



# Preparing your manuscript for publication

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## General

Your final manuscript should be submitted to us as an editable word file, *as well as* a PDF document. The PDF document will be used by the typesetters to ensure that any special characters or transliterations in the word document are presented as intended. You can create a PDF version of your word document for submission by going to File > Export > Create PDF/XPS Document, and then following the instructions to save your file in the pop-up window.

Before submission, please ensure that your manuscript has been thoroughly checked for any typographical errors, or spelling/grammar mistakes. Unless agreed pre-contract, we will not copy-edit your manuscript, and we will not be able to accept significant language or consistency corrections after your final manuscript begins the production process. If you have funding available and would like your manuscript to be copy-edited, please raise this with the editorial team, who can arrange for quotes from our network of freelancers.

Once your final manuscript, figures, and accompanying forms are completed, please submit them to us in the Author Submission Folder format we have provided. This folder will be too large to send via email, so please use our WeTransfer portal:

<https://barpublishing.wetransfer.com/>.

Queries during manuscript preparation are encouraged and should be directed to [editor@barpublishing.com](mailto:editor@barpublishing.com).

## Process Overview and Key Responsibilities

Once the peer review process has been completed and content revisions have been agreed, you will receive a publishing agreement. This agreement will include a date, agreed by you as author/editor and by BAR Publishing, by which your revisions will be completed and the final manuscript prepared ahead of the production process. During this preparation, **the author is responsible for:**

- Making content revisions as recommended by the reviewers and agreed with the editorial team.
- Making formatting or structural changes to the manuscript consistent with BAR style as outlined in these guidelines and in other communications from the editorial team.
- Ensuring that your final manuscript is free from spelling and grammar mistakes.
- Preparing print-quality images to be included with your manuscript.
- Providing a small selection of images that could be used on your book's front cover.
- Contacting copyright holders for permission to publish any third-party or previously published images used within your manuscript or on its front cover.
- Preparing alternative text for your figures as instructed by the editorial team.

- Communicating any issues or delays to the editorial team in a timely manner.
- Filling in the required submission forms, as included in the Author Submission Folder.
- Adhering to the “AI Policy for BAR Authors” outlined below.

While you are preparing your final manuscript, you will work with a member of the editorial team who will be available to support you. **The editorial team is responsible for:**

- Communicating BAR’s requirements for submitted manuscripts, including providing any guidance documents that are available.
- Responding to any questions or concerns raised by you as author/editor.
- Assessing the figures within a manuscript and passing on any important feedback to the author.
- (On request) Helping to identify the copyright holder of a particular image if this cannot easily be identified by the author, and advising the author how best to proceed with obtaining permission for use.
- Assessing your final manuscript on submission and flagging any issues with the author to make sure these are resolved prior to production.
- Passing on the final manuscript files to production, along with any important notes on the book based on discussions with the author.

Once the editorial team has assessed your final manuscript and all queries have been resolved, they will pass your files over to the Production Editor. This begins the production stage, during which **the Production Editor is responsible for:**

- (Arranging and briefing a copyeditor if this has been agreed pre-contract)
- Arranging for a professional typesetter to create the final book layout.
- Briefing a designer to create your cover design.
- Sending the PDF proof (the document created by the typesetter which shows the final layout of the text and figures) to the author to be checked for corrections.
- Approving proof corrections sent by the author and arranging for the typesetter to make these corrections.
- Approving the final print book layout.
- Sending the final book to the printers.
- Ensuring ePDF and print files are loaded on relevant platforms.
- Ensuring that your book metadata is correct and feeds to the relevant platforms for increased searchability.

**The typesetter is responsible for:**

- Following the instructions of the Production Editor to create the final print layout of the book.
- Creating the book’s preliminary pages/front matter.
- Placing the image files and captions provided by the author into the text layout in the most appropriate place and at the most appropriate size.
- Correcting the typeset text according to any corrections marked by the author and approved by the Production Editor.

# AI Policy for BAR Authors

This policy sets out guidance for current and prospective BAR authors on the responsible use of generative AI and large language models (LLMs) when preparing manuscripts. As AI technologies are evolving rapidly, we will review and update this policy regularly. All usual ethical and academic standards for manuscript preparation continue to apply, and AI must not be used in ways that undermine academic integrity.

