

Cornish Archaeology: guidelines for contributors

The following guidelines are intended to aid prospective contributors to *Cornish Archaeology*. Anyone intending to write a contribution for the journal should also look carefully at a recent volume and use that as a broad guide. For queries on particular points please contact the editor(s) (journaleditor@cornisharchaeology.org.uk).

Editorial policy

Cornish Archaeology publishes material on all aspects of Cornwall's historic environment examined from a broadly archaeological perspective. This includes landscape history, building studies and material culture.

The journal aims to publish material of merit, academic integrity and significance. Submissions from both professional and non-professional archaeologists are welcomed.

Contributions are normally read and commented on by the editor(s) and a decision made to accept, reject or refer back for revisions. In most instances the editor(s) will seek an additional opinion and comments from one or more appropriate (anonymous) referees.

It is Cornwall Archaeological Society policy that authors/ organisations offering papers derived from commercially-based projects and the development-control process should provide funding for publication at a standard page rate. Information on current rates may be obtained from the editor(s).

Submitting texts

We welcome the submission of papers at any time – there is no deadline for contributions during each year.

All contributions should be submitted as Microsoft Word files. The principal text should be presented as a single file with the captions and tables (see below) in separate files.

Texts should be in Garamond 12 pt for the body text with headings in Arial in a consistent hierarchy. The text should be single spaced throughout.

Please check for and remove double spaces within the text.

Formatting should be carried out using the formatting tools provided in Word – tabs, hanging indents, etc, **not** by using multiple spaces.

Graphics must be supplied separately and **not** incorporated within the Word text. Graphics cannot be submitted as Word files.

The text – content and house styles

Contributions should begin with a brief **summary** of the main elements of the piece.

When describing the results of field projects there is no over-riding necessity to be bound by the specific excavation or recording methods used in the project when presenting the results (for example, description does not *have* to be trench by trench, field by field along a pipeline, or structure by structure). Consider whether it would be more effective to present the data thematically or chronologically. Bear in mind that if investigations were carried out over several phases – evaluation, watching brief, full excavation, etc – the findings from each of these should preferably be integrated, not presented separately.

In most reports there should be a concluding discussion of the significance of the results, including relevant comparisons with other sites, and their implications.

Length

Papers should normally be in the range of 5000 to 12,000 words. Longer submissions may be accepted, for example for more complex excavations and field projects or major thematic studies and syntheses – please contact the editor(s) for advice.

Notes and short contributions are welcomed.

Headings and sub-headings

There should be a clear and consistent hierarchy of headings and sub-headings, indicated by clear differences in the font used for each level. The easiest way to do this is by setting up a hierarchy using Word's 'styles and formatting' function. Sections and sub-sections should **not** be numbered.

Writing style

Use clear English, avoid jargon, and explain unfamiliar or technical terms.

Reports should generally be written in the third person, past tense and passive voice. For example:

‘Two trenches were opened over the circular geophysical anomaly.’

‘Finds from these postholes were the only evidence of Iron Age activity.’

Individuals should generally be referred to by function / job title rather than by name in the text. For example: ‘the excavation method was agreed with the National Trust Regional Archaeologist’; ‘according to a brief provided by the planning advice archaeologist . . .’ If appropriate, particular individuals can be named in the acknowledgements.

Capitalisation

Minimise the use of initial capitals as far as possible. They should not be used when referring to features: so, for example, structure 332 rather than Structure 332, house 19 rather than House 19, ditch [17] rather than Ditch [17], etc.

The names of periods are usually capitalised: Iron Age, Neolithic, Roman, the Middle Ages; medieval, however, takes lower case.

Context numbers

In descriptions of excavations and comparable recording processes all features should be referred to by context number unless they are being referred to generically or do not form part of a particular description. *Cornish Archaeology* house style for context numbers referred to in text, on graphics and in tables is as follows:

Cuts (pits, ditches, postholes, etc) are shown in square brackets: pit [336]; ditch [13]; posthole [4512]

Fills, spreads and other deposits are shown in round brackets: primary fill (774); ash-rich spread (19); layer (4910).

Structures and builds are given without brackets: wall 452; structure 9; etc.

NB. This convention must be used consistently throughout, including in specialist reports and on graphics.

