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BRITISH SCHOOL
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# NOTES FOR CONTRIBUTORS TO
# *PAPERS OF THE BRITISH SCHOOL AT ROME*

*Papers of the British School at Rome* exists to publish work related to the archaeology, history and literature of Italy and other parts of the Mediterranean area up to modern times (and the methodological underpinnings of these fields of study), both by the staff of the British School at Rome and its present and former members, and by members of the academic community engaged in top-quality research in any of these fields. Contributions are expected to be written in such a way as to be intelligible and appeal to the broad interdisciplinary readership of the journal, while also presenting original, cutting-edge research in the individual specialist fields.

Since volume 79 (2011), *Papers of the British School at Rome* has been published by Cambridge University Press, simultaneously in print and online. From volume 85 (2017), individual papers have appeared online first via Firstview. *PBSR* is compliant with Green Open Access through Cambridge University Press's Green archiving policy: Please visit www.cambridge.org/core/services/open-access-policies for information on open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository. The BSR retains editorial control, and your main, initial point of contact will be the *PBSR* Editors. Intending authors may wish to consult the Editors in advance about the suitability of potential submissions.

*PBSR* does not publish special issues. For works that merit and/or require longer treatment, as a monograph, please consult the BSR's *How to Submit a Proposal* and *Notes for Authors and Editors*.

## Editors
Professor Alison Cooley, Professor Trevor Dean and Professor Aristotle Kallis

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## INITIAL SUBMISSION FOR CONSIDERATION

Articles for consideration for publication in *PBSR* should be sent to the editorial contact electronically. Please ensure that details of your identity are communicated separately, and that on the article itself and any supporting documents (such as the illustrations) your name, institutional affiliation or any other indication of your identity is not given. You should also ensure that your name does not appear under the 'Properties' of electronic documents that you submit.

All articles must be original, and must not be under consideration for publication, or in press, elsewhere. By submitting a paper to the Editors you are indicating that this is the case.

There is no strict upper word limit for papers, although the average paper is in the region of 9,000–10,000 words (including references and notes). We will consider longer papers, but a case should be made to the Editors that the paper's scope and/or significance justifies the extra space.

*PBSR* will not normally publish interim reports on archaeological fieldwork in the main section of the journal, although it will consider specialized reports on specific finds and on methodological approaches where the article meets the relevant criteria of quality and definitiveness.

Submissions are normally accepted in English or Italian. Authors planning to submit in any other language should discuss this with the Editors in advance.

Contributions to *PBSR* are assessed and approved by the Faculty of Archaeology, History and Letters of the British School at Rome, and are subject to double blind peer review by at least two specialist readers (your name will not be indicated to the specialist readers, and you will not be told their names).

Initial submissions should be sent electronically to the Editors as an e-mail attachment (.doc or .docx, but not a PDF). Articles should be double-spaced, with good margins. It would be helpful, at this initial stage, to send the Editors a 100–200 word summary of the article. At the point of initial submission, any figures should be supplied (at an appropriate resolution) as part of the same document as the text or as at most one separate document. Submissions need not at this stage be fully formatted to *PBSR* house style, but if the article is accepted it will then need to be formatted using the guidelines below. Authors must make clear to the Editors at this stage if it is essential that any illustrations are reproduced in colour in the printed volume.

## ARCHAEOLOGICAL FIELDWORK REPORTS

The BSR will publish in the Archaeological Reports section of *PBSR* short, interim, reports for all projects that are *either* run by the BSR singly or in collaboration with a partner, *or* where the BSR has requested the concession from the Superintendency on behalf of a third party. These reports will be subject to peer review by selected members of the BSR's Faculty of Archaeology, History and Letters.

Archaeological Reports should be written so as to be clear and accessible to all readers of *PBSR*. They should be no more than 1,500 words (including any bibliographical references and acknowledgements) plus one illustration. You may, if you think it beneficial for the report, include an additional illustration (although with a reduction in the word count of 500 words for a full page figure). Usually the illustration(s) will be reproduced in black and white in the printed volume, although colour can be used online.

