BAR PUBLISHING

PREPARING YOUR MANUSCRIPT FOR PUBLICATION

Contents

GENERAL

Your book should be submitted to us in electronic format. Generally this means either as a Word or print-ready PDF document. We are also able to accept other formats, such as InDesign, or Word documents; the precise file type should be discussed and agreed with us in advance.

If your final manuscript is too large to send via email, then please send it to us via a file-sharing site such as www.wetransfer.com.

Once we receive your files, production will take between 2 and 4 months. If we have agreed a publication date with you in advance, then the production schedule will reflect this.

Any queries about our formatting requirements or house style should be sent to:

editor@barpublishing.com

We will generally respond to queries within two or three days at most.

We ask all authors to ensure that their manuscript has been carefully checked by a native-English speaker (if it is in English), or by a native of the language in which it is written. Particular attention should be paid to spellings; spell-checking using the tools available in Word may be useful, but these tools should not be relied upon entirely. Copy-editing is a more complicated operation which requires experience and training, but we do ask that you ensure that your manuscript has been edited for consistency, particularly when there are several authors involved, and that you follow our house style in respect of citations, dates, quotation marks etc. You will find below a substantial set of house style guidelines which we ask you to follow.

THE MANUSCRIPT

Manuscripts generally follow the same pattern:

PRELIMINARY PAGES
- Title page
- Title verso page (Imprint page)
- Dedication (if applicable)
- Acknowledgements (if applicable)
- Table of contents (please do not contain any pages appearing before the toc)
- Lists of illustrations, figures, maps and tables – a separate page should be shown for each (if applicable)
- List of contributors (for edited collections)
- Preface (if applicable)
- Foreword (if applicable)
- List of abbreviations (if applicable)
- An abstract of at least 500 words (if the manuscript is not in English you should also include an English abstract of at least 500 words).

MAIN TEXT
BIBLIOGRAPHY
APPENDIX (if applicable)

Your manuscript will contain most of these elements, and may contain other elements not listed here. If you are unsure about what to include, please ask us for guidance.

You do not have to prepare the title page or the title verso page as these will be prepared by our production team.

Title
Please ensure your book's title is a clear and accurate description of your study. This means that it should contain as many keywords relating to your study as possible, in order to make the published book as easy discover as possible. If your study has a clearer subtitle than main title then we may recommend that they are inverted.

Table of contents
Please provide a table of contents and a list of the illustrations/figures/maps/ tables which appear in your manuscript. The table of contents should include page numbers.

List of contributors
For edited collections, a list of contributors with a brief description of each author should be provided.

Bibliography
The bibliography should be organised A–Z by author and within the same author either by date or in A–Z order of title. Please refer to books, chapters and journal articles as detailed in the footnote section.
- **Monographs.** The bibliography should appear at the end of the manuscript and it should run across the page (not in two columns).
- **Edited collections.** The bibliography should appear at the end of each chapter in the two column format.

LAYOUT – THE ESSENTIALS
- The standard **page size** is British A4 (210mm × 297mm).
- **Text** should be fully justified left and right.
- **Spacing** – spacing should be set at 12pt.
- **Font** – 10 pt Times New Roman.

- **Two columns throughout**. Columns should be equal in size – 8.2cm wide, with a 0.6cm gap between.
- **Margins** – top: 2.5cm; bottom, left and right: 2cm; header: 1.5cm; footer: 0.7cm.
- **New paragraphs** should be coded with a 12pt space above text paragraphs (or with a blank line above, if this is not possible).
- **Headings:** sub-headings may be in bold, italics, bold italics or small caps. Do not use underlining. Headings should be consistent throughout.
- **Page numbers** should be centred at the foot of the page in Times New Roman 10 pt font.
- **Running heads** should be placed in the header, positioned at the outside edge of the page, in Times New Roman 10 pt italics.
- **Monographs:**
  | Left-hand header: | Book title |
  | Right- hand header: | Chapter title |

- **Edited collections:**
  | Left-hand header: | Author of chapter |
  | Right-hand header: | Chapter title |
- **Running heads** are not required on the first pages of new chapters (including preliminary pages).
- **Preliminary pages** should be numbered in roman numerals. The title page is page i and the title verso page is page ii. The first preliminary page that you have written should start on page iii.

