



SOCIETY OF
ANTIQUARIES
OF LONDON

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House Style for Monographs

General

The Society employs minimal punctuation and capitalisation. Thus:

pp 168–9
col pls
ills
D M Palliser

But note:

‘no./nos’ is used for ‘number/numbers’
‘in.’ for ‘inches’
‘acc. no.’ (for ‘accession number’)
‘cat. no.’ (for catalogue number
‘sig. 4v’ (for signature number)

Spelling conventions used **generally** follow *The Oxford Style Manual*.

Use -ise/-isation rather than -ize/-ization (eg, civilise, organise).

Note: artefact **not** artifact; medieval **not** mediaeval.

The familiar English form is to be used for most European place names (eg Basle, rather than Basel, Berne, not Bern, Munich, not München, Bruges, not Brugge), though exceptions are made when an archaic name (Leghorn for Livorno) is relevant to the discussion.

Punctuation

Do not use apostrophes in dates or plural abbreviations: 1960s, UFOs.

Use hyphens adjectivally and to prevent ambiguity: eg, ‘full-scale work’, and ‘north-west corner’ (but ‘the north west’); adverbial phrases do not need hyphens: ‘heavily spotted page’, **not** ‘heavily-spotted page’.

Use spaces between initials in names, not full stops: eg, D G Biggs.

Note indicators should fall outside any punctuation: eg, gold rings,¹ **not** gold rings¹.

Use single quotation marks, and double quotation marks for quotations within quotations.

No comma before the final 'and' in a list, unless the sentence would be ambiguous without one.

There are no full points at the end of headings, captions or entries in the bibliography.

In headings, initial capitals should be used for the first word and proper nouns; all other text should be in lower case.

For the possessive, use the form s' for ancient/classical names (Hercules' club), but the form s's for historic/modern names (Charles's club). However, please note the form Antiquaries' (ie single 's').

Closing commas are to be used after the name of a town/country, etc: 'the villa at Frampton, Dorset, displays ...'; Henry, Prince of Wales, decreed ...'.

Small caps

Use for National Grid References (ST 606980), monarchs/popes (George III), vol nos (VII), plate nos when given in roman (pl XXVIIa), for AD/BC, cal BP/cal BC, etc, **but not** vol or monarch's names in titles of works of art or of publications (eg, *An Inventory of the County of Dorset. Vol I: West*, with the volume number as an italic cap).

En rules

Use EN rules for:

- page/figure spans (1939–45)
- orientation (east–west)
- parenthetical rules (the boy – whose job was to scare the crows – had fallen asleep)

Quotations/quotation marks

Quotations of more than forty words are to be displayed, like this, without quote marks at the start and end of the quotation:

The Society's 2,900 Fellows include many distinguished archaeologists and art and architectural historians holding positions of responsibility across the cultural heritage. The Fellowship is international in its reach and its interests are inclusive of all aspects of the material past.

The first line of a new paragraph following a displayed quotation should not be indented. The closing quotation mark should be placed **after** the final punctuation mark when the

quotation either forms a complete sentence or is longer than one sentence.

Foreign language words and phrases are to be styled in italic, **without** quotation marks; English translations should be set in Roman type, **within** quotation marks:

Anno Victoriae Cyllodonianae 1746 ('The year of the Culloden victory, 1746')

The titles of articles in newspapers or magazines and to chapters or to individual papers in journals or books should be in Roman type, within single quotation marks, as should the titles of poems, songs or TV programmes, and any title that represents part of the work rather than a complete work.

Abbreviations

Abbreviations should be explained in full when they are first used, with the appropriate abbreviation cited in brackets; for example: 'Material first published in the *Victoria County History* (VCH) has since been revised'.

Abbreviations do not need a full point if the final letter is the same as the final letter of the full word, hence: St, Dr, Mr, Mrs, Revd (**not** Rev or Rev'd), Ltd, fols, pls, chs, and so on.

