

Archaeological Textiles Review - guidelines for authors

The editorial board of the *Archaeological Textiles Review* welcomes submissions from academics, craftspeople, independent scholars and practitioners. The focus of the journal is mainly on archaeological textiles, including investigation and technical analysis of all textile material.

Deadlines

The deadline for articles is 1 May each year.

The deadline for project reports is 1 June each year.

The deadline for conference reports is 1 October each year.

Notification of doctorates awarded and new books are accepted at any time up to about 1 November each year.

Length of submissions

Research articles should be no longer than 10,000 words, including abstract, references, captions, acknowledgements with a minimum of four and a maximum of ten of images.

Project reports including captions should be no longer than 3,000 words with a minimum of three and a maximum of five of images.

Conference reports should be no longer than 1,000 words, including captions with a maximum of two images (and the conference branding).

Submissions should include the title, author, abstract, main text, acknowledgements, bibliography followed by the numbered image captions and table titles in one document.

Editorial policy

Submissions must be original and not previously published in the same form.

Please note that all manuscripts may be edited for clarity, length, and/or the quality of the English. All authors receive a pdf proof for comment and approval before publication.

Submissions will be sent for double-blind peer review – ensure the author's name appears only once at the top of the article.

People are identified with first name and surname only and no title such as Dr and Prof etc.

Headings

Organise the text with a clear hierarchy of headings and subheadings using four styles for subheadings only:

Bold for the top level

Bold/italics for the second level

Italics for the third level

SMALL CAPS FOR THE FOURTH LEVEL

Please follow the format set out below in **all** instances.

Typeface, font and spacing

Use Palatino Linotype 12pt, single spaced, with no before/after line spacing added.

Set all the text left (ragged right) not justified.

Use no indentation of paragraphs.

Use only one line space between paragraphs.

Use no headers.

Title

Compose a short title with a subtitle if required separated by a colon (but no more than nine words in total).

Use no punctuation (other than the colon separating the main and subtitle) unless it is a question which requires a question mark or a quotation requiring double quotation marks.

Use uppercase for the first word and proper nouns only (for example, place and people's names).

Author/s' names

Single author – note first name, surname, no punctuation, with no other details:

Ulla Mannering NOT U Mannering

Multiple authors - note first names, surnames, commas and ampersand, no other details:

Karina Grömer, Eva Andersson Strand and Jane Malcolm-Davies

Abstract

Indicate the topic and main findings in 100 (minimum) to 150 words (maximum).

Keywords

Include keywords – a minimum of five and a maximum of seven. Keywords should be single words not phrases separated by commas.

Main text

Recommended headings -

Introduction

Methodology

Findings

Discussion

Conclusion

Avoid all other subheadings. Begin each new section of the article with a sentence which clarifies what it is about.

Avoid the use of the first person singular or plural (that is, no “I”, “we” or “us”).

Use the present or past tense throughout: for example, “the fabrics were woven ...” or the fabrics are knitted ...” Do not mix past and present tenses.

Citations

ATR uses Harvard style referencing (see link below) which requires all general references to be indicated with author/s, year of publication, as follows:

... rings, pectoral crosses, rosaries and clothes in various states of preservation (Bravermanová 2005).

... including beads of coral, jet guarded with silver, and amber guarded with silver (Mikhaila and Malcolm-Davies 2006).

Precise information and quotations are indicated with author/s, year of publication, and page numbers, as follows:

... The fresh pine wood, from which the coffin was constructed, produces turpenoids with significant antifungal and antimicrobial properties (Piombino-Mascali et al. 2014, 119).

Note that et al is not italicised.

Do not use “see” or “cf” when referring to published literature.

Footnotes and endnotes

ATR does **not** use any footnotes or endnotes. Incorporate all relevant information in the main text.

Sources of funding or other support for the research is noted in the acknowledgements.

Any text submitted as part of an article in footnotes or endnotes will be omitted.

Terminology

Be consistent and precise in the use of terms: for example, tabby and plain weave are acceptable terms but use one or the other not both.

Use the terms wool and woollen correctly: “wool” is the descriptor for an item known to be made of wool; “woollen” is the descriptor for an item made with fleece which was processed by combing before weaving and/or fulling after weaving in contrast to “worsted” which was combed before weaving.

