

Authors should read this style sheet before submitting potential articles to the *EXARC Journal* and confirm that they have met the requirements and suggestions listed below.

## Conventions

1. Please use British English spelling conventions.
2. References and Bibliography:
  - a. References are required, and they should be cited in the text as follows: (Author Date, Page Number).
  - b. There is a suggested minimum of ten bibliographic references for EA and AOAM articles.
  - c. If there are more than five original references per 500 words; please organise bibliography by subject (experimental archaeology, museums, site reports, et cetera).
  - d. Only include items in the bibliography that are cited in the text of the article.
  - e. Bibliographic referencing should be done in the Harvard System. Examples can be found online at:  
<http://libweb.anqlia.ac.uk/referencing/harvard.htm>

**Final formatting of bibliographies will be done by the editors**

## Articles

1. In addition to the articles published online, the editors will choose articles to publish in the yearly *EXARC Journal Digest*. Those articles will be shortened to 1,350–1,800 words. For the *EXARC Journal Digest*, one page includes 450 words and two illustrations.
2. In terms of style, justify the text in the body of the article. Do not indent at the beginning of a paragraph; instead leave a space between each paragraph.

### **Reviews (Books, conferences, et cetera)**

There is no standard formula for writing a review, but there are a few basic rules you might consider if you have never reviewed for us:

1. Begin with a brief paragraph clearly stating the purpose of the publication.
2. Write for an informed but more general audience.
3. Evaluate the book as a contribution to experimental archaeological studies and its worth to the potential buyer.
4. If you are reviewing an edited collection of essays, avoid summarizing each essay: concentrate on discussing the success of the volume as a whole.
5. Discuss the author's success in using sources, organising the material, expressing ideas, and achieving the stated purpose of the book.
6. Be critical where appropriate, but constructive. Avoid personal antipathies or sympathies.

Avoid:

1. Lengthy or frequent quotations. If you must quote, please provide page references in parentheses :(page 1).
2. Digressive essays (a review is a platform for discussing a book, not the reviewer's personal views on a subject). If your review turns into an article, we can consider publishing it as such instead.
3. Long lists of typographical errors (if a book has been poorly proofread, a couple of examples will do).

## Style Guide

### Capitalisation

1. Article Titles:
  - a. Capitalise:
    - i. The first and last word of the title
    - ii. All nouns, pronouns, verbs and adverbs
    - iii. Conjunctions or prepositions which 5 letters or more
  - b. Do not capitalise:
    - i. Articles
    - ii. Prepositions or conjunctions of four letters or less
    - iii. The particle 'to'
2. Article Subtitles / Headings:
  - a. Capitalise the first word of the subtitle/heading
  - b. Capitalise proper nouns
3. Titles of conferences or specific programmes should follow the rules that apply to article titles (see 1, above).

### Italicising

1. Names and titles: write botanical names, names of ships and titles of books, articles, journals, conferences, programmes and games in italics.
2. Words signifying new or specialist ideas that are going to be defined in the text can also be italic.
3. Italic type can be used in English texts for words or phrases that are regarded as foreign. Translations should follow in brackets [ ].
  - a. Do not italicise foreign words and names that have become naturalised into English.
  - b. Authors do not have define terms, such as *in situ*, that are used often. Once a word or phrase has been translated once, it does not need to be translated again in the article

## **Lists**

1. When introducing a list within a sentence, use a colon after the introduction.
2. Begin all items in a list with a capital letter, as appropriate.

## **Numbers**

1. Spelled-out numbers: One, two, three, four, five, six, seven, eight, nine and ten.
2. Numerals: 11, 12, et cetera (any number greater than 10), as well as measurements, should be written numerically.
3. Percentages: 98 %
4. Dates:
  - a. Dates should be written date + month + year (2 - 3 September 2010 or September 2010)
  - b. Use BC and AD; do not use B.C./A.D. or BCE / CE
5. Centuries: 1 and 2 apply here as well
  - a. 1-10 are written out (third century)
  - b. any number greater than 10 can be written as 15<sup>th</sup> century
6. Calibrated dates are written numerically (11.325 ±211 BP).
7. Units of measure: use the metric (or decimal) system (meters, litres, grams). Write measurements numerically. When writing measurements in the text, there should be a space between the value and the nomination: 2 cm, 51 g, 4 l
8. When discussing a range of numbers or dates, use an en dash (1900-1940).

## **Punctuation**

1. Quotation marks: Use double quotations marks (“...”) for direct quotes less than 60 words only, not for names or titles.
2. Punctuation normally is outside of the quotation marks for partial direct quotes:
  - a. Doe (1996) states that experimental archaeology “is a useful method”.
3. Quotes over 60 words in length should be indented on both margins and written in italics.
4. For emphasis:

Do not use single quotations marks (‘...’) unnecessarily, but single quotations **can** be used to emphasize a certain word or phrase. Italics can also be used in this way.
5. For lists or series, use commas as follows: Books, papers, pens and pencils.
6. Titles, subtitles and headings do not need ending punctuation (such as ‘.’ or ‘!’). Exceptions can be made for those phrased as questions.
7. Do not have a space around em dashes (it is displayed as such— however).

## **Figures, Illustrations and Photographs**

1. We accept as many figures as possible, preferably two per 500 words.
2. Please accompany each figure, illustration and photograph with a description.
3. Text: Label each Figure/illustration/photograph as ‘Fig’, with a number and description (Fig 1. Photograph of experiment).
4. Capitalisation: Capitalise ‘Fig’ and the first word in the description.
5. Number figures in numerical as referenced in the text.
6. The pictures / photos are referred to as Figures, while tables will be referred to as Table. In the main body of the article, when referring to a table or figure, use (see Figure x), (see Table x)

7. The images need to be high resolution (at least: 300 dpi when printed 15 cm wide).

**8. Do not put images in the word document. Send each image individually as a JPG file.**

### **Word List**

1. Please use the spellings, capitalization and fonts for the following terms:

- a. Open-air
- b. Bronze Age / Iron Age / et cetera.
- c. (Re)construction or reconstruction
- d. EXARC

2. Abbreviations:

a. No abbreviations or contractions:

- i. etc. -> et cetera
- ii. don't -> do not
- iii. fig. -> Figure (except in figure captions, then Fig. is acceptable)
- iv. c. or ca. -> circa
- v. i.e. -> for example
- vi. h, hrs -> hour, hours

b. Abbreviations that are allowed:

- i. cm, g, km, l (decimal system)
- ii. 'et al.' when used as part of a citation
- iii. ibid.

**The Editors of the EXARC Journal will check each article for style; *they will often request that Authors make additional changes.* Editors have final say on issues of style and presentation.**