

GUIDELINES FOR AUTHORS ON JOURNAL STYLE

Proceedings of the Royal Irish Academy
Section C—archaeology

1. Headings and captions

In the body text, only three levels of subheading should be used, e.g.

The finds

Stone artefacts

Spearheads. Text runs on immediately after this level of heading.

Figure, plate and table captions should be styled as follows:

FIG. 1—Text follows here.

PL. 1—Text follows here.

TABLE 1—Text follows here.

2. Units of measurement, numbers

Use SI (metric) units of measurement throughout. All units should be closed up to the number: '13mm long', '6m north-east of Trench 1'.

Spell out numbers up to (and including) twenty, unless they refer to units of measurement: 'sixteen cats and five dogs', 'a three-month period', 'a twelfth-century church', '3cm', '6ml'. Use digits for all numbers in lists of numbers: '11 spearheads, 22 quernstones and 49 potsherds'.

Elide page numbers and dates as far as possible, except in the 'teens'. Thus, '182–194' becomes '182–94', '182–187' becomes '182–7', but '110–119' becomes '110–19'. (This does not apply to measurements.)

3. Abbreviations and other conventions

Spell out abbreviations on first mention, e.g. 'National Library of Ireland (NLI)'. Treat the abstract and the main text of the paper as separate entities with regard to the spelling out of abbreviations, i.e. an abbreviation should be spelled out at first mention in both the abstract and the main text.

Non-English terms that have not been assimilated into English should be given in italic, e.g. contractions such as '*et al.*' and '*c.*' (for *circa*), specialist terms such as '*fulacht fia*' and '*tuyère*'.

4. Hyphenation

As a general rule, hyphenate an adjectival compound of two or more words that precedes the noun: 'axe-shaped ingot', 'fine-grained limestone', 'two-tiered mound', 'pre-thirteenth-century layers'. An exception to this rule is adjectival compounds with an adverb ending in 'ly', which should not be hyphenated: 'an ornately carved handle'.

Hyphenate 'south-east', 'north-north-west' etc. Generally, hyphenate prefixes such as anti-, mid-, non-, pre-, post-, pro-, self-. Hyphenate compound nouns of the form 'drain-digging', 'origin-tale', 'tomb-builder'.

5. References

Citations of multiple author–date references in the body text should be arranged chronologically and separated by semicolons: 'this seems to accord with earlier studies (Shee 1813; Grace 1823a, 1–7; 1823b, 89–92; Healy 1893; Carrigan 1905; Hunt 1974, vol. 1, 191; F.X. Smith, pers. comm.; A.B.

Jones, pers. obs.)'. For multi-volume works, specify the volume being cited in each case. Do not use 'ibid.', 'op. cit.' etc.

References should be listed at the end of the main body of the paper, in alphabetical order. Each appendix should have its own reference list. See sample references below, and note especially the following points:

- Use **two spaces** before and after the date of publication.
- In the titles of **articles, chapters** and **books**, capitalise *proper nouns only*.
- In the titles of **journals** and **series**, capitalise significant words.
- Give the page span of **articles** and **chapters**.
- Give the total number of volumes in **multi-volume works**, and the date span if the volumes appeared over a number of years.
- In the case of a book in a **series**, give the series title and number in roman.
- If in doubt, give more information rather than less.

Sample references

- Book:* Carrigan, W. 1905 *The history and antiquities of the diocese of Ossory* (4 vols). Dublin. Sealy, Bryers & Walker.
- Chapter in book:* McGrail, S. and Denford, G. 1982 Boat building techniques, technological change and attribute analysis. In S. McGrail (ed.), *Woodworking techniques before A.D. 1500*, 25–72. British Archaeological Reports (International Series) 129. Oxford. British Archaeological Reports.
- Journal article:* Sweetman, P.D. 1984 Archaeological excavations at Shop Street, Drogheda, Co. Louth. *Proceedings of the Royal Irish Academy* **84C**, 171–224.
- Section in article:* Van Wijngaarden-Bakker, L.H. 1995 Subsistence in the Late Bronze Age at Lough Gur. In R.M. Cleary, Later Bronze Age settlement and prehistoric burials, Lough Gur, Co. Limerick. *Proceedings of the Royal Irish Academy* **95C**, 1–92: 79–92.
- Book in series:* O’Conor, K.D. 1998 *The archaeology of medieval rural settlement in Ireland*. Discovery Programme Monographs 3. Dublin. Royal Irish Academy.
- Thesis:* Butler, V.G. 1984 Cattle in thirteenth-century Dublin: an osteological examination of its remains. Unpublished MA thesis, University College Dublin.
- Edition:* Ratcliff, E.C. 1976 *Liturgical studies*, ed. A.H. Couratin and D.H. Tripp. London. Society for Promoting Christian Knowledge.

6. Cross-checking data

Please make sure that all place names, find numbers, species names etc. are given correctly and consistently throughout the main text of the paper, in the illustration/table captions and in the illustrations/tables themselves.

All references should be cited in the text, and all citations should be given in the reference list. Please ensure that the spelling of authors’ names and the dates of publication are consistent between the citations and the references, and that page numbers given in citations match any page span given in the corresponding reference.

Check that the numbers in tables add up to any totals given, and that the data in the text, figures and tables are correct and consistent throughout.

Reference should be made in the main text, and in sequential order, to all figures, plates and tables in the paper. Figures, plates and tables should be numbered in separate sequences (Fig. 1, Fig. 2, Pl. I, Pl. II, Pl. III, Table 1, Table 2). Treat appendices as separate entities in this context.