Reports should include the following information: the *comune*, *provincia* and *regione* in which the site is located in the title; the overall research aims of the project; the work undertaken in the season; and brief details of specific discoveries. The report should *not* include details such as context numbers, but rather should aim to provide a clear statement of the results and conclude with a brief indication of the general relevance of the work. Contributions should also follow the guidelines for house style set out below.

You should give the names, academic affiliations and addresses (postal and e-mail) of all authors; but indicate clearly which author will be the main contact. Captions must be supplied for the illustration(s), including any necessary credit line (and, if relevant, the permit to use the illustration).

Reports for this section only should be sent to the Archaeology Officer, no later than 16 May. They should be sent electronically to s.kay@bsrome.it.

# GUIDELINES FOR SUBMISSION AND HOUSE STYLE

The diverse content of *PBSR* presents problems of uniformity in the style of presentation of articles. Consistency within a paper is the main priority. None the less, it is expected that contributors will, so far as is possible, follow the instructions set out below.

## TEXT

For articles in English, the UK spelling standards should be used. Normally quotations from other languages (including ancient ones) should be accompanied by translations into the language in which the article is written. If a published translation is used, the translator should be acknowledged.

Where Greek is required, a Unicode font should be used (it may also be helpful to submit a PDF file along with the Word file for submissions where a significant amount of Greek text appears). Transliterated Greek should only be used for words and phrases that are well established in English. Greek names and places should be Latinized: Socrates, Cyzicus.

## REFERENCES

Notes should be numbered consecutively through the text. They should start at 1, and not include, for example, a first note marked by a symbol.

From the 2018 volume onwards, *PBSR* requires all authors to follow the **Harvard (Author-Date) System**. The Short Title System will no longer be accepted.

All works cited should be listed in full (alphabetically by author's surname) in a separate References list, which may be divided into primary and secondary sources. In the text, these works should be cited by author's surname, year of publication, and page reference (if applicable). Where there are more than three authors, only the first should be named and the others indicated by *et al*. Citations of authors/works should normally be placed in the text, rather than given as notes (although notes may be used for additional comment, and must be used where separate works by more than three different authors or groups of authors are referenced at a single point). All works listed in the 'References' must be referred to in the article.

An appropriate form of note system may be used for primary or archival sources where necessary, including the following information where it is available: Place of deposit, Institution, Series or Author, Title and/or volume number, Date where appropriate, folio (e.g. London, British Library, Additional MS 17,919, Richard Symonds, *Notices of Ancient Buildings in and about Rome* (1649), fol. 1).

Here are some examples of the style to be used:

Arthur, P. (1985) *Settlement and Landuse in Northern Campania during the Late Iron Age and the Roman Period: The Massico and the Garigliano Basin*. University of London, Ph.D. thesis.

Barker, G. and Hodges, R. (eds) (1981) *Archaeology and Italian Society* (British Archaeological Reports, International Series 102). Oxford, British Archaeological Reports.

Brothwell, D. and Higgs, E. (eds) (1969) *Science in Archaeology* (second edition). London, Thames and Hudson.

Herlihy, D. (1967) *Medieval and Renaissance Pistoia. The Social History of an Italian Town, 1200–1430*. London/New York, Yale University Press.

Krautheimer, R. (1937–77) *Corpus Basilicarum Christianarum Romae*, 5 vols. Vatican City, Istituto di Archeologia Cristiana.

Plog, S., Plog, F. and Wait, W. (1978) Decisionmaking in modern surveys. In M.B. Schiffer (ed.), *Advances in Archaeological Method and Theory* I: 383–482. New York, Academic Press.

Reece, R. (1982) The coins, in D. Whitehouse, G. Barker, R. Reece and D. Reese, The Schola Praeconum I: the coins, pottery, lamps and fauna: 55–6. *Papers of the British School at Rome* 50: 53–101 plus plates 3–5.

