ARCHAEOLOGIA CAMBRENSIS

NOTES FOR CONTRIBUTORS

Introduction

The journal covers a broad range of multi-disciplinary topics relating to the archaeology and history of Wales and the Marches. The presentation of the journal is scholarly but contributors are invited to present material in a way that that is accessible to researchers in other fields.

The size of contributions published in the journal will depend entirely upon the nature of the subject matter.

In certain circumstances it may be appropriate to publish a synthesis which excludes material of a technical nature upon which it is based. If this is the case, however, ancillary material must be in the public domain.

Traditionally the journal has only published articles in the English language. Consideration may in certain circumstances be given to the publication of articles in Welsh or in English and Welsh.

The editor is happy to advise, before submission, upon whether an article would be considered for publication. In which case, please send the editor a summary or abstract with an indication of anticipated length and numbers and type of illustrations.

To avoid duplication you should inform the editor if you have or are intending to publish an article covering the same material elsewhere.

Submission, refereeing and acceptance

The manuscript should be sent to the editor as two different files: the text as a Word document—figures must not be embedded in the text; figures should be in a separate pdf with captions. This will enable referees to read the text side by side with the figures. Complex tables should be submitted as separate documents. The text should conform to the conventions set out below. **The manuscript will be returned to the author if the above guidelines are not adhered to.**

In the case of a multi-author text the editor will normally only communicate with a principal author.

All material submitted for publication will be assessed by one or more independent referees before being accepted for publication. Referees' reports may be made available to authors if this is considered appropriate, but will remain anonymous if requested by the referee.

Articles are accepted for publication on the condition that any comments from referees are addressed by the author. These may range from minor typographical corrections to more substantial recasting of the text or revision of illustrations.

Principal authors (but not contributors to articles) should attach a short biography of themselves, normally of between about 50–120 words, to be printed in a 'Notes on the Contributors' section at the beginning of each volume.

Final submission. Once accepted for publication, the author should submit the final text as a Word file and with tables and a list of captions in separate files. Each figure must be submitted as a separate file.

Copyright

Articles are published on the condition that copyright is held jointly by the Cambrian Archaeological Association and individual authors.

If an article includes text or images not in the author's copyright and not covered by **fair use** or **fair dealing** provisions, it is the author's responsibility to obtain permission from the relevant copyright owner for permission to reproduce the material worldwide in all forms and media, including electronic publication. Note that illustrative material such as photographs and drawings are not included in **fair use** or **fair dealing** provisions and permission must be sought for their use in the article. Correspondence relating to the relevant permissions should be submitted to the editor. Unless prior agreement has been reached, the Cambrian Archaeological Association will not be responsible for the payment of any reproduction fees.

Copy editing, proofs and publication

The text and illustrations submitted by an author will be copy-edited by the editor. In many circumstances authors will be asked to check and/or provide corrections to the copy-edited version before typesetting.

A set of page proofs will be sent to the author for checking and correcting typographical errors. The addition of new material at page-proof stage will not normally be permitted. Authors will not normally be sent a second set of page proofs.

On publication the principal author will be sent an eprint in pdf format of the article. Printed offprints can, however, be ordered direct from the printers by authors at their own cost. Authors are entitled to make photocopies or copies of the pdf offprint for reasonable personal use, including posting it on individual or institutional websites, but prior permission of the Cambrian Archaeological Association is needed for the use eprint for commercial purposes or if you wish to republish the article in its entirety or in part.

Preferred format of text

A text can be submitted on disk, or as an email attachment, or via a file-share website such as DROPBOX or WETRANSFER.

Texts should be in Word, preferably set in 12-point Times New Roman with ×1.5 line spacing, left justified, with bold and italic text where appropriate.

The following order of contents should be observed, as appropriate: **title**; **name of author** (excluding titles, academic honours and affiliations etc); 'with contributions

by . . .' followed by the names of **other contributors** (include only the names of people who have contributions which appear under their authorship); **abstract**, set in italic; **text**; **acknowledgements**; **appendices**; **notes**; **abbreviations**; **bibliography** (limited to works that are referenced in the text); **acknowledgement for publication grant aid.**

The first paragraph after a heading should not be indented; all subsequent paragraphs should be indented by a single tab key. Leave a line space before headings but otherwise avoid line spaces between paragraphs.