We encourage authors to contact us early to discuss any planned use of AI. Open communication between authors and the editorial team is the best way to navigate this evolving landscape responsibly.

## AI Generated Content

In line with [COPE guidelines](#), AI tools cannot meet the requirements for authorship in an academic work. No manuscript text should be generated by AI from scratch, and generative AI should not be used to replace primary authorial responsibilities (e.g. generating arguments, conducting analysis, drawing conclusions etc.). Generative AI tools should only be used on text to refine and correct existing text written by the author, rather than creating new text. AI cannot be used to paraphrase, summarise or rewrite other authors' work for inclusion in your own manuscript.

Using AI tools to paraphrase or summarise other authors' work poses a serious risk of unintentional plagiarism, as it may reproduce ideas or phrasing without proper attribution or clarity around the original source.

## Data Security, Confidentiality, and Appropriate AI Use

If authors choose to use AI tools in the preparation of their manuscript (in ways that comply with these guidelines), they must ensure that the tools used permit commercial use, as the final publication will be a commercial product. Authors are also responsible for protecting the confidentiality of their work. Sensitive, unpublished, or third-party material must not be submitted to AI platforms that transmit or store user data on external servers. Any AI tool used should have robust data privacy safeguards in place — for example, offering a private or non-training mode, or allowing users to opt out of having their content stored or reused for training purposes. This is essential to protect research integrity, intellectual property, and compliance with ethical and data protection standards.

## AI Translations

We understand the appeal of AI as a translation tool, but we have encountered issues with the quality and accuracy of AI translations so we would encourage authors to carefully consider whether this is an effective approach. Any use of AI/computer-generated translations should be specifically disclosed to the editorial team at the project proposal stage, so that we can work with you to understand the best route forwards for your manuscript. The final decision of the use of AI translations rests with the BAR editorial team.

## Corrective AI

Corrective AI (with the purpose of improving grammar, spelling, writing quality, and concision) can be used on existing text written by an author. Wherever corrective AI is used, the author must take full responsibility for checking the accuracy of the text to ensure that the intended meaning is maintained, and that references and citations etc. are all still correct.

## AI and Images

AI should not be used in the creation of any images/figures in the manuscript, unless this use has been specifically approved by the BAR editorial team. Similarly, AI should not be used in the manipulation or enhancements of any images/figures to be included in the manuscript, unless this use has been specifically approved by the BAR editorial team.

## Disclosure

The use of any tools that can rewrite or significantly change text (e.g. use of generative AI/large language models like ChatGPT, translation services etc.) needs to be disclosed to the reader in the manuscript text in an appropriate location. This disclosure should include a brief description of *how* AI was used, and *which* AI tools were used. AI tools used as part of the research methodology should be disclosed and described in the same way as any other methodological tool.

# Manuscript Structure

Manuscripts generally follow the same structure. The list below shows the most common manuscript format. Your manuscript does not need to include all of these elements, and may contain other items not listed here. There are certain elements which are mandatory for the author to provide, and others that are optional according to the author's preference. Additional components will be created by the typesetter during production as outlined below. If there is a specific section you are unsure about including, please discuss this with the editorial team.

### **Mandatory from the author:**

- Acknowledgements (mandatory for monographs, revised theses, and site reports but not for edited collections)
- Main text
- Bibliography
- Figure captions
- Table captions
- Figure files
- Table files (unless these are included as word tables embedded in the main text file)

### **Optional from the author:**

- Dedication

- Preface or foreword (preface if written by the author, foreword if written by a third party)
- List of abbreviations
- Abstract
- Appendices
- Index (this should be provided by author unless the editorial team has agreed otherwise, and the author will be responsible for filling in the relevant page numbers once the book proof is ready)

**Provided by the typesetter:**

- Title page
- Imprint page
- Table of contents
- Lists of figures and tables

## Headings

Headings and subheadings are an important way of structuring the information in your main text. Please use numbered headings as this ensures that the heading structure is clear for the typesetter and for readers. Numbered headings also allow you to more easily cross-reference between sections of the book in your text, avoiding ‘above’ and ‘below’. The use of numbered headings also futureproofs your manuscript for reformatting into an ePUB should there be demand in the future.

