

27 June 2016

MMM

MEDIEVAL AND MODERN MATTERS

Archaeology and Material Culture in the Low Countries

Style Guide

Instructions for authors and editors

This style guide contains basic instructions for authors and editors on the format of endnotes and bibliographic references in *Medieval and Modern Matters*.

Endnotes

Medieval and Modern Matters uses endnotes not footnotes. Endnotes should be placed after the main text of each article and before the bibliographical references.

Endnotes should be precise. Quotations or indirect references should always be cited; this will usually be in the form of a page number.

MMM envisages a minimal use of characters in order to facilitate editorial work and minimize the chance of errors. The following rules apply:

- * Word endnote function should be used.
- * The in-text endnote number is placed immediately after any punctuation, and ideally, should be placed at the end of sentence following the full stop.
example: This is an example.¹
- * However, when referencing specific elements of a sentence, the endnote number may be placed in the sentence but after any punctuation.
example: Here several settlements,¹ cemeteries² and hoards³ are present.
- * In the endnote itself, no full stop is used after the endnote number.
example: ¹ Verhaeghe 2006.
- * The abbreviation ed. is not be used in an endnote.
- * Author/date/page number(s) format is used for bibliographic references in endnotes. No use is made of abbreviations such as p. or pp. The reference ends with a full stop. There is no space between the hyphen and the page number(s).
examples: Hodder 1986, 22.
 Hodder 1986, 22-24.
- * *Idem* and *ibidem/ibid* are not used. Every footnote citation should follow the author/date/page number format described above.
- * Only surnames of authors are used in endnotes. The initials of authors are not used. Begin the endnote citation with the element that is used to alphabetize the entry in the bibliography. Prefixes are included in surnames.
example: Endnote citation: Van Giffen 1955.

Bibliographic entry: Van Giffen, A.E., 1955: etc.

* Two publications by the same author in a single year are differentiated by a letter.

example: Hodder 1982a, 22; Hodder 1982b, 36.

* The date of a reprint and the original date of publication are both retained in the endnote reference. The original date of publication is placed within parentheses.

example: Marx 1890 (1867).

* When two or more works are cited in an endnote, they are listed chronologically. A semicolon separates the references.

example: Bourdieu 1977, 78; Giddins 1984, 35.

* Where there are two authors, their names are separated by a slash.

example: Loveluck/Tys 2006.

* Where there are three or more authors, only the first author is listed followed by *et al.* (in italics).

example: Slofstra *et al.* 1982.

* Where discontinuous pages of a publication are cited, commas are used to separate the groupings.

example: Verhaeghe 2005, 250-255, 265, 270-271.

* Exceptions are made for complicated references such as classical sources.

example: Ammianus Marcellinus, *Rerum Gestarum*, 15, 5,1-38; 6, 1-3; 18, 1, 3; 4, 6.

* Endnote references which contain figures in foreign language publications retain the original language. Mind the capitals in German.

example: Haffner 1976, Abb. 25; Beilage 9.

* Endnote references of classical texts contain the author (when known), the name of the text in italics and chapter or page numbers. The edition is not mentioned in the endnote although it is mentioned in the bibliography.

example: Ceasar, *De Bello gallico*, 5, 12.

* References of CD-roms contain the name, in italics, and year of publication.

example: *Kwaliteitsnorm Nederlandse Archeologie* 2001.

*Citing a personal communication.

example: Personal communication Frans Theuws (October 2015).

* Where sites are enumerated, the reference is placed within parentheses. Several options for putting references within parentheses are possible. examples: Hamoir grave 18 (Alenus Lecerf 2008, 23); Veldhoven grave 2 (Verwers 1978, 456).
Périn (1989, 23-25) described this process.

* A reference of a website contains the name of the website and the date of its consultation.

Example: www.archeologie-spa.nl (accessed 11 June 2016)

Bibliography

In the bibliography, a distinction is made between unpublished primary sources, primary sources that have been published (texts as well as collections of charters etc.) and secondary sources.

Examples for many types of publication are given below. If there is no example of a specific source you are citing, follow the example most closely in line with yours.

* Classical or medieval text of which the author is known:

NAME, *Title*, (ed.) (eds.) Initials. Name of editor, year of publication: Place of publication (Name of series).

If the author is unknown, the reference begins with the title. In the bibliography it is found under the first letter of the first word.

example: CAESAR, *De Bello Gallico*, (ed.) H.J. Edwards, 1970: London/Cambridge Mass. (LCL 72).

Collections of charters are dealt with as if they were edited books.

example: CAMPS, H.P.H. (ed.), 1979: *Oorkondenboek van Noord-Brabant tot 1312, I. De Meierij van 's-Hertogenbosch (met de heerlijkheid Gemert), 's-Gravenhage*.

* Translation of an ancient text.