Please adopt a simple and consistently applied levels of headings. Note that generally only the 3 or at the outside 4 levels of heading are possible excluding the title. For example:

EXCAVATION RESULTS
Roundhouses
Roundhouse 1

Please avoid the following when typing: double spaces between words and sentences; spaces before punctuation marks; hypertext links; the use of 'track changes'; automatic footnote/endnote; automatic hyphenation; automatic list numbering; automatic bulleted indents; ruled boxes and tints; the use of underlines to indicate italic (except where this is a transcription from an original document).

Please indicate clearly in the final text where you wish figures or tables to appear. Otherwise they will be positioned in sequence as near as possible to the first mention of them in the text.

Family trees/pedigrees will either be printed from the authors' copy or may need to be reset by the printer. They should not be counted as numbered figures.

In the case of multiple authorship or main author(s) plus contributor(s) a clear indication should be given, where appropriate, of the authorship of different sections of text. Authors names will normally appear without titles or qualifications.

It is preferred that an address or contact details is given for authors and contributors, to appear in the notes section at the end of the article.

Cross-referencing within the text such as 'see page 8' will not normally be permitted: a reference to a named section of the article, or simply 'see above' or 'see below' is normally sufficient.

End notes or Harvard-style references, or a combination of the two are permitted. Please use a superscript to mark the position of the notes in the text, normally placing it outside any punctuation (e.g. by grant of Queen Elizabeth in 1575.[25]). Do not use embedded end notes.

Preferred format of tables

Simple tables can be included in the text but complex tables should be submitted as one or more separate files either in Word or in a spreadsheet such as Excel.

When designing tables please check that it will be physically possible to print on the page and bear in mind how it will appear. Tables will be typeset without vertical lines, preferably portrait rather than landscape, and preferably not extending to more than one page.

Notes or abbreviations should be explained at the foot of the table.

Tables should preceded by a number and title (e.g. Table 1: Ceramic fabrics)

Please avoid the use of ruled boxes and tints.

Put a dash or zero in blank cells.

Preferred format of illustrations

As noted in the section on copyright, authors are responsible for ensuring that all necessary permissions and fees have been obtained for reproducing copyrighted material and that an appropriate for of acknowledgement, agreed with the copyright holder, is presented with the text.

Illustrations, whether line drawings or photographs, are to be integrated with the text. They should normally be numbered in a single sequence running through an article and should be referred to as 'Figure' (in the text) or 'Fig.' or 'Figs' (in brackets) regardless of whether they are photographs or line drawings or diagrams.

Please use Aerial or similar sans serif font for lettering on figures.

Note that genealogical tables/family trees if submitted in typeset form as artwork are not considered as figures.

Make sure that each figure has a reference in the text. Illustrations will normally be placed as near to their first reference as possible, unless you indicate otherwise. So the figure numbering should derive from the order of reference in the text.

Make sure that the scale is included on any figure or photograph which needs one, or indicate the scale in the caption, bearing in mind that the illustration may need reducing to fit on the page.

Digital images should preferably be sent in JPEG, TIFF or EPS format. Photographs should be at least the equivalent of 300dpi at the intended scale of reproduction. Please seek the editor's advice in advance in the case of any uncertainty. If there are numerous figures with a large file size that may be awkward to email please submit them on disk or via a free file-share website such as DROPBOX or WETRANSFER.

Ensure that all text and details of the illustration will remain clear when it is reduced to fit the journal page size. Take extra care that text will be at a legible point size when reproduced.

The maximum printable area on the page is 140 × 193mm, but note that a minimum of 4mm is needed for each line of caption (e.g. a figure accompanied by a two line caption should be a maximum height of 185mm).

Outsize illustrations can be accommodated as fold-out pages if necessary, but these will only be accepted for publication if there is no alternative method of presentation.

Where possible, it is preferred that illustrations can be read without turning the page through right-angles.