Steinby, E.M. (1999) Scalae Graecae. In E.M. Steinby (ed.), *Lexicon Topographicum Urbis Romae* IV *(P–S)*: 241–2. Rome, Quasar.

von Falkenhausen, V. (1983) Il ducato di Gaeta. In G. Galasso (ed.), *Storia d'Italia* III: 348–9. Turin, UTET.

Wickham, C. (1984) The other transition: from the ancient world to feudalism. *Past and Present* 103: 3–36.

Please note the following additional points.

Multiple references to the same author and year: these should be labelled, for example, 1985a and 1985b (not 1985 and 1985a).

References in the text to separate works by two or three different authors or groups of authors: these should be given in chronological order, with the earliest first, for example: (Herlihy, 1967, 2005; Arthur, 1985; Herlihy *et al.* 1997). The same applies to references to separate works by more than three authors or groups of authors, but these should be cited in a footnote, not in the text.

References in text should take the following forms:
'… as was noted by Smith (1967: 24) …'
'… this point has been made (Smith, 1967: 24) …'
'… as Smith (1967, 1968) has shown …'
' … (Plog, Plog and Wait, 1978) …'
' … (Whitehouse *et al.*, 1982) …'

Please note that page references both in the main text and in footnotes should be preceded by a colon, so Fahlbusch 1977: 758–62; La Rocca 1990: 324.

# GENERAL

Abbreviations, for example of journal titles and standard works, should be used only if absolutely necessary. If authors must resort to abbreviations, then a standard list must be referenced in an opening footnote. References in the main text should normally be given in full.

References in English: in book titles initial capitals should be used for all main words, including The or A at the start of a subtitle; in article titles initial capitals should be used only for proper nouns (see examples above).

References in Italian: initial capital letters should be used only for proper nouns in book and article titles.

References in German: initial capital letters should be used for all nouns in book and article titles.

References in French: initial capital letters should be used only for proper nouns in book and article titles, and the first words of subtitles.

Names of periodicals: capital letters should be used for all nouns and adjectives in all languages.

Volume numbers: for periodicals, arabic figures should be used; for books in more than one volume, upper-case Roman numerals should be used. The word volume/vol. should be omitted.

Page numbers: 'p.' and 'pp.' should be omitted unless they are absolutely essential for clarity.

Illustrative material: references to illustrative material in other works should be in lower-case letters, for example, 'fig.', 'figs', 'table', 'tav.' (unless to works in German, in which case there should be an initial capital).

Miscellaneous matter such as the place of publication, abbreviated form of editors, and 'and' should be given in the language in which your article is written.

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All illustrations should be referred to as 'Figures' and will be integrated within the text. (See below for further details.) Reference must be made in the text to every illustration. They should be numbered according to the occurrence of the major reference in the text. Tables should be referred to as 'Tables' and numbered consecutively. The following forms should be used: 'Fig.', 'Figs', 'Table', 'Tables' (note the use of capital letters).

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Please avoid referring specifically to other pages in the typescript, since the page numbering within the online FirstView version will differ from the final print version.

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Metric units must be used throughout or given as a comparison. (For recommended abbreviations see below.)

## *ABBREVIATIONS*
Contributors should see the list appended below.

# ILLUSTRATIONS

Once your paper has been accepted, illustrations must be submitted electronically as individual files. Some general guidance on creating suitable electronic figures can be found in the 'Cambridge Journals Artwork Guide'.

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Tables (including tabular catalogues and appendices) should take into account the page format and any necessary reduction required. If a table is particularly complex, a PDF will be required from the contributor in addition to an editable table in Word. Tables should normally be supplied in a separate file, rather than be included within the text of the article.

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# TIMETABLE

Information about the timetable involved for each volume can be obtained from the Editors.

