

Style Guide for main body of text

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A. Spelling

1. Standard British English should be used (i.e. that variety used in the United Kingdom and Ireland), unless the author is a native speaker of another variety of English (e.g. American English, Australian English, Canadian English).

2. Proper names always retain their “home” spelling if there is a difference in spelling in different varieties of English:

Sydney Harbour and Pearl Harbor, Ministry of Defence (UK) and Department of Defense (US)

3. **Words with -ise/-ize:** always use the *-ize* form, e.g. symbolize, organization, recognized, but there are exceptions to the rule, where the *-ise* spelling is compulsory:

advertise, advise, apprise, arise, chastise, circumcise, comprise, compromise, demise, despise, devise, dis(en)franchise, disguise, enfranchise, enterprise, excise, exercise, franchise, improvise, incise, merchandise, prise [open], revise, supervise, surmise, surprise, televise

4. **Words with -yse:** analyse, paralyse etc. and their formations (e.g. paralysis) always take the *-se* ending in British English.

5. **Modern place names.** Use the name that is most appropriate for the time period under discussion, and ensure continuity of that use throughout the manuscript. If there is a modern English version of a place name that is universally understood, use that in the manuscript rather than the modern local name:

Naples (rather than Napoli), Rome (rather than Roma), Athens (rather than Athina), Aleppo (rather than Halab)

When discussing places where there is a modern English name as well as the modern local name for the place, but neither is more prominent in common international use, give the alternative name in brackets at first use:

Leuven (Louvain)

Ensure there is continuity and the same name choice is used throughout the manuscript.

6. **Ancient names.** When using Greek and Latin names, use the Greek and Latin spelling rather than the anglicized versions:

Ephesos (rather than Ephesus), Thukydidēs (rather than Thucydides), Athenaios (rather than Athenaeus), Horatius (rather than Horace), Martialis (rather than Martial)

In the descriptive text (as opposed to quotations), always write Greek names in Roman:

Ephesos (rather than Ἐφεσός)

For ancient place names that have a different modern name, use whichever is more appropriate in the context, and on its first use provide the alternative name following in brackets:

Naples (Neapolis) *or* Neapolis (Naples)

Use *either* the modern English version of the name with the Greek or Latin equivalent in parentheses at first use and just the modern English version of the name thereafter, *or* use the Greek or Latin version of the name with the equivalent modern English version of the name in parentheses at first use and just the Greek or Latin name thereafter. Whichever choice is made, consistency of use is important.

Possessives of ancient names are dealt with in the Apostrophes section of the Punctuation section below (C. Punctuation 9).

B. Use of italics, foreign words and phrases

1. Italicize single words and short phrases in a foreign language that are not in common English use:

in situ, inter alia, terminus post quem, vel sim., vice versa, kantharos, lekythos, topiarii, trapezomata

2. The following Latin words and abbreviations are considered to be in regular English use, and do not need italicization:

cf., e.g., etc., *ibid.*, i.e., *passim*, *per se*

cf., from the Latin *confer*, is used in the sense of “compare”. As such, it can be used both for

comparing conflicting views, or in footnotes in the sense of “see”.

Exceptions which are italicized are *c.* (see also **F. Dates 8** for *c.* = circa), *et al.* and *sic*. This last example is used where editorial clarification is needed within a quotation, and is presented italicized within square brackets to differentiate it from the quoted text (see also **C. Punctuation 5**).

3. Do not use Latin words or phrases when an English equivalent is available:

namely instead of *viz.*, in a class of its own instead of *sui generis*

4. Diacritical marks should be used, even in words in common use in English:

roman à clef, raison d’être, façade, élite

C. Punctuation

1. Full stops. If a sentence ends in an abbreviation that takes a full stop, or a quotation that ends with a punctuation mark such as a full stop, question mark or exclamation mark, then no further full stop is needed:

Oscar Wilde said “I have nothing to declare except my genius.”

Ellipses (omission marks, indicating where text has been left out) are formed by a group of three full stops with no space between them, with a space on either side of the group.

The reviewer felt that the play “never took flight ... the performances were pedestrian at best.”

Where a sentence ends in an ellipsis (usually due to a quotation), no terminal full stop is necessary.

2. Colons. With a few exceptions, the part of a sentence that follows a colon always starts with a lower case letter. The exceptions are when the following word is a proper name, when the colon is at the end of a section heading, and sometimes in the citation of book titles, and article and chapter titles (see **Bibliography 3** in the Guide for Contributors). The colon is always closed up to the end of the preceding word.