House style

Spellings, hyphenations, italicisations, punctuation will normally follow the *Oxford Style Manual* and the most recent edition of *Concise Oxford English Dictionary.*

Abbreviations Please try to limit the use of these abbreviations to notes, tables, catalogues, within brackets, and so on and avoid their use in normal text.

Acronyms Usually in capitals without stops (e.g. HMSO, RCAHMW, OS) but consider spelling it out if not common or obvious from context. If it appears several times in text consider spelling out the first time followed by the acronym in brackets, and using the acronym on subsequent occasions.

Brackets-round Note that where a sentence begins within brackets, the final stop should fall inside the final bracket. Please avoid two brackets occurring together: (e.g. doing (this)); e.g. context (235) (Fig. 2).

Brackets-square Reserve the use of square brackets to indicate corrections, interpolations, omissions, and clarifications in quoted text.

Capital letters Try to keep the use of initial capital letters to the minimum in both text and headings, but the names of periods are usually capitalised (e.g. Iron Age, Roman, Middle Ages, the Second World War), though medieval can appear without a capital letter of if used adjectivally. Use capitals for titles where they are part of the proper name (e.g. Bishop Morgan, King Edward I, Archdeacon Thomas) but lower case is generally used where the title is used in a generic sense (e.g. ‘the kings and queens of England’, ‘they awaited the arrival of the earl’).

Compass directions Compass directions should normally be written out in full, except in tables and lists, though if these are numerous or complex it may be convenient to use the abbreviations (e.g. NE, WSW), but these should appear consistently. Note that ‘northwest’ and ‘northwestern’ is preferred to ‘north-west’ and ‘north-western’ etc., but that if written out WSW should appear as west-southwest etc. To avoid ambiguity, it is sometimes better to use an oblique ‘/’ to mean ‘to’ for alignments (e.g. east-southeast/west-northwest).

Cardinal points. North, south etc are capitalised if they form part of a region but not if they are descriptive (e.g. ‘the south side of the building’). Try not to invent new geographical regions (e.g. say ‘west Montgomeryshire’ rather than ‘West Montgomeryshire’) and note the growing use of ‘south Wales’ and ‘north Wales’ where appropriate.

Currency For pre-decimilization currency use the following forms without italics or punctuation, with comma for thousands: £1 5s 10d; £1 5s; 5s; 5s 10d; £1,510.

Dashes If possible use single em dashes for parenthesis (e.g 'the only alternative—if this had been permitted—would have been to'). Use en dashes without spaces for ranges reducing the second figure to the smallest number of intelligible digits (e.g. 1–10, 98–9, 98–103) except in the case of years, which should be 2021–22.

Dates In text, centuries and millennia to be spelt out where possible, in lower case (e.g. 'nineteenth century', 'second millennium'), except where usage in quotation or reference is different. Hyphenate when used adjectivally (e.g. nineteenth-century houses). The abbreviated forms (e.g. 19th century) may be preferable in lists, catalogues or tabulated material. Where appropriate BC should follow the date and AD should precede it.

In ordinary text a date should appear as '9 August 1896' rather than as the '9th August 1896' unless it appears in a quotation. Names of months should only be abbreviated in, where appropriate, in tables or catalogues. Days of the month should not be contracted: e.g. use '21–24 March' rather than '21–4 March'.

Decimal points Generally round off to one decimal space where possible or round up if decimal is zero (e.g. 4m rather than 4.0m) unless the greater precision is essential.

Emphasis Use italics or underline or inverted commas for emphasis sparingly, except where they appear in quotations.

Hyphenations Please note the following preferred spellings and hyphenations: medieval; post-medieval; hollow-way; under way (two words); hillfort; posthole; stakehole; datable; artefact; greenish-blue; bath house; body-sherd; cropmark; earring; earthwork; fieldwork; roundhouse; hilltop; layout; metalwork; post-date; pre-date; recut, recutting; ring-ditch; right-angles; sea level; stonework; tree-ring. For others refer to the Oxford Style Manual.

Illustration references All illustrations, whether line drawings or photographs, are called figures**.** Reference should be made within the text to all illustrations in sequence. The word 'Figure' should always be written out if used in a sentence (e.g. 'Figure 8 shows . . .') but should be abbreviated in parenthesis (Fig. 8). We have adopted the convention whereby reference to illustrations published elsewhere are referred to in lower case (e.g. figure or fig.)

