

Publication Guide

This guide has been designed to help you prepare all elements of your manuscript in accordance with our in-house styles and to aid the publication workflow to produce your book in a timely and efficient manner. *Archaeopress* reserves the right to return the manuscript and its associated files for further corrections should they not sufficiently meet the criteria described herein.

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1. PREPARING A MANUSCRIPT FOR PUBLICATION: AN OVERVIEW

BOOK LAYOUT, DESIGN AND FORMATTING

The typesetting of the book will be carried out by *Archaeopress*. The author(s) may be consulted regarding format (e.g. page size, column numbers etc.) but *Archaeopress* reserves the right to make all final decisions regarding design, layout and format in accordance with its house styles.

COPY-EDITING, PROOF-READING ETC.

All texts submitted must be thoroughly spell-checked, copy-edited and proof-read; *Archaeopress* cannot undertake to check and/or correct text (but if required such services, including indexing, can be arranged for a fee).

Submitted texts must be consistent in terms of capitalisation, spelling, punctuation, abbreviations, references, headings etc. as detailed in this document (see [section 2](#)). *Archaeopress* reserves the right to return the text to the author where corrections are deemed necessary, or, after consultation, to arrange to implement such corrections in-house (fees apply).

MANUSCRIPT TEXT

TEXT FILES

MS Word is the preferred format for the text (.doc; .docx). Files should be submitted in plain single-column format with single-line spacing. One text file should be produced for each chapter.

Do not insert hard returns mid-paragraph.

Indicators for the positioning of the illustrations should be clearly marked in the text files but no images should be embedded (see [Figures, Tables and Captions](#), below). Any specific instructions regarding the figures (scales etc.) should be noted here also.

HEADINGS AND SUB-HEADINGS

Clearly distinguish different heading levels (e.g. chapter heading, major heading and sub-heading). Avoid numbering i.e. not 1.2; 1.2.1; 1.2.1.1 etc.

REFERENCING

Footnotes style and Harvard style referencing are both acceptable. Examples and further details are provided in [section 2](#).

Endnotes are not accepted.

FONTS

If using uncommon fonts for diacritic or transliterative purposes please inform *Archaeopress* and be sure to supply the fonts in the top-tier master folder when submitting the completed manuscript (see [Submission Guide](#) for further details).

FIGURES, TABLES AND CAPTIONS

COPYRIGHT

All text and illustrations that are not the author(s)' own must have copyright clearance (and these rights must include permission for electronic/digital format distribution). It is the responsibility of the author(s) to ensure such clearance has been obtained. If any restrictions are imposed by copyright holders in specific instances, the author(s) must inform *Archaeopress* accordingly.

FORMATTING IMAGE FILES

Figures (including illustrations / photos / tables etc.) must be sent as individual files, not embedded within the text. This includes graphics generated in Word (e.g. Arrows, Markers etc.), these should be converted into an image-based format (e.g. .TIFF) and supplied separately (see [Submission Guide](#) for further details). For plate sections please consult with *Archaeopress*.

The publisher will decide, following discussion with the author (s), if figures are to be printed in black and white or colour. Subvention for colour printing may be required, but, where available, images should be submitted in colour and not converted to b/w.

Accepted file formats for photos / illustrations / line drawings:

Adobe Photoshop	.pdf files	TIFF, EPS
All formats are acceptable.	Use high resolution only. Embed all fonts and do not compress images when distilling.	These are the preferred formats for scanned images which need to be at least 600 dpi. Resize all images so the largest dimension is a maximum of 240 mm. (JPEGs are acceptable if saved to maximum quality.) Specific instructions (required scales etc.) must be clearly marked in the text.

Accepted file formats for tables, charts and graphs:

Excel or Word (tables)	Excel (charts and graphs)
Avoid lengthy text in tables; this information should be delivered elsewhere.	Charts and graphs should be designed to appear in black and white. Use patterns to distinguish bars on graphs, etc. rather than colour or tone, which loses clarity when printed in black and white.

NUMBERING

Number illustrations / figures / photos and refer to them all as Figures. Tables may have their own sequence. Plates may only refer to a separate and self-contained section of illustrations.

