

Britannia style guide

General and miscellaneous points of style

The language of publication will normally be English.

The British standard rather than the British Oxford system of spelling should be used (e.g. 'organise' rather than 'organize').

The British rather than the American system of spelling should be used (e.g. 'colour' rather than 'color').

Cross references should be in the form 'See above/below' (or to a previous or subsequent footnote).

Abbreviations should be avoided wherever possible, except for 'Dr', 'ed.', 'eds', 'fig.', 'figs', 'pl.', 'pls'; 'cf.', 'e.g.', 'i.e.'. Abbreviations that end with the last letter of the word should not have a full point (e.g. Dr).

The serial or 'Oxford' comma should be avoided except in instances where ambiguity might arise.

The ampersand should not be used.

'per cent' (rather than %) and 'degrees' (rather than °) should be used.

Where parentheses are required within parentheses, () should be used, rather than [].

Dates

Date forms: 1 January 1985; 1830s; 1997–98; 2013–14.

A.D. to be placed before a date and B.C. after (i.e. small capitals with full points); C.E. and B.C.E. may also be used.

'second century' (not '2nd century' or 'c.2') should be used as a noun, but 'second-century' as an adjective.

Periods

Roman; Iron Age; the Principate; the Empire (when referring to the Roman Empire); Late Antiquity; the Middle Ages; late antique, medieval, prehistoric; early and late in lower case (e.g. the late Empire).

Numbers

Figures up to ten should be spelled out, except in statistics or when preceding a unit.

Numbers above ten should be presented as numerals, except at the start of a sentence or when used in a date (i.e. 'eighteenth century', rather than '18th century').

Runs of numbers: 16–17, 282–6, 282–96, 300–1, 316–17.

A comma should be inserted for numbers with four or more figures, except dates (e.g. 3,963, but the year 2019).

Measurements

Abbreviations for distance, volume, etc.: m for metre; cm for centimetre; mm for millimetre; km for kilometre; ha for Hectare; l for litre.

There should be no dot after an abbreviation and a space between the number and the unit (i.e. 10 m; 5 cm).

Cardinal points

'north' rather than 'North' or 'N'; 'north-west' rather than 'north west'; but NNW, SSE.

The style 'aligned north–south' should be used.

Italics and quotation marks

Technical terms and foreign words should be italicised, except where they have become naturalised into English (e.g. consul, Insula X, oppidum); note Legion VI but *legio* VI.

Abbreviated Latin phrases should not be italicised (e.g. cf., e.g., etc.; but *infra*, *passim*, *sic*). The exception is *c.* (not *ca.*).

Short quoted passages should not be italicised and should be presented within single quotation marks; double quotation marks should be used for a quotation within a quotation.

Longer passages should be inset in a smaller font size and separated above and below by line spaces; they should not be italicised and should be presented without quotation marks.

Interpolations by an author should be enclosed in [].

Latin quotations should be italicised. Greek quotations should not be italicised.

Footnotes

Footnote numbers should be superscript and placed outside a punctuation mark (but inside parenthesis when referring to material inside parentheses) and at the end of a clause or sentence.

A footnote marked * may be attached to the title, before the numbered sequence of notes, for acknowledgements, etc.

Use lower case for 'cf.', 'e.g.', 'i.e.' at the start of a footnote, but an upper-case initial letter at the beginning of a new sentence (Cf., E.g., I.e.).

References

References should be cited in footnotes by author surname and year of publication, followed, if necessary, by specific pages, figures and/or plates.

Single-author reference: Jones 2012, 128, fig. 1, pls 1–3

Two-author reference: Smith and Cook 2015, 1–5

Three-author (or more) reference: Baker *et al.* 2014

Several citations (place in chronological order): Jones 2012, 128, fig. 1, pls 1–3; Baker *et al.* 2014; Smith and Cook 2015, 1–5

Personal communication references: John Smith (pers. comm.).

Avoid the use of *ibid.*, *loc.cit.* and similar abbreviations.

Authors' initials should only be included in references if the bibliography contains two or more authors with the same surname (e.g. J. Smith 1990).

Works published in a single year by the same author(s) should be distinguished by a, b, c etc. (e.g. Smith 1990a).

References to ancient texts should be in the following form: Dio 13.4.17; Tac., *Ann.* 1.1.1. Book numbers should be in arabic numerals.

The general model is the *Oxford Classical Dictionary* (4th edn).

Bibliography

All references should be included in an alphabetical bibliography at the end of the paper; the bibliography should contain only those works referred to in the text.

Book titles in English should be fully capitalised; article titles in English should begin with a capital but otherwise include capitals for proper names only. For other languages, the conventions normal to each language should be followed.