In addition, we avoid full points in the interests of minimal punctuation, unless the meaning would be ambiguous, hence we do not punctuate fol, fig, pl, ch, esp, cf, ie, eg, 2nd ser, rev edn, 2nd edn, but we do punctuate no. (numero / number) and n. (note).

Measurements are abbreviated and follow the number without a space and without full points: 26mm, 5km.

Counties and centuries may only be abbreviated in footnotes, not in the main text.

In the text, 'per cent' should be in full. The abbreviation '%' may be used in tables.

Follow *The Oxford Style Manual* for abbrev of US states: use full abbreviations, not postal codes (eg, 'Calif', not 'CA').

Give days of the week/months of the year in full in text; abbreviate in footnotes:

Sun Mon Tue Wed Thu Fri Sat

Jan Feb Mar Apr May June July
Aug Sept Oct Nov Dec

Give county names in full in text; abbreviate county names in footnotes.

Place names

Place names should follow the usage of the latest edition (twelfth) of *The Times Comprehensive Atlas of the World*, which is available online at <http://www.timesatlas.com/findthatplace/pages/search.aspx>

Numbers

Use the minimum form: ie, the shortest way you would speak the numbers (13–14, 23–4, 115–16, 200–1) **but** spans of catalogue, inventory and figure numbers should be given in full: ‘figs 23–29’, ‘fols 216–250’.

Spell out the numbers below 100 in text unless statistical or scientific (eg, 50 per cent) or in compound adjectives (eg, 62-year-old man); use numbers in footnotes.

Spelled-out numbers are hyphenated (eg, sixty-two).

Always spell out a number if it forms the first word in a sentence (or rearrange the sentence).

Use commas in numbers with four or more digits (eg, 6,987). Include a zero before decimal numbers of less than one (eg, 0.5, not .5).

Dates

Century numbers should be spelled out in the text: eg, fourteenth century (hyphenated if used adjectivally); numbers should be used in the footnotes (14th century).

BC follows and AD precedes a date (except where descriptive: eg, ‘in the first century AD’).

Use BCE (‘Before Common Era’) and ACE (‘After Common era’) only to denote non-Christian contexts.

Use AH for ‘after Muslim era’ (ie, after the Hegira, Muhammad’s flight from Mecca to Medina, which took place on 16 July AD 622).

Dates should take the form ‘22 July 1963’.

Spell out the months of the year in full (but abbreviate in footnotes).

Note the use of italic and space (and lack of punctuation) in ‘*c* 1346’. Avoid use of ‘*c* AD 324’ (ie, use of *circa* before AD/BC in small caps) by rephrasing sentence.

Money

Sums of money should be written as follows:

- £4,000 (for amounts in whole pounds).
- 75p, not £0.75 (for amounts expressed in decimal pence).
- £6.65, not £6.65p (for mixed amounts of pounds and pence).

Always include two figures after the decimal point: £36.87 and £16.09.

Amounts expressed in pre-decimal currency should appear as £3 6s 9d. In quotations only, this may be given as '66/9d'. In quotations, retain the style in which amounts appear.

Measurements

Metric measurements should be used unless the context requires otherwise. There is normally no need to insert imperial equivalents, but this is a matter of judgement, depending on the context and the nature of the material whose dimensions are being described. In quotations when only imperial measurements are given, insert metric equivalents in square brackets.

- 15m by 10mm; range in length from 0.2m to 0.5m
- 0.5m (not 0.50m), 25km (not 25 km)
- 'ha', not 'hectare(s)': 25ha
- 45 degrees (no symbol)
- 15 per cent
- £35 (not £35.00)

Units of measurement have neither a full stop nor a final 's'.

Always use figures with measurements, without a space: eg, 25mm. Use mm, not cm: eg, 55mm, not 5.5cm.