Capitalise and do not abbreviate 'Figure' or 'Table' in the text. Ensure that there is a numbered reference to each figure and table in the text.

CAPTIONS

List all captions at the end of the text after the Bibliography, or in a separate file. The captions should include any necessary copyright information.

2. STYLE GUIDE

SPELLING AND ABBREVIATIONS ETC.

- Insert only one space after full stops, not two.
- Avoid superscripts '6th' in 6th, 8th, etc. If your program does this automatically please switch it off (in Word go to *Tools, Autocorrect, Autoformat as you type*).
- UK or US spellings are acceptable (but must be consistent throughout book including and with particular reference to multi-author volumes.)
- BC and AD (no punctuation) – also for upper case abbreviations / acronyms (UK, USA etc.)
- e.g., i.e., cf., etc. (full stops but no italics)
- *et al.* and *c.* (italics and full stops)
- No full stops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimetres) and other abbreviations of measurements
- No space should be placed between a number and its unit of measurement, e.g., 98cm
- Place a leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on

NUMERALS

Numbers from one to ten should be spelled out; higher numbers should be given in numerals, e.g., 11, 235, etc. No comma should be used for numbers with fewer than five digits, e.g., 5000, not 5,000; but 10,000.

CONTRACTIONS

Contractions which end with the same letter as the original word do not take a full stop i.e. Dr (not Dr.), Mr (not Mr.), eds (not eds.) etc. Contractions which do not finish with the same letter as the full word do take a full stop: e.g. ed., no. 2.

DATES

Give centuries and millennia as, for example: 5th century BC, 2nd century AD etc. For specific years, the letters BC should follow the date, preceded by a space (e.g. 490 BC); the letters AD should precede the date, also with a space between the two (e.g. AD 499).

If the date is approximate, indicate this with 'c.' followed by a space and the date (e.g. c. 733 BC; c. 1792-1750 BC; c. 597; c. 1066).

Use hyphenation only adjectivally (for example, 'in the 6th century' but 'a sixth-century temple'). Please note also the following forms:

- Thursday, 12 November 1966
- 1960s (not 1960's)
- 1382-1420; 1460-80; 104-08; 44-47; 13-15

ITALICS

Italics should be used for foreign words or transliterations. Please note that the surrounding punctuation should not be italicised. Exceptions to the use of italics are:

- when the word is part of a foreign language quotation
- when the word has already been sufficiently assimilated into the English language

QUOTATION MARKS

Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g., 'text text "text" text text'). Displayed quotations have no quotation marks. Any quotations within a displayed quotation should carry single marks.

THESES

Theses should be referred to as dissertations.

3. REFERENCING

REFERENCES WITHIN THE TEXT

Footnotes and Harvard style referencing are both acceptable.

For Harvard style (author and date: page number) followed by end-of-chapter bibliographies see the following: 'according to Bloggs (1966: 31) it seems ...' or 'it has been stated (Bloggs 1966: 31) that ...'. Note the use of a colon between the date and page number/s.

Multiple citations should be in alphabetical order and separated by a semi-colon, e.g., (Affleck *et al.* 1988; Bahn and Pettitt 2003; Wymer 1982).

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

Where footnotes are used, they should be numbered sequentially in Arabic superscript numerals, single spaced.

When writing in English and using footnotes, please note that footnote reference numbers should be placed after punctuation and not before (i.e., word.¹ and not word¹).

Do not use endnotes.

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

BIBLIOGRAPHIES

Examples of the required reference format are given below. Please ensure that all references are complete. Use a colon between volume and page numbers. Do not use bold for volume numbers. For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&'.

Use full stops after initials in authors' names. Thus for example, use M.S.F. Hood and not MSF Hood.

Note that for an international audience all journal and series titles must be written out in full, e.g., 'International Journal of Osteoarchaeology', not 'Int. J Osteo.', and 'Roman and Late Antique Mediterranean Pottery', not 'RLAMP'. In multinational volumes even the most familiar archaeological abbreviations may be confusing to other people.

THESIS

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen.

NOTE: (No italics because the work is unpublished; not thesis but dissertation).

JOURNAL ARTICLE

Cruise, G.M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63: 299–313.

