



# Style Guide

Please note: Any article which is not in accordance with the Style Guide will be returned to the author for corrections prior to its distribution to Specialist Editors.

## Computer Format

- The manuscript should be submitted as a Microsoft Word file
  - PLEASE NOTE: with a '.doc' rather than '.docx' extension, i.e., do not save as Word for Windows Vista, 7 or 10.
    - This is because we need to be able to read all documents on various devices including Macs.
- Please ensure that the filename includes your surname and a brief indication of the title
  - Email this file as an attachment to the Articles Editor at [rosetta@contacts.bham.ac.uk](mailto:rosetta@contacts.bham.ac.uk).

## Font

- Main Text
  - The text itself should be 12 point 'Arial' style.
  - Do not use proprietary fonts.
- Special Characters
  - Special characters must use 'Arial Unicode'.
  - It is very important that any unusual scripts (such as Greek, Russian, Cyrillic, etc.) must be inputted as Unicode using the Insert / Symbol option in Word (or found alternatively online if not).
    - When using Unicode, if your required characters do not appear simply type the Unicode number (e.g. U+03E0) into Word, highlight, and press Alt+x (for the list of codes see [http://en.wikipedia.org/wiki/List\\_of\\_Unicode\\_characters](http://en.wikipedia.org/wiki/List_of_Unicode_characters)).
  - Please transliterate unusual scripts where possible
    - All transliterations should be italicised.



## **Text Organisation**

- The manuscript should have page numbers and should be ordered in the following manner:
  - Language
    - MUST be presented in Academic English.
  - Text
    - Three levels of headings may be used (for example Heading 1, Heading 2 and Heading 3 on Word);
    - A 200 word abstract is recommended at the front of 'Articles' only;
  - Appendices/Abbreviations/List of Images;
    - In the case of images please ensure that you have followed copyright procedures correctly before publication (see section below).
  - Bibliography of works cited
    - This means NOT all works consulted, i.e. Reference List.
    - This should begin with the heading 'Bibliography' in 12 point bold font – see section below.
  - Footnotes – these should reference both notes to the text (e.g. pertinent comments, translated passages, etc.) and a referenced bibliographic note (see section below)
    - Please note that any acknowledgements should be given in the first footnote, and the note should be placed at the end of the first sentence of the article.

## **Paragraphs**

- Each paragraph MUST be separated with an extra line space.
- Do not indent the beginnings of paragraphs.

## **Line and Word Spacing**

- Use 1.5 line spacing
  - In the case of long, indented quotations, these should be single-spaced.
- Word Spacing



- Use only ONE space between all words.
- Use only ONE space at the ends of sentences.

### **Margins**

- Use the 'Normal' margin sizes in Microsoft Word
  - Top and Bottom: 2.54cm; Left and Right: 2.54cm

### **Quotations**

- Quotations should never be italicised unless they are like that in the original
  - The italics can be added for emphasis.
    - In which case this should be noted with either 'original emphasis' or 'my emphasis' in brackets after the quotation.
- Short quotations of less than twenty words
  - These can be included within your text.
    - They should be surrounded by single quotation marks
    - Except for quotations within quotations, where double quotation marks should be used for the quotation within the main quotation.
- Longer quotations over twenty words
  - Should be fully indented and single-spaced.
  - You do not need quotation marks but you must begin the quotation on a new line and precede it with a colon:
    - Unless the grammatical sense of your own sentence leads directly into that of the text quoted.
- Long poetry quotations
  - Must preserve the verse lineation
    - However, short verse quotations of two or three lines may be quoted as continuous prose with a forward slash to show the division between lines of verse.

### **Text Style Notes**

- Use only ONE space after a full stop.
- Use clear, concise academic English with a minimum of unnecessary jargon.
- Write out 'and' rather than using an ampersand (&).

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- Do not use contractions – write out all phrases fully (e.g. ‘it is’ not ‘it’s’ or ‘does not’ not ‘doesn’t’, etc.). Do not use hyphenated word breaks at the end of lines.
- Underlining or bold should not be used at all (bold may be used for the titles). Italics only should be used – sparingly – for emphasis.
- Text in other languages should be in italics.
- Any book or journal titles mentioned in the article should be in italics; article titles should be surrounded by single inverted commas (and NOT in italics).
- Abbreviations ‘e.g.’, ‘i.e.’, and ‘etc.’, ‘et al.’, ‘c.’, ‘cf.’, and ‘vs’ should be lower case and not italicised. Note the positioning of full stops. (N.B. ‘cf.’ means ‘compare’ or ‘consult’, not ‘see’).
- Avoid abbreviations for cardinal points (e.g. ‘northwest’ rather than ‘NW’).
- Do not use full stops within abbreviations or acronyms. An abbreviation or acronym which may not be widely and internationally known, should be initially written out in full (e.g. ‘The Department of Classics, Ancient History and Archaeology or CAHA’).
- Use standard abbreviations. For references to Classical literature and authors, use those listed in the Oxford Classical Dictionary.
- For temperature, units, chemical notation, etc., international notation and metric units should be used.
- Use British spelling, but do not alter spelling in quotations, references, and the names of institutions.
- Capitalisation: Only capitalise north, south, etc. if part of an actual place name, e.g. ‘South Africa’. Likewise, king or queen is only capitalised when part of a name, e.g. the queen of England is Queen Elizabeth II.
- Gender-specific language should be avoided where not appropriate. For example, cities and countries do not have a gender or sex. Do not use male pronouns to describe mixed-gender groups or generalise human experience.
- Use a hyphen to form the compound adjective for centuries. No hyphen is needed for a noun phrase.
- Numbers under a hundred or round numbers should be in words (thirty-nine, about a thousand); numbers over a hundred should be in numerals (139).