3. Semicolons. As with colons, question marks, etc., the semicolon is always closed up to the end of the preceding word.

4. Commas. For clarity, avoid using too many commas in a sentence. If necessary, break the sentence into shorter sentences.

In a series of three or more items, a comma stands for an “and” or an “or”:

The excavation report dealt with finds including animal bones, metal objects, ceramic objects and glass objects.

A comma before the final item may be necessary for clarity:

He ordered a kebab, fish and chips, and meatballs.

A comma is used before “etc.” in a series:

The group was made up of workers such as plumbers, electricians, builders, etc.

5. Brackets. Parentheses/round brackets (...) are used for parenthetical statements and references within the main body of the text. Where the sentence ends with a closing parenthesis, the full stop is placed outside the parenthesis:

The emperor had been successful in earlier campaigns (for instance, the First Dacian War).

Square brackets [...] are used where additional editorial clarification is needed in a text:

Falconer argued that he [Bennett] was wrong in this respect.

Parker wrote “I enlisted in the army as there was a wart [*siz*] on.”

6. Question marks. Always close up to the preceding word. If a sentence ends in a question mark, a following full stop is not needed.

7. Exclamation marks. Avoid their use, as exclamatory expressions are not appropriate for formal academic texts.

8. Quotation marks/inverted commas. In the main body of text, all quotation marks/inverted commas should be double, unless

a) another quotation is made *within* the quoted text, in which case the inner quotation takes single inverted commas

b) reference is made to the title of an article in a journal or newspaper, or the title of a short story, poem, song, essay, or monologue: this goes within single inverted commas

If the quotation ends with a concluding punctuation mark (full stop, question mark, exclamation mark) and is at the end of a sentence, then no further full stop is needed:

He stated that “We will never understand the full complexity of the situation.”

If the quotation does not have such a concluding mark, then place a full stop after the quotation mark:

He stated that this was a case of “crowd mentality”.

9. Apostrophes. The apostrophe is used to denote possessive relationships or to denote where letters have been removed to make an abbreviated form of the word: it is often misused, by native and non-native English speakers alike, so care is needed in its use.

possessive: its (note: no apostrophe), a girl’s banjo, a girls’ school

contraction: it’s = it is, they’re = they are

Note plurals of abbreviations do not take apostrophes: cds, UFOs, PhDs

For personal names ending in s, both modern and classical, just an apostrophe is used for the possessive form, unless the name in the possessive form is pronounced with an extra s.

Hence Mars’ statue, Lepsius’ surveys, Euripides’ plays, but Jones’s book, St Thomas’s Church, Jesus’s teachings.

10. Forward slashes. When a forward slash is used to separate two items, do not leave a gap on either side of the slash:

sheep/goat

D. Use of capitals

1. Proper names are capitalized but ordinary nouns are not. Organizations, geographical areas and periods are capitalized:

National Bank of Sweden, Western Mediterranean, Central Greece, Bronze Age, Hellenistic, Late Geometric, Neolithic, East Mediterranean

2. Titles/positions are not capitalized:

director of the Swedish Institute at Athens

nor are titles of books, monographs and articles (see also **Bibliography 3** in the Guide for Contributors):

In *Greek painted pottery* by R.M. Cook, seven of these examples are illustrated

nor are seasons:

spring, summer, autumn (note: *not* “fall”, an Americanism) and winter

nor are cardinal (compass) points:

north, south, east, west

E. Numbering

1. In the body of the text and in footnotes, numbers 1–12 are written out in full:

one, seven, twelve

but those over twelve as Arabic numerals:

25, 178

There are some exceptions to this rule:

A sentence should never begin with a number given as an Arabic numeral. Write the number out in full or precede it with “A total of” or a similar phrase. In these rare instances when numbers are written out in full, compound numbers are hyphenated:

seventy-two, three hundred and twenty-four

Weights and measurements, ratios, percentages etc., given within the text should always be written in Arabic numerals.

In lists or tables, give *all* figures in Arabic numerals.

2. Roman numerals should be avoided, unless in references (see also **Bibliography 9** in the Guide for Contributors).

3. Whole numbers of four or more digits are delineated by a comma, not a point:

1,458 instead of 1458, 86,884 instead of 86884, 3,854,943 instead of 3854943

4. If a figure is a whole one, do not give any decimal places:

15 kg instead of 15.0 kg or 15.00 kg, 743 g instead of 743.0 g or 743.00 g, 4 m instead of 4.0 m or 4.00 m

If the figure has decimal places, always give to two decimal places, and use a point rather than a comma, with no gap following the point:

17.50 cm instead of 17.5 cm, 128.90 g instead of 128.9 g

However, give two decimal places for whole figures if their omission could cause confusion:

0.30 m–1.00 m instead of 0.30 m–1 m: the latter could (possibly) be read as 0.30 m–0.31 m.