References

All references should be given as footnotes in the Harvard style, punctuated and spaced thus:

- Smith 1984 (if the whole book or paper is being cited, rather than a specific point)
Smith 1984a (if more than one work by this author published in 1984 is cited)
Smith 1984, 67 (if a specific page in the work is being cited)
- Smith 1984, fig 4 on p 67 (this means figure 4 on page 67)
Smith 1984, 67 and pl 4 (this means page 67 and plate 4)
- Jones 1991, 26–7 (note that the page range is indicated by an en rule, not a hyphen)
- Hoey 2001, 196, 197, 203 n. 30 (this means pages 196, 197 and note 30 on page 203; use 'nn' when more than one note is being referenced; note that in this case, 196 and 197 are two separate references, not one reference that continues over

- two pages; and that we do not use ‘and’ between the penultimate and last item in a
- reference list: 96, 98, 101, not 96, 98 and 101).

If more than one work by an author is cited sequentially in a footnote, cite the works in chronological order, using the following form: Folkes 1736, 1745 and 1763.

Bibliographical references in footnotes should be separated by semi-colons.

If there is more than one work published by an author in the same year, add a, b, etc: (Smith 1990a; 1990b).

Give page references as:

- p 3
- pp 3–4 (a reference that continues on to a second page)
- pp 3, 4 (separate references on two pages)

Avoid using ‘f’/‘ff’ to denote the following page: the full page span that is being referred to should be given (as styled above).

Only the specific page number(s) of a reference being cited should be given in a footnote; in the case of articles or chapters in periodicals or edited works, the complete page span should **always** appear in the bibliography (see below).

Use the following forms for references to publications where **no** author is identified:

Britannia, 1992, **23**, 286
VCH Northants 1902, I, 189, fig 16
Gent’s Mag, 1778, **58/2**, 1149–51

Do not use *passim* and *loc cit*.

Use the abbreviations fol/fols for manuscript pages/folios, and always cite the shelf mark where available. Recto pages are indicated by a number; verso pages require a ‘v’: fol 28; fol 28v.

A multiple-author work can be referenced in footnotes using the name of the lead author followed by ‘*et al*’ (eg, Churchill *et al* 2001). Use the same formula in the bibliography if there are more than three authors; in the case of three or fewer, the names of all the authors should be given.

Books or papers that are not yet published (ie, are ‘forthcoming’) should **not** be included in the bibliography – work of this nature should be cited as ‘pers comm’, with the name of the person making the communication and the date: John Smith, pers comm, 28 June 2013.

Abbreviations and bibliography

Frequently used **abbreviations** (eg, EH, RCHME, TNA, VCH) should appear together with their expansions, at the beginning of the bibliography.

Next, the **bibliography** should list all the primary sources or manuscripts cited in the text.

Finally, the bibliography should list the secondary sources cited in the text. This is not intended to be a general reading list, and should only include those sources cited in the text or footnotes.

All references should appear in alphabetical order by surname and by date.

Authors' names are styled: surname, initials and date: Brown, G B 1915; Brown, C B, Charles, E D and Kemmis, G 2013.

Book titles are styled in italic; the words in the first part of a book title have initial capitals; secondary titles, after the colon, are lower case except for proper nouns: *The Road to Rome: pilgrimage in the Middle Ages*.

Article titles should be in single quotes with an initial capital, then lower case except for proper nouns: 'Counting the crows in Stoneacre Field'.

If you cite more than one paper from the same edited volume, the book itself should appear as a separate entry in the bibliography and cross-references made to it (see examples below).

Journal titles are styled in italic and should be abbreviated according to the principles laid down in British Standard 4148 (1985): for example, *Proc Hampshire Fld Club Archaeol Soc*. The forms of bibliographical abbreviations to be used are based on the CBA's standard list published in *Signposts for Archaeological Publication* (see below).

Part numbers of journals are not necessary if the pagination is continuous. Otherwise, give as 'pt 1'.

