

Notes for Contributors: *Church Archaeology* November 2021

Church Archaeology is the annual journal of the Society for Church Archaeology. It publishes articles on church archaeology in its widest sense. It aims to provide up-to date news and a forum for debate on all aspects of the subject including recent research and fieldwork results, conservation issues and methodology.

Though primarily UK-wide in scope, papers on religious archaeology and buildings in Europe or elsewhere are welcomed. It was agreed at the inception of the Society that the journal would not normally be an appropriate vehicle for full 'excavation' reports, unless set in a wider context or having wider implications, and then also subject to length. Instead, it would concentrate on synthetic papers - interpretation reinforced, as necessary, by reference to evidence published in full elsewhere.

Referees – the journal is academically refereed, with each article submitted to two readers for double-blind peer review (i.e., peer reviewers and authors will remain anonymous throughout the process). In the rare case of conflict, the Editors' decision is final. Authors may be asked to rework or revise articles following the referee's comments. The decision of the Editor and the Executive Committee of the Society for Church Archaeology is final.

Types of Submissions

Contributions will probably fall into one of the following categories, although the distinction between Main and Shorter is not immutable.

Main articles – unpublished material, primarily results of recent research, new interpretations or syntheses, original discussions of methodology, conservation issues or technical developments. Between 6000 and 9000 words long, they should be fully illustrated (normally up to 8 figures, but more will be considered if appropriate).

Shorter articles – reports of major work in progress (whether fieldwork or research), comment on current philosophies or events, discoveries, conservation issues, individual case studies etc. These should be between 3000 and 4500 words long with illustrations (up to 4 figures but more will be considered if appropriate).

News pieces – up to 2000 words drawing attention to new projects, discoveries, conservation and management issues, events and experiences. This section will include short interpretative summaries of the results of recent work but must have some substance to them to be accepted. News pieces reporting on work at individual sites should be of more than local interest. For example, they may explore a particular regional phenomenon and seek further instances or postulate general interpretations with wide application. Alternatively, a single site may be used to illustrate a general issue. Photographs or illustrations should be supplied where relevant.

Comments and Letters – usually of no more than 1000 words are welcomed concerning topical matters and recent articles in Church Archaeology. While these may be thought-provoking, they must be polite.

Book reviews / notices – substantial reviews of recently (normally within the last year) published books (generally up to 1500 words) and brief notices of new books.

Images and Image Copyright

Illustrations should be of high quality and clearly numbered in the order of their appearance, and with the author's name and article title. They must be marked in the text where the author would ideally like them to be placed and numbered captions must be provided.

They are normally to be prepared to allow reproduction as:

1. Full page,
2. Across one column of two,
3. Across two columns of two,
4. Across one, two or three columns of a three-column grid (Book Reviews only).

Size and placing of final reproduction will be determined by the Editors but suggested reductions may be indicated. Any necessary cropping of illustrations should be indicated by the author but this may be amended by the Editors.

It is the author's responsibility to ensure that permission to reproduce an illustration has been obtained and paid for (proof of this may be requested) and appropriate credits must be supplied.

Please note, the journal is now also available open access online (via the Archaeology Data Service) and also through EBSCOhost, and as such all illustrations and images should have copyright permission for this. ***It is the author's responsibility to organise this or to clearly communicate which images cannot be used online.***

The Editors may request changes to the images used to ensure they can be used in the online publication.

Line illustrations – high quality, clean, clear copies with a metric scale plus imperial where appropriate, and north sign (where appropriate) are requested.

Hand lettering and numbering will not be accepted unless it is an antiquarian drawing.

Good quality scans of illustrations should be sent by email or through an online transfer website (such as wetransfer.com), but the originals may be requested. Should originals be requested by the editor, authors must indicate whether they want the original illustrations returned to them.

Photographs – reproduction can be both monochrome and colour, and digital versions are preferred over slides or prints. Images should be of good quality and resolution, and of as high a dpi as possible to allow reduction down. Digital copies can be emailed or sent via an online transfer website (such as wetransfer.com), but the originals may be required.

Submission

Contributions should be submitted by email (Microsoft Word or RTF [Rich Text] format) together with illustrations. Authors should contact the Editor if they are unable to supply contributions in the above formats in order to discuss possible alternatives.

