Review	<i>Old Kilkeny Rev.</i>
Oxoniensia	<i>Oxoniensia</i>
Oxfordshire Record Society	<i>Oxfordshire Re.c Soc.</i>
Papers of the British School at Rome	<i>Pap. Brit. Sch. Rome</i>
Papers of the South Shields Arch. & Historical Society	<i>Pap. S Shields Archaeol. Hist. Soc.</i>
Past and Present	<i>Past and Present</i>
Philosoph. Trans. of the Royal Soc. of London A and B	<i>Phil. Trans. Roy. Soc. London A B</i>
Post-Medieval Archaeology	<i>Post-Medieval Archaeol.</i>

Proceedings of the British Academy
 Proceedings of the Cambridge Antiquarian Society
 Proceedings of the Cotswold Naturalists Field Club
 Proc. of the Coventry District Natural Hist. & Scien. Soc..
 Proc. of the Crayford Manor House Hist. & Arch. Soc..
 Proceedings of the Devon Archaeological Society
 Proc. of the Dorset Natural History and Arch. Soc..
 Proceedings of the Geological Association
 Proc. of the Hampshire Field Club and Arch. Society
 Proc. of the Isle of Man Nat. History and Antiq. Society
 Proc. of the Isle of Wight Nat. History and Arch. Society
 Proc. of the Leatherhead and District Local Hist. Society
 Proceedings of the Prehistoric Society
 Proceedings of the Royal Anthropol. Institute of GB & Ir.
 Proceedings of the Royal Institution of Great Britain
 Proc. of the Royal Irish Academy (series B and C)
 Proc. of the Royal Society of London (series A B)
 Proceedings of the Society of Antiquaries of Scotland
 Proc. of the Suffolk Institute of Arch. and History
 Proc. & Trans. of the Croydon Nat. Hist. and Sci. Soc.
 Proc. of the Uni. of Bristol Spelaeological Society
 Progr. in Human Geog: Int. Review of Current Research
 Publications of the Thoresby Society

Quarterly Review of the Guernsey Society

Records of Buckinghamshire
 Records of Huntingdonshire
 Reports of the British Museum (Natural History)
 Reports and papers of the Northants Antiq. Society
 Rep. and Trans. of the Devonshire Association
 Report and Transactions of the Sociere Guernesiaise
 Rescue Archaeology in Hampshire
 Research Volumes of the Surrey Archaeological Society
 Rickmansworth Historian
 Riocht na Midhe (Meath Arch. & Hist. Soc.)
 Rydale Historian

Sagabook of the Viking Society for Northern Research
 Scarborough District Arch. Soc.. Research Papers
 Science and Archaeology
 Scottish Archaeological Forum
 Scottish Art Review
 Scottish Geographical Magazine
 Scottish Historical Review
 Scottish Studies
 Seaby's Coin and Medal Bulletin
 Somerset Archaeology and Natural History
 Somerset Levels Papers
 South Lincolnshire Archaeology
 Staffordshire Archaeology
 Studia Celtica
 Studia Hibernica
 Studies in Conservation
 Studies in Spelaeology
 Surrey Archaeological Collections
 Sussex Archaeological Collections

Thoroton Society Record Series
 Town Planning Review
 Transactions of the Ancient Monuments Society
 Trans. of the Anglesey Antiq. Society and Field Club
 Transactions of the Birm. and Warwicks.
 Transactions of the Bristol and Glos. Arch. Soc..
 Transactions of the Buteshire Natural History Society
 Transactions of the Caernarvonshire Historical Society

Proc. Brit. Acad.
Proc. Cambridge Antiq. Soc.
Proc. Cotswold Natur. Fld Club
Proc. Coventry Dist. Natur. Hist. Sci. Soc.
Proc. Crayford Manor House Hist. Archaeol. Soc.
Proc. Devon Archaeol. Soc.
Proc. Dorset Natur. Hist. Archaeol. Soc.
Proc. Geol. Ass.
Proc. Hampshire Fld Club Archaeol. Soc.
Proc. Isle Man Natur. Hist. Antiq. Soc.
Proc. Isle Wight Natur. Hist. Archaeol. Soc.
Proc. Leatherhead Dist. Local. Hist. Soc.
Proc. Prehist. Soc.
Proc. Roy. Anthropol. Inst. Gr. Brit. Ir.
Proc. Roy. Inst. Gr. Brit.
Proc. Roy. Ir. Acad. (B C)
Proc. Roy. Soc. London (A B)
Proc. Soc. Antiq. Scot.
Proc. Suffolk Inst. Archaeo. Hist.
Proc. Trans. Croydon Natur. Hist.
Proc. Univ. Bristol Spelaeol. Soc.
Progr. Hum. Geogr.
Publ. Thoresby Soc.

Quart. Rev. Guernsey Soc.