NAME, *Title*, (transl.) Initials. Name of translator, year of publication: *Title* (if different from the original title), Place of publication (Name of the series).

example: GREGORY OF TOURS, *Liber in Gloria confessorum*, (transl.) R. van Dam, 1988: *Gregory of Tours. Glory of the Confessors*, Liverpool (Translated texts for historians, Latin series IV).

* Edition and translation combined

example: GREGORY OF TOURS, *Liber in Gloria confessorum*, (ed.) B. Krusch, 1885: *MGH SSRM 1*, Hannover; (transl.) R. Van Dam, 1988: *Gregory of Tours. Glory of the Confessors*, Liverpool (Translated texts for historians, Latin series IV).

* Book with one author.

NAME OF AUTHOR, Initials., year of publication: *Title*, Place of publication.

Example: BLANCHET, A., 1907: *Les enceintes romaines de la Gaule*, Paris.

Note: in compliance with international rules on the alphabetical order of personal names, name elements such as 'van' and 'de' are considered part of the surname and listed as such. Thus W.A. van Es would be listed as Van Es, W.A. (in the Netherlands it is customary to list it as Es, W.A. van).

*** Book with two or more authors.**

NAME OF FIRST AUTHOR, Initials./Initials. Name of second author/Initials. Name of third author, year of publication: *Title*, Place of publication.

example: SLOFSTRA, J./H.H. van Regteren Altena/N. Roymans/F. Theuws, 1982: *Het Kempenprojekt. Een regionaal-archeologisch onderzoeksprogramma*, Waalre.

*** Book in preparation.**

NAME OF FIRST AUTHOR, Initials./Initials. Name of second author/Initials. Name of third author, in prep.: *Title*, Place of publication.

example: SLOFSTRA, J./H.H. van Regteren Altena/N. Roymans/F. Theuws, in prep.: *Het Kempenprojekt. Een regionaal-archeologisch onderzoeksprogramma*, Waalre.

*** Reprinted book.**

NAME OF AUTHOR, Initials., year of publication of reprint and number of reprint in superscript (year of first publication): *Title*, Place of publication.

example: MARX, K., 1890⁴ (1867): *Das Kapital. Kritik der politischen Ökonomie*, Hamburg.

*** Book as part of a series.**

NAME OF AUTHOR, Initials., year of publication: *Title*, Place of publication (Name of series and number).

example: DERKS, T., 1998: *Gods, temples and ritual practices. The transformation of religious ideas and values in Roman Gaul*, Amsterdam (Amsterdam Archaeological Studies 2).

*** Internal reports, unpublished PhD dissertations and MA theses, etc.**

NAME OF AUTHOR, Initials., year of publication: *Title*, Place of publication (internal report name institution, company etc.).

examples: THEUWS, F., 2005: *The Merovingian building plans of Geldrop*, Amsterdam (internal report Amsterdam Archaeological Institute).

THEUWS, F., 2005: *The Merovingian building plans of Geldrop*, Amsterdam (unpublished PhD dissertation University of Amsterdam).

THEUWS, F., 2005: *The Merovingian building plans of Geldrop*, Amsterdam (unpublished MA thesis University of Amsterdam).

*** Collection of papers with one editor (for instance of a conference).**

NAME OF EDITOR, Initials. (ed.), year of publication: *Title*, Place of publication.

example: MCKITTERICK, R. (ed.), 1995: *The new Cambridge medieval history. Volume II c. 700-900*, Cambridge.

*** Collection of papers with more than one editor (for instance of a conference).**

NAME OF FIRST EDITOR, Initials./Initials. Name of second editor (eds.), year of publication: *Title*, Place of publication.

example: RIPOLL, G./J.M. Gurt (eds.), 2000: *Sedes Regiae (ann. 400-800)*, Barcelona.

*** Collection of papers with more than one editor in a series.**

NAME OF FIRST EDITOR, Initials./Initials. Name of second editor (eds.), year of publication: *Title*, Place of publication (Title of series, specification, serial number).

example: JAHNKUHN, H./D. Timpe (eds.), 1989: *Beiträge zum Verständnis der Germania des Tacitus. 1. Bericht über die Kolloquien der Kommission für die Altertumskunde Nord- und Mitteleuropas im Jahr 1986*, Göttingen (Abhandlungen der Akademie der Wissenschaften in Göttingen, Philologisch-Historische Klasse, Dritte folge 175).

*** Contribution in a collection with one editor.**

NAME OF AUTHOR, Initials., year of publication: *Title*, in Initials. Name of editor (ed.), year of publication: *Title*, Place of publication, page numbers.

example: DE JONG, M., 1995: *Carolingian monasticism: The power of prayer*, in R. McKitterick (ed.), 1995: *The new Cambridge medieval history. Volume II c. 700-900*, Cambridge, 622-653.

Note: For two or more authors or editors, follow guidelines as given above. Mind the order of initials, names and slashes. The volume is not listed separately in the bibliography unless it is referred to as a separate publication.

