TRANSACTIONS OF THE BRISTOL AND GLOUCESTERSHIRE ARCHAEOLOGICAL SOCIETY
Est. 1876
Notes for the guidance of contributors to the
Transactions of the Bristol and Gloucestershire Archaeological Society

In its annual *Transactions* the Bristol and Gloucestershire Archaeological Society publishes reports and articles on all aspects of the archaeology and history of Bristol and the ancient county of Gloucestershire. Such reports and articles should be concise and of a reasonable length as it is difficult to accommodate long pieces. The submission of short notes is encouraged.

Archaeological matters can be reported at three levels, as full reports, short notes, or brief entries in the annual archaeological review included in the *Transactions*. Short notes, representing an intermediate level of reporting, might include a site description and plan, a summary of finds commenting only on those of significance, and a brief discussion. Text for the archaeological review can be sent directly to the review editor.

The copyright of reports, articles, and notes printed in the *Transactions* is vested in the Society. Authors of such reports, articles, and notes are deemed to agree to this provision when accepting the editor's offer of publication. The Society will accede to an author's request to reprint his/her work elsewhere.

Reports and articles as printed in the *Transactions* observe certain conventions regarding format and writing style. It is helpful if these are taken into account in the preparation of the first drafts of texts submitted to the *Transactions* editor for consideration. Draft texts should be submitted in typed - i.e. hard copy - form to:

>Dr Simon Draper
>42 Meadoway
>Bishops Cleeve
>Cheltenham
>GL52 8NB,

and by email attachment to simon.draper@history.ox.ac.uk in Microsoft Word format. Large, high resolution image files (.tiff or .jpeg format) should ***not*** be sent by email but should be included on a machine-readable CD with the hard copy.

- Articles must be typed in double spacing on A4 paper, on one side only, and with an ample margin all round. Pages should be centrally numbered at the top. There should be few, preferably no, manual corrections.

- References in archaeological reports are written according to the Harvard system. Notes and references for historical articles follow the superscript numeral system and should be typed in sequence on A4 paper also in double spacing. They will be printed as footnotes in the *Transactions*. A list of abbreviations to be used in the bibliography and notes sections is given on a separate page.

- Each report and article will include a preliminary abstract of not more than 250 words to be typed separately from the rest of the text.

- In the *Transactions* all illustrations, both drawings and (half tone) photographs, are 'Figs.' They should be numbered in arabic numerals to correspond to references, given in round brackets, in the text. Illustrations should be of good quality with sharp detail and add substantial information to the text. The illustrations are printed as an integral part of the text and should conform proportionally to the print area of 14.5 by 19.5 cm. Folders are discouraged as they have to be tipped in by hand at an extra cost. The best position of illustrations should be indicated in the margin in soft pencil and the amount of reduction, if any, should be specified; the printer will adhere as closely as possible to these instructions. Very large originals are not welcome and

contributors should always bear in mind that reductions in size of detailed original plans can render them unreadable.

- Captions should be listed on a separate A4 page included with the text. Plans and sections should include a scale, preferably metric, and a compass north point. Scales and directions for photographs can be given in their captions.
- Tables should be set out on separate pages and numbered in arabic numerals. A brief simple caption should be given above each table.
- Measurements should follow the metric system.
- Final copy is required, with all illustrations and (where necessary) permissions to reproduce, usually by the end of July in the year preceding publication. The contents of the volume are then edited and marked up for the press. The printer's quotation is obtained in August/September and proofs are sent out in October/November with a fixed final date for their return to the *Transactions* editor. That date must be kept. All alterations, except printer's errors are charged, and if extensive the contributor will be asked to defray their cost.
- Contributors will be sent the PDFs created for their work in the production of the *Transactions*. If they choose they can receive eight free copies of their papers upon publication and purchase more offprint copies at their own cost (a price-list will be sent with the proofs).
- Contributors are invited to send brief personal details to fill up a line or two in the 'List of Contributors'.

Writing style: points to be observed.
- In each section indent the beginning of the second and subsequent paragraphs.
- For quotations use single quote marks and for quotations within quotations use double quote marks.
- Latin and other foreign words and phrases should be typed in italics or underlined.
- Initial capital letters should be used as little as possible.
- They are appropriate for titles affixed to personal names (e.g. Bishop Benson; King John), names of buildings, topographical features and institutions and addresses (e.g. Gloucester Cathedral; Salmonsbury Camp; Church of England; London Road) and common nouns used in a specific sense (e.g. the Crown; the Restoration).
- They are not used for common nouns preceding or following proper nouns where the common noun is used in a descriptive way, e.g. for the names of buildings (the abbey of St. Peter: the cathedral of Bristol; the church of St. Mary), administrative areas (the borough of Chipping Sodbury; the diocese of Hereford; the hundred of Pucklechurch; Newent poor-law union) and titles of office (Henry, duke of York; the king of England; the rector of Rodmarton).
- Numbers under ten should be given in words. Sentences should not begin with figures.
- For points of the compass generally, and in descriptive passages particularly, write words (north; south-west). Abbreviations (N; SW; ESE) can be used if they are appropriate in their context.
- Strings of adjectives are to be avoided. Hyphens should be included in adjectives such as poor-law (union); 13th-century (pottery); Bronze-Age (settlement).

Use 2nd century *not* second century
medieval *not* mediaeval
OD *not* O.D.
OS *not* O.S.
g *not* gramme, gram or gm
OS. Nat. Grid *not* NGR
Abbreviations to be used in notes and reference/bibliography sections are listed separately.

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List of abbreviations to be used in reference/bibliography and notes sections.

Additional	Add.	Industry(-ial)	Ind.
Agriculture(-al)	Agric.	Institute(-ion)	Inst.
Anonymous	Anon.	Itinerary	Itin.
Antiquary(-ian,-ies)	Antiq.		
Archaeology(-ical)	Archaeol.	Journal	Jnl.
Architecture(-al)	Archit.		
Association	Assoc.	Library	Libr.
Bibliography	Bibliog.	Magazine	Mag.
Board	Bd.	Manuscript(s)	MS/MSS
Bodley(-ian)	Bodl.	Ministry	Min.
British	Brit.	Miscellanea(-ous)	Misc.
Bulletin	Bull.	Monastery	Mon.
		Muniment(s)	Mun.
Calendar	Cal.	Museum	Mus.
Cartulary	Cart.		
Catalogue	Cat.	National	Nat.
Cathedral	Cath.		
Century	Cent.	Ordnance Survey	OS
Charter(s)	Chart.		
Chronicle	Chron.	Parliament(-ary)	Parl.
Collection(s)	Colln.	Proceedings	Proc.
Commission(ers)	Com.	Public Record Office	PRO
Corporation	Corp.		
		Record(s)	Rec.
Diocese(-an)	Dioc.	Record Commissioners	Rec. Com.
Directory(-ies)	Dir.	Register(s)	Reg.
Domesday Book	Dom. Book	Report(s)	Rep.
		Reverend	Revd
Ecclesiastical	Eccl.		
Economic	Econ.	Society	Soc.
Education	Educ.	Statute	Stat.
England(-ish)	Eng.	Survey	Surv.
Genealogist.	Gen	The National Archives	TNA
Gloucester	Glouc.	Topography(-ical)	Topog.
Gloucestershire	Glos.	Transactions	Trans.
Great	Gt.	Typescript	TS
Historic Manuscripts Commission	HMC	Various	Var.
History(-ical)	Hist.		
Hospital	Hosp.		