Provide dimensions of objects as length, width, height, diameter, circumference etc.

Use amount, quantity and number correctly: amounts cannot be counted or measured, quantities and numbers can – for example, “a vast amount of effort” (for a singular noun only), “a large quantity of dye” (for a singular or plural noun which can be measured or counted) and “a large number of fragments” (for a singular or plural noun that can be counted). Note that amounts and quantities are large/small but numbers are high/low.

Use “more than” not “over” for measurements: for example, “five of them weigh more than 400 g” not “five of them weigh over 400 g”.

For approximate measurements, use “approximate” not “around” or “circa”: for example, “The average weight is approximately 190 g”.

Style and formatting

Use British English not United States English (for example, organise not organize, fibre not fiber, centre not center.)

Use spell check! Set the document and spelling to British English (UK) and note the spell checker warnings.

Note that no z forms of words are used: for example, digitisation NOT digitization, recognises NOT recognizes).

Use *italic text* for words or quotations which are in languages other than English.

Use only one-character space after a full stop, not two, as follows: “... the end of the sentence is marked by a full stop and a single space. It does not require two spaces.”

Use double marks to indicate “quotations” and single marks for “a quotation ‘within’ a quotation”. Lengthy quotations are to be avoided but any strictly necessary quotations of more than 40 words are indented.

Numbers from one to ten are expressed as words: one, two, three etc – for example, ninth century not 9th century, except for units of measurement (see below).

Numbers above 10 are expressed as numerals: 11, 12, 13, 23, 44, 55 etc

Standard International metric units are used (with imperial equivalents, if appropriate, in parentheses), as follows:

6.35 cm (2½ in) - note space after numeral and before unit of measurement

4 g

50 m

For magnification, use x25 – note no space between x and numeral.

Express percentages as 35% or 100%. Note no space between numerals and percentage symbol. Do not use percentages for quantities less than 50.

Decimals are expressed with a full stop not a comma: for example, 2.5 cm, 55.98 m. Use a comma to denote 1000s: for example, 4,765 textiles

Avoid roman numerals

Avoid superscript – 12th century not 12th century

Dates are expressed as day, month, year – 29 July 1964

Use circa for approximate single dates but not for a range – for example, circa 1120; dated 1120 to 1340.

Use BCE (before common era) and CE (common era) not BC (before Christ) and AD (*Anno Domini*).

Eras in prehistory and history are capitalised: for example, Iron age, Viking era, Roman period, Early Modern times, Medieval period when used as nouns but not when used as adjectives with other words – for example, “In the Bronze age” but bronze age burials” and “The Prehistoric era” but “prehistoric burials”, “In the Medieval period” but “medieval castle”.

Use 1970s not 1970’s (note no apostrophe).

Use first, secondly, thirdly ... not firstly, second, third ...

For all locations, state the country as well as the region/town/city – for example, Museum of London (United Kingdom).

United States (US) not United States of America (USA).

Use lowercase for compass points and other geographical descriptors: north, south, east, west, north-west, central, upper, lower ... unless part of a name/title – for example, South Kensington.

Use lowercase for titles (such as empress, queen, sultana) except when used with the name of the ruler – for example, “the abbess was in charge of the convent” but “Abbess Isidora was in charge of the convent”.

Provide inventory numbers for all objects referred to in the text, captions and tables.

Use “his or her” or “their” not “his” unless specifically referring to a man.

Use humankind not mankind; avoid all other sexist constructions of language.

Abbreviations

Give title or description in full on first mention followed by abbreviation in parentheses – for example, radiocarbon 14 dating (14C dating).

Use the full form not abbreviations for:

For example, not eg or e.g.

That is, not ie or i.e.

Inventory number not inv. no.

Catalogue number not cat. no.

Use a full stop after abbreviations which do **not** contain the last letter of the complete word – for example, St for Saint (not St.) and fig. for figure, no. for number, nos for numbers

For two authors, use both names – Mikhaila and Malcolm-Davies 2006 (note no ampersand for and)

For more than two authors, use et al. – Johnson et al. 2009 (note full stop after al)

Use “died” not † for a date of death, for example: Blanche of Valois (died 1348) not Anne of Bavaria (†1352)

Acknowledgements

Acknowledge grants and sources of finance here with the names of foundations or funding bodies here. Name only individuals or organisations which have contributed to the article.

