

# Style guidelines

## Contacting the editor

As the editorship of the *Journal* rotates between the four main Irish universities on a biannual basis, the most effective contact method is via the email address [jiaeditor@iai.ie](mailto:jiaeditor@iai.ie).

Researchers wishing to publish in the *Journal of Irish Archaeology* should contact the current editor, Dr Carleton Jones, for preliminary discussion via [jiaeditor@iai.ie](mailto:jiaeditor@iai.ie). In due course, if material is being submitted, the postal address is:

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## Editorial policy and peer review

The *Journal of Irish Archaeology* is a peer-reviewed annual journal comprising articles on Irish archaeology and related topics. The articles may arise from various types of research, including synthesis, survey, excavation and methodological developments. Researchers working in ancillary disciplines are also welcome to contribute. Submissions that place Irish material in a broad European or global context are particularly encouraged.

Please note that articles must have a strong analytical component. For example, articles reporting on excavations should include substantial discussion sections in which the broader implications of the site(s) are considered.

All papers received are sent to at least two academic referees, and the editor acts on their advice, forwarding comments to the author as applicable. All refereeing is anonymous.

In the case of reports on pre-development excavations, authors are strongly encouraged to help cover the cost of publication by seeking **sponsorship** from the relevant archaeology company, commissioning body or developer.

## Length

Articles should be no longer than *c.* 10,000 words, including bibliography, tables and captions. Authors considering submission of articles of greater length must discuss them with the editor in advance of submission.

## Copy date and submission of manuscripts

The *Journal* is usually published in the last quarter of the year. The final date for receipt of draft texts for publication in any volume is the **1st of February** of the year of publication. Earlier submission is strongly encouraged.

Following initial correspondence with the editor, prospective contributors should submit for consideration **two paper copies** of all text, tables and bibliography. Copy should be A4 size and double-spaced throughout. Two printed sets of **figures and plates** should be submitted with the manuscript. Do not send originals until your paper has been accepted. An **electronic copy** of the article (though not necessarily the illustrations) should also be submitted to the editor at this stage.

Apart from adhering to *JIA* conventions, do not format papers in house style, as this will be done by the publisher.

Texts that have been refereed and accepted will be returned, with the referees' comments and any other relevant instructions, to the contributors for correction/amendment. Final copy should be returned to the editor in both 'hard' and 'soft' copy, along with illustrations and captions (see below). Once the text has been copy-edited and typeset, page proofs will be returned to the authors for final approval.

## Authors' addresses

The names and addresses of all principal authors should be provided. Where there are a large number of specialist contributors, their addresses will not normally be printed. The editor will usually correspond only with the individual author who submits the paper.

## Abstract

An abstract of no more than 500 words should be supplied. It should describe the main content of the paper, results and conclusion.

## Referencing and bibliography

The *JIA* employs the Harvard referencing system.

**In-text citations** should be referenced using author and year in parentheses, e.g. (Hanson 1997), (Hanson 1997, 145–8), or 'Hanson (1997, 123) says ...'. In the case of two-author citations both names should appear,

e.g. (Corry and Miller 1973). Where there are three or more authors, use the first author followed by *et al.*, e.g. (Fisher *et al.* 1956). Note: no comma after author's name; semicolon between multiple references (Hanson 1997; 1999; Jones 1982). Generally where multiple references are cited they should be given in chronological order or with the major reference first. A 'forthcoming' paper is one that has been accepted for publication and for which it is possible to cite details of the book or journal in which it will appear. Full bibliographical reference should be available in the case of 'in press' papers.

Appendices do not require separate bibliography or figure numbers.

**Bibliography:** Journal and book series titles are **always given in full**. Books should have place of publication and publisher. Papers in multi-author volumes require page numbers. All authors' names should be cited in full—*et al.* is not acceptable in the bibliography. The correct date for a paper in a journal is the year for which the journal was published, not the calendar year in which it was published. If publication is several years behind schedule, the actual year of publication may be given in square brackets at the end of the reference. The following are examples of different types of entry. Please refer to the most recent volume of *JLA* for further examples. Please type each entry as a normal paragraph without any indents; the typesetter will add the paragraph formatting.

#### Books

- Cooney, G. and Grogan, E. 1999. *Irish prehistory: a social perspective* (2nd edn). Wordwell, Dublin.  
 Ingold, T. (ed.) 1996. *Key debates in anthropology*. Routledge, London.

#### Papers in edited books

- McErlean, T. 1983. The Irish townland system of landscape organisation. In T. Reeves-Smyth and F. Hamond (eds), *Landscape archaeology in Ireland*, 315–40. British Archaeological Reports, British Series 116. Archaeopress, Oxford.  
 Ó Floinn, R. 2000. Freestone Hill, Co. Kilkenny: a reassessment. In A.P. Smyth (ed.), *Seanchas: studies in early and medieval Irish archaeology, history and literature in honour of Francis J. Byrne*, 12–29. Four Courts Press, Dublin.

#### Articles in journals and periodicals

- Eogan, G. 1990. Ballynee souterrains, County Meath. *Journal of the Royal Society of Antiquaries of Ireland* 120, 41–64.  
 Moore, F. 1990. Appendix 4: Ogham stones. In G.

Eogan, 'Ballynee souterrains, County Meath'. *Journal of the Royal Society of Antiquaries of Ireland* 120, 60–2.