Check consistent use of roman/arabic numbers in volume numbers:

- journals, however old, should have their volume numbers translated into **Arabic** (eg: *Archaeologia*, **6**, 1782)
- books that use a roman numbering sequence for their volumes should **retain** that roman numbering (on the grounds that this is what you will find in the BL and other library catalogues)
- hybrid monograph series (such as the British Archaeological Association Conference Transactions) provide an exception to this rule and **retain** their roman numbering sequence (because that is what the Association itself does)

Small caps should **always** be used for roman volume numbers if non-lining numerals are used by the typesetter.

For all non-periodical titles published, include both the name of the publisher and the place of publication: Brill, Leiden. In the case of American publishers, except in the case of well-known cities (New York, Boston, Chicago, etc), it is usual to give the abbreviated name of the state as well as the place of publication: Left Coast Press, Walnut Creek, CA.

Additional information such as ‘internal report published by the National Trust’ is allowed if it helps the reader to source the publication (particularly in the case of ‘grey’ literature, internal reports, etc).

Examples of bibliographical references

When citing any work, it is important to give the specific edition that you used and that you have cited in the text: this is especially true when citing modern editions of classic texts: do not simply say ‘Bede: *Historia ecclesiastica gentis Anglorum*’: instead, cite the specific edition that you consulted, giving the editor’s name, as this will help the reader locate the work in a library:

Shirley-Price, L 1990. *Bede: Ecclesiastical History of the English People*, Penguin, Harmondsworth

Single-volume books

Brown, G B 1915. *The Arts in England*, Macmillan, London

Worsaae, J J A 1849. *The Primeval Antiquities of Denmark* (trans and enlarged by W J Thoms), J H Parker, London

Multi-volume books

Down, A 1981. *Chichester Excavations*, V, Phillimore, Chichester

Hoare, R C 1819. *The Ancient History of Wiltshire*, 2 vols, Lackington, Hughes, Harding, Mavor and Jones, London

Tweddle, D, Biddle, M and Kjølbye-Biddle, B 1995. *Corpus of Anglo-Saxon Stone Sculpture. Vol IV: South-east England*, Oxford University Press, Oxford

Citing a specific edition

Adams, J 1994. *The History of Needlepoint*, 2nd edn, Oxbow, Oxford

Articles in a journal or newspaper

Fletcher, J and Crook, J 1984. ‘The date of the Pilgrims’ Hall, Winchester’, *Proc Hampshire Fld Club Archaeol Soc*, **40** (2), 130–3 (note the volume number is in bold; the part number, if there is one, is in brackets and is not emboldened; if the publisher’s numbering system is by parts, rather than by volumes, the style is as follows: Part 2: 3)

The Times, 21 Apr 1846, ‘Society of Antiquaries’, 8

Dumville, D N 1977. ‘Sub-Roman Britain: history and legend’, *History*, new ser, **62**, 173–92

Franks, A W 1867. ‘Additions made to the collections of British Antiquities in the British Museum during the year 1866’, *Proc Soc Antiq*, 2nd ser, **2**, 435–45

Morgan, P 1971. 'Elis Grufudd of Gronant: Tudor chronicler extraordinary', *Flintshire Hist Soc J*, **25** (1971–2), 9–20 [where publication is for more than one year]

Article in an edited work

Pearce, S 2002. 'Bodies in exile: Egyptian mummies in the early nineteenth century and their cultural implications', in S Oudit (ed), *Displaced Persons: conditions of exile in European culture*, 54–71, Ashgate, Aldershot

Stead, I M 1971. 'Yorkshire before the Romans: some recent discoveries', in R M Butler (ed), *Soldier and Civilian in Roman Yorkshire*, 21–43, Leicester University Press, Leicester

If the same edited work is cited more than once, the parent work should be abbreviated as follows:

Stead, I M 1971. 'Yorkshire before the Romans: some recent discoveries', in Butler 1971, 21–43

Butler 1971 should then be given its own full bibliographical entry as

Butler, R M (ed) 1971. *Soldier and Civilian in Roman Yorkshire*, Leicester University Press, Leicester