Titles of journals should be given in full in italic.

Series titles should not be italicised.

The names of all authors and editors should be included (i.e. do not use *et al.* in the bibliography).

Place of publication, but not the publisher, should be included.

Full page references of articles, chapters etc. should be included in the bibliography (f. and ff. should not be used).

Use Arabic numerals for volume numbers.

Do not include US states, unless there is a serious risk of confusion, in which case use the two-letter postal code (i.e. 'Cambridge MA').

Use English spellings for place-names (e.g. 'Munich' rather than 'München').

Examples

- Birley, A., and Birley, A.R. 2010: 'A Dolichenum at Vindolanda', *Archaeologia Aeliana* series 5, 39, 25–51
- Brown, D. 2012: *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation*, published by the Institute for Archaeologists on behalf of the Archaeological Archives Forum, http://www.archaeologyuk.org/archives/aaf_archaeological_archives_2011.pdf (Accessed October 2019)
- Frere, S. 1987: *Britannia. A History of Roman Britain* (3rd edn), London
- Fulford, M., and Holbrook, N. (eds) 2015: *The Towns of Roman Britain: The Contribution of Commercial Archaeology since 1990*, Britannia Monograph 27, London
- Hampshire County Council 2015: *The Atlas of Hampshire's Archaeology*, <https://www.hants.gov.uk/landplanningandenvironment/environment/historicenvironment/archaeology/atlas> (Accessed December 2019)
- Madgwick, R., Lewis, J., Grimes, V., and Guest, P. 2017: 'On the hoof: exploring the supply of animals to the Roman legionary fortress at Caerleon using strontium (87Sr/86Sr) isotope analysis', *Archaeological and Anthropological Sciences*, DOI 10.1007/s12520-017-0539-9 (Accessed October 2019)
- Reeves, M.B. 2005: *The Feriale Duranum, Roman Military Religion, and Dura-Europos: A Reassessment*, unpub. PhD thesis, The State University of New York at Buffalo
- Simmonds, A., and Lawrence, S. 2018: *Footprints from the Past. The South-Eastern Extramural Settlement of Roman Alchester and Rural Occupation in its Hinterland: The Archaeology of East West Rail Phase 1*, Oxford Archaeology Monograph 28, Oxford
- Sworn, S., Dalwood, H., Evans, C.J., and Pearson, E. 2014: *Archaeological Excavation at the City Campus, University of Worcester*, Worcestershire Archaeology Research Report 2, Worcester
- Timby, J. 2012: 'The language of pots: an overview of pottery supply to Silchester and its hinterland', in M. Fulford (ed.), *Silchester and the Study of Romano-British Urbanism*, Portsmouth, RI, 127–50
- Timby, J. 2017: 'What's on the table? A review of Roman pottery in the Western Central Belt', in Allen *et al.* 2017, 305–36
- Tyers, P. 1996: *Roman Pottery in Britain*, London
- Wacher, J. 1964: 'A survey of Romano-British town defences of the early and middle second century', *Archaeological Journal* 119, 103–13
- WCC 2006: *Archaeological Observation of the Alchester Flood Alleviation Scheme Area 1: Oversley Bridge and Area South of Stratford Road, Alchester*, Warwickshire County Council Report 0650

Britannia uses standard abbreviations for corpora (e.g. *CIL*, *RIB*) in both the main body of the text and footnotes without including a full reference in the bibliography.

Ancient works should not be included in bibliography, unless reference is made in the contribution to a specific reading of a text; in which case, full reference details should be included in the bibliography.

Figures

Figures should be presented in a continuous sequence (i.e. not divided into 'figures' and 'plates') with reference made in the text to each illustration.

The type area of a page in *Britannia* measures 194 by 138 mm. All drawings and photographs should be designed to be reduced to or within this space.

A list of captions should be provided. Captions should include the source, and, where applicable, acknowledgement of permission having been granted by the copyright holder to reproduce the image.

Maps and plans must include a north arrow and a scale. Scales in metres should be long enough for any likely use.

Illustrations should not be titled; the caption should contain such information.

Spellings used in legends and other identifying text must be consistent with those used in the text of the article.

Line artwork should be submitted as tif or eps files at 1200 dpi (black and white for line drawings; grayscale for line/tones).

Black and white halftones should be submitted as tif files (grayscale) at a minimum of 300 dpi.

Colour images should be submitted as CMYK tif files at a minimum of 300 dpi.

All electronic artwork should be sized to final publication size and reproduction size should be indicated on a list of the illustrations.

