



## Style sheet

### LANGUAGE

British spelling should be used throughout. Spelling of names should be standardised within each contribution. The editor reserves the right to modify spelling.

### PLACE NAMES

These should be standardised but please provide a list of variations if they exist.

### FORMAT, STYLE, AND PAGE LAYOUT

All references must be placed in **footnotes** rather than endnotes (but if the text is already formatted, Harvard in-text references are acceptable). Please use footnotes primarily for citing references; long comments in footnotes should be avoided. Please keep images to a minimum, and only those essential to the understanding of the text.

All pages should be numbered in the bottom right-hand corner. Paragraphs should be justified, with **single-line spacing** and not indented. Please use only one space after full stops.

### GREEK AND ARABIC TRANSLITERATIONS

If Greek and Arabic text, inscriptions, and transliterations are provided, authors must supply the **font file**. An English translation should be provided where possible.

### HEADINGS

Use of headings should be limited to **three levels** only, including the paper title as the primary heading. Headings should be typed on a separate line. Primary headings should be in bold font, secondary headings in italic font.

### ABBREVIATIONS

Abbreviations should be avoided within the main text (use ‘for example’, ‘as illustrated in Figure 1’). Where abbreviations are used, they should be punctuated: ed., e.g., etc., fig., i.e., no., pl..

### NUMBERS

Spell out numbers one to ten, except when in sequences or as measurements. Numbers over ten are to be printed as numerals except at the beginning of sentences. Roman numerals are to be avoided where possible. Ordinal numbers are to be spelled out in text: ‘during the eighth century’, ‘the second phase’.

## MEASUREMENTS

Measurements should be in metric units: 4 cm, 5.3 m, 2 km, 7 ha, 14 g, 6 kg, abbreviated without stops. Where it is necessary to preserve imperial measurements then metric equivalents should be provided in parenthesis: ‘extended 8 yards (7.3 m)’; ‘34 inches (0.86 m)’.

## DATES

Dates should be expressed as follows: 620 BC, AD 1340, AH 620, tenth century AD, fourth century AH, 14 July 1764, the 1890s, 211–202 BC, AD 1911–15. Radiocarbon determinations should be given with calculated error to one standard deviation, and with the laboratory reference cited:  $5,050 \pm 110$  BP (GrN3451). Calibrated dates should use the form Cal BP.

## REFERENCES

References should use the **Harvard (author/date) system**, and should be placed in a footnote:

- Goodchild 1950, 35.

With two or more references by the same author in the same year:

- Goodchild 1950a; 1950b.

For two authors:

- Barker and Jones 1984, 57.

For more than two authors:

- Goodchild *et al.* 1950, 31–35.

Where several works are referred to at the same time, list them alphabetically rather than chronologically:

- Barker and Jones 1984; Barth 1857; Goodchild 1976.

Do not abbreviate classical source references:

- Tacitus, *Annals*, 4, 72.

In a sequence, all numbers should be spelled out: 1–13, 19–22, 124–135.

## BIBLIOGRAPHY

An alphabetical list of references referred to in the footnotes should be provided at the end of the text (excluding classical sources). Authors must ensure that references are accurate and complete. Book references should contain authors’ name, date, title, place of publication and publisher. Periodical titles and series are to be spelled out in full. Periodical numbers are to be given in Arabic numerals, not Roman. For example:

- Hamilton, J. 1856. *Wanderings in North Africa*, London: John Murray.

- Sherwin-White, A.N. 1973. The tabula of Banasa and the Constitutio Antoniniana, *Journal of Roman Studies*, 63: 86-98.
- Moore, J.P. 2007. The mausoleum culture of Africa Proconsularis. In Stone, D.L. and Stirling, L.M. (eds), *Mortuary Landscapes of North Africa*, London: University of Toronto Press, 75-109.

## **FIGURES**

Figures should be numbered in consecutive order, and be accompanied by a caption. A single system of numbering is used for both line drawings and photographs. Captions should identify the source of a figure. Figures can be sent in hardcopy, but must be original photographs and drawings. Photocopies may not reproduce satisfactorily. Digital figures should be submitted as separate files, preferably as TIFF or EPS files. Line art figures should be submitted at a minimum resolution of 600 dpi (TIFF) or 1,200 dpi (EPS). Grey scale figures should be submitted at a minimum resolution of 300 dpi (TIFF). Resolution at less than 300 dpi will not be accepted. Where appropriate, the editor will consider the inclusion of colour.

The maximum area available for figures and captions is 20.5 cm × 15.2 cm. Where possible, figures should be submitted at their actual size. If reduction is required, then text labels should remain legible.

## **TABLES**

Tables should be numbered separately to figures, in consecutive order, and be accompanied by a caption. Tables can be submitted either as separate Microsoft Excel files or Word tables.