## Dates

- Use either BC/AD or BCE/CE consistently.
  - Note that they should be in capitals, with no full stops.
  - BC follows a date (436 BC), whereas AD precedes it (AD 2008).

## Archaeological Conventions for Dates

- Please follow the conventions outlined in World Archaeology's notes to contributors (October 1995), reproduced here from Assemblage's Style Guide (<http://archaeologydataservice.ac.uk/archives/view/assemblage/html/4/4notcont.html>):
  1. In accordance with international convention, radiocarbon dates should be expressed as mean and standard deviation, together with the number of the issuing laboratory:
    - e.g. a date of 3600 +/- 600 BP (AA-50)
    - or: the date was: K-3921 5540 +/-65 BP
  2. Calibrated dates should be indicated as follows: cal. AD 200; 250 cal. BC; a date in the range cal. AD 90-440.
    - It may be useful to insert the phrase '(calibrated date)' after each first occurrence in a paper, to make the meaning perfectly clear.
      - Note that after calibration ranges will often be used, since deviations may not be symmetrical about the mean.
  3. Calibrations should be made using the calibration curves of Stuiver and Pearson (1986) or Pearson and Stuiver (1986), depending on period.
    - Both curves are published in Radiocarbon, 28, 2B.
    - (Any suitable curve can be chosen for calibrating the period older than 5000 BP.)
  4. In order to maintain continuity with older literature, it may sometimes be necessary to present uncalibrated dates in terms of 'ad' or 'bc' (where 1950 BP = 0).
    - We do not encourage this because dates presented in this way may not correspond closely with the calendrical AD/BC scale.

5. Dates obtained by other methods, e.g. TL, Uranium Series, or Fission Track, are best referred to in years 'before present' or 'years ago', rather than by radiocarbon conventions.
6. Old dates: Ma for 'millions of years' and ka for 'thousands of years' are advised as abbreviations recognized internationally.

## **Images**

- Any images which feature in articles should be in accordance with copyright law.
- It is the author's responsibility to ensure that for all images which are not the property of the author (this includes images taken by the author of objects on display in museums, galleries and private collections), that permission for publication has been obtained and that all images are correctly credited.
- Rosetta reserves the right to refuse the publication of any articles containing images which it feels to be in breach of copyright law.
- Images should be clearly labelled (figure 1; figure 2, etc.), and credit should appear in the List of Images.
- Images should be listed in the order that they appear in the article.

## **Footnotes**

- Since Rosetta is a multi-disciplinary publication and aims to be accessible to a range of different interests and abilities, citations and bibliographic references are removed from the body of the text via footnotes.
  - With a citation, the footnote must contain only the author, date and page number; all other publication details are listed in the bibliography (see below).
  - The footnote should be placed AFTER all punctuation, e.g. Renfrew notes that, 'apples are green.'<sup>3</sup> or Although Renfrew states 'apples are green',<sup>2</sup> red apples are also common.
- A footnote need not be placed at the end of a sentence if it relates to something partway through the sentence.
- Please use the following formats for footnote citations:
  - Author Date: Page. i.e. Renfrew 2007: 5.

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- Lists of authors for the same citation should appear as 'Barclay and Bayliss 1999; Renfrew 2007.', or as 'Barclay and Bayliss 1999: 25; Renfrew 2007: 5.' (separated by a semicolon).
- Multiple works by the same author should appear as 'Renfrew 2003, 2007.' (separated by a comma).
- Citations in the text of works attributed to more than two authors may be abbreviated as, for example, 'Arnold et al. 1988.' for Arnold, Green, Lewis and Bradley 1988, but must appear in full in the bibliography.
- As a rule, citations should be in the same order as they appear in the appended list of works cited: first in alphabetical order, then in chronological order.
- Use standard numerals (1, 2, 3, etc.) for footnotes.
- Treat all footnotes as sentences, and end each with a full stop.
- Do not use 'ibid.' and 'op. cit.' etc.

## Referencing Ancient Literary Material

- The form of the reference should be: Author followed by name of work colon standard/book/paragraph/line numbers.
  - It should be placed in text: (Author *Work*: book.paragraph.line)
  - For example: (Xenophon *Hellenica*: 7.5.27)
- Where only one book of that author survives
  - For example: (Strabo: 3.2.16, Thucydides: 6.23; Herodotus: 9.62).
    - Be sure to check that there is definitely only one book attributed to the author if you use this kind of reference.

