

## *Rosetta* 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.

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### 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 Vista).

Please ensure that the filename includes your surname and a brief indication of the title; email this file as an attachment to the General Editor at [rosetta@contacts.bham.ac.uk](mailto:rosetta@contacts.bham.ac.uk)

### Layout

#### Font

The text itself should be 12 point ‘Arial’ style, unless you are using special characters in which case please 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. Do not use proprietary fonts. **Please transliterate unusual scripts where possible.**

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)).

Ideally, specialist scripts should be transliterated, where possible, instead. All transliterations should be italicised.

## **Text Organisation**

The manuscript should have page numbers and should be ordered in the following manner:

- Text – three levels of headings may be used, and a 200 word abstract may be employed in the case of articles;
- Appendices/Abbreviations/List of Images;
- Bibliography of works cited (NOT all works consulted). This should begin with the heading 'Bibliography' in 12 point bold font – see section below.
- Endnotes – 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 endnote, 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, except in the case of long, indented quotations, which should be single-spaced.

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

## **Margins**

Use the standard margin sizes in Microsoft Word (Top and Bottom: 2.54cm; Left and Right: 3.17cm).

## **Quotations**

Quotations over twenty words long should be fully indented, single-spaced; do not use quotation marks for indented quotations.

Single quotation marks should enclose all other quotations included within the main body of the text and be used for any 'scare quotes'; double quotation marks should ONLY be used for quotations within quotations.

Quotations should never be italicised unless they are like that in the original, or the italics are being added for emphasis (in which case this should be noted with either ‘original emphasis’ or ‘my emphasis’ in brackets after the quotation).

## Text Style Notes

- Use only ONE space after a full stop.
- Use clear, concise academic English with a minimum of jargon.
- Write out ‘and’ rather than using an ampersand (&).
- 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).
- The 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 Institute of Archaeology and Antiquity (IAA)’).
- 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.

## 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://www.assemblage.group.shef.ac.uk/notes\\_for\\_contributors.html](http://www.assemblage.group.shef.ac.uk/notes_for_contributors.html)):

- 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

- 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.
- 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.)
- 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.
- 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.
- 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.

## Endnotes

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 endnotes. Once published hyperlinks connect the in-text endnote to this section of the final text and the reader may then follow this up by looking at the bibliography. With a citation, the endnote must contain only the author, date and page number; all other publication details are listed in the bibliography (see below).

The endnote 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.

As you can see from the above examples, an endnote 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 endnote citations:

- Author Date: Page. i.e. Renfrew 2007: 5.
- 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 endnotes.

Treat all endnotes as sentences, and end each with a full stop.

Do not use ‘ibid.’ and ‘op. cit.’ etc.

## Bibliography

*Rosetta* has a recommended bibliographic style; however, since *Rosetta* is a multi-disciplinary 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

- Surname, Initials. Publication Year. *Book Title*. Publication Location: Publisher.
- Renfrew, C. 2007. *Prehistory: Making of the Human Mind*. London: Orion.
- Lefebvre, H. 1991a [1946]. *Critique of Everyday Life* (trans. J. Moore). London: Verso.
- 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#.
- Hinckley, L. V. 1986. ‘Patroclus’ Funeral Games and Homer’s Character Portrayal’, *The Classical Journal* 81 (3), 209-221.
- 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

- 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.
- Surname, Initials. Publication Year. 'Article Title', in Editor's Surname(s) (ed./eds.), Page#.
- 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).
- Wardropper, J. 2006. 'Hospitals built by the owners of industry, for their workers, in Great Britain 1840-1950', *Rosetta* 1 [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

- If the original edition of a work is much older than the edition cited, contributors may indicate the original date of publication thus 'Lefebvre 1991 [1946]'.
- 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).
- The translator should be named where this is relevant, as should publication edition where the cited example is not the first edition, or only edition available.
- Personal communications ('pers. comm.') should be only used when absolutely necessary, i.e. when the point is essential and there is no published reference for the information.
- 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.).
- 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.