Measurements

All measurements should be metric and in the following forms:

1m 2.5m 0.15m 60mm 4 km 1.2 kg 4g 4.5 litres

NB. Linear measurements should *not* be in the form 3.0m, 17.0m, etc – the preferred form is 3m, 17m, etc

Centimetres are not usually used in specifying dimensions (other than as scales on small-find illustrations).

Areas should be given either in hectares – 7.5 ha – or in square metres or kilometres in the following form:

45 sq m 5 sq km

If imperial measurements (yards, feet, inches, acres, pounds, ounces, shillings, pence, etc) are cited (for example, in an account of an historic excavation or from an historic document), metric equivalents should be given in brackets.

Numbers

In text numbers up to nine should be written in full. All numbers used to begin a sentence should be written in full (for example: ‘Thirty-one sherds of E-ware were recovered . . .’).

Compass directions

CA style is to spell out compass directions – north, east, north east, south west, etc – rather than use abbreviations (NE, SW, E), although these may be used in tables if required.

Compound directions (north east, south east) should not be hyphenated if used to refer to a direction: thus, ‘the gully ran north east from pit [42]’. When used adjectivally, however – ‘the south-west angle of the enclosure’ – a hyphen is used.

Usage becomes more complicated with directions with three elements (east north east, south south east, etc). Here clarity is the main requirement and this may require hyphenation; for example, ‘. . . a ditch running east-north-east – west-south-west’.

References to other sites, place-names, Historic Environment Record

The initial reference in a text to another site in Cornwall should be accompanied by the modern civil parish in which it lies to make it easier for readers to locate other sites geographically and to facilitate future indexing. For example:

‘Stone circles in West Penwith include the Merry Maidens and Boscawen Un, both in St Buryan parish, Boskednan, in Madron, and Tregeseal, St Just.’

Or

‘Stone circles in West Penwith include the Merry Maidens and Boscawen Un (both St Buryan), Boskednan (Madron) and Tregeseal (St Just).’

Where information on other sites has come from the Cornwall and Scilly Historic Environment Record the text should include the MCO reference number. For example:

‘A cist burial is recorded at Headland Farm, Pelynt (Cornwall Historic Environment Record (HER) MCO 28826), 1.5 km to the north east, and possible barrows have been identified from air photographs near Boggamill, Lanreath (MCO 40082), and Trefrawl, also Lanreath (MCO 40080).’

Designated sites

References to designated sites (Scheduled Monuments, Listed Buildings, Historic Wrecks, Registered Parks and Gardens, Historic Battlefields) should include the National Heritage List for England (NHLE) reference number. For example:

‘Lescudjack Castle is a scheduled monument, first designated in 1958 (National Heritage List for England (NHLE) 1003270).’

‘Mount Edgcumbe is listed Grade I on the Register of Historic Parks and Gardens (NHLE 1000134).’

Historic maps

The 1st and 2nd edition Ordnance Survey 25 in: 1 mile (approx 1:2500) mapping should be referred to in the following forms:

1st edition Ordnance Survey 25in: 1 mile (c 1880)

2nd edition Ordnance Survey 25in: 1 mile (c 1907)

NB. If a more precise date of survey and / or publication is known for a particular map sheet that may be substituted. (The dates of individual sheets can usually be found via the National Library of Scotland mapping facility: <https://maps.nls.uk/os/25inch-england-and-wales/>)

Dates

Cornish Archaeology follows the convention 400 BC, but AD 400.

Centuries should be given in full; for example: thirty-first century BC, third century AD, nineteenth century, not 31st century, 3rd century and 19th century. The abbreviated form is acceptable in tables and on illustrations.

Where used adjectivally, the date should be hyphenated, for example ‘nineteenth-century documents’.

Specific dates should be in the form 11 February 1919 (not 11th February or February 11th 1919).

Radiocarbon dates

These should be cited in text and on graphics in one of the following forms:

3710–3520 cal BC, 4839±42 BP (Wk-14913)

520–380 cal BC, 2370±35 BP (SUERC-3626)

or

4775±44 BP, 3650–3370 cal BC (Wk-14914)

2095±45 BP, 210 cal BC – cal AD 20 (Wk-12407)

Whichever form is used it should be consistent throughout the text and on graphics.

A general statement may be made close to the beginning of a piece that all dates will be cited at a specific confidence level, usually 95.4 per cent, unless otherwise stated.