## Bibliography

- Rosetta has a recommended bibliographic style; however, since it is a multidisciplinary publication, if contributors are more used to placing date of publication at the end, or in brackets, this is also acceptable, as are appropriate substitutions for colons, semicolons and commas within citations.
  - However, consistency in the format employed is required.
- Recommended Format for Books

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- Surname, Initials. Publication Year. Book Title. Publication Location: Publisher.
  - E.g. Renfrew, C. 2007. Prehistory: Making of the Human Mind. London: Orion.
  - E.g. Lefebvre, H. 1991a [1946]. Critique of Everyday Life (trans. J. Moore). London: Verso.
  - E.g. Lefebvre, H. 1991b [1974]. The Production of Space (trans. D. Nicholson-Smith). Oxford: Blackwell.
- Recommended Format for Articles
  - Surname, Initials. Publication Year. 'Article Title', Journal Title Volume# (Issue#), Page#.
    - E.g. Hinckley, L. V. 1986. 'Patroclus' Funeral Games and Homer's Character Portrayal', The Classical Journal 81 (3), 209-221.
    - E.g. Arnold, J., Green, M., Lewis, B. and Bradley, R. 1988. 'The Mesolithic of Cranborne Chase', Proceedings of the Dorset Natural History and Archaeology Society 110,117-125.
- Recommended Format for Edited Books and Articles Within Them
  - Edited Books
    - Surname, Initials. (ed./eds.) Publication Year. Book Title. Publication Location: Publisher.
      - Foley, H.(ed.) 1981. Reflections of Women in Antiquity. Philadelphia, PA & Reading.
      - Clauss, J. J. & Johnston, S. I. (eds.) 1997. Medea: Essays on Medea in Myth, Literature, Philosophy, and Art. Princeton.
  - Articles within a book
    - Surname, Initials. Publication Year. 'Article Title', in Editor's Surname(s) (ed./eds.), Page#.
      - E.g. Krevans, N. 1997. 'Medea as Foundation-Heroine', in Clauss and Johnston (eds.), 71-82.
- Recommended Format for Online-Only Articles





- NB. Articles which are also published in print, such as those found on online depositories such as JSTOR or Project Muse, should be cited as print publications NOT online articles.
  - Surname, Initials. Publication Year. 'Article Title', Journal Title Volume# (Issue #) URL (accessed date).
    - E.g. Wardropper, J. 2006. 'Hospitals built by the owners of industry, for their workers, in Great Britain 1840-1950', Rosetta1  
[http://www.rosetta.bham.ac.uk/Issue\\_01/Wardropper.htm](http://www.rosetta.bham.ac.uk/Issue_01/Wardropper.htm)  
(accessed December 2007).
- Further Bibliographic Notes
  - Later Editions
    - If the original edition of a work is much older than the edition cited
    - Contributors may indicate the original date of publication
      - For example: 'Lefebvre 1991 [1946]'.
  - Multiple publications in a year
    - If more than one publication was made by the same author/s in the same year, use the appropriate lowercase letter (e.g. 1991a, 1991b).
  - Translated works
    - The translator should be named where this is relevant
      - For example: 'De Polignac (trans. J. Lloyd) 1995 [1985]'
  - Publication edition
    - Publication edition where the cited example is not the first edition, or only edition available.
      - For example: 'Hornblower (4<sup>th</sup> Edition) 2011 [1983]'
  - Personal communications
    - Should be noted as ('pers. comm.') in text
    - Should be only used when absolutely necessary
      - I.e. when the point is essential and there is no published reference for the information.



- For example: 'Shipley (pers.comm.) April 2018'
- Unpublished manuscript or thesis
  - If an unpublished manuscript or thesis is cited, please also include full information as to where it may be located
  - E.g. name of archive, 'in possession of author', etc.
    - Forster, Gary (2009) Roman Knossos: the pottery in context: a presentation of ceramic evidence provided by the Knossos 2000 Project (1993-95). Ph.D. thesis, University of Birmingham. In eTheses Repository University of Birmingham, <http://etheses.bham.ac.uk/437/> (Accessed: 31/12/2018).
- Citations for Articles
  - The citations 'No.', 'Vol.' for 'Number' and 'Volume', and 'pp.' for the pages of an article, should be omitted.
  - For clarity please use only the numbers themselves.
    - For example: (Krevans 1997: 73)
- Web Articles
  - Web Articles must include Author, publication date, and Article name, publication name (if known), the URL, followed by the date accessed in brackets.
    - For example: Millward, E. 2012. Meet George: the Curious History of an Egyptian Coffin Lid, Current Archaeology  
<https://www.archaeology.co.uk/articles/news/meet-george-the-curious-history-of-an-egyptian-coffin-lid.htm>  
(Accessed: 20/05/2018).
  - If the website does not give an author name, put the name of the organisation in all caps.
    - For example: SWEDISH INSTITUTE OF ARCHAEOLOGY. 2017. Malthi Mapping Project  
<https://www.sia.gr/en/articles.asp?tid=112&page=1>  
(Accessed: 06/09/2018).