

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, preferably 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 should be cited in the text as (Author Date, Page Number), following the Harvard referencing system.
 - b) Only items cited in the text of the article should be included in the bibliography.
 - c) All bibliographic referencing should be done following the Harvard referencing system. An example can be found here:
https://london.aru.ac.uk/uploads/guides/Harvard_referencing_201920-ugqim.pdf

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

STYLE GUIDE

Capitalisation

- 1) Article 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 or 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 italicised.
- 3) Italics 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 one to ten 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 one to ten 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 unit, 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 quotation 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 emphasise 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 × 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 obtain 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 where 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.