

ANTIQUITY

Submission Guidelines

Antiquity is an international, peer-reviewed journal of world archaeology. The journal is published six times per year, in February, April, June, August, October and December. It has a global readership of archaeology professionals and the wider community; submissions should therefore emphasise the broader relevance of findings and present these in a concise and accessible format.

Submissions should conform to one of the following categories:

Research

5000 words & 10 figures maximum

Papers presenting significant new research, results or advances in archaeology. *Antiquity* publishes on all aspects of archaeological research, encompassing all periods and all regions.

To be eligible for consideration, papers must articulate clearly defined research questions, set within the context of the recent literature, and demonstrate appropriate methods for answering them. Authors must also draw out the wider significance or relevance of results for our broad global readership. Papers must not have been previously published elsewhere.

Debate

3000 words & 6 figures maximum

Papers presenting matters of interest to the archaeology profession and on archaeology's interaction with society.

To be eligible for consideration, papers are expected to address matters that are of broad significance and are contentious, with the aim of stimulating discussion.

Method

3000 words & 8 figures maximum

To be eligible for consideration, papers must present newly applied or newly developed methodological techniques.

Project Gallery

1500 words & 6 figures maximum

Project Gallery articles are short, online-only publications intended to showcase research of broad international relevance, including new results set in context, significant fieldwork discoveries and innovative applications of technology. From 2019 onwards, all Project Gallery articles are peer-reviewed. We look in particular to promote research from underrepresented regions and seek to a diversity of voices; we do not accept multiple concurrent submissions from the same author/team, and will publish only one Project Gallery article per author/team per year. Submissions announcing major new research projects will be considered, but should be received during the earliest stages of research. We do not accept interim papers reporting preliminary results likely to be rapidly

superseded by other publications. We do not publish summaries of grant applications. For Project Gallery articles, supplementary material is only permitted at the request of the Editor.

All submissions must be uploaded to ScholarOne, our online site for submission and peer review <https://mc.manuscriptcentral.com/aqy>. Please contact the Editorial Office if you require any assistance.

Please note that the word limits stated must include all text. This includes abstract, affiliations, acknowledgements, references, table contents and all figure and table captions. Any submission that exceeds the word limit will be returned to the author(s) before peer review. No individual table should take up more than two pages of A4 at 12-point font and 1.5 line spacing.

Authors are strongly advised to review recent copies of *Antiquity* and to read the full submission instructions below before submitting a manuscript. If you are unsure whether a paper is suitable for *Antiquity*, please contact the Editor prior to submission (editor@antiquity.ac.uk).

Authorship

Antiquity follows the principles set out by the Council of Science Editors and published by the Committee on Publication Ethics (COPE) in their Discussion Document (<https://doi.org/10.24318/cope.2019.3.3>) to determine authorship.

“Authors are individuals identified by the research group to have made substantial contributions to the reported work and agree to be accountable for these contributions. In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which of their co-authors are responsible for specific other parts of the work. In addition, an author should have confidence in the integrity of the contributions of their co-authors. All authors should review and approve the final manuscript.”

Any other form of contribution such as generation of ideas, commenting on a draft, or technical assistance should be listed in the Acknowledgements (COPE, 2019).

Peer Review

All submissions are considered by the Editor in the first instance. Research, Method and Debate papers are peer-reviewed by a minimum of two experts, Project Gallery by one. Peer reviewers are selected for their knowledge and expertise, and may include, but are not limited to, *Antiquity's* Editorial Advisory Board. Reviewers are asked to comment on a paper's potential international interest, originality, clarity and strength of argument. From 1st January 2021, *Antiquity* will use double blind peer review for all new submissions. Anything submitted before this date will be subject to single blind peer review. All submissions to ScholarOne are subject to the CrossRef Similarity Check.