Initials and full stops Use spaces in personal names (e.g. D R Thomas rather than D.R. Thomas or DR Thomas).

Commonly used abbreviations

ibid. not in italics

et al. in italics

op cit. in italics

cal BC no period after cal

in situ in italics no hyphen
e.g. not in italics
cf. not italics

Measurements—metric, depending upon context, given either as abbreviation without punctuation and line space (e.g. 10mm, 1km, 2km^2, 5kg, 26ha) or spell out with space (e.g. '1 kilometre', '20 hectares', 'over a kilometre away', 'over twenty hectares', depending upon context), but use either one or the other consistently. Hyphenate when used adjectivally (e.g. 10mm-thick plank). Avoid the use of cm—use m or mm. If there is a range of measurements the context may dictate where abbreviations are used, but generally these should appear as e.g. 3–4m rather than 3m–4m.

Measurements-imperial, again depending upon context, can be given as an abbreviation with space (e.g. 1 ft, 1 yd, 1 lb, 1 in) though in many instances it may be clearer to spell out (e.g. 1 foot 5 inches), but again use either one or the other consistently. Again, hyphenate when used adjectivally (e.g. 1-inch plank). Avoid use of " for inches and ' for feet (except where used in quotations). It is usually better to spell out some imperial measures to avoid ambiguity (e.g. miles rather than mi, hundredweight rather than cwt) except where these are within quotations.

Names of books, ships, species, foreign words etc Italics should be used for titles of books, plays, paintings, newspapers, magazines and ships, and foreign words not considered to have become anglicised, but note that *in situ* remains in italic. Book titles are normally given in italics (e.g. *Pigot's Directory*) though rephrase to avoid inventing a title which does not exist (e.g. 'editions of *Pigot's Directory*' rather than *Pigot's Directories*). The Bible, Book of Common Prayer, New Testament, the Koran should normally appear in roman type. Newspapers are usually given in italics (e.g. the *County Times*), but by convention usually only in the case of *The Times* is the definite article italicised. Names of ships but not the preceding definite article are italicised (e.g. the *Bounty*).

Numbers Numbers from one to twenty can be spelt out, and figures normally used thereafter, giving a comma for thousands in numbers and quantities but not for dates, (e.g. 2,500, 25,000, 2,500,000). There will be circumstances, however, where it is better to spell out larger numbers (e.g. 'twenty-five thousand men', 'two and a half million sheep'). Figures should normally be used where precise measurements are given (e.g. 17.5%, 19km).

Ordinals should appear in normal text (e.g. 16th century) rather than in superscript, but normally spell out, e.g. sixteenth century.

Percentages Quote either as symbol without space or in words with space, as dictated by context, but use either one or the other consistently (e.g. 10%, or ten per cent, or 10 per cent). Per cent should appear as two words; percentage to appear as one.

Punctuation of abbreviations Generally if an abbreviation is used that ends with the final letter of the abbreviated word then a full-stop should be omitted: e.g. Revd, Mr, Mrs, Miss, Dr, St [saint], kt, figs [but fig.], edn, Ltd, vols [but vol.], eds [but ed.], etc.

Quotations Use single quotation marks, and double quotation marks for quotations within quotations. Please separate single and double quotation marks by a single space if they appear next to each other. Please use typographers quotes where possible (viz. ‘ ’ “ ”). Short quotations of less than about five lines should run on in the text. Longer quotations should normally be indented, without quotation marks and with a line space above and below. If an extended quotation falls within a paragraph the following text should not be indented.