*** Article in a print journal.**

NAME OF AUTHOR, Initials., year of publication: *Title*, *Title of Journal* serial number, page numbers of article.

example: LE BOULANGER, F., 2004: *Évolution d'un îlot urbain du XIIIe au XVIIe siècle*, Quimper, Collège de la Tour d'Auvergne (Finistère), *Archéologie Médiévale* 34, 1-42.

Note: the serial number follows the title of the journal without a separation comma, it is not in italics and it is always in Arabic numerals. If a journal is published in a later year than the year indication proper, the year of publication is given in square brackets: 1988 [1990].

*** Article in an on-line journal**

NAME OF AUTHOR, Initials., year of publication: *Title*, *Publication Series* serial number (URL on date of retrieval).

example: PEACEY, A., 1996: The introduction of tobacco and tobacco pipes to the British Isles, *Internet Archaeology* 1
(<http://intarch.ac.uk/journal/issue1/peacey/intro.html> on 16 March 2007).

*** CD-rom**

Title, year of publication, author, editor, etc. (cd-rom)

example: *Cultuurhistorische waardenkaart Noord-Brabant*, 2001, Provincie Noord-Brabant (cd-rom).

*** Newspaper article**

NAME OF AUTHOR, Initials., year of publication: Title, *Title of the Newspaper*, Name of section, date, page(s).

example: BUIJTENDORP, T., 1990: Een Nederlands Pompeï, *NRC Handelsblad*, Bijlage wetenschap en onderwijs, 16 March 2016, 1.

*** Review**

NAME OF REVIEWER, Initials., year of publication: rev. of Name of author, Initials., year of publication: Title, City of publication, *Title of journal* serial number, page number(s).

Example: FICHET DE CLAIRFONTAINE, F., 2004: rev. of Sapin, C. (ed.): 2002: Avant-nefs et espaces d'accueil dans l'église, entre le IVe et le XIIe siècle. Actes du colloque international du CNRS (Auxerre, 17 au 20 juin 1999), Paris, *Archéologie Médiévale* 34, 315-318.

Abbreviations

c. caput

ed. editor

eds. editors

et al. *et alii*

N.F. Neue Folge

N.R. Nieuwe Reeks/Neue Reihe

N.S. New Series

rev. of review of

s.a. *sine anno*

s.l. *sine loco*

s.v. *sub voce* (under that word, used in footnotes in reference to an to encyclopedia entry)

trans. translator

vol. volume

vols. volumes

Captions

Figures, whatever their nature, are always referred to as figure(s), fig. or figs.

Tables are indicated as table(s). They are numbered in sequence per contribution.

Figures are numbered in sequence per contribution.

In-text a figure is referred to as fig. with a number, and placed within parentheses.

Example: The river Scheldt runs in a northerly direction (fig. 2).

In a caption the figure is referred to as Fig. 1, 2, 3 etc. There is no full stop following the figure number.

Captions should make it possible to understand the figures independent of the text. Preferably they will contain the place concerned, the subject and date.

Captions end with a full stop. Scale indications follow as a separate line.

example: Fig. 1 Bergeijk. Plan of the Romanesque church of the twelfth century.

Scale 1:100.

If a caption contains a legend, then first the list of figures appears then a possible list of letters. Enumerations begin on a new line and are not followed by a full stop. Numbers and letters are not followed by a full stop. Elements are separated by a semicolon.

example: Fig. 1 Northern Belgium in late Merovingian times. Scale 1:100.000.

1 peat; 2 sandy soils; 3 löss; 4 clay; a Antwerp; b Diest; c Lommel; d Nete River; e Arendonk

Credit for someone's else figure must be given.

example: Fig. 1 Flanders in the Early Middle Ages (Tys 2005, 12, fig. 2).

Illustrations

It is not useful to give detailed lay out instructions for the figures. As much as possible, provide figures in digital form using up to date programmes (the Adobe series for instance).

Digital photographs should have at least 800 DPI.

If illustrations are in colour they should be in CMYK format.

Illustrations should be in EPS format.

Digital documents (illustrations) should have measurements in centimetres.

Do not use Clipping Mask for finalizing Adobe Illustrator figures. This will be done in the lay out stage. Indicate the outline of the figure (box, frame) by adding a rectangle as the top layer.

Maps of excavations, villages and other generally unknown places should **always** contain an arrow indicating north and a scale. Figures will be returned to authors if they do not include these requirements.

Legends should preferably be placed in the outline of the figure. Keep the amount of text in a figure to a minimum

In excavation plans, the non-excavated areas should be indicated by a 10% grey shade.

For more detailed instructions, see the section on figures in Diepeveen-Jansen, M./J. Kaarsemaker, 2004: *Publicatiewijzer voor de archeologie*, Amsterdam (Themata 1).