Alternatively, confidence levels may be given with individual dates:

1680–1450 cal BC (95.4 per cent), 3274±31 BP (OxA-13389)

cal AD 80–220 (68 per cent), 1863±31 BP (Wk-18262)

NB. Graphics showing radiocarbon data in chart form should be numbered as figures, not as tables.

Referring in text to tables and figures

Tables should be referred to in the text in the following ways:

Table 2 presents the results of analysis of the charred plant remains.’

‘Analysis of charred plant remains from the site (Table 2) indicates that’

To refer to figures (this includes maps, plans, sections, photographs, radiocarbon graphics, etc), please use these forms:

‘Figure 9 presents the evidence for Bronze Age occupation of the site.’

‘Bronze Age occupation of the site (Fig 9)’

Note that when citing a figure which has appeared in another publication a lower case *f* is used. For example: (Reynolds 2006, fig 12).

NB. Photographs and radiocarbon graphics are regarded as figures and are numbered in the same sequence as other graphics.

Quotations

Direct quotations should be placed within single quotation marks:

. . . the early first century AD Roman writer Pomponius Mela described a Gaulish oracle of the first century BC ‘attended by nine virgin priestesses who were able to predict the future, cure all illnesses and control the elements’ (Green 1997b, 103).

Longer quotations (more than about 50 words) should be indented:

Folliot-Stokes recorded the beauty of these precipitous gardens to the east of the Penberth valley:

‘On reaching the cliff summit, we see in front of us a bay surrounded by fine headlands, on whose sloping flanks we notice a number of small gardens encircled by hedges of elder. They have been won from the wilderness by working men in their spare time, on the very unsatisfactory tenure of a few years’ lease, at the expiration of which they will revert, with all the improvements, to the landlord, and the rents will be raised. Not because their creators could not have purchased the freehold of the then almost worthless moor, but because the “lord” would not sell it, though himself unable to render it productive’ (Folliot-Stokes 1912, 202).

Quotations within quotations (or words originally emphasised with quotation marks in the passage being quoted) should be placed in double quotation marks (as above).

Omissions from quotations should be marked by a series of full stops . . .

Additions to a quotation should be enclosed in square brackets.

Abbreviations

In general, no full point is required after abbreviations and contractions (except e.g. and i.e. – see below). It may, rarely, be needed to avoid ambiguity (for example, no. for number or in. for inch), but the context will usually make the meaning plain. Some frequently-used abbreviations and contractions should appear as follows (note the use of italics):

cf *c* (for *circa*) *ibid* *et seq* *op cit* m (for metre) km (kilometre) ha (hectare)
mm kg *et al*

Etc and & – Etc and & should not normally be used in discursive text but may appear in tables or appendices for brevity.

% – In discursive text ‘per cent’ should always be spelled out: for example, 75 per cent, 0.75 per cent. The per cent symbol (%) should only be used in tables.

E.g. (for example) and i.e. (that is) – These take full stops and are usually followed by a comma – i.e., as shown in this example – but should be avoided in discursive text; ‘for example’ and ‘that is’ are preferred.

circa – This should be used in the form *c* (not *c.*), but should only be used in association with dates: *c* 600 BC, *c* 1200, not as an abbreviation or substitute for ‘about’ or ‘approximately’.

Note that there should be a hard space between the *c* and the figures expressing the date so that they do not separate across line breaks. [A hard space is created in Word by CTRL+SHIFT+SPACEBAR.]

St – St in place-names does not take a full stop: St Ives, St Austell.

Acronyms

Where acronyms and other abbreviated terms are used, the relevant phrase should be given in full when first mentioned in the text, adding the abbreviation to be used subsequently in brackets; for example, Scanning Electron Microscope (SEM); Historic Landscape Characterisation (HLC).

Tables

Tables should be included only where they are the most appropriate way of presenting or summarising essential data, not simply because they were present in a specialist report! The conclusions from specialist tables are often better summarised in the text, either as part of an individual specialist’s conclusions or by the report author.

Each table should be supplied as a separate Word file, clearly identified (Table 1, Table 2, etc); they should **not** be incorporated within the text. A place marker should appear in the text to show where each table should be positioned: for example:

Table 1 here

Tables should be laid out logically with tabs and the align, left / right / centre tools (not spaces) used to lay out headings and content appropriately. Cells within the table should not be filled with colour or tone for emphasis.