Radiocarbon dates In the body of the text radiocarbon dates should be shown calibrated at 2 sigma followed by the laboratory number, e.g. 1200–980 cal BC (SUERC-2345). A table should be provided for all dates, ordered by laboratory number. The entry for each date should include the Lab number, the radiocarbon date (e.g, 980±30 BP), the material dated, the nigtrogen level ($\delta^{13}C$) and the calibrated date at 2 sigma. Indicate how the calibration has been derived (e.g. ‘calibrated by OxCal v. 4.1 using the IntCal4 atmospheric calibration curve and quoted at 2 sigma). The term ‘radiocarbon’ is preferred to C^{14} or C14

Species names and Latin nomenclature Latin nomenclature for animal and plant species should only be used where necessary, to distinguish between similar species/subspecies). Common species names (e.g. horse, dog, dandelion etc) should be used wherever possible and should not be capitalised. Italics should also be used for genera, species and varieties of plants and animals, but roman type should be used for orders and families. The genus should only be shortened after the full name has been used, but only if there is no chance of confusion. The shortened genus should be followed by a full stop, as should the initials of the nomenclature schemes, which should be in roman type (e.g. *H. sapien sapien* L.). The abbreviated terms sp. and spp. should be followed by stops.

Time With the form ‘5 o’clock’ spell out ‘morning’ or ‘afternoon’ (e.g. ‘5 o’clock in the morning’). If using am and pm, give them in lower case without stops and no space before (e.g. 10.15am, 6pm).

Titles, honours and degrees Except for Mr, Mrs, Miss, Dr, Revd, titles are usually spelt out (unless in quotation) (e.g. Professor R J C Atkinson; Bishop Heber). Honours and degrees usually in caps and lower case as convention dictates, without punctuation (e.g. PhD, MBE, BA, MA).

Verso and Recto Verso and recto to be spelt out in text but abbreviated to uppercase in references (e.g. MS 234/1/5^{V}).

Welsh fonts If possible **s**et accents as you wish them to appear in the text. If you are unable to type special Welsh fonts (ŷ,Ŷ,Ŵ,ŵ) please give some indication of where they appear in the text.

Welsh language To avoid ambiguity it is normally preferable to italicise Welsh words (other than personal names and place names) in the same way as foreign words in English text as in one of the following examples: the word *capel* appears to have been used; the word *capel* (‘chapel’) appears; the Welsh word for chapel (*capel*) appears; the word ‘chapel’ (Welsh *chapel*) appears.

Welsh place-names and counties Unless there is a particular historical usage, normally give Welsh place names as they appear on modern editions of Ordnance Survey maps. In normal text the names of towns and villages should normally follow the form given in Elwyn Davies (ed.), *A Gazetteer of Welsh Place-Names* (Cardiff: University of Wales Press, 1975). In some circumstances it can be convenient to use the names of historic counties (e.g. Glamorgan, Monmouthshire, Montgomeryshire) in addition to or rather than their modern equivalents. Please, however, avoid the names of post-1974 counties which no longer exist (e.g. Clwyd, Dyfed).
See the note 'Welsh place-names in *Archaeologia Cambrensis*' in *Archaeologia Cambrensis* 163 (2014), 315–319, for notes on historical and modern counties.

Years A range of years should appear with en dash in the shortest form consistent with clarity but quoting at least the last two digits (e.g. 1896–88, 1896–2010. Uncertain date ranges using the × convention (e.g. 1896 × 1898) should be typed with multiplication symbol rather than letter x.

References to other works

Endnotes or Harvard-style references or a judicious use of the two are permitted. An author may predominantly adopt Harvard-style references, but wish to give notes giving addresses of contributors or references to unpublished documentary material in an occasional note. An author predominantly using notes may in appropriate circumstances append a Harvard-style bibliography at the end of a work. However, in all circumstances, works appearing in a bibliography should all be referenced in the text.

Notes to other works will normally take one of the following forms:

56. Melvin Humphreys, *The Crisis of Community* (Cardiff, 1996), 245.
57. M. Wakeman, *The Welshpool & Llanfair Light Railway* (Birmingham, 1963), chapter 3.
58. J. Barrett *et al., Landscape Monuments and Society: The Prehistory of Cranborne Chase* (Cambridge, 1991), esp. 165–8; W. F. Grimes, 'The stone circles and related monuments of Wales', in I. Ll. Foster and L. Alcock (eds), *Culture and Environment: Essays in Honour of Sir Cyril Fox*, 93–152 (London, 1963).