Unpublished theses, dissertations and reports

Mortimer, C 1990. 'Some aspects of early medieval copper alloy technology, as illustrated by a study of the Anglican cruciform brooch', unpublished DPhil thesis, University of Oxford

Cleal, R M J, Allen, M J and Newman, C 1994. 'An archaeological and environmental study of the Neolithic and later prehistoric landscape of the Avon

valley between Durrington Walls and Earl's Farm Down', unpublished report, Wessex Archaeology, Salisbury

Inventorial works

Works published by such bodies as the Victoria County History, the Survey of London or the Buildings of England often have named authors or editors, and it is always preferable to cite the work by using their names to enable library catalogues to be searched. For example:

Ditchfield, P H and Page, W 1924. *The Victoria History of the County of Berkshire*, IV, St Catherine Press, London

Where a work is genuinely anonymous or has too many authors to be cited, the name of the inventorial body is used, as in:

RCHME 1939. *City of Oxford*, Roy Comm Hist Monuments Engl Inventories, HMSO, London

In the case of RCHME inventories, the volume number should be treated as part of the title and thus appear in italic (eg: *An Inventory of the County of Dorset. Vol I: West*).

British Archaeological Conference Transactions

Stalley, R A 1971. 'Three Irish buildings with West Country origins', in N Coldstream and P Draper (eds), *Medieval Art and Architecture at Wells and Glastonbury*, Brit Archaeol Ass Conference Trans IV, 62–80, Leeds

Monograph series

Unlike journals, there is no comma before the volume number, which is not in bold, and the place of publication and name of publisher should be given.

Barrett, J C, Freeman, P W M and Woodward, A 2000. *Cadbury Castle, Somerset: the later prehistoric and early historic archaeology*, Engl Heritage Archaeol Rep 20, London: English Heritage

Bates, E H 1900. *The Particular Description of the County of Somerset. Drawn up by Thomas Gerard of Trent*, Somerset Rec Soc 15, London

Davey, J E 2005. *The Roman to Medieval Transition in the Region of South Cadbury Castle, Somerset*, BAR Brit Ser 399, Oxford

Modern editions of older works

Use the name of the editor of the edition being cited, not the name of the original author, whose name should appear in the title.

Fowles, J 1980–2. *Monumenta Britannica: or, A Miscellany of British Antiquities by John Aubrey*, 2 vols, Dorset Pub Co, Sherborne

Robinson, F N 1966. *The Works of Geoffrey Chaucer*, 2nd edn, Oxford University Press, Oxford

References to primary sources

The name and location of the holding institution should come first, followed by that institution's inventory or shelf number for the manuscript being cited, followed by the folio number(s), dates and so on. Institutional names can be abbreviated so long as the full expanded version is given in the abbreviations section of the Bibliography, hence: BL in a footnote would be expanded to 'British Library, London' in the abbreviations section. It is best to keep the institutions' own style for inventory or shelf numbers as this is what their online catalogue systems will recognise during searches. In the case of The National Archives, manuscripts that were formerly in the Public Record Office retain PRO as part of their name, so TNA, PRO E 315/61 is correct, and PRO should not be deleted as having been superseded by TNA. Equally references to HMC (Historical Manuscripts Commission) should be styled: TNA, HMC.

Some examples:

British Library, London, Harleian 1411
British Library, London, Stowe 676
Bodleian Library, Oxford, Rawl B. 323, fol 3
College of Arms, London, Hare's Ordinary R 33/81
College of Arms, London, 2C15/13b, Visitation of Suffolk
Suffolk Record Office, Ipswich, FL 506/11/8

In abbreviated form, these would be

BL, Harley MS 1411 (distinguish between MSS, charters, etc) BL,
Stowe 676
Bodleian, Rawl B. 323, fol 3
CoA, Hare's Ordinary R 33/81
CoA, 2C15/13b, Visitation of Suffolk
SRO, FL 506/11/8