The Editor and Deputy Editor regret that they are unable to enter into correspondence regarding articles that are not accepted for publication. The editorial team base decisions on a range of factors, so despite a paper being a strong submission and well received by the peer reviewers, there may be others with even stronger support, larger datasets, or that showcase underrepresented regions. Resubmissions of papers declined following peer review will only be considered when

invited by the Editor. Please note that the opportunity to resubmit a paper in no way indicates acceptance. All resubmissions will be subject to further peer review.

Submission declaration

As part of the submission process, authors will be required to confirm that the substance of the content presented has not been published previously and is not currently being considered for publication elsewhere. Authors should declare all relevant financial interests and sources of research funding that could be perceived to compromise the integrity of their article; appropriate acknowledgement of relevant agencies and authorities should also be included. Please disclose any relevant information in your covering letter, as well as reviewing our separate ethical guidelines that can be found here:

https://www.antiquity.ac.uk/sites/default/files/downloads/antiquity_ethical_statement_v1.0.pdf.

Proofs

Authors will receive a proof of their article as a PDF file. Please note that only typographical or factual errors may be corrected at proof stage. *Antiquity* reserves the right to charge authors for the correction of non-typographical errors.

Please see the **Archiving, e-Repositories and Re-use** section (below) for our policy on the inclusion of published work in institutional e-repositories and personal web pages such as academia.edu and researchgate.net.

Manuscript preparation: Research, Method and Debate

Please follow the guidelines below when creating a manuscript for Research, Method or Debate articles.

All papers are published in English. Please verify the accuracy and spelling of any binomial nomenclature used.

Structure

Manuscripts should be structured as follows:

- Title page. This should include the article title and the authors' names and full affiliation details for publication, including an email address for correspondence. This should be a separate document to the main document.
- An anonymous main document with all identifying information removed. The main document should include:
 - Abstract—100 words maximum
 - Text—5000 words maximum (including tables, captions, acknowledgements, funding statement and references)
 - Acknowledgements
 - Funding statement
 - References
 - Figure captions
 - Tables

- Supplementary material—this is not included in the word limit above and will be published online only (subject to acceptance). This should also be anonymised.

Please do not include the cover letter in the body of the manuscript.

Font size and line spacing

Text should be prepared at 12-point font size with 1.5 line spacing.

Citations

Antiquity employs the Harvard style of referencing, not footnotes.

Manuscript file formats

You are required to submit the manuscript as a single .DOC file containing all text, figure captions, references and tables. Figures should be submitted as .TIF or .JPG files. Do not embed figures in the text. Figure resolutions must be 300dpi or higher, and image dimensions should be either half-page width (65mm) or full-page width (135mm). The maximum acceptable height is 185mm. There is no charge to authors for the publication of colour images.

Use uniform lettering on figures and ensure that the text on all figures accords with *Antiquity's* text-preparation guidelines, particularly with regard to English UK spellings. Maps and plans must include an accurate scale and north point.

Manuscript preparation: Project Gallery

Please follow the guidelines below when creating a manuscript for Project Gallery. Please note that the Editor will not accept reports primarily about local or regional surveys, sites or artefacts; these should be properly directed to the national records and journals of the country concerned.

Responses to published articles will be sent to the original author for comment. All papers are published in English. Please verify the accuracy and spelling of any binomial nomenclature used. Supplementary material is only permitted at the request of the Editor.

Structure

Manuscripts should be structured as follows:

- Title page. This should include the article title and the authors' names and full affiliation details for publication, including an email address for correspondence. This should be a separate document to the main document.
- An anonymous main document with all identifying information removed. The main document should include:
 - Abstract—50 words maximum
 - Text—1500 words maximum (including all tables, captions, acknowledgements, funding statement and references)
 - Acknowledgements
 - Funding statement
 - References
 - Figure captions
 - Tables

Do not include the cover letter in the body of the manuscript.

Font size and line spacing

Text should be prepared at 12-point font size with 1.5 line spacing.

Citations

Antiquity employs the Harvard style of referencing, not footnotes.

