

Itinera

The Journal of the Roman Roads Research Association

NOTES FOR CONTRIBUTORS

Purpose

Itinera is intended for the publication of materials of academic value reflecting the focus of the RRRRA, i.e. the study and understanding of Roman Roads in the UK and internationally – both directly and within the wider context of Roman studies. No fixed length applies to acceptable contributions, which may range from brief notes to longer studies or full excavation reports, but considerations of space and style may occasionally require the editing of pieces, with the agreement of authors.

Itinera is published annually. Prospective contributors may wish to approach the editor at an early stage and certainly before submitting a text. For longer papers, a summary publication proposal should be provided.

Most contributions will be sent for external review, with the Editor making a final decision on publication.

Style Guide

The basic rule is to imagine the reader as someone with a general interest in the subject but who may or may not be a professional archaeologist. The style and level of language used in a quality newspaper is a good guide.

Try to use 'plain English'. Be as brief as possible, as superfluous words obscure the meaning and lose the reader's interest. Avoid the excessive use of jargon and technical vocabulary; if specialist words are essential, they should be explained in the text or endnotes, or possibly in an appendix. Avoid using the first person singular ('I') and avoid spoken contractions such as 'isn't' 'don't' etc.

Avoid the inclusion of information which will later become out of date; for example, rather than saying 'five years ago', state the year.

Specifics

A **summary** of up to 100 words must precede all articles, reports and notes.

Contributors will be expected to submit text and illustrations in digital form. The text should be sent as an email attachment; the illustrations may be sent via WeTransfer, or Dropbox, though a pdf may be sent for initial assessment. The text should be in Word or any compatible word processor package. **Please do not use Word's 'Track Changes' facility** (or similar) in initial submissions as this can cause confusion.

Contributors should indicate a hierarchy of headings and sub-headings, using CAPS, **boldening** and *italics*; **do not** use underlining.

Acknowledgments should appear at the end of the text. Where other work has been referred to in the text, a bibliography must be included (see references below).

Spelling should be British rather than American, e.g. 'colour' **not** 'color'. If using a spell checker ensure it is set to UK English, not American.

Where 'ise' and 'ize' are acceptable variants in English spelling, the form 'ise' should always be used: e.g. authorise, organise, realise.



Measurements should be given in Standard International metric units – mm (*not* cm), m, km, ha. Where imperial measurements are quoted, the metric equivalent must be given. Roman measurements (*actus, pes* etc.) should be accompanied by the metric equivalent.

Numbers in the text should follow the British Standard: words for numbers between one and ten, numerals for numbers 11 and over. However when a number is the first word in a sentence, it should always be spelled out, e.g. 'Eighty men later constituted a century'. When using measurements or percentages, numerals should be used throughout (25%). Ranges of numbers should be abbreviated to the following format: 16–19; 104–05; 114–25. 256–59 etc.

Dates. 4th century (please **do not** use superscript th); 15 May 1995 (without 'th'). Note that BC follows the year, AD precedes it thus: 55 BC, AD 43. **Approximate** dates are indicated by 'c' with no space before the date, e.g. c1980. **Decades** have no internal inverted comma, thus 1980s, **not** 1980's.

Place-names should be accompanied by their present county name unless this is clear from the context. Latin place names should be in *Italics* with the modern name accompanying it for clarity. *Londinium* is an exception, not requiring clarification.

Italics. Words which are to appear in the text as italics should be *italicised* using your word processor. Do not use underlining. Titles of published books (but not unpublished books, theses, 'grey' literature and manuscripts) should be *italicised*, as should Latin and foreign words (for example *c, et al., sic*) except those which are in common English usage (cf., e.g., etc., i.e., op. cit.). '**Agger**' is acceptable in this journal without italics.

Quotation marks. Single quotation marks should be used, except for quotations within quotations, where they should be double. Quotations longer than four lines should be indented, with a line space above and below.

Footnotes should be avoided. If they are felt to be essential, notes should be used sparingly and kept brief, placed at the end of an article as endnotes. Each note should have an indexed number in superscript.

Compass points should be written in full: east, north-west, south-eastern. Abbreviations may be used in site gazetteers.

Abbreviations. Initials of well-known institutions should be abbreviated without punctuation: RRA, NT, CWAAS, OS. Other abbreviations should follow the OED: e.g., i.e.

REFERENCES

Details of all material to which reference is made in the body of the text should be listed in a bibliography. Published sources should be listed separately from unpublished works, references to original documents, air photographs etc. All references must follow the Harvard system. References should be made as follows:

... it has been claimed (Bloggs 1985, 23–35) ..., orBloggs (1985, 23–35) claimed ...

In the **Bibliography** the following format should be used:

for articles

Bloggs, F. 1900: 'A Dartmoor route', *Proc. Devon Archaeol. Soc.* 00, 19–25.

for books

Bloggs, F. 1998: *A Roman town* (London: Batsford). Please include the place of publication and the publisher for the edition you are citing.

for contributions to edited volumes

Bloggs, F. 2003: 'Classical use of mapping'. In J. Smith (ed.), *Envisaging the Roman world* (London: Batsford), 33–158.

For references to materials consulted on-line

Follow the publication reference with the web address within angle brackets, and the date on which it was consulted:

Dungworth, D. (ed.) 2015: *Archaeometallurgy Guidelines for Best Practice*. Historic England <www.HistoricEngland.org.uk/advice> accessed 10. 12. 2016.

When citing articles within a periodical or other edited volume, always include in the text the actual page number(s) relevant and in the bibliography the page numbers for the complete article.

In-text citations to books should include a reference to the page number(s) relevant to the point being made.

Abbreviations of British journal titles should follow the CBA guidelines. If you are unsure of any abbreviation please write the journal title out in full; in the case of foreign periodicals always write the title out in full.

ILLUSTRATIONS

Illustrations can be accepted in most commonly-used electronic file formats, though TIFs are much preferred for line drawings. Photographs normally need to be at least 300 dpi and line drawings at least 1200 dpi.

Illustrations and photographs should be of a good quality and provided with captions (see below). Foldouts will not normally be considered. All plans should contain a scale bar and north point, and finds drawings must have a scale bar and/or an indication of scale in the caption. Where a scale is included in an excavation photo, the length of the scale should be specified at the end of the caption.

If you have any problems or queries regarding illustrations please discuss them with the editor at an early stage so that assistance may be provided.

Photographs should be selected carefully before submission. All photographs should be sharply-defined, colour or black and white with good contrast.

Figures (line drawings and photographs) should be numbered consecutively throughout the text in a single sequence. References within the text to illustrative material should be made in the form: (Fig. 00). A list of Figure captions should accompany the text in a separate word-processed file. Please do not include the figure number on the illustration itself.

COPYRIGHT

Captions should include acknowledgments to copyright holders and reference numbers and dates of individual photographs where relevant. It is the author's responsibility to ensure that they have obtained the necessary permission to reproduce material, and that they have acknowledged copyright in a way acceptable to the copyright holder. If the copyright holder intends to make a charge for reproducing the material, this should normally be met by the author.

Specific copyright rules apply to use of Ordnance Survey maps. Certain defined maps series are available for public use, but the source must still be acknowledged in a form acceptable to OS.

Authors grant the RRA full rights to edit, publish, disseminate, and re-use their work, but will retain copyright of their materials after publication.

Deadlines

The **deadline for papers** to be considered for publication in the year's volume is **15 November**, by which date the full text and illustrations must be received by the editor. We aim to publish early in the Spring following.

The Hon Editor of *Itinera* is Robert Entwistle who can be contacted at:

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Approved by the RRRR Editorial Committee, 5 May 2020