Please ensure that headings use **title case** (capitalise first word of the heading) **or sentence case** (capitalise each main word) rather than all-caps, as all-caps text can cause issues for people with dyslexia or other reading difficulties.

**Headings should not end in a full stop/period.**

Use **Arabic numerals** (1, 2, 3) rather than Latin numerals (I, V, X).

**For example:**

Instead of:

II.I EVIDENCE OF SEDENTARY SETTLEMENT

You would use either title case:

2.1 Evidence of Sedentary Settlement

OR sentence case:

2.1 Evidence of sedentary settlement

**Only the first three heading levels will be included in the table of contents** (e.g. 2, 2.1, and 2.1.1 would be included, *but not* 2.1.1.1). If you would like to use more than three levels of headings, distinguish these using distinct formatting styles (e.g. bold or italicised text), rather than further numbered headings.

## House Style

We accept manuscripts in English, Spanish, French, Italian, and German. For English-language manuscripts, we accept **either British or American spelling**, as long as this has been used consistently throughout the text. We do not enforce a strict house style for our manuscripts. Instead, we want you to focus on consistency throughout. There are, however, a few important points to consider:

- **Main text**
  - Use a single typeface, font size, and text colour consistently throughout the body text of your manuscript (headings and sub-headings can be differentiated from each other and from the body text using different formatting styles, such as a larger font size, or bolded or italicised text).
  - Use italics for words in a different language from the main text, including words in Latin.
  - Use ‘en’ dashes to link number and date ranges, e.g. 1939–40.
  - Use ‘em’ dashes to indicate parenthesis with dashes, e.g. ‘I was reading the author guidelines —written to help authors perfect their manuscripts— when the phone rang.’
  - If you want to use an acronym, please give the full name in the first mention in the text and then the acronym in all future mentions. E.g. ‘Council for British Archaeology (CBA)’.
  - Be consistent in your capitalisation of cultural or geological period names should be capitalised, e.g. Medieval, Iron Age, Neolithic, Holocene.
  - When referring to racial and ethnic groups, words such as Indigenous, Black, White etc. should be capitalised. These words should not be capitalised when referring to e.g. indigenous plants or colours.
- **Paragraph breaks**
  - You should **use only one style of paragraph break** (e.g. either a single line break created by pressing ‘enter’ once, *or* a double paragraph break created by pressing ‘enter’ twice).
  - Regardless of whether you chose to use a single or double line break to mark paragraphs, in the final book each paragraph will appear as a double line break.
  - **We do not use sub-paragraphs/sotto-paragrafi** in BAR books. We are aware that these are commonly used in some languages, e.g. in academic Italian, but we cannot incorporate these into your final book so do not use them in your submitted manuscript.
- **References and citations**
  - We do not mandate any specific referencing style, as long as your citations and bibliography are consistent and correct.
  - Do not use block capital letters in references.
  - If you are including DOIs, include the full URL address, e.g. <https://doi.org/10.1017/S0068113X15000100>.
  - If you are including a web page in a bibliography, include the full URL address as well as the date accessed.
- **Cross-referencing**
  - Ensure that cross-referencing uses chapter/heading/subheading numbers rather page numbers or ‘above’/‘below’. This is important as page numbers will change

during typesetting. E.g. rather than ‘see page 80’ or ‘see below’, use ‘see chapter one’ or ‘see section 1.1’.

- Figures and tables should also be referred to by their numbers rather than by their position in the text, as their position in the text may also change during production. E.g. rather than ‘in the figure below’, use ‘in figure 2.1’.
- **Figure/table labelling**
  - Figures/tables should be double-numbered by chapter. E.g. figures in chapter 1 should be 1.1, 1.2, 1.3, etc.; in chapter 2, 2.1, 2.2, 2.3, etc.
  - Each figure and table must have at least one in-text reference.
  - In-text references should appear in numerical order (e.g. Figure 2.1 should be referenced in-text before the first mention of Figure 2.2) as these will be used to inform the typesetter where to place images.
  - Captions should end in a full stop.
  - Please submit a separate word document which includes all of your figure and table captions.
  - If your figure and table captions are particularly long, we may also ask you to prepare shortened versions of these for use in the Table of Contents.
  - If you have figures in your appendices, please ensure that figure numbering starts with A: e.g. figures in appendix 1 would be A1.1, A1.2 etc.
- **Footnotes**
  - Footnote superscripts should appear *after* punctuation at the end of a sentence, not before. E.g. This is an example sentence with a footnote.<sup>1</sup>
  - Footnotes should not appear in chapter titles or (sub)headings.