See **Referencing Style** (next page) for notes on preparing bibliographic entries.

Material for consideration (text and images) should be sent to:

Dr Ruth Nugent

editorchurcharchaeology@gmail.com

Proofs – the principal author will be sent a single copy of the edited text for correction and return to the Editor. No page proofs will be provided. It is the author's responsibility to provide any necessary recommendations on layout / picture size.

Copyright of the content of any article will remain with the author and typography with the Society for Church Archaeology.

Offprints - The Society regrets that, due to the cost, it is unable to supply more than one offprint without charge. The principal author of each main or shorter article will receive a copy of the relevant issue of the journal and additional issues can be purchased at a discount. Further offprints may be available, costed according to the length of the article. A digital offprint of the paper will also be made available to the author, to distribute as the author wishes (including hosting it on other websites).

Referencing Style (House Style)

References should use the **Harvard** system with names and dates given in the body of the text, e.g. (Smith 1990, 351) and full references listed in a bibliography at the end of the article as follows. Please note, the Harvard referencing style is used for all submissions and does not permit footnotes or endnotes.

For entries with three (3) or more authors, please cite the first author followed by 'et al.' for all in-text references e.g. (Armstrong et al., 1991, 88-89)

Book:

Armstrong, P, Tomlinson, D, and Evans, D.H. 1991. *Excavations at Lurk Lane, Beverley 1979-82*, Sheffield Excavation Reports 1. Sheffield: Sheffield Academic Press.

In-text citation: (Armstrong et al., 1991, relevant page numbers e.g., 88-89)

N.B. for later editions of a book, please place the edition in round brackets after the book title in the bibliographic entry e.g.:

Armstrong, P, Tomlinson, D, and Evans, DH. 1994. *Excavations at Lurk Lane, Beverley 1979-82*, (2nd Ed.) Sheffield Excavation Reports 1. Sheffield: Sheffield Academic Press.

Edited Volume:

Branigan, K, and Dearne, M.J. (Eds.), 1992. *Romano-British Cavemen: Cave use in Roman Britain*, Oxford: Oxford University Press.

In-text citation: (Branigan and Dearne, 1992, 27-31)

Book section (chapters in edited volumes):

Kettle, A, and Johnson, D.A. 1970. 'The Cathedral of Lichfield', in M.W. Greenslade (ed.), *Victoria County History: Staffordshire*; 3, 140-149.

In-text citation: (Kettle and Johnson, 1970, 145)

E-Book:

Same as the printed entries listed above but at the end of the bibliographic entry add date accessed in square brackets, followed by URL or DOI e.g.:

Branigan, K, and Dearne, M.J. (Eds.), 1992. *Romano-British Cavemen: Cave use in Roman Britain*, Oxford: Oxford University Press. [Accessed: 26 May 2017]. Available from: <https://www.dawsonera.com/abstract/978027372622>

In-text citation: (Branigan and Dearne, 1992, 27-31)

Translated Book and Book Sections: Insert 'Translated by INITIALS Surname.' after the title of the book e.g.

Kafka, F. (2016) *Metamorphosis*. Translated by M. Hoffman. London: Penguin Books.

In-text citation (Kafka, 2016, relevant page numbers).

Journal articles:

Edwards, N. 1999. Viking-influenced sculpture in North Wales: its ornament and context. *Church Archaeology* 3, pp. 5-16. [Accessed: 26 May 2017]. Available from: <https://doi.org/10.5284/1081866>

In-text citation: (Edwards, 1999, relevant page numbers)

N.B. if the journal has a volume number *and* an issue number, please include the issue number in round brackets immediately after the volume number in the bibliographic entry e.g., *World Archaeology* 10(4)

If the journal is not available online or the printed version was consulted, there is no need to include the 'accessed' and 'available' elements of the bibliographic entry.

Websites:

Society for Church Archaeology. 2020. *About the Journal*. Available at: <https://www.churcharchaeology.org/journal> (Accessed: 11 May 2020).

In-text citation: (Society for Church Archaeology, 2020)

Primary Sources and Translated Primary Sources:

Bede, *Historia Ecclesiastica Gentis Anglorum*. Edited by B. Colgrave and R.A.B Mynors, 1969. Oxford: Oxford University Press.