Manuscript file formats

You are required to submit the manuscript as a single .DOC file containing all text, figure captions, references and tables. Figures should be submitted as .TIF or .JPG files. Do not embed figures in the text. Figure resolutions must be 300dpi or higher, and image dimensions should be either half-page width (65mm) or full-page width (135mm). The maximum acceptable height is 185mm. There is no charge to authors for the publication of colour images.

Use uniform lettering on figures and ensure that the text on all figures accords with *Antiquity's* text-preparation guidelines, particularly with regard to English UK spellings. Maps and plans must include an accurate scale and north point.

Archiving, e-Repositories and Re-use

For detailed information about self-archiving and the re-use of articles, please refer to the Cambridge University Press website at <https://www.cambridge.org/core/journals/antiquity/information/author-publishing-agreement>

Copyright and Licenses to Publish

Authors are responsible for obtaining all necessary permissions to reproduce material for which they do not own copyright, for use in both print and electronic media, and for ensuring appropriate acknowledgements are included in their manuscript. If your submission is accepted for publication, you will be asked to provide a copy of the relevant permission(s).

So that we have the necessary rights to publish your article, we ask you to grant an exclusive licence to publish. (We do not ask you to transfer your copyright to us.) An exclusive licence means that the rights needed to publish the article are granted to the journal owner on exclusive basis and the ownership of the copyright remains unchanged.

Open Access publication

Antiquity offers Open Access publication on request. Please note that an article processing charge (APC) is applicable. Open Access publication is offered only to those authors whose articles have been accepted for publication, and only at the point when the article is accepted. This ensures that Open Access publication has no influence on the peer-review and acceptance process. For Open Access publication, authors are requested to sign a non-exclusive licence to publish. For detailed information about Open Access, please refer to the Cambridge University Press website at <https://www.cambridge.org/core/services/open-access-policies>

Post-publication corrections

Corrections to published content may be issued as either a *corrigendum* (an author error) or as an *erratum* (a production error). We are only able to correct errors that affect the published content in a significant way. We will not issue corrections to amend typos, spelling mistakes, grammatical errors, or any other small errors, unless they alter the meaning of an article, review or associated online supplementary materials. Corrections will only be made within 12 months of the original publication; after 12 months has elapsed, corrections will only be considered in exceptional circumstances and published at the Editor's discretion.

When proofs are issued, authors are specifically requested to check the following information:

- Author names are in the correct order and correctly spelt.
- Accuracy and spelling of any binomial nomenclature.
- The supplied Location Map (if applicable) is correct.
- Funding information (including the names of funders and institutions, and grant codes) is present and accurate.
- Figures and figure captions are correct and appear in the appropriate order, and that permission has been granted to reproduce any images attributed to third parties.

No corrections will be issued in reference to the above information after publication.

We will publish an *addendum*, or additional material, only in exceptional circumstances and at the invitation of the Editor. We are unable to publish an addendum for new data or for changes in interpretation following the original publication.

Radiocarbon dates

Current accepted conventions for citing radiocarbon dates are set out by A.R. Millard in *Radiocarbon* 56: 555–59 (<http://dx.doi.org/10.2458/56.17455>). For every date that is quoted in *Antiquity*, whether in a table or in the text of an article, we ask authors to provide the following details wherever possible:

- The conventional radiocarbon age in ^{14}C yr BP (e.g. '5439±34 BP').
- The laboratory code (e.g. 'OxA-14953').
- The sample material dated (e.g. charcoal, seed, bone, identifying species wherever possible).

In the case of calibrated or modelled dates, authors are also asked to specify:

- The software used for calibration, including the version number (e.g. 'OxCal v.4.2') and ideally also the calibration curve (e.g. IntCal13) and any reservoir offset used.
- The calibrated date given as a range (or ranges) with an associated probability (68.2% or 95.4%) (e.g. '4347–4242 cal BC at 95.4%').
- The preferred *Antiquity* convention is for calibration using the OxCal program (available online at <https://c14.arch.ox.ac.uk/oxcal.html>) with calibrated dates quoted at 95.4% ranges.

