

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

REVISED NOTES FOR CONTRIBUTORS TO THE *PROCEEDINGS*

Text

1. Longer papers should be about 10,000 words and shorter ones about 5,000 words. Please remember that the SIAH publishes papers, not rough notes.
2. Order the various parts of the paper as follows: text, appendix (where applicable), acknowledgements, endnotes, bibliography, abbreviations.
3. Submit papers as Word files by email or, if they are large, by WeTransfer.
4. Use line spacing 1.5 throughout. Do not insert any spacing between paragraphs. If one paragraph follows immediately after another, indent the first line of the new paragraph by ½cm. Use normal Word margins. Do not number paragraphs.
5. Insert only one space after a full stop – this normally occurs automatically.
6. Give headings in capitals, not underlined. Give words to be printed in italics, including titles of books and journals, but not titles of papers, in italics.
7. Use single quotation marks for quotations, but double marks for quotations within quotations.
8. Express dates as follows: 8 May 1769, not 8th May or variants; BCE and, for dates up to about 500, CE; sixteenth century, not 16th century, except in ‘Archaeology in Suffolk’ and catalogues or lists where brevity is desirable; 1270–75, not 1270–1275; 1 January 1270 to 1 January 1275, not 1 January 1270–1 January 1275; *c.* for *circa*, thus *c.* 1666; *d.* for died, thus *d.* 1666;. Where the author is clearly writing about a post-classical period, it is generally unnecessary to use AD.
9. Avoid capital letters wherever possible: the priory at Redlingfield, but Redlingfield Priory; the duke of Norfolk, but Duke John; the king of England, but King John.
10. Use numerals and not words in all measurements. Otherwise, for numbers up to and including ten, use words above that, numerals.
11. In referring to sums of money, use £1 13s 4d; vj li xjs viijd and so on - no words or stops.
12. In referring to percentages, use 30 per cent, not 30%.
13. In referring to measurements, use abbreviations: ins, ft, mm, cm, m, km.

14. Use –en rule dashes (– not -) to signify *and* or *to*: the 1939–45 war; the England–Australia cricket match.
15. Indent quotations if they are more than 2–3 lines.

Illustrations

1. The maximum page area available for illustrations is 180mm x 135mm. Fold-outs cannot be included in the *Proceedings*.
2. When a paper is submitted, supply the relevant images as separate files in a digital format (preferably JPEG). Do not insert images into the paper itself. Supply high-resolution images (not less than 400 dpi). These may be sent via WeTransfer.
3. All illustrations (whether drawings or photographs) are designated figures (not plates). Clearly label files to indicate the intended order. The final printed numbers of figures, which will depend upon the position of the paper in the *Proceedings*, will be inserted by the Editor. So, do not insert numbers on the figures themselves or cross refer to the number of any other Figure in the paper.
4. Give all scales on plates, etc., and all measurements in metric or metric and imperial. We cannot guarantee the physical size of photographs in the published edition, so do not include ratios or any other indication of actual size.
5. Give captions and acknowledgements for all illustrations in a separate list at the end of the paper.
6. Be selective in submitting illustrations, as we cannot guarantee space for all.

Endnotes

1. The author is responsible for double-checking the accuracy of endnote references and quotations and should not expect the editor to do so.
2. Create endnotes using the footnote function in Word, numbered consecutively with Arabic (not Roman numbers) throughout the paper and given at the end (i.e. as Endnotes), not at the foot of the page to which they refer.
3. Do not insert Endnotes in the text mid-sentence.
4. Refer to those works cited in the Bibliography in the form:

Stone 1955, 29. (meaning page 29 of Stone's work of 1955 cited in the bibliography),
or

Allen 1993, 4.
5. In references to documents, give location and reference, eg. 'TNA, E 101/342/8'.

6. The use of 'e.g.' and 'cf.' is acceptable in endnotes. The use of *op. cit.* and *loc. cit.* should be obviated by the reference system outlined in paragraph 3.

Bibliography

1. Append a list of works cited in the text under the heading 'Bibliography'.
2. Arrange the bibliography alphabetically by author's surname, and where more than one work of an individual author is cited, chronologically.
3. Cite references in the bibliography thus:

For **books**: Stone, L., 1955. *Sculpture in Britain: The Middle Ages*. Harmondsworth.

Bailey, M. (ed.), 1992. *The Bailiff's Minute Book of Dunwich, 1404–1430*, Suffolk Records Soc. 24. Woodbridge.

For **papers**: Allen, D.H., 1993. 'A fourteenth-century divorce in Stoke-by-Nayland', *Proc. Suffolk Inst. Archaeol.* **38**, 1–7.

4. Include all texts referred to in the Endnotes.
5. Include page numbers in any references to papers in books, journals or reports.
6. Abbreviate the citation of papers per the attached list which may be updated from time to time.
7. Cite the place of publication, except for papers in journals. Do not cite the publisher.
8. If a title runs to more than one line, indent the beginning of the second (and any subsequent) lines by ½cm.

General

1. We much prefer to publish papers that put material in a wider context, as these will be of greater interest to our members, most of whom are not heritage professionals but have an educated interest in our subject. For the same reason, please avoid including text that comprises field notes.
2. We charge for publication of archaeological contractors' excavation reports at approximately £50 per page. Our final charges are based on apportioned costs, which we cannot assess until the full journal has been put together, but rarely exceed this sum.
3. The author is responsible for obtaining all necessary permissions to reproduce copyright material and for paying any associated costs. Copyright in the paper belongs jointly to the author and SIAH. Papers must not be published online by any other organisation, without written permission from the Editor, for 3 years after publication in the Proceedings.

4. The editor reserves the right to charge authors a minimum of £20 for alterations and additions made to papers in proof.
5. In all matters relating to publication the decision of the editor shall be final.

Papers may not be accepted unless and until they comply with these notes.

For further details, please contact the Editor:–

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