

Authors should read this style sheet before submitting potential articles to the EXARC Journal and confirm that they have met the requirements listed below.

Conventions

General

1. Please use British English grammar and orthography in your text.
2. The text for the articles should be submitted in Word for Windows, preferable DOCX format using Times New Roman, size 12, 1.5 spacing within the text and double spacing between paragraphs.
3. Justify the text in the body of the article. There should be no indentation at the beginning of a new paragraph. Please use double spacing between paragraphs.
4. References and Bibliography
 - a. **References are required** and they should be cited in the text as (Author Date, Page Number), following the Harvard referencing system.
 - b. There is a suggested **minimum of ten bibliographic references** for EA and AOAM articles
 - c. Please organise the bibliography by subject (experimental archaeology, museums, site reports, etc.) if there are **more than five original references per 500 words**.
 - d. Only items cited in the text of the article should be included in the bibliography.
 - e. All bibliographic referencing should be done **following the Harvard referencing** system. Examples can be found here:
<https://www.librarydevelopment.group.shef.ac.uk/referencing/harvard.html>
<https://library.aru.ac.uk/referencing/harvard.htm>

The final formatting of bibliographies will be done by the editors.

Articles

1. In addition to the articles published online, the editors will choose articles to publish in the yearly EXARC Journal Digest. Those articles will be shortened to 1350 to 1800 words. For the EXARC Journal Digest, one page includes 450 words and two illustrations.

Reviews (Books, conferences, etc.)

There is no standard formula for writing a review, but there are a few basic rules you might want to consider if you have never reviewed for us before.

Do's:

1. Begin with a paragraph clearly stating the purpose of the publication.
2. Write for an informed but general audience.
3. Evaluate the book as a contribution to experimental archaeological studies and its worth to the potential buyer.
4. If you are reviewing an edited collection of essays, avoid summarizing each essay and concentrate on discussing the success of the volume as a whole instead.
5. Discuss the author's success in using sources, organising the material, expressing ideas, and achieving the stated purpose of the book
6. Be critical where appropriate, but constructive.

Don'ts:

1. Lengthy or frequent quotations. If you must quote, please provide page references in parentheses, e. g. (page 1).
2. Digressive essays. A review is a platform for discussing a book, not the reviewer's personal views on a subject. If your review turns into an article, we can consider publishing it as such instead.
3. Long lists of typographical errors. If a book has been poorly proofread, a couple of examples will do.
4. Avoid personal antipathies or sympathies.

Style Guide

Capitalisation

1. Articles Titles, subtitles and headings
 - a. Capitalise
 - i. The first and last word of the title
 - ii. All nouns, pronouns, verbs and adverbs
 - iii. Conjunctions or prepositions with five letters or more
 - iv. Capitalise the first word of the subtitle/heading
 - v. Capitalise proper nouns

- b. Do not capitalise
 - i. Articles
 - ii. Prepositions of conjunctions of four letters or less
 - iii. The particle “to”
2. Titles of conferences or specific programmes should follow the rules that apply to article titles (see 1, above)

Italicising

1. Italicise names and titles, e. g. botanical names, names of ships, titles of books, articles, journals, conferences, programmes and games
2. Words signifying new or specialist ideas that are going to be defined in the text can also be italic
3. Italic can be used for words or phrases that are regarded as foreign. Translations should follow in square brackets [...]. Once a word or phrase has been translated, it does not need to be translated again in the article.
 - a. Do not italicise foreign words and names that have become naturalised in English
 - b. Authors do not have to define terms, such as *in situ*, that are used often.
4. Quotes over 60 words in length should be indented on both margins and written in italics.

Lists

1. When introducing a list within a sentence, use a colon after the introduction.
2. Begin all items in a list with a capital letter, as appropriate.

Numbers

1. Numbers from 1 to 10 should be spelt out, e. g. one, two, three, four etc.
2. Any number greater than 10 should be written numerically
3. Percentages are written numerically, e. g. 98%
4. Dates:
 - a. Dates should be written date + month + year, e. g. 2-3 September 2021 or September 2021
 - b. Use BC and AD; do not use B.C. / A.D. or BCE / CE
5. Centuries (See points 1 and 2)

- a. Centuries 1-10 are spelt out, e. g. third century
 - b. Centuries greater than 10, should be written numerically, e. g. 15th century
6. Calibrated dates are written numerically, e. g. 11.325 ±211 BP
 7. Measures: use the metric (or decimal) system, e. g. metres, litres, grams. Measurements should be written numerically and there should be a space between the value and the nomination, e. g. 2 cm; 51 g; 4 l.
 8. When discussing a range of numbers or dates, use an en dash, e. g. 1900-1940.

Punctuation

1. Use double quotations marks (“...”) for direct quotes less than 60 words only. Do not use them for names or titles. For quotes over 60 words, see 4. Italicising.
2. The punctuation is outside of the quotation marks for partial direct quotes, e. g. Doe (1996) states that experimental archaeology “is a useful method”.
3. Single quotation marks (‘...’) can be used to emphasize a certain word or phrase only; alternatively, italics can be used.
4. For lists or series, use commas as follows: e. g. books, papers, pens and pencils.
5. Titles, subtitles and headings do not need punctuation. Exceptions can be made for those phrased as questions.
6. Do not have space around em dashes, e. g. it is displayed as such— however.

Figures, Illustrations and Photographs

1. We accept as many figures as possible, preferably two per 500 words.
2. Please accompany each figure, illustration and photograph with a description.
3. Accompanying illustrations (charts, tables, graphs, photos, drawings) should be submitted independently from the text.
4. Label each figure/illustration/photograph as Fig with a number and description, e. g. Fig 1. Photograph of an experiment. Fig and the first word in the description should be capitalised.
5. Number figures in numerical order as referenced in the text.
6. Pictures/photos are referred to as Figures while tables will be referred to as Tables in the main text, e. g. see Figure x; see Table x
7. Images need to be in a high resolution, e.g., at least 1200 x 2000 px or at least 300 dpi when printed 15 cm wide.
8. Photographs/Illustrations should be TIFF or JPEG; charts, tables and graphs should be in Excel.

It is the responsibility of the author(s) to check all copyrights and get permissions where needed.

Word List

1. Please use the spellings, capitalisation and fonts for the following terms:
 - a. Open-air
 - b. Bronze Age, Iron Age etc.
 - c. (Re)construction or reconstruction
 - d. EXARC
2. Abbreviations:
 - a. No abbreviations or contractions:
 - i. Etc. should be written as et cetera
 - ii. Don't should be written as do not. Won't as will not etc.
 - iii. Fig. as Figure. Except in figure captions, then Fig. is acceptable.
 - iv. C. or ca. should be written as circa
 - v. i. e. should be written for example
 - vi. h or hrs should be written as hour or hours
 - b. Allowed abbreviations:
 - i. Cm, g, km, l (decimal system)
 - ii. 'et. al.' when used as part of a citation
 - iii. Ibid.

The Editors of the EXARC Journal will check each article for style; they will often request that authors make additional changes. Editors have the final say on issues of style and presentation