Example:

A human metacarpal gave a date of 5439±34 BP (OxA-14953: 4347–4242 BC at 95.4%; date modelled in OxCal v.4.2, using IntCal13 calibration curve (Bronk Ramsey 2009; Reimer *et al.* 2013)).

In reference section/bibliography:

BRONK RAMSEY, C. 2009. Bayesian analysis of radiocarbon dates. *Radiocarbon* 51: 337–60.

<https://doi.org/10.1017/S0033822200033865>

REIMER, P.J. *et al.* 2013. IntCal13 and Marine13 radiocarbon age calibration curves 0–50,000 years cal BP. *Radiocarbon* 55: 1869–87. http://dx.doi.org/10.2458/azu_js_rc.55.16947

Any work with more than 10 authors to become ‘First author + *et al.*’, as shown above.

References

References in the text

Please do not use *passim*, *op. Cit.*, *ibid.* or vague page ranges, e.g. 283f and 283ff.

Example text citations

Type of reference	Text citation	Notes
Single author	(Grayson 1983: 10)	
Two authors	(Grayson & Evans 2010: 10)	
Three or more authors	(Grayson <i>et al.</i> 2009: 25)	
More than one work by same author	(Grayson 1983, 2009)	
More than one work by same author and same year	(Grayson 1983a, 1983b)	
More than one work by different authors	(Grayson 1983; Evans 2009)	In date order
More than one work by one author and different authors	(Grayson 1983, 2009; Evans 2009)	In date order
Personal communication	<i>pers. comm.</i>	
Classical or historical author	Bede (HE I.15; Colgrave & Mynors 1969) Pausanias (Description of Greece 3.19.7; Jones 1931)	See note below under citing Classical and historical sources

Please ensure that all references cited in the text are included in the bibliography.

Page numbers should be cited wherever possible.

References in the bibliography

Full references should be listed alphabetically at the end of the paper. For detailed guidance, please see the example references below.

References with the same first author should be given in the following order:

HAWKES, J. 1991a

– 1991b [use alphabetical suffixes for publications by the same author in one year]

– 2000 [Single author: in date order]

HAWKES, J. & M. CARVER. 2003

HAWKES, J. & D. SMITH. 1999 [Two authors: second author name alphabetical order by surname NOT date order]

HAWKES, J., D. SMITH & M. CARVER. 1980

HAWKES, J., P. BAYNES & M. CARVER. 1989 [Three or more authors: since this will be 'Hawkes et al.' in the text, it should go in date order].

Author names should be given in SMALL CAPS.

Use the minimum forms of page numbers, i.e. the shortest way one could speak the figures: 23–24, 13–14, 115–16, 200–201.

References with more than 10 authors should be reduced to the first author plus *et al.* The rest of the reference to be given as normal.

Reference to Classical or historic authors:

As we do not have a separate reference list of primary sources, refer to the Classical author in the text, then bracket with the work in italics, then chapter, section, line, verse and so on following standard conventions, followed by semi-colon and then the editor/translator of the work and the edition consulted:

- 'Horace (*Odes* 4.1.1-4; Rudd 2004) says...'
- 'Pausanias (*Description of Greece* 3.19.7 and 3.22.6; Jones 1931) says...'
- 'Bede (*Historia Ecclesiastica* l.15; Colgrave & Mynors 1969) refers to...'

Common shorthand titles are acceptable, e.g. *Historia Ecclesiastica* may be abbreviated to *HE*.

If an author wrote only one work, Herodotus 9.1 rather than Herodotus, *Histories* 9.1 is acceptable.

For Classics, standard abbreviations are listed at the front of the *Oxford Classical Dictionary*.