NB. It is the responsibility of the author to make sure that the figures in a table are correct, that columns add, etc, and that figures cited in the text are those appearing in the table and vice versa. Where editors’ checks indicate problems with tables the entire submission will be returned to the author for verification.

References

All substantive information or material derived from other sources should be referenced in the text using the Harvard system; for example (Quinnell 1986; Pool 1981, 294). Footnotes should not be used. Bibliographical details should be given in full in an alphabetical list of sources at the end of the paper.

References to monographs and longer papers should include the appropriate page numbers relating to the particular point being made (Bradley 2002, 43–5); for reference to short papers a citation without a page number is permissible although a page reference is always preferable.

If two or more works by the same author published in the same year are cited, they should be distinguished as 1991a, 1991b etc (not 1991, 1991a).

An author's initials should be used in a reference within the text (A M Jones 2005) only if the reference section includes two or more authors with the same surname whose works were published in the same year.

For joint authorship, cite both names in the case of a publication with two authors (Cunliffe and O'Connor 1979); where there are more than two authors, use the first name with *et al* (Huxtable *et al* 1976) but give all the authors' names in the list of references.

Bibliography

Bibliographies should be included in the Word file containing the main text of a contribution, formatted in appropriate form; that is with a hanging indent. The text of a bibliography should not include additional tabs or spaces.

Initials should be separated by single spaces without full stops. For example:

Wheeler, R E M, 1957.

Tinsley, H M, 2005.

Capitals should be used in monograph and the titles of papers *only* where they would occur in normal usage: place-names, proper names, periods (examples below). Other words should not be capitalised, whatever the form of the title in the original publication.

The full titles of monographs should always be given; for example: O'Brien, W, 1999. *Sacred ground: megalithic tombs in coastal south-west Ireland . . .* (not O'Brien, W, 1999. *Sacred ground*).

Volume and monograph numbers should be in **bold** (note examples below).

In most instances only the place of publication is required, **not** the name of the publisher. For 'grey literature' or more obscure titles the name of the publisher or organisation producing the title should be given in brackets after the place of publication (see *Citing 'grey literature'* below). If no place of publication is indicated for a particular work the convention is to note it as 'np' (for an example, see Langdon 2002 below)

Where two or more papers from a published collection are cited, the bibliographical details for the volume should be listed separately [see the examples below for Straker and Walker 2018 and Thomas and Johns 2018]

Journal names and monograph series

Cornish Archaeology editorial policy is now that all journal titles and monograph series are written in full, not abbreviated, in order to make references easily accessible to the widest readership.

Bibliographical references: examples

Allan, J, 2019. A contribution towards the architectural history of Launceston Priory, *Cornish Archaeology*, **58**, 151–87

Barclay, G J, and Maxwell, G S, 1998. *The Cleaven Dyke and Littleour. Monuments in the Neolithic of Tayside*, Society of Antiquaries of Scotland Monograph Series, **13**, Edinburgh

Bottrell, W, 1870. *Traditions and hearthside stories of west Cornwall*, 1st series, Penzance (facsimile reprint, Felinfach, 1996)

Brown, L, 1984. Objects of stone, in B Cunliffe, *Danebury: an Iron Age hillfort in Hampshire. Volume 2 the excavations, 1969–1978: the finds*, CBA Research Reports, **52**, London, 407–25

Crofts, C B, 1955. Maen Castle, Sennen: the excavation of an Early Iron Age promontory fort, *Proceedings of the West Cornwall Field Club*, **1, 3**, 98–115

Cunliffe, B W, 1976a. Hillforts and *oppida* in Britain, in G de G Sieveking, I H Longworth, and