# STYLE, ABBREVIATIONS AND CONTRACTIONS

## ITEM                                REQUIRED FORM

[Note: # indicates a space.]

| | |
|---|---|
| headings | numbered 1, 2, 3 etc. for main headings, then 1.1, 1.2, 1.3 for subheadings, and so on. |
| numerals — cardinal | one → twenty, 21 →. At beginning of sentence, in words. Include a comma in numbers 1,000 and over (except dates). |
| numerals — ordinal | first → twentieth, 21st →. At beginning of sentence, in words. |
| dates — absolute | 123 BC  fifth millennium BC  AD 30  fifth century AD |
| dates — radiocarbon | uncalibrated — 46,400 bp; calibrated — 400 cal. BC |
| dates — precise | 29 July 1245 |
| 1230s | as shown (that is, no apostrophe) |
| number and date ranges | 1–9  14–19  22–5  134–47  248–314  1974–5  1871–1923, but 356–354 BC. |
| metric units of length | use km  m  mm (that is, without full point; and with numbers as figures, not words); include a space between the number and the unit). For example, 3 km, 4.5 m, 60 mm. |
| *circa* | c.# before figures, otherwise in full as shown |
| per cent | % immediately after figure; per cent in text |
| direction | northeast  north–south  south  north-northwest. Do not abbreviate. |
| footnote numbers | in superscript, after the full point or other punctuation mark |
| italics | individual words not in the language of the article and not in inverted commas should normally be italicized (refer to the current edition of *Hart's Rules* for general guidance on such issues) |
| inverted commas | use single. Display and indent quotes that are more than 50 words: displayed quotes do not require inverted commas. Punctuation follows closing inverted comma in general. |
| quotations | quotations in a language other than that of the article should not be italicized if they are in inverted commas; otherwise italicize |
| ize  ise | ize should be used |
| hyphenation within words | avoid if possible, otherwise follow *Oxford Spelling Dictionary* |
| accents | include all, and ensure that they have shown correctly in a pdf supplied |
| illustration and table references | to material in your article, the correct formats are: Fig.  Figs  Table  Tables; to material in other works, fig.  figs  table  tables  plate  plates. |
| number | use in full if possible, otherwise no. or nos. |
| note | in references (in text or notes), n.# may be used; however, if there is any room for confusion, give in full |
| Dr  Prof.  ed.  eds | abbreviate as shown (that is, omit full point if last letter of word is part of the contraction: however, see below) |
| Saint  St  San ... | Saint (not St)  San  Santa  Sant'  Santi should be used |
| e.g.# | use 'for example' whenever possible; otherwise abbreviate as shown |
| i.e.# | use 'that is' whenever possible; otherwise abbreviate as shown |
| *et al.* | use *et al.* in text references when there are more than three |

|  |  |
|---|---|
|  | authors. In list of references all authors must be cited. |
| cf. [contrast] | cf.# |
| *in situ* | as shown |
| *passim* | as shown |
| mid | usually should be followed by a hyphen |
| line | l. and ll. may be used for inscriptions |
| *v. supra* etc. | use 'see above' etc. |
| MS  MSS | for manuscript(s) — abbreviate as shown |
| fol.  fols | for folio(s) — abbreviate as shown |
| r  v | for recto and verso |
| ff.  f. | do not use f. but give next page number; ff. should be avoided, and the end page number given |
| & | do not use |
| titles | Pope/King/Count etc. + name; more generally, the pope/king/count etc. |
| Protestant  Catholic | as shown |
| Early Bronze Age | noun — as shown; adjective — lower-case initial letters |
| names of rivers | river Tiber etc. |
| centuries | from the seventh to the ninth centuries twelfth and thirteenth centuries in the fourth or fifth century |
| century (hyphenation) | thirteenth-century if used adjectivally |
| 1128–30 | use a dash where this means from 1128 to 1130 |
| 1128/30 | use a slash where this means at an uncertain point datable between 1128 and 1130 inclusive |

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