Example references

Type of reference	Text citation	Reference format	Notes
Book	Mitchell 1976	MITCHELL, G.F. 1976. <i>The Irish landscape in the twentieth century</i> . London: Collins.	
Book with a volume no.	Harry 1952	HARRY, W. 1952. <i>London throughout the ages, volume 1: an early settlement</i> . London: The London Historical Society. Or (where there is a further subtitle) HARRY, W. 1952. <i>London throughout the ages: a history of London from 44BC–1950. Volume 1: an early settlement</i> . London: The London Historical Society.	
Journal paper	Peterson 1990	PETERSON, J.D. 1990. From foraging to food production in south west Ireland: some lithic evidence. <i>Proceedings of the Prehistoric Society</i> 56: 89-99.	Note not PPS, avoid abbreviations or acronyms
Chapter by another author in a book	Mallory & Hartwell 1997	MALLORY, J.P. & B.N. HARTWELL. 1997. Down in prehistory, in L. Proudfoot & R. Haynes (ed.) <i>Down: history and society</i> : 1–32. Dublin: Geography Publications.	ed. not eds. (short for edited, not editors).

Edited collection	Mallory 1997	MALLORY, J.P. (ed.). 1997. <i>The British Iron Age</i> . London: Thames & Hudson.	
Book in a numbered series	Henderson 2003	HENDERSON, J. 2003. <i>Glass-making in Roman Britain</i> (British Archaeological Reports British series 101). Oxford: Archaeopress.	Note no 'no.' is included in the series title
Unpublished dissertation (avoid word 'thesis')	Anderson 1994	ANDERSON, E. 1994. Flint technology in the Irish later Mesolithic. Unpublished PhD dissertation, Manchester University.	Title is not in italics as it is unpublished
Online publication with no doi	Galaty <i>et al.</i> 2009	GALATY, M.L., W.E. LEE, C. WATKINSON, Z. TAFILICA & O. LAFE. 2009. Fort, tower, or house? Building a landscape of settlement in the Shala Valley of High Albania. <i>Internet Archaeology</i> 27. Available at: http://intarch.ac.uk/journal/issue27/galaty_index.html (accessed 5 March 2010).	
Online publication with doi	Galaty <i>et al.</i> 2009	GALATY, M.L., W.E. LEE, C. WATKINSON, Z. TAFILICA & O. LAFE. 2009. Fort, tower, or house? Building a landscape of settlement in the Shala Valley of High Albania. <i>Internet Archaeology</i> 27. doi:10.1177/0269881105058776	
Website with no author	Ancient Japan n.d.	Ancient Japan n.d. Available at: http://www.japanese-historyonline.co.jp/html (accessed 17 July 2009).	
In press	Jones in press	JONES, K. In press. <i>The beauty of the English countryside</i> . Oxford: Oxford University Press.	
Unpublished report	Michaels 2004	MICHAELS, L. 2004. Hadrian's Wall. Report prepared for Northumberland Regional Conservation Agency, Alnwick.	Title is not in italics as it is unpublished
Unpublished conference paper	Tweddle 1987	TWEDDLE, K. 1987. The cat in Roman art. Paper presented at the 4 th International Conference of Roman Art, Milan, 6–8 May 1987.	
Newspaper article (with author)	Hodges 2008	HODGES, P. 2008. A view from the West. <i>The Guardian</i> , 1 May 2008, p. 10.	
Newspaper article (without author)	<i>The Guardian</i> 2008	<i>The Guardian</i> . Considering the past, 10 October 2008, p. 32.	List under 'G' not 'T'
Later translations	Hubbard trans. 2004	HUBBARD, E. 1901 (trans. 2004) 1901. <i>A history of South Yorkshire</i> . Translated by J. Proud. Barnsley: Yorkshire Publishing Co.	Place & publisher of the translated version
References not using Latin alphabet (translation of title given)	Chekov 2004	CHEKOV, V. 2004. <i>This is the English transliteration of the Russian title</i> [<i>This is the English translation of the Russian title</i>]. Moskow: Nauka.	
References	Chekov	CHEKOV, V. 2004. <i>This is the English transliteration of</i>	