References to SAL minute books, etc

SAL, Minutes, XIV, 325 (15 Feb 1776)
SAL, Council Minutes, I, page no. if applicable or np if unpaginated (3 Mar 1771) SAL,
Council Minutes, III (np) (20 Feb 1786)
Vetusta Monumenta, II, 1789, pl XLII
Antiquaries Correspondence (MS collection in SAL library), 20 Nov 1829
SAL, MS 447/1
SAL, Antiquaries Papers: report of John Gage, 19 Apr 1831
SAL, Archives, Accounts Ledger 1782–1814

Please note the following:

Hope, W H St John 1904 (**not** Hope, W H, St John); Hope 1904 in footnotes (**not** St John Hope 1904)

In the case of names that include van, van der, von, ap, de, etc, denoting 'of', the entry should begin with the substantive part of the surname: Gogh, V van, not Van Gogh, V; Noort, R van der, not Van der Noort, R.

We do not normally include titles and honorifics in bibliographical entries, except where this has become established convention (eg Lord Byron, Sir Thomas Mallory).

Citation of electronic publications and website addresses

To cite files available on the internet, give the author's last name and initials (if known) and the date of publication; the full title of the work, in quotation marks, capitalising only the first word and any proper nouns; the title of the complete work or site (if applicable), in italics, again capitalising only the first word and any proper nouns; any version or file numbers; the protocol (eg, 'http') and address (ie, the URL) set within chevrons; and the date (enclosed in parentheses) when you accessed the cited work for the purposes of writing your paper.

Burka, L P 1993. 'A hypertext history of multi-user dimensions', *MUD History*, <<http://www.utopia.com/talent/lpb/muddex/essay>> (2 Aug 1996)

Speight, S 2004. 'British castle studies in the late twentieth and twenty-first centuries', *History Compass*, **2** (1), <<http://www.blackwell-synergy.com/doi:10.1111/j.1478-0542.2004.00086.x>> (16 June 2007)

Citing the *Dictionary of National Biography*:

Thomas, D L 2004-. 'Traherne, John Montgomery (1788–1860)', in H C G Matthews and B Harrison (eds), *Oxford Dictionary of National Biography: online edition*, <<http://www.oxforddnb.com/view/article/27657>> (15 Apr 2008)

Captions and cross-references

Use the following:

'Fig 1.' in captions (ie, upper-case 'F', followed by the number and a full point), when at the beginning of a caption; use lower-case 'f' within the text of a caption

'Figure 1 shows ...' (ie, spelled out in full, with upper-case 'F') in running text when it occurs at the beginning of a sentence; 'figure 1' within a sentence

'fig/figs' (ie, abbreviated, with lower-case 'f') in non-narrative text (ie, when used in parentheses, tables, footnotes, etc) to refer to illustrations in the current article

For references to illustrations in other publications, use 'fig' (ie, abbreviated and lower case 'f') or 'pl', whether in running text or parentheses.

Evans 1956, pl III, facing p 124

Style for captions (note no full point at the end of captions):

Fig 1. Plate of Pittmead mosaics and finds, *Vetusta Monumenta*, II, pl XLIII.
Photograph: Society of Antiquaries of London

Table 1. A numerical analysis of church dedications and their possible origins

Where illustrations have 'a', 'b', etc, use the following style (ie, no colon after letters; initial cap after '(a)' but not subsequently; each letter section to be divided by a semi-colon; when there is a key to a diagram, use same style).

Fig 3. (a) Plan and unfinished perspective view of a conduit house. *Drawing*: after Summers 1966, pl 74, drawing T 159; (b) reconstructed plan of the 'cruciform trench'. *Drawing*: after Alcock 1995, 158, illus 13.1

Tables

Put a dash (ideally an EN rule) or zero in blank cells.

Illustrations

Please see the separate document: *Submitting Images for Publication in Books*.