- K E Wilson, eds, *Problems in economic and social archaeology*, London, 343–58
- Cunliffe, B W, 1976b. Danebury, Hampshire: second interim report on the excavations 1971–5, *Antiquaries Journal*, **56**, 198–216
- Cunliffe, B W, 2005. *Iron Age communities in Britain*, London (4th edn)
- Donaldson, D, 2010. *Looking back at Pencarrow*, Bodmin (Bodmin Town Museum)
- Fasham, P J, and Ross, J M, 1978. A Bronze Age flint industry from a barrow site in Micheldever Wood, Hampshire, *Proceedings of the Prehistoric Society*, **44**, 47–67
- Frere, S S, 1978. *Britannia: a history of Roman Britain*, London (revised edition)
- Griffiths, D, 1994a. ‘A field to the spoiler’: a review of archaeological conservation on Dartmoor, in D Griffiths, ed, *The archaeology of Dartmoor: perspectives from the 1990s*, *Proceedings of the Devon Archaeological Society*, **52**, 271–86
- Griffiths, D, 1994b. Dartmoor: erosion on open moorland, in A Q Berry and I W Brown, eds, *Erosion on archaeological earthworks: its prevention, control and repair*, Mold (Clwyd County Council), 81–6
- Henderson, C, and Coates, H, 1972. *Old Cornish bridges and streams*, Truro (1st pub 1928)
- Hughes, M J, 2019. ICP-AES and ICP-MS analysis of pottery from Lostwithiel, Bunning’s Park and Tintagel, 207–15, in J Gossip, *On the waterfront: excavations at Quay Street, Lostwithiel, Cornwall, 2002*, *Cornish Archaeology*, **58**, 189–218
- Huxtable, J, Hedges, J W, Renfrew, A C, and Aitken, M J, 1976. Dating a settlement pattern by thermoluminescence: the burnt mounds of Orkney, *Archaeometry*, **18**, 5–17
- Jobey, G, 1973. A native settlement at Hartburn and the Devil’s Causeway, Northumberland, *Archaeologia Aeliana*, 5th series, **1**, 11–53
- Jones, A M, Lawson-Jones, A, and Quinnell, H, 2019. Excavations at the North Cliffs 2016: investigating Mesolithic flint scatters in Hudder Field, *Cornish Archaeology*, **58**, 1–26
- Jones, A M, and Quinnell, H, eds, *An intellectual adventurer in archaeology: reflections on the work of Charles Thomas*, Oxford
- Langdon, A, 2002. *Stone crosses in mid-Cornwall*, Federation of Old Cornwall Societies Cornish Cross series, **2**, np (Federation of Old Cornwall Societies) (2nd revised edition)
- Neal, D, and Johns, C, 2018. Excavations at East Porth, Samson, Isles of Scilly, 1970-71, *Cornish Archaeology*, **57**, 33–72
- Rodwell, W J, and Rodwell, K A, 1985. *Rivenhall: investigations of a villa, church, and village 1950–1977*, CBA Research Report, **55**, Chelmsford Archaeology Trust Report, **4**, London
- Straker, V, and Walker, T, 2018. Gwithian’s environmental history: landscape change and farming, in Jones and Quinnell, eds, 2018, 55–69 [note that the Jones and Quinnell, eds, 2018 reference is given in full elsewhere]
- Thomas, C, and Johns, C, 2018. Excavations on Tean, Isles of Scilly, 1956, in Jones and Quinnell, eds, 2018, 101–46 [note that the Jones and Quinnell, eds, 2018 reference should be given in full elsewhere]
- Whimster, R, 1981. *Burial practices in Iron Age Britain: a discussion and gazetteer of the evidence c 700 BC – AD 43*, British Archaeological Reports, British Series, **90**, Oxford (2 vols)

Citing ‘grey literature’

Grey literature reports, although not ‘published’ in the usual sense of the word, are regarded as such for the purposes of citation. They should appear in the following format, including any additional detail required to make it easier for people to trace them (see examples below):

GSB Prospection 2006. *Threemilestone park and ride scheme, Truro: geophysical survey report 2006/72*, Thornton, Bradford

Herring, P, 1989. *Foage, Zennor: preliminary archaeological report*, Truro (Cornwall Archaeological Unit)

Sawyer, K, 2007. *The Old Reservoir, Plantation Lane, Hayle: historic buildings recording*, St Mary’s, Isles of Scilly (Katharine Sawyer)

Taylor, S R, 2003. *Caervallack Lodge, Cornwall: archaeological assessment*, Truro (Historic Environment Service, Cornwall County Council)

NB. Reports by Cornwall Archaeological Unit / Historic Environment Service should be cited as follows, reflecting changes in its name over time. *Up to and including 2000*: Cornwall Archaeological Unit. *2001 to March 2009*: Historic Environment Service, Cornwall County Council. *2009 to April 2014*: Historic Environment Projects, Cornwall Council. *April 2014 onwards*: Cornwall Archaeological Unit. Do not include report numbers.