not using Latin alphabet (translation of title not given)	2004	<i>the Russian title</i> . Moskow: Nauka (in Russian).	
Reference to Classical author	Horace (Odes 4.1.1-4; Rudd 2004)	RUDD, N. 2004. <i>Horace Odes and Epode</i> (Loeb Classical Library). Cambridge (MA): Harvard University Press.	Horace does not figure in the references
Reference to historic author	Bede (<i>HE</i> 1.15; Colgrave & Mynors 1969)	COLGRAVE, B. & R.A.B. MYNORS. 1969. <i>Bede's Ecclesiastical History of the English people</i> . Oxford: Oxford University Press.	Bede does not figure in the references

Text conventions

Please help us to improve the speed of publication by submitting manuscripts in accordance with the instructions below. If you have any queries before submission, please contact the Editorial Office (assistant@antiquity.ac.uk).

Spelling

Antiquity uses English UK spellings.

Punctuation

- Initials in personal names should be separated by full-stops with no spaces, e.g. A.J. Roberts, but no full-stop should be used for upper-case abbreviations, e.g. USA, RCAHMS.
- Quotes should be placed in normal text and within double quotation marks, supported by page numbers.
- Short quotes should be placed within the text, longer quotes should be indented.
- Compass points should be hyphenated, e.g. north-west, south-south-east.
- N-dashes (–) should be used to represent a range, e.g. 1342–1350 BC, and in page spans 45–50.
- M-dashes (—) may be used to separate an embedded clause or phrase.

Numbers

Roman numerals are to be avoided whenever possible. Numbers less than 10 should be spelt out; Arabic numerals should be used for all numbers 10 and above except century names, which are always spelt out. If a number occurs in a phrase in which most of the numbers are above nine, use Arabic numerals for all, e.g.:

- first century
- nine sherds
- 11 coins, 15 lamps and 3 statuettes
- twentieth century

Use a space instead of a comma in long numbers, except if under 10 000, e.g.:

- 5467
- 11 465
- 4 500 000

Dates

Antiquity uses BC/AD, not BCE/CE.

AD comes before the date, BC after, except when using a century name:

- 3500 BC
- AD 1066
- tenth century AD

Dates in text should be given as (number) (month) (year), no ordinals: e.g. 30 January 2010.

Dates should be hyphenated when used adjectivally, e.g. nineteenth-century object, but not in noun phrases, e.g. the early nineteenth century.

Abbreviations

Abbreviations should end in a full-stop e.g. no. (number), fig. (figure), pl. (plate).

Contractions do not require a full-stop, e.g. St, Dr, Mr, Mrs.

Measurements should be abbreviated and follow the number without a space and without full-stops, e.g. 100km, 56mm (millimetres and metres should be used in preference to centimetres).

Areas should be written as, e.g. 24m².

Per cent is two words but authors may use the symbol (%) where it appears frequently; please be consistent.

Radiocarbon, when not spelled out, should be presented as 14C

Capitals

Use capitals sparingly: initials and proper names only, e.g. the Near East, but eastern England.

Standard archaeological periods are capitalised, e.g. Neolithic, Mesolithic. Capitalise Indigenous and Black when used in reference to human groups and related cultural concepts and material culture.

Gender

Authors should use gender-neutral language wherever possible and avoid making gendered assumptions in reference to people and archaeological evidence.

Latin words

Latin and other foreign words and abbreviations should only be used sparingly. Commonly used Latin words and abbreviations are not italicised, less common words and abbreviations should be italicised. The following Latin words and abbreviations are acceptable:

- common (do not italicise): cf., e.g., etc., i.e., N.B.
- less common (italicise): *ad hoc*, *circa = c.*, *et al.*, *in situ*, *per se*, *terminus post/ante quem*, *vs*