Rec. Buckinghamshire
Rec. Huntingdonshire
Rep. Brit. Mus. (Natur. Hist.)
Rep. Pap. Northamptonshire Antiq. Soc.
Rep Trans. Devonshire Ass.
Rep Trans. Soc. Guernesiaise
Rescue Arch. Hampshire
Res. Vol. Surrey Archaeol. Soc.
Rickmansworth Hist.
Riocht na Midhe
Rydale Hist.

Sagabook
Scaborough Dist. Archaeol. Soc. Res. Rep.
Sci. and Archaeol.
Scot. Archaeol. Forum
Scot. Art. Review
Scot. Geogr. Mag.
Scot. Hist. Rev.
Scot. Stud.
Coin Medal Bull.
Somerset Archaeol. Natur. Hist.
Somerset Levels Pap.
S Lincolnshire Archaeol.
Staffordshire Archaeol.
Studia Celtica
Studia Hibernica
Stud. Conserv.
Stud. Spelaeol.
Surrey Archaeol. Collect.
Sussex Archaeol. Collect.

Thoroton Soc. Rec. Ser.
Town Plan. Rev.
Trans. Ancient Monuments Soc.
Trans. Anglesey Antiq. Soc. Fld Club
Trans. Birmingham Warwickshire Archaeol. Soc.
Trans. Bristol Gloucestershire Archaeol. Soc.
Trans. Buteshire Natur. Hist. Soc.
Trans. Caernarvonshire Hist. Soc.

Transactions of the Cardiff Naturalists' Society	<i>Trans. Cardiff Natur. Soc.</i>
Transactions of the Denbighshire Historical Society	<i>Trans. Denbighshire Hist. Soc.</i>
Trans. E Lothian Antiquarian & Field Naturalists' Society	<i>Trans. E Lothian Antiq. Fld Natur. Soc.</i>
Transactions of the English Ceramic Circle	<i>Trans. Engl. Ceram. Circle</i>
Trans. Greenwich and Lewisham Antiquarian Society	<i>Trans. Greenwich Lewisham Antiq. Soc.</i>
Transactions of the Halifax Antiquarian Society	<i>Trans. Halifax Antiq. Soc.</i>
Transactions of the Hawick Archaeological Society	<i>Trans. Hawick Archaeol. Soc.</i>
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Transactions of the Hunter Archaeological Society	<i>Trans. Hunter Archaeol. Soc.</i>
Transactions of the Institute of British Geographers	<i>Trans. Inst. Brit. Geogr.</i>
Trans. Lancashire and Cheshire Antiquarian Society	<i>Trans. Lancashire Cheshire Antiq. Soc.</i>
Transactions Leics. Archaeological and Historical Society	<i>Trans. Leicestershire Archaeol. Hist. Soc.</i>
Transactions London and Mddx Archaeological Society	<i>Trans. London Middlesex Archaeol. Soc.</i>
Transactions of the Monumental Brass Society	<i>Trans. Monumental Brass Soc.</i>
Transactions of the Newbury District Field Club	<i>Trans. Newbury Dist. Fld Club</i>
Trans. & Proc. of the Perthshire Soc. of Natural Science	<i>Trans. Proc. Perthshire Soc. Natur. Sci.</i>
Trans and Proc. of the Torquay Natural History Society	<i>Trans. Proc. Torquay Natur. Hist. Soc.</i>
Transactions of the Radnorshire Society	<i>Trans. Radnorshire Soc.</i>
Transactions of the Shropshire Archaeological Society	<i>Trans. Shropshire Archaeol. Soc.</i>
Trans. of the South Staffordshire Archaeol. & Hist. Soc.	<i>Trans. S Staffordshire Archaeol. Hist. Soc.</i>
Transactions of the Thoroton Society of Nottinghamshire	<i>Trans. Thoroton Soc. Nottinghamshire</i>
Trans. Woolhope Naturalists' Field Club, Herefordshire	<i>Trans. Woolhope Natur. Fld Club</i>
Transactions of the Worcestershire Archaeological Society series 3	<i>Trans. Worcestershire Archaeol. Soc. 3 ser</i>
Ulster Folk Life	<i>Ulster Folk Life</i>
Ulster Journal of Archaeology series 3	<i>Ulster J. Archaeol. 3 ser.</i>
Urban History Yearbook	<i>Urban Hist. Yearb.</i>
Vale of Evesham Historical Society Research Papers	<i>Vale Evesham Hist. Soc. res. Pap.</i>
Vernacular Architecture	<i>Vernacular Architect.</i>
Welsh History Review	<i>Welsh Hist. Rev.</i>
Wiltshire Archaeological and Natural History Magazine	<i>Wiltshire Archaeol. Natur. Hist. Mag.</i>
World Archaeology	<i>World Archaeol.</i>
Yorkshire Archaeological Journal	<i>Yorkshire Archaeol. J.</i>