Citing unpublished material

Works which exist in manuscript or typescript (including university dissertations and theses) but have not been ‘published’ in the usual sense should be cited in the following form (note that the title is not italicised):

Bonnington, P, 1999. Cemetery mounds in western Britain; with particular reference to Anglesey and West Penwith, unpublished BA dissertation, University of Exeter

Gover, J B, 1948. The place-names of Cornwall, unpublished typescript (copy deposited in Courtney Library, Royal Institution of Cornwall, Truro)

Smith, I F, 1956. The decorative art of Neolithic ceramics in south-east England, unpublished PhD thesis, University of London

Citing ‘forthcoming’ and ‘in preparation’ material

Works which have been accepted for publication by a publisher or journal, but which have not yet been published, should be referenced in the following form in the text (Gossip and Jones, forthcoming) and as below in the bibliography. If the material is a journal article the name of the journal should be given.

Gossip, J, and Jones, A M, forthcoming. Excavations at Tremough 2000–6, Penryn, Mabe, Cornwall, *Cornish Archaeology*

Works which are in the process of being drafted should be cited as ‘in preparation’.

Where there is an intention to publish material in the future but no draft has yet been produced it is best to cite the source as a personal communication from the author(s).

Citing online material

For example:

Partridge, W, 2015. DEV-A7DFBD: A Bronze Age hammer [online] Available at: <https://finds.org.uk/database/artefacts/record/id/742882> [accessed 25 Mar 2018]

Gossip, J, 2011. *Launceston Priory, Launceston, Cornwall: clearance and archaeological recording in advance of consolidation*, Truro (Historic Environment Projects, Cornwall Council), available online at: <https://doi.org/10.5284/1008979> [accessed 19 Aug 2019]

Personal communications

Where information has been provided by a named individual but has not been published it can be attributed in the form (Mary Smith, pers comm).

Graphics

Graphics and photographs should be carefully considered in terms of what they show and how they show it. Only include graphics – maps, plans, photographs, drawings – which are directly related and necessary to the text: if the text does not refer to a particular graphic it is very likely that it could be omitted.

Page and finished graphics size

The area available for graphics on a page of *Cornish Archaeology* is 150mm wide by 200mm deep (NB, the latter makes no allowance for a caption). Graphics should be prepared with reproduction on a page of this size in mind.

Graphics may be reproduced over the full width of the page, or across approximately two-thirds of the width (110mm), allowing a caption to be placed alongside (rather than below). If absolutely necessary a caption can be placed on the facing page.

Cornish Archaeology is produced in two-column format and some smaller graphics can be placed within a single column width (70mm).

Production of graphics

Current good practice for digital production is outlined in the guidance notes for contributors to the *Proceedings of the Prehistoric Society* (www.ucl.ac.uk/prehistoric). However, before producing graphics by methods not noted below please liaise with the editors.

Graphics should be submitted as high resolution digital files – JPEGs, TIFFs or PDF files. Graphics – and annotations to them – should **not** be produced in Word or any other word processing package.

CAD drawings should be output as high-resolution JPEG, TIFF or PDF files.

Maps and other graphics from GIS (Geographical Information System) software should similarly be in JPEG, TIFF or PDF format. Where multiple colours are used for lines, points and fills in such graphics, authors should ensure that these will reproduce well in print: **complex GIS images may look clear on screen but will not necessarily transfer well to the printed page.**

Radiocarbon dates: The graphic files generated by calibration programmes are not recognised by the page make-up software used by our page designers. Graphic representations of radiocarbon date ranges should therefore be made available as digital scans at 600 dpi or greater (as .tif or .jpg files) or provided as a PDF graphic.

NB. If in any doubt about whether a particular graphic or presentation method is appropriate, please check with the editor(s). If necessary the editor(s) will consult the page designers for advice.

Scanned graphics

Scans from line art or historic illustrations should be at 600 dpi or greater and saved as .tif or .jpg files.

Labelling

Important: labels on graphics must be at an appropriate size to remain legible when an illustration is reduced to *Cornish Archaeology* page size; please keep this in mind when preparing graphics and check legibility carefully before submission.

Labelling and other annotations should be placed in the appropriate position on the graphic to indicate the intended feature. Callout lines pointing to the feature to which a label refers should only be used where it is otherwise difficult to place the label clearly. Callout lines should not be arrowed.