BOOK

Lamb, H.H. and L. Tessier 1987. *Weather, Climate and Human Affairs*. London: Routledge.

EDITED BOOK

Bintliff, J.L. (ed.) 2015. *Recent Developments in the Archaeology of Greece* (Pharos Supplement). Leuven: Peeters

SECTION IN BOOK

Bintliff, J.L. 2010. The Annales, events, and the fate of cities, in D.J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117–131. Albany (NY): Suny Press.

SECTION IN BOOK WITH MULTIPLE EDITORS

Fruyt, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D.L. Martin and D.W. Fruyt (eds) *Troubled Times: Violence and Warfare in the Past*: 181–216. Amsterdam: Gordon and Breach.

SECTION IN BOOK IF EDITOR UNKNOWN

Serre-Bachet, F., J. Guiot and L. Tessier 1992a. La dendroclimatologie: pour une histoire du climat, in *Les veines du temps* (Catalogue d'exposition): 93–119. Paris: Musée du Monde.

SECTION IN A NUMBERED MONOGRAPH

Reynolds, P. 2014. The Homs Survey (Syria): Contrasting Levantine trends in the regional supply of fine wares, amphorae and kitchen wares (Hellenistic to early Arab periods) in B. Fischer-Genz, Y. Gerber and H. Hamel (eds) *Roman Pottery in the Near East. Local Production and Regional Trade* (Roman and Late Antique Mediterranean Pottery 3): 53–66. Oxford: Archaeopress.

WEBSITE

Department of Parks and Wildlife, 2001, Department of Parks and Wildlife, Canberra, Shipwreck inspection, viewed 10 August 2012, <<http://www.dpaw.org>>.

NOTE: You must include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title or descriptive explanation, date accessed, and full URL.

4. SUBMITTING THE MANUSCRIPT FOR FINAL PUBLICATION

Once the manuscript has been completed and prepared in accordance with the points above, files should then be organised in accordance with the *Archaeopress Submission Guide*.

Archaeopress will assess the files to ensure they meet all necessary requirements to begin production i.e. that matters of style are consistent throughout, that files and folders are organised appropriately and so on.

Archaeopress reserves the right to return the manuscript and associated files to the author(s) at this stage should it be considered that edits are required within the manuscript, or that the files are not sufficiently well-organised for production to begin.

Archaeopress cannot undertake to check and correct text (but if required such services, including indexing, can be arranged for a fee).

5. PRODUCTION

TYPESETTING

Once *Archaeopress* has received, assessed and accepted the manuscript and associated files and, following any revisions the publisher may have requested at that time, the production phase will begin. Typesetting will be managed in-house by the publisher in accordance with its house styles.

The author may be consulted regarding format (e.g. page size, column numbers etc.) but *Archaeopress* reserves the right to make all final decisions regarding design, layout and format.

PROOFS

The author(s) will be sent one set of .pdf proofs of the formatted book and a deadline will be agreed to deliver feedback. This proof is for checking only and no significant alterations may be made to the text at this time. Revisions / rewrites at proof stage will incur charges at our standard daily rate, pro rata for time required to implement the changes.

A charge is made for additional proofs and any subsequent revisions.

6. PUBLICATION

Upon publication *Archaeopress* will provide the following:

GRATIS PRINTED COPIES

The author(s) will be provided with a number of gratis print copies as outlined in the publication agreement. These will be sent to one address.

Archaeopress may agree to split delivery of gratis copies to multiple destinations, postage fees will apply.

AUTHOR DISCOUNT

The author(s) may purchase print copies of the final publication at 35% discount at any time following publication. A special offer form will be sent shortly after publication.

PROMOTIONAL MATERIAL

A .pdf special offer form granting 20% discount will be provided to the author(s). This can be circulated to colleagues by email, social media or printed and distributed at meetings etc. to help promote the publication.

SPECIAL ARRANGEMENTS / PROMOTIONS

Any special arrangements (bulk purchase of copies on behalf of a funding body etc.) should be discussed with *Archaeopress* in advance of final publication. Special terms will be granted at the publisher's discretion.