Bibliography (not References)

ATR uses Harvard style referencing (see link below) which requires a bibliography with the full publication details of all texts cited in the main text, captions or tables.

Books:

Single authors –

Authors should be given with family name, initial. (year of publication) *Title in Initial Capitals and Italics*. Place of publication: publisher.

Spantidaki, S. (2016) *Textile production in Classical Athens*. Ancient Textile Series no. 27. Oxford: Oxbow Books.

Gleba, M. (2008) *Textile Production in Pre-Roman Italy*. Oxford: Oxbow Books.

Books with multiple authors:

Harlow, M. and Laurence, R. (2002) *Growing Up and Growing Old in Ancient Rome: A Life Course Approach*. London: Routledge.

Chapters in edited volumes –

Author(s), Initials. (year) Title of chapter with small initial letters (except for proper nouns). In Name(s) of editor(s) (eds), *Title of Edited Volume in Initial Capitals and Italics*. Place: publisher, pages.

For example:

Raeder Knudsen, L. (2012) The tablet-woven borders of Verucchio. In M. Gleba and U. Mannering (eds), *Textiles and Textile Production in Europe from Prehistory to AD 400*. Oxford: Oxbow Books, 254-264.

Journal articles:

Author name, initial. (date) Article title. *Journal name*, with small initial letters (except for proper nouns) volume(issue), page nos. (without pps). doi: doi number if available.

Andersson, E. (1995) Invisible handicrafts. The general picture of textile and skin crafts in Scandinavian surveys. *Lund Archaeological Review* 1, 7-20.

More than two authors –

Photos-Jones, E., Hall, A. J., Atkinson, J. A., Tompsett, G., Cottier, A. and Sanders, G. D. R. (1999) The Aghia Kyriaki, Melos Survey: prospecting for the elusive earths in the Roman period in the Aegean. *The Annual of the British School at Athens* 94, 377-413.

Mårtensson, L., Nosch, M-L. and Andersson Strand, E. (2009) Shape of things: understanding a loom weight. *Oxford Journal of Archaeology* 28 (4), 373-398.

Conference proceedings –

Author(s), Initials. (year) Title of paper with small initial letters (except for proper nouns). *Name of conference in Initial Capitals and italics*, hosting organisation or place, date(s) and month.

For example:

Malcolm-Davies, J. (2019) Speed dating or slow dating? The challenges of interdisciplinary analysis of early modern materials. *Dress under the Microscope: Contributions of Science and Technology to the Study of Early Modern Dress*, Dressing the Early Modern Network conference, Lisbon, 12-13 September

Avoid using personal communications. These are not as robust as published references. If they must be used (in exceptional circumstances), format as follows:

Main text -

This is a technique that was commonly used in Chinese metal thread embroideries in this period (pers. com. Yarong 2013).

Bibliography -

Yarong, W, Chinese Academy of Social Sciences, Beijing, China - personal communication, 24 October 2013.

Internet sources

Websites are listed separately under this heading.

Cite websites by name (abbreviated, if necessary) and date in the main text.

For each web site cited, add a fully functional live link to it with the date it was accessed, as follows:

KEME - *Knitting in early modern Europe* (2020) www.kemereseach.com (accessed 29 September 2020)

Note date format: day in numerals, month as a word, year in numerals, for example, 29 July 2020

Use date of copyright statement on website if there is no other indication of publication date or state (undated).

For example:

Archaeological Textiles Review (undated) <http://atnfriends.com> (accessed 29 September 2020)

Corresponding author

First name, surname, email address

Affiliation by organisation's name only, "independent scholar" or similar – not full contact details

Other authors

First name, surname, email address

Affiliation by organisation's name only, "independent scholar" or similar – not full contact details

Images (figures) and captions

Aim to provide one image per page of main text in the article up to a maximum of ten. Note that ATR does not guarantee to use all the images submitted. If some images are priorities, please indicate their priority order for inclusion.