In-text citation: (Bede, 1969, relevant page or section numbers e.g., Cap. 3)

For translations: Bede. *Ecclesiastical History, Volume I: Books 1-3*. 1930. Translated by J. E. King. Loeb Classical Library 246. Cambridge, MA: Harvard University Press.

(Bede, 1930, relevant page or section numbers e.g., Cap. 3)

Bodin, J. 1580. Demon-mania of witches. Translated from French by R. A. Scott. 2001. Toronto: Centre for Reformation and Renaissance Studies. Reprinted in: Levack, B. P. Ed. 2015. *The Witchcraft Sourcebook*. 2nd ed. [e-book] 146-152. Abingdon: Routledge. Available at: Leeds Trinity University Library <http://lib.leedstrinity.ac.uk> [Accessed 24 January 2017].

In-text citation (Bodin, 1580/2015, relevant page numbers)

Manuscripts:

Little Domesday: Dunwich, Suffolk. 1086. [Manuscript] Held at: London: National Archives. E 31/1/3/1053.

Little Domesday: Dunwich, Suffolk. 1086. [Manuscript-online] Held at: London: National Archives. Available at: The National Archives Online: <https://discovery.nationalarchives.gov.uk/details/r/D7334575?descriptiontype=Full&ref=E+31/1/3/1053> [Accessed 20 January 2017]. E 31/1/3/1053.

In-text citation: (Little Domesday: Dunwich, Suffolk, 1086)

Maps:

Wyld, J. 1850. London and its environs: levels taken by order of the Commissioners of Sewers, 1:17,400. [Map] Held at: London: British Library. BLL01016133799.

Wyld, J. 1850. London and its environs: levels taken by order of the Commissioners of Sewers, 1:17,400. [Map-online] Available at: Old Maps Online <http://www.oldmapsonline.org> [Accessed 20 January 2017]. BLL01016133799.

In-text citation: (Wyld, 1850)

Historic Environment Records (and equivalent):

WS2, Carved Stones in Scotland. Available at: www.carvedstonesscotland.org (Accessed: 12 December 2021)

In-text citation: (WS2)

63310, Stanton Drew Stone Circle, Stanton Drew. Available at: <https://www.somersetheritage.org.uk/record/63310> (Accessed: 12 December 2021)

In-text citation (63310)

Blogs:

Smith, J. 2021. 'Archaeology is Archaeology', *The Archaeology Blogging Blog*, 30 November. Available at: www.archaeologybloggingblog.com (Accessed: 12 December 2021)

In-text citation: (Smith, 2021)

Social Media Posts:

Dorsey, J. [@jack]. 2018. We're committing Twitter to help increase the collective health, openness, and civility of public conversation [Twitter] 1 March. Available at: <https://twitter.com/jack/status/969234275420655616> (Accessed: 11 May 2020).

In-text citation: (Dorsey, 2018)

Newspapers and Magazines:

Smith, J. 2021. 'Archaeology in the News', *The Archaeology Newspaper*, 30 November. Available at: www.archaeologybloggingblog.com (Accessed: 12 December 2021)

In-text citation: (Smith, 2021)

Images:

Taylor, P. 2020. *Grey squirrel* [Photograph]. Available at: <https://flic.kr/p/2iZBKhY> (Accessed: 11 May 2020).

In-text citation: (Taylor, 2020)

N.B. the medium of the original image should be in the square brackets e.g., 'oil painting', 'engraving' etc.

Videos:

Scribbr. 2020. *What is plagiarism?* 23 January. Available at: <https://youtu.be/Uk1pq8sb-eo> (Accessed: 14 May 2020).

In-text citation: (Scribbr, 2020, 1:58)

N.B. you should include the timestamp in the in-text reference where the relevant topic starts.

Podcasts:

Carlin, D. 2017. *The destroyer of worlds* [Podcast]. 24 January. Available at: <https://www.dancarlin.com/hardcore-history-59-the-destroyer-of-worlds/> (Accessed: 11 May 2020).

In-text citation: (Carlin, 2017, 25:55)

N.B. you should include the timestamp in the in-text reference where the relevant topic starts.

Please check the Harvard citation style guides readily available on the internet for any material not covered in this document. Please only contact the editor if there is any material you need to cite not readily covered by the Harvard style guide.