GLOUCESTERSHIRE ARCHAEOLOGY

Notes for contributors to Glevensis and editorial conventions for references

Format and house style

Authors are requested to submit their manuscript by email in Microsoft Word format. If the file(s) is too large for email, please submit by a file transfer system such as WeTransfer. The format of the text body should be in Times New Roman 10 point font with 1.5 spacing, justified to left hand side and with numbered pages and wide margins. It would be helpful if only the final version of the article, clearly labelled, were present on the attachment.

Single quote marks should be used for most quotations except quotations within quotations where double quote marks should be used. Latin and foreign phrases may be put in italics. Please use capital letters as little as possible and numbers under ten should be in words.

Illustrations should be kept separate from the text. Plans, sections and maps should have a metric scale and a north compass point. All illustrations, line drawings and photos, should be 'figs' (figures), and not plates and figures. Captions should be supplied and be sufficiently descriptive to give a reasonable explanation of the figure without reference to the text. Illustrations should be of high resolution suitable for reproduction, with typed text, and with photos supplied as tiff or jpeg files as black and white or greyscale images. Text should be large enough to be read when reproduced. Where there is a particular reason to use colour this should be discussed with the editor in advance. The extra cost of colour may be expected to be met by contributors.

Copyright

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Peer review

Articles will be referred for peer review. Gloucestershire Archaeology will respect the anonymity of reviewers and reasons for refusing an article for publication may not be given. The acceptance of an article for publication may be conditional on corrections/amendments being made in accordance with the reviewers' advice.

Proof reading

Authors will receive first proofs of their article for checking. They are requested to do no more than correct printer's errors unless by prior agreement with the Editor.

Referencing

The reader should be able to check and follow up the evidence for statements made by the author, by means of a referencing system. This also protects the author against charges of plagiarism.

Glevensis uses the Harvard system for archaeological reports and the 'running note' method of citation, for historical articles. If the authors are unsure of which method to use, they are encouraged to contact the editors for advice. Notes and references will be printed at the end of the text and should be supplied typed in sequence. If notes are necessary for an archaeological report, these should be placed in a separate section before the references and numbered sequentially here and in the text.

Harvard method:

Referencing should follow the conventions of the Harvard referencing system with

- **in-text citations,** which are inserted in the body of the text. An in-text citation gives the author(s) surname and publication date of a source you are referring to e.g. (Smith, 1999). If the publication date is not given, the phrase 'no date' is used instead of a date. If using direct quotations or you refer to a specific section in the source you also need the page number/s if available, or paragraph number for web pages, e.g. (Smith, 1998, 23-35). If more than one reference paper was published in one year use of a, b, c, to distinguish in both text and references may be used e.g. (Smith, 1999a). Multiple authors can be referenced in the text as Smith and Smith 1997, or Smith et al 1997.

- **full references,** are given in alphabetical order in a **reference list** at the end of the work. Full references give full bibliographical information for all the sources you have referred to in the body of the text.

Published works should be listed in the references as follows:

1.   Books: Alford, D. P., (1891), *The Abbots of Tavistock,* Plymouth: Brendon and Sons. A second or further edition should be noted.

2.   For journal articles: Smuts, R. M., (1978), 'The Puritan Followers of Henrietta Maria in the 1630s', *English Historical Review,* **92***, 26-45.

For other examples, e.g. chapters in books and websites, see: https://www.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right

3.   Repeat references, maps and web references are as under sequential referencing.

Sequential method:

1. Each cited reference has a separate sequential number, superscripted in the text in 7 point Times New Roman font after the punctuation mark.

2. Some items in the references may be explanatory notes, but the majority will refer to the source and published sources should be presented as follows:

a) For books: Author, editor (with initials) or organisation name. *Title of Book* (in italics), edition if not first. Place and name of publisher, year of publication (in brackets), page numbers referred to.

Example

Hoskins, W. G., *Fieldwork in Local History,* 2nd ed. (London: Faber and Faber, 1982), 41-46.

b) For journals: Author's name., 'Title of article' (in quotes), *Title of Journal* (in italics), **volume number** (in bold) date (in brackets), page number(s).

Example

Lloyd, C., 'Arthur's Britain', *Landscape History,* **21** (1999), 9.

c) In the case of chapters from edited books or papers from an edited collection, the name of the chapter's or paper's author is followed by the 'title' of the article, (in quotes), followed by 'in', the name or names of the editor(s) and the *title* of the book, (in italics), then the publisher, date and page no. as in a) or b) above.

Examples:

Herbert, N. M., 'Trade and industry', in Herbert, N. M., (ed.), *VCH Gloucestershire*, **4** (1988), 23-24. (This is the standard way of citing the Victoria County History).

Moore, D., 'The charter evidence' in Aston M. and Lewis C., (eds) *The Medieval Landscape of Wessex,* Oxbow Monograph, **46** (1994), 97-114.

d) Where a reference is to an already referenced book or article, it is sufficient to give the author's name, a shortened title, and relevant page numbers. But where another reference to the same source immediately follows it, 'ibid' may be used, plus the relevant page numbers.

Example(s):

Hoskins, *Fieldwork in Local History*, 41-46.

Lloyd, 'Arthur's Britain', 9.

Herbert, 'Trade and industry', 23-24.

Moore, 'Charter evidence', 97-98.

e) Maps used should also be referenced. Creator, editor or organisation. *Title of map*. Sheet number, edition or series title. Place and name of publisher (if given).

Examples

Map references: Ordnance Survey. 1972. OS map. Plan SO7622-7722 Scale 1:2500 (25").

Ordnance Survey 1885 1st edition OS map. Sheet no 24/8. Scale 25".

f) Web reference: Author or editor, initials. *Online title* (in italics). Edition (if known). Place and name of publisher (if given) (in brackets). Date of publication. URL (Date accessed) (in brackets).

Example

Genuki. *Gloucestershire town and parish map: Forest of Dean area.*

http://www.genuki.org.uk/big/eng/GLS/GLSImgMap1.html

(Accessed 26.11.06).

3.Unpublished documentary sources should be referenced by the location of the document, its local reference number and the folio number(s). The document's description and date is also desirable.

Examples (explain any abbreviations used in text):

TNA. The National Archives, STAC/7/16/5 ff.1-10 (1601 depositions).

GA. Gloucestershire Archives, D3398 1/7/10. Deeds of lease and sale 1851-1880.

4.Information provided by individuals should be referenced by: Name of source: Personal communication. Date information given.

Acknowledgements

These can be given under a separate heading at the end of the paper, before the notes and references.

Deadline for submissions

December 31st. The Editor will subsequently notify you whether your paper has been accepted and discuss any changes needed.

Amended and updated by Phil Cox and Tim Copeland, February 2023, based on a previous edition by Diane Charlesworth, Les Comtesse and Russell Weston, January 2015 and guidance by Nigel Spry and Don Mayes (n.d.) and Martin Ecclestone 2004.