If you require more specific style guidelines, we would recommend using either [New Hart’s Rules](#) (for British English) or the [Chicago Manual of Style](#) (for American English). Authors publishing in other languages can refer to either, but we recommend choosing one to use consistently rather than taking elements of both.

Ultimately, our main concern is that your manuscript is **consistent and correct** throughout. For example, if you have a preference for a particular referencing/citation style and have used it correctly, we will not ask you to change it and we will not change it during typesetting.

## Figures and Tables

All graphic images, including graphs/charts, photographs, illustrations, line drawings, maps, site plans etc. will be classed and numbered as ‘figures’. These should all be numbered in a single sequence per chapter, as described above. Any tabulated data or information (anything which uses is stored in an excel sheet or word table) should be classed and numbered as ‘tables’. Figure and table numbering should be in independent sequences: i.e. if chapter 1 has 10 figures and 5 tables, these should be labelled as Figure 1.1–1.10, and Tables 1.1–1.5.

Raster images can be submitted as **.png, .jpg, or .tiff** files. Vector images can be submitted as **.pdf, .eps, or .svg** files. If you are not sure what raster or vector images are or which your images are, you can find a basic guide [here](#). If your image was created in Adobe Illustrator, Inkscape, or a similar programme then it is likely a vector image. If not, your image is likely raster.

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<sup>1</sup> This is an example footnote.

Tables should be submitted in an editable format, either in Word or in an Excel spreadsheet, so that our typesetter can reformat the tables to fit the final book layout. Tables should not be submitted as image files (.jpg, .png etc.).

Most BAR books are printed in UK A4 format. When assessing your figures, please keep this sizing in mind and ensure that your figures will be legible when printed at *no larger than* a single A4 page in size.

To ensure your images print as well as possible here are some keys DOs and DON'Ts.

**DO:**

- Ask the editorial team for advice if you have concerns about the quality of your figures.
- Send your figure files to the editorial team for assessment as early as possible, so that they can advise you of potential problems.
- If you created a figure in image editing software or mapmaking software, export your final file at a large size and at the highest possible resolution.
- Choose at least 600dpi quality when scanning photographs or other documents.
- Check any text or labelling on your figures is large enough to read easily.
- Print off your image on an A4 page at roughly the size you expect it to appear in the book (e.g. full page, half page, or quarter page). Does it look blurred or pixelated? Can you see the important details? Is the text legible?
- Download the image at full resolution when using an image from a webpage or journal article, rather than screenshot the image. This can usually be done by clicking through to the full image (usually right-clicking and selecting 'Open image in new tab'), and then right-clicking on the image and selecting 'save image as...'
- Keep and use the original image files (.jpg, .png etc) for your figures, rather than extracting them from your working Word document or pdf. Images embedded in Word or pdf documents are compressed and so using these versions will result in a loss of quality.
- Make sure that any charts/graphs have a clear legend.
- Make sure that maps/plans include an appropriate scale and a north arrow.
- Think about how your figures can be accessible to colour blind people, or readers with dyslexia or other reading difficulties. To help with this you can:
  - Avoid using unnecessary colour, especially behind text.
  - Ensure there is more than a 5% difference between tints.
  - If you are unsure whether your tints are different enough, try printing out the figure in black and white and checking if the shades still look different.
  - Avoid pastel shades.
  - Avoid overlapping text/labels.
  - Remember that red/green/brown/purple are often difficult to tell apart for colour blind readers.
  - Remove any non-essential information from figures.

**DON'T:**

- Enlarge an existing image in editing software to increase the pixel number or DPI. This will result in a loss of quality as the computer will invent pixels resulting in a more pixelated or blurred result.
- Compress or downscale your images, unless specifically requested by the editorial team.

- Save versions of images that have been embedded in a word document or PDF. If possible, always deliver the *original* image file. When an image is embedded in a text document, the quality is usually compressed.
- Use a line weight below 0.125pt for illustrations. It is likely that lines thinner than 0.125 point will not be visible in print.
- Use a font size smaller than 8pt. Anything below this is unlikely to be legible in print.