Indicate preferred positions of the images in the main text with "(fig. 4)" at the end of a relevant sentence. There is no need to signpost the images further.

Ensure all figures are signposted in the main text.

In the text, refer to images using "fig. 1", "fig. 3 and fig. 4", "fig. 5a". Note lower case f, abbreviation and full stop, space after full stop, and lower case a, b, c ...

For multiple images in figures, use a, b, c etc (note lower case) and refer to them in this way in the main text. Format them as follows: a -, b - etc. For example:

Fig. 5: Detail of the pile textile samples showing the visible difference between: a - sample 2 with the higher density pile based on the Heynes fragments; and b - the lower density of the pile in sample 3 based on the description in *Grágás* (Images: Julia Hopkin)

Full captions for all images are to be provided by the author and included after the bibliography in the main article text file.

Each caption should provide a precise description of the image and the source including the name of the artist or photographer, if required by them.

In the image captions, begin with "Fig. 2:" Note uppercase F, colon and no use of bold.

The credit begins with: "Image:" or "Images:"

All credits for images (photographs, drawings, diagrams, etc) appear in parentheses at the end of captions. Note uppercase I and colon – for example, (Image: Karina Grömer)

Use © only if the copyright holder has requested it.

There are no full stops at the end of captions.

For example:

Fig. 3: Detail of Mitten A (Cultural Heritage Agency, Lelystad, inventory number BZN8-220) showing the shaping by decreasing the number of wales towards the fingertips end (Image: Annemarieke Willemsen)

Figures must be saved separately from the text. Do not embed figures in the main article text file.

Figures must be submitted in their final layout and ready for printing.

Please provide scanned images as .tiff files with a resolution of at least 600 dpi.

Tables and titles

Indicate preferred positions of the images in the main text with “(table 4)” at the end of a relevant sentence. There is no need to signpost the tables further.

Ensure all tables are signposted in the main text.

In the text, refer to tables using “table 1”, “table 2 and table 4”, “table 5a”. Note lower case t, no abbreviation, and lower case a, b, c ...

Full titles for all tables are to be provided by the author and included after the bibliography in the main article text file.

In the table titles, begin with “**Table 2:**” Note uppercase T, colon, and use of bold.

All credits for tables appear in parentheses at the end of titles. Use © only if the copyright holder has requested it.

There are no full stops at the end of titles.

For example:

Table 1: General data on the stockings, yarn, gauge and colour - * indicates information taken from previous publications or reports. Notes: NA = not available; NR = not recorded

Tables must be saved separately from the text. Do not embed tables in the main article text file.

Tables must be submitted in their final layout and ready for printing.

Table dimensions are: width 8.4 cm or 17.4 cm with a maximum height of 21.5 cm. Note that ATR cannot accept any other dimensions for tables.

Use Palatino linotype 10pt or Arial 10 pt for tables.

Please provide tables as .tiff files. Do not send Excel or Word documents.

Copyright

Authors are responsible for obtaining all permissions from copyright holders for the reproduction of illustrations, tables, figures or lengthy quotations previously published elsewhere. It is recommended that these permissions be secured in writing and filed for future reference by the author.

Note all the requirements of copyright holders and ensure they are completed on the article proof.

It is the author's responsibility to ensure all copyright conditions for images and text are met.

All copyrights to images must be cleared for print and digital publication.

Any other business

Refer to the issue 60 and subsequent issues for guidance on style and format. Not everything is precisely consistent but the editorial team is striving to streamline the editorial policy. Check several issues to be certain of the style/format in question.

If an issue of style or format is not set out here, refer to the *Harvard Guidelines* here:

[Quick guide to Harvard referencing \(Cite Them Right\) | Library Services | Open University](#)

Publication

Each annual issue of ATR is available on publication (in early January) online and as a digital download immediately and as a print-on-demand hard copy from the University of Copenhagen's Campus Print webshop.

Online: www.atnfriends.com

Print-on-demand: <http://www.webshophum-en.ku.dk/shop/search-1.html?keyword=archaeological+textile+Review>

ATR is incorporated into the EBSCO indexing system.

Please note that as ATR is primarily an electronic publication, authors will not receive a printed copy of the journal

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