- Mount, C. 1997. Adolf Mahr's excavations of an early Bronze Age cemetery at Keenoge, Co. Meath. *Proceedings of the Royal Irish Academy* 97C, 1–68.

#### Unpublished theses

- Drapier, T. 1978. Analysis of food residue in medieval cooking vessels. Unpublished Ph.D thesis, University College Dublin.

#### Tables, illustrations and endnotes

**Tables** should be submitted at the end of the text, not integrated within it. Each table should be on a separate sheet headed with the author's name(s) and the title of the paper, and presented double-spaced with caption to the top and any notes at the bottom. In tables of numbers please place a dash or 0 where there is no entry. All proof corrections to tables are expensive, so all should be checked very carefully before submission.

**Illustrations** are normally submitted as electronic files. Drawings (e.g. site plans, line diagrams, graphs etc.) should be sent as Adobe Illustrator (.ai or .eps) files; please ensure that files are set up for either greyscale or CMYK reproduction. Any imported images should also be in CMYK or greyscale mode. Scanned drawings or line art, not available as vector images, should be submitted as digital images (TIFF format) at a minimum width of 135mm @ 800 pixels per inch and a maximum height of 200mm. Photographs should be sent as digital images (JPEG or TIFF format) at a minimum width of 135mm @ 300 pixels per inch and a maximum height of 200mm. The editor should be consulted at an early stage if colour is required in illustrations (note that a subvention to meet costs may be sought). It is recommended that any conventions used in colour illustrations should enable the illustrations to be legible if reproduced in black and white (e.g. when printed from JSTOR). Illustrations downloaded from the internet should be used with care and checked in the first instance with the editor, as they are frequently of too poor a quality for print production. **Please contact the editor if you have any questions relating to illustrations.**

Please ensure that the file names of all illustrations submitted in electronic format include the author's name and figure number. Please supply hard copy as well for reference. All non-electronic images submitted, including line drawings and photographic prints, will be scanned by the publisher for publication. It is the responsibility of the author to ensure that permission is obtained for illustrations from copyright-holders (e.g.

photographers, publishers or Ordnance Survey) and to agree on the wording of acknowledgement of permission to reproduce.

**Captions for tables and illustrations** should be presented as separate lists, and each list should be numbered in one sequence. Please indicate where the figures, plates and tables should be placed in the text.

**Endnotes:** *JIA* employs endnotes, not footnotes. Endnotes should be kept to a minimum and should be numbered sequentially in the text (all word-processing programs apply this automatically).

#### Radiocarbon dates

All cited radiocarbon determinations should be expressed in both radiocarbon years BP (Before Present: AD 1950) and calibrated dates (cal.). The laboratory reference number should always be quoted (e.g. UB-3456, 2678±60 BP). Calibrated dates should be quoted at **two standard deviations** (i.e. 95.4% confidence), unless otherwise specifically stated, and cited as cal. BC/AD. Note that BC goes after the date, while AD goes before it (e.g. 178 cal. BC–cal. AD 16).

Calibration curves are regularly updated and radiocarbon results should be calibrated using an up-to-date, proprietary software program, such as CALIB or OxCal (these can be downloaded very easily from the internet). The program and dataset (viz. the authors of the calibration curve applied in the calibration programme) used in the calibration should be cited and referenced.

A typical citation might read like this: UB-6543, 2065±34 BP; 178 cal. BC–cal. AD 16; 95.4% probability (after Reimer *et al.* 2009\*; CALIB 6.0).

\* Reimer, P.J., Baillie, M.G.L., Bard, E. *et al.* 2009. IntCal09 and Marine09 radiocarbon age calibration curves, 0–50,000 years cal BP. *Radiocarbon* 51, 1111–50.

#### Offprints supplied as PDFs

Offprints are no longer supplied to authors, but a PDF will be made available from which authors may make fifteen copies.

#### Guidelines for book reviews

As well as articles, the editor will also consider book reviews for publication.

A book review is usually focused on one book or

monograph. The aim of the review is to provide readers with an engaging, informative and critical discussion of the work—the review should not be a summary of the book's contents. The review should be accessible to the *Journal's* readership, which is international and interdisciplinary—please avoid unnecessary jargon and technical terms. The review should be approximately 750–1,000 words in length.

The review should consider:

- The background of the author.
- The context or impetus for the book—review, new research, etc.
- The main ideas and objectives of the book and how effectively these are achieved (for edited books: dominant themes with reference to specific chapters as appropriate).
- The soundness of methods and information sources used.
- A comparison with other works on this subject—how does it fit into current thinking? Implications of the book for research, policy, practice, theory, etc.
- Constructive comments about the strengths and weaknesses of the book.
- The intended audience for the book and who would find it useful.
- Final evaluation of the book: how valuable is it?
- How important is it to read this book?

The header of your review should include:

- First and last name(s) of author(s) or editor(s) (indicate whether it is an edited book)
- Title of book
- Year of publication
- Place of publication
- Publisher
- Number of pages
- Price (please indicate paperback or hardback) if available
- ISBN

At the end of the review, please include:

- The reviewer's first and last name
- Institution affiliation (if any)
- The review should follow the *JIA* guidelines on referencing, radiocarbon dates, etc., as outlined above in the notes for contributors.

Please contact the editor if you have any further queries: [editor@jia.ie](mailto:editor@jia.ie)