For further information on artwork, see instructions for authors at www.cambridge.org/core/services/authors/journals/journals-artwork-guide

Tables

Tables should be presented in a continuous sequence with reference made in the text to each table.

Articles and shorter contributions

All articles and shorter contributions should include an abstract (c. 120 and 80 words respectively) and c. 4–8 keywords.

Roman Britain section

Priority of headings:

- (a) County, local or unitary authority area in small capitals;
- (b) Common site/urban name or, in rural areas, the parish name (in **bold** type), site-location/farm name (in *italic* type) and eight-figure National Grid Reference with letter preface (e.g. SU 1830 3915); any Latin name should appear in brackets in *italics* after the relevant place name;

Individual site entries should be arranged alphabetically by county, local or unitary authority and numbered 1 to x.

Captions for figures should include the name of the individual or organisation responsible for the illustration, and any copyright accreditations.

The following details should be included as footnotes:

- (a) The name(s) of the individuals responsible for the direction of the investigation (in a commercial environment this might be the Project Officer and/or the Project Manager) and/or for the drafting of the contribution, and where appropriate, the name of the investigating organisation.
- (b) The body funding the investigation (where applicable).
- (c) A reference to any previous exploration of the site, where this is directly relevant to the investigation being reported.
- (d) Recent and forthcoming publications. Where the investigation is reported in a grey literature report which is available on line, a web address should be included (where possible, a DOI should be cited).

Preferred spellings

<i>agger</i>	cropmark	kerb-stones
antler-working	denarius	<i>labrum</i>
<i>apodyterium</i>	droveway	<i>laconicum</i>
as(ses)	dupondius	lamp-holder
backfill	élite	machine-stripping
bath-house	extramural	make-up
beam-slot	field-system	<i>mansio</i>
black burnished (without hyphen)	fieldwalking	metal-detecting
bone-working	fineware(s)	metal-working
box-flue	floor-tile	mid-
<i>bustum</i>	flue-tile	nummus
by-pass	glass-working	<i>opus signinum</i>
c. (rather than approximately or about)	grave goods	<i>pilae</i>
<i>caldarium</i>	hammerscale	place-name
car park	hollow way	plunge-bath
coarseware(s)	<i>imbrex/imbrices</i>	post-
copper-alloy object	infill	post-hole
corn-drier	<i>in situ</i>	post-pit
craft-working	intercutting	quernstone
	<i>intervallum</i>	pre-
	iron-working	reuse

ring-ditch
ring-gully
river Tyne etc
roof-slate
roof-tile
roundhouse
solidus
stake-hole
strip-building
sub-circular
sub-divide
sub-division(s)/sub-type(s)
sub-rectangular
tegula/tegulae
tepidarium
tessera/tesserae
test-pit(ing)
trackway
tiral-trench
trial-trench(ing)
wall-plaster
watching-brief
water-pipe
water-tank
while, not whilst
window-glass
writing-tablet

Appendix: Supplementary material

Supplementary material that supports an article but cannot be included in the print journal for reasons of space may be published online as an attachment to the electronic journal. Supplementary material might include extra illustrations, tables, lengthy catalogues and specialist reports. Given that supplementary material is exclusively published online, file types incompatible with the print format, e.g. very high-resolution images, can also be considered.

Since the main article alone will appear in the print journal, it must be free-standing and the reader must be able to follow its arguments without reference to the supplementary material; catalogues and specialist data should be included in the article itself if essential to the main arguments.

Although there is no formal limit on the quantity of supplementary material, it is not intended to serve as a project archive.

Authors planning to submit supplementary material should contact the Editor to discuss the content. Supplementary material is subject to the same peer-review process and copyright requirements as all primary content.

In the main article text a section directing readers to the supplementary material will appear before the references; this will include a link to the online page from which it can be accessed. Further cross-references may be inserted in the main article.

Supplementary material will be part of *Britannia* and therefore its contents and presentation must be of an acceptable standard. It will be included in the refereeing process. Although detailed copy-editing of the supplementary material will not be carried out, the author will be required to make any changes recommended by the editorial team. The supplementary material will not be typeset by CUP; hence formatting should follow the conventions of the main journal as closely as possible.

Supplementary material must be submitted in the form it is intended to appear online (e.g. pdf).

Supplementary material should include a title page listing main authors/contributors and, if lengthy, a table of contents with page references. Page numbers should be preceded by 'D' for digital content. The file should also include a bibliography of all works referred to in the supplementary material.

There is no limit on the use of colour images in *Britannia* online. In lengthy texts where the material is divided into sections, the illustrations can be grouped at the end of each section. Figure and table numbers should be numbered separately as ONLINE FIGS/TABLES.