Notes giving manuscript references will normally take one of the following forms:

74. The National Archives: Public Record Office (PRO), Exchequer Court, Decree and Order Book, E 123/17, fo. 407^{v}.
75. PRO, Exchequer Court, Decree and Order Book, E 123/18, fo. 407 $^{v-r}$.
76. National Library of Wales (NLW), Montgomeryshire Liberal Association Records, no. 3, minute book, 1920–60, Council minutes, 19 November 1927.
77. NLW, Lord Davies of Llandinam Papers, file A13/4: T. Hughes Jones to David Davies (copy), 27 March 1928.
78. NLW, MS 9048E (copy of Balliol MS 353), fo. 20.

Notes to unpubished theses and reports will normally take one of the following forms:

9. Neil Hamilton, 'Political Life in Montgomeryshire', unpublished University of Wales MSc (Econ) thesis (1975), 142.

10. Nesta Lloyd (née Jones), ‘Welsh Scholarship in the Seventeenth Century, with Special Reference to the Writings of John Jones, Gellilyfdy’, unpublished University of Oxford DPhil thesis (1970).
11. E. J. Saunders, ‘Gweithiau Lewys Morgannwg’, unpublished University of Wales MA thesis (4 vols, 1922), vol. 1, 204–12.
12. A. Gibson, ‘The Stone Row of Cerrig yr helfa, Mynydd Dyfnant, Powys’, unpublished Clwyd-Powys Archaeological Trust report 24 (1994).

Harvard style references will normally take one of the following forms:

ApSimon, A. M. 1973. ‘The excavation of a Bronze Age barrow and menhir at Ystrad-hynod, Llanidloes (Mont.) 1965–66’, *Archaeologia Cambrensis* 122, 35–54.

Ashbee, P., Bell, M. and Proudfoot, E. 1989. *Wilsford Shaft: Excavations 1960–62*, English Heritage Archaeological Report 11.

Barclay, G. 1993. ‘The excavation of pit circles at Roamcamp Gate, Fochabers, Moray, 1990’, *Proceedings of the Society of Antiquaries of Scotland* 123, 255–68.

Barclay, A., Gray, M. and Lambrick, G. 1995. *Excavations at the Devil’s Quoits, Stanton Harcourt, Oxfordshire, 1972–3 and 1988,* Thames Valley Landscapes: The Windrush Valley, Vol. 3. Oxford: Oxford Archaeological Unit.

Gibson, A. M. 1992a. ‘Possible timber circles at Dorchester-on-Thames’, *Oxford Journal of Archaeology* 11 (1), 85–91.

——1992b. ‘The stone row of Cerrig yr helfa, Mynydd Dyfnant, Powys’, unpublished Clwyd-Powys Archaeological Trust report 24.

——1995. ‘First impressions: a review of Peterborough Ware in Wales’, in I. Kinnes and G. Varndell (eds), *Unbaked Urns of Rudely Shape: Essays on British and Irish Pottery for Ian Longworth*, 23–39. Oxford.

McCusker, J. J. 2002. ‘Comparing the purchasing power of money in Great Britain from 1264 to 2002’, Economic History Services <http://eh.net/hmit/ppowerbp>. Accessed 25.07.2024.

For commonly used reports/journal use (for example):
British Archaeological Reports British Series 121. Oxford.
Archaeologia Cambrensis 21 (4th Ser.), 169–71.
Council for British Archaeology Research Report 129. York.

Publication grant aid

The journal welcomes financial support articles, particularly from institutions and grant-awarding bodies and will print an appropriate acknowledgement at the foot of such an article where this is requested.

Note, however, that the journal will continue to be peer reviewed and that the quality of contributions will continue to be the primary consideration.

In the case of articles resulting from developer-funded excavations or other developer-funded work the journal will normally expect a publication grant of at least

75% of the cost of printing and binding. All other costs will continue to be borne by the journal.

This condition does not apply to private research papers nor to syntheses which may be partly based upon developer-funded work, but please note that there may be circumstances in which it is appropriate for authors of articles undertaking research work on behalf of an institution to include the costs of publication grant-aid in their applications for funding.

Estimates of current costs can be obtained from the editor.

Ken Murphy
Editor, *Archaeologia Cambrensis*
6 Alan Road, Llandeilo, Carmarthenshire SA19 6HT
email archcamb@gmail.com

5 November 2026