OPEN ACCESS

Archaeopress supports Open Access. The following Open Access offer is available to the author(s):

Full publication:

Gold Open Access: £1,500.00 + VAT (if applicable)

- eBook published in Open Access at the same time as printed volume.
- Format: .pdf download, issued with a creative commons licence nominated by the author (CC-BY is recommended) and a DOI.
- .pdf eBook hosted on *Archaeopress* website in addition to several other Open Access repositories. Metadata distributed to all major libraries.
- 3rd party Open Access repositories have their own notification systems to advertise new content and aid further discoverability.
- Contributors / funding bodies / attached institutions may immediately self-archive the final formatted .pdf on their own website / platform in addition to general social and academic media sites such as Academia etc.
- Full digital archiving and preservation (legacy security) provided for each volume by inclusion in the Portico digital preservation service.

7. MARKETING AND SALES

A brief guide to the standard marketing and sales attention each publication receives:

ARCHAEOPRESS WEBSITE

Each book is advertised on the dedicated *Archaeopress* website www.archaeopress.com as forthcoming, initially, then available to buy in print and PDF formats upon publication.

ARCHAEOPRESS ALERT E-NEWSLETTER

The *Archaeopress* marketing alert email goes out to thousands of academics worldwide, announcing new and recent releases alongside forthcoming titles. If *Archaeopress* is provided with all the marketing information requested in the submission document upon receipt of the final manuscript files (see [Submission Guide](#)), it is expected that the book would feature in the alert a minimum of three times as a forthcoming, new and recent release respectively. Backlist titles are also periodically re-featured in future alerts as part of a special offer or other promotional activity.

PRINT CATALOGUES

Archaeopress typically produces two print catalogues each year which are sent to a mailing-list consisting of private academics and libraries worldwide. On occasion *Archaeopress* will partner with other specialist publishers or library agencies to provide additional distribution beyond its own internal lists.

SOCIAL MEDIA

Archaeopress has strong followings on various social media platforms; it is recommended that the author provides *Archaeopress* with their Facebook/Twitter/LinkedIn handles to be tagged in any relevant social media posts. *Archaeopress* would encourage the author to tag the publisher in any posts relating to the publication for sharing/re-tweeting etc.

Archaeopress handle on all sites: [@Archaeopress](#)

Facebook followers: 6.5k

Twitter followers: 12.5k

AUTHOR FORMS

As described in [section 6](#), *Archaeopress* will supply the author with special .pdf order forms offering discount for author copies at 35%, and a more general offer of 20% discount for the author(s) to circulate amongst colleagues and interested parties.

REVIEWS IN JOURNALS / MAGAZINES

The author(s) should recommend approx. six review destinations for the book. *Archaeopress* will make all efforts to secure a review with the recommended journals/magazines. Where this is not possible *Archaeopress* will endeavour to find alternative destinations to provide review copies.

ACADEMIC CONFERENCES

Archaeopress is committed to presenting publications to academic audiences worldwide via exhibition spaces at academic conferences. The books on display are always tailored to the event and *Archaeopress* strives to take selections from across its full list including backlist titles, not just the latest releases. As such each publication should be on display at several events worldwide.

SPECIALIST MARKETING

Archaeopress welcomes suggestions from the author regarding groups of special interest (archaeological societies, for example) that might be interested to receive more targeted marketing. *Archaeopress* will endeavour to explore all suggestions, budget permitting.

BOOKSHOPS / ONLINE RETAILERS

Archaeopress provides book data to all industry leaders, ensuring each book is advertised and on sale via all major book sellers worldwide including Amazon, Book Depository, Blackwell's etc. The books are distributed internationally in partnership with professional distribution and fulfilment warehouses, ensuring orders are supplied in a timely and professional manner.

LIBRARIES / LIBRARY AGENTS

Archaeopress sells directly to libraries and via library agents, ensuring libraries of all sizes, local and international, can purchase books in the method that suits their needs.

EBOOKS

Archaeopress sells eBooks through a number of channels including:

- Direct to private academics at a fixed low price point (all eBooks cost £16+VAT for personal use, even if the print edition costs considerably more)
- Subscription-based platform for libraries (*Archaeopress* Digital Subscription Service)
- Multiple licensing models via third-party platforms including JSTOR, ProQuest, Ebsco, Erasmus etc.