HOUSE STYLE – THE ESSENTIALS

- **Spelling/punctuation.** If your manuscript is in English, then UK (not US) English spelling should be used throughout, e.g. the '-ise' form should be used for words such as 'prioritise' and the '-se' form for 'analyse'. Other than at the beginning of a sentence or in the titles of works, capitals should only be used for proper nouns.
- **Titles.** No full stops should be used where an abbreviated form of a title is given. Titles should not be included before an author's name that is cited in the footnotes. Post-nominals should not be referred to after the name of authors in either the text or footnotes.
- **Acronyms.** When referring to the names of institutions or organisations, please give the full name in the first instance and also indicate in parentheses the abbreviation or acronym by which it will be referred to in the following text: e.g. Council for British Archaeology (CBA).
- **Numbering.** Numbers under 10 should be written in words.
  Figures should be used for the following:
  (i) numbers over nine;
  (ii) a sequence of stated quantities;
  (iii) numbers of sections, paragraphs etc.; and
  (iv) references to sequential page numbers should be made as follows. When a range of numbers delineating a sequence of pages (or paragraphs) is used, the numbers should be elided to the last two digits (16–17; 110–18; 235–50; 500–89; 235– 52). However, when the range between two numbers crosses the boundary between two or more units of 100, the last three figures should be cited (e.g., 70–235; 201–335; 405–600; 1130–320).
- **Illustrations.** All illustrations should be numbered with consecutive numbers, have descriptive captions and sources where appropriate and be mentioned in the text.
- **Figures.** Each type of figure should have a separate number sequence: e.g. Figure 1, Table 1.
- **Cross-referencing.** In the text, references to other chapters should be in the form 'chapter one' rather than 'Chapter 1'; in the footnotes this can be 'ch 1' etc.
- **Quotation Marks.** Single quotation marks should be used.
- **Percentages.** When referring to percentages, please state 'per cent' rather than '%'.
- **Dates.** Dates should be given in the style: 1 January 2007; 1998–99; 2001–2011; 2007–05; 1980s (not 1980's). References to centuries in the text should be in words. e.g. the nineteenth century.

IMAGES/FIGURES/GRAPHS/PHOTOGRAPHS (COLOUR AND B&W)

- **Images.** If you wish to reproduce colour images then you must contact us in advance and discuss your requirements with us. There may be a cost involved in reproducing colour images.
- **Photographic prints.** Photographs should be scanned at 600 dpi, slides at 600 dpi, black and white line artwork at 1200 dpi, mixed line and tone illustrations at 600 dpi. TIFFS are generally preferred, but JPEGs are acceptable if saved at a sufficiently high resolution. Using illustrations of low quality could cause a delay in the production of your book. Images should be submitted in the size which you intend that they should appear in the book. Black and white images must be submitted as greyscale.
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- **Placement**. Graphs and figures can be inserted into the columns or spread across the full two-column width. Images should not be placed in the middle of a paragraph, and large images should put at the top or bottom of a page, not in the middle.
- **Tables**. Tables should be in portrait layout wherever possible. Please contact us if you intend putting tables in landscape layout.
- **Captions**. All figures, graphs, photos and tables should have a number and a caption.
- **Copyright**. It is your responsibility as author to ensure that any copyright material included in your BAR book has been cleared for publication. This means that if there is any material which you have not originated yourself (for example, figures, maps, photos, quotes), then you need to seek permission from the copyright holder to reproduce that material in your forthcoming BAR title. It is very important that you clear permission for the material to be used in print and digital formats. If there is material in your book which requires copyright clearance, then please ensure you have consulted the 'BAR Publishing advice for authors regarding copyright permissions' document and do contact us directly with any queries you may have.
- Source(s) for tables or figures should be cited as a source note.

CITATION OF PUBLISHED WORKS

In-text citation or footnotes are permitted, but must be used consistently throughout the book.

The bibliography and in-text citations or footnotes must be formatted according to the Chicago Manual of Style:

Book

FOOTNOTE CITATION
In footnote (first use)
Author/Editor first name surname (, ed.), *Title of Book*, edition/volume/series number (place: publisher, year), pages.
example:
Alison Ruth Weisskopf, *Millets, Rice and Farmers: Phytoliths as Indicators of Agricultural, Social and Ecological Change in Neolithic and Bronze Age Central China*, BAR S2589 (Oxford: British Archaeological Reports, 2014), 10–15.

In footnote (after use)
Author/Editor surname, *Short book title,* pages
<u>example</u>
Weisskopf, *Millets, Rice and Farmers*, 20–25.

IN TEXT CITATION
(Author/Editor surname year, pages referred to)
<u>example</u>
(Weisskopf 2014, 10–15)

IN BIBLIOGRAPHY
Author/Editor surname, first name (, ed.). *Title of Book*, edition/volume/series number. Place: Publisher, year.
<u>example</u>
Weisskopf, Alison Ruth. *Millets, Rice and Farmers: Phytoliths as Indicators of Agricultural, Social and Ecological Change in Neolithic and Bronze Age Central China,* BAR S2589. Oxford: British Archaeological Reports, 2014.