North arrows are only required on plans when north is not at the top of the graphic. Avoid a layout which has north to the bottom of the page!

Maps

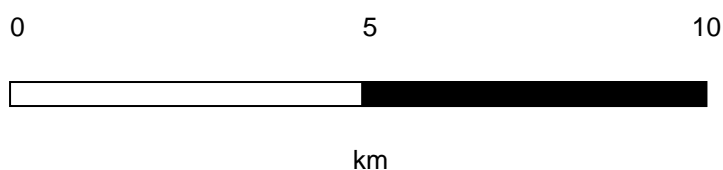
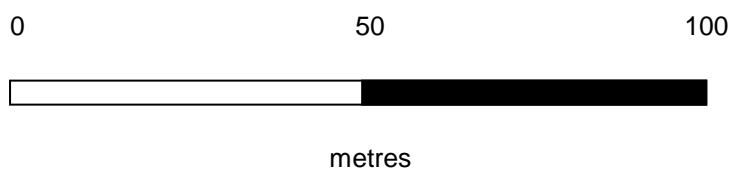
These should be simple and straightforward without unnecessary detail. In *Cornish Archaeology* it is unnecessary to include a map which shows where Cornwall is located within Britain. To make the most of location maps, consider whether contemporary sites, for example, and places mentioned in the text could be added.

Use of an OS 1:10,000 or 1:2500 base map is appropriate at larger scales and when showing a relatively small area. OS 1:25,000 and 1:50,000 maps should not generally be used as base maps because of the amount of background detail and the difficulties of achieving clarity.

Maps derived from Ordnance Survey originals **must** incorporate the appropriate OS copyright statement. An Ordnance Survey reproduction fee will be payable unless use of such mapping is covered by a service agreement with the OS. Note that it is the responsibility of authors to obtain the appropriate permissions and pay the required fee. Where OS mapping is reproduced under licence the appropriate licence number and OS copyright statement should be shown on the map graphic.

Scales

All maps should include a simple scale of an appropriate size. The most appropriate form in most instances is as shown below:



Excavation drawings: plans, sections, etc

Line weights, hatching, tone, labels, etc, should be chosen with the printed size of the graphic and the need to maximise clarity and legibility in mind.

Fold-out illustrations

Fold-outs should be avoided unless absolutely essential because of the additional costs of printing on non-standard paper sizes and of folding and binding. For reports deriving from commercial work an additional charge will be made for fold-outs.

Artefact illustrations

The conventional scales for reproduction of artefact illustrations are as follows (information from Carl Thorpe):

Metalwork

'Special' objects	1:1
Other objects	1/2 or 1/4 original size dependent on size of object

Flint

'Special' pieces	1:1
Other pieces	1/2 size

Stonework 1/3 size

Pottery

Prehistoric	1/3 size
RB and later	1/4 size
Special items	as appropriate for clarity

Glass 1/2 size (unless very large)

The scale of reproduction should be stated in the caption to an artefact drawing, but drawings also require a drawn scale.

NB. Photographs of artefacts should normally only be used to complement and supplement artefact drawings, not to replace them.

Photographs

Digital files should be processed using Paintshop, Photopaint or a similar package to ensure good reproduction. Photographs should be cropped appropriately to focus on the subject matter and exclude extraneous detail.

Photographs should be numbered in the same sequence as other graphics, Fig 1, Fig 2, etc.

For photographs of small finds a scale in millimetres and / or centimetres should be used.

Use of colour

Use of spot or line colour on illustrations is possible but does not necessarily aid clarity. Consider using different forms of fill – hatching, tone, solid, etc – to show different phases, for example, or alternatively create a sequence of phase illustrations.

Such illustrations require high-quality finished artwork which can be scanned or high resolution digital files in .tif, .jpg or .pdf formats.

Full-colour photographs or other artwork (reconstructions, for example) require high quality and high resolution digital files; these should have been expertly adjusted for colour balance, etc, in a photographic package (Photoshop or similar).

Captions and figure numbers

Captions and figure numbers should **not** be incorporated into artwork. Captions should be provided as a separate Word file and each will be placed with the appropriate illustration by the page designers to a standard house style.

All figures (i.e., graphics and photographs) are numbered in a continuous sequence within a particular contribution.

Captions should include relevant copyright information and acknowledgement of source material:

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