Citation Tips
- The author's first name does not have to be shown in full but an initial must be included
- When referring to book editions, please use normal script, not superscript
- For example: 2nd, 3rd, 4th

Chapter in book

FOOTNOTE CITATION
In footnote (first use)
Author first name surname, "full chapter title," in *Title of Book*, edition/volume/series number, ed. Editor first name surname (place: publisher, year) pages referred to.
example:
Tim Power, "The Expansion of Muslim Commerce in the Red Sea Basin, C. AD 833–969." In *Connected Hinterlands: Proceedings of Red Sea Project IV Held at the University of Southampton, September 2008*, ed. Lucy Blue, John Cooper, Ross Thomas, and Julian Whitewright (Oxford: British Archaeological Reports, 2009), 115–117.

In footnote (after use)
Author surname, *Short chapter title*, pages referred to.
example
Power, *Muslim Commerce*, 115–117.

IN TEXT CITATION
(Author surname year, pages referred to)
example
(Power 2009, 115–117)

> **Citation Tips**
> • Citation and referencing software can help you format and organise you references
> • Commonly used software includes
>   ○ Mendeley (free)
>   ○ Endnote (licence required)

IN BIBLIOGRAPHY
Author surname, first name. "Full chapter title." In *Title of Book*, edition/volume/series number, edited by Editor first name surname, full chapter page range. Place: Publisher, year.
example
Power, Tim. "The Expansion of Muslim Commerce in the Red Sea Basin, C. AD 833–969." In *Connected Hinterlands: Proceedings of Red Sea Project IV Held at the University of Southampton, September 2008*, edited by Lucy Blue, John Cooper, Ross Thomas, and Julian Whitewright, 111–118. Oxford: British Archaeological Reports, 2009.

Journal articles

FOOTNOTE CITATION
In footnote (first use)
Author first name surname, "Article title," *Journal name* volume number, no. issue (year): pages referred to.
example:
Eivind H. Seland, "Archaeology of Trade in the Western Indian Ocean, 300 BC–AD 700," *Journal of Archaeological Science* 22, no. 4 (2014): 379–390.

In footnote (after use)
Author surname, "Short article title," pages referred to.
example
Seland, "Archaeology of Trade in the Western Indian Ocean," 379–390.

> **Citation Tips**
> • List only the exact pages you used in footnotes. The page range of the entire chapter or article must be given in the bibliography

IN BIBLIOGRAPHY
Author surname, first name. "Article title." *Journal name* volume number, no. issue (year): full article page range.
example
Seland, Eivind H. "Archaeology of Trade in the Western Indian Ocean, 300 BC–AD 700." *Journal of Archaeological Science* 22, no. 4 (2014): 367–402.

> For more detailed information and Chicago style citation guidelines visit:
> http://www.chicagomanualofstyle.org/tools_citationguide.html
> https://www.york.ac.uk/integrity/chicago.html

FORMATTING YOUR FILES IN WORD

If your manuscript is already written you can format it in the BAR house style. In order to do, this please open the attachment saved as 'BAR template for written manuscripts'. This document gives you instructions on how to apply the template. You will need to have your manuscript saved as a Word document in order for it to merge into the template.

The styles for each heading and section are saved in the template. If you need to apply or reapply a style throughout your manuscript, please click on the relevant style saved in the template.

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THE FORMATTING STYLES

1. BAR titles are formatted throughout in two columns and the template is formatted as such.

2. At the start of each BAR title, an abstract appears and this is written across the columns. The template shows you where to begin your abstract.

<u>DOUBLE COLUMN</u>
STYLES

Chapter number [delete if not needed]:	Centred alignment; Times New Roman 14 pt
Chapter/paper title:	Centred alignment; Times New Roman 14 pt; bold
Author:	Centred alignment; Times New Roman 12 pt; italic
Address:	Centred alignment; Times New Roman 12 pt; italic
Abstract:	Times New Roman 10 (runs across two columns)
Keywords:	Times New Roman 10 (runs across two columns)

<u>SINGLE COLUMN</u>
STYLES

Heading 1:	Times New Roman 10 pt; bold
[Normal]Body text of paper:	Times New Roman 10 pt
Heading 2:	Times New Roman 10; italic
Heading 3:	Times New Roman 10 pt
Bullet points:	As shown on the template
Numbers:	Times New Roman 10 pt. Numbers should be listed as
	1.
	2.
	3.
Quotation verse:	Times New Roman 10 pt
Quotation:	Times New Roman 10 pt
Table heading:	Times New Roman 9 pt; bold
Table text:	Times New Roman 9 pt
Left- and right-hand headers:	Times New Roman 10 pt; italic
Acknowledgements heading:	Times New Roman 9 pt; bold
Acknowledgements text:	Times New Roman 9 pt
Footnotes:	Times New Roman 8 pt
Page numbers:	Centred alignment; Times New Roman 10 pt

Bibliography: Times New Roman 9 pt

Captions: Times New Roman 9 pt; bold

We hope you find these guidelines helpful. However, if you have any further questions, please contact us at:

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