Numbers within catalogue entries may be formatted differently from the above conventions, as long as they are unambiguous and internally consistent.

5. For percentages, use % rather than writing out per cent in full, with no gap between the figure and the % symbol:

56%

6. Ranges. Where a range is written out in full, always repeat symbols and multiples:

800° C to 1,200° C, five thousand to ten thousand

Where the range is separated by a dash, use a closed up *en* dash (i.e. an *en* dash with no gaps on either side

of it), and do not repeat the symbol, giving it with one example only.

800–1,200° C, \$5,000–10,000

F. Dates

1. BC and AD are the preferred usages (note, *not* BCE/CE). AD always precedes the date whereas BC follows it, in both case with a space between the date and the BC/AD. Neither is followed by a full stop, unless BC occurs at the end of a sentence.

3 BC, AD 856

BC and AD should always be given when it is not clear from the context and/or there is the possibility of ambiguity or confusion over which applies.

2. Centuries are always given in numerals rather than written out in full, and in both cases BC and AD follow the date:

4th century BC, 16th century AD; second half of the 2nd century

Century is never abbreviated to cent. or c. in the main body of the text. It is allowed in tables or figures, but only if space is limited.

Note the following hyphenations:

early 12th century, mid-12th century, late 12th century

Century when used adjectivally is hyphenated:

17th-century building, early 14th-century travellers, but note mid-19th century porcelain, not mid-19th-century porcelain

3. No comma in dates of thousands of years:

1050 BC, AD 1478

4. No apostrophe is used when referring to decades:

1840s (*not* 1840's)

5. If just the month and year are given, no comma is needed between the two:

December 2012 (*not* December, 2012)

6. Dates given to day, month and year are always written out in full in the day-month-year formation:

14 January 1945

not 14th January 1945; January 14, 1945;
14/01/1945; 01/14/1945 (as in US usage); 1945-01-14

7. If the day of the week is also given, it should be separated by a comma:

Wednesday, 10 October 1962

8. For date ranges, always use a closed up *en* dash and repeat the decade and the century in the second date:

410–398 BC, AD 96–99, 1851–1854, 1940–1945, 876–902, 1999–2001, 2020–2022

Where part of a date or date range is uncertain, use a forward slash to delineate the uncertain dates:

AD 44/5, 260/50–240/30 BC, 137/6–132 BC, 6500–3300/3000 BC

9. If a date is approximate, use *c.* for circa. It should be italicized, without a gap between the *c.* and the full stop, and leaving a gap between *c.* and the date:

c. 875 BC

G. Abbreviations

1. If an abbreviation which is not in common use is used, the full version of the word(s) must be given at first use, preceding the abbreviation, so that the meaning of the abbreviation is clear.

2. Contractions which omit the middle part of the word and end in the same letter as the complete word are not followed by a full stop. This group includes plural *-s*.

Doctor = Dr, Mister = Mr, Madame = Mme,
Saint = St, Street = St, Mt = Mount, volumes
= vols

(NB in footnotes the full stop is used: pls.,
figs. See the Guide for Contributors for
further detail.)

3. Truncations which either miss out the letters at the end of the word or elsewhere are followed by a full stop and a space:

c., Prof. A. Brown, p. 87, pp. 96–99, cf., no.,
nos., vol. 45, Ph.D., M.A.

4. Exceptions include units of measurement:

18 mm, 5 cm, 14 m, 17 km, 59 g, 146 kg, 42
sq m, 93 m², 472 masl (see also **H. Units of
measurement 1–2**)

and cardinal and intercardinal points:

N, SW, NNE

5. When written in capitals, full stops between the letters are not used for either acronyms (words formed of the first letter(s) of a series of words, and pronounced as a word, e.g. AIDS, NATO) or initialisms (words formed of the first letter(s) of a series of words, with each separate letter pronounced, e.g. BBC, UK, US, USSR, VHS).

6. First, second, third, fifteenth, etc. should be written out in full in the text, rather than abbreviated to 1st, 2nd, 3rd, 15th, etc. The exception to this rule is when referring to centuries (e.g. 2nd century BC, 6th century AD); the abbreviations st, nd, rd, th, etc. are not written as superscript.

1st century AD (*not* 1st century AD)

7. Always use a symbol rather than writing out in full in the following cases:

° C (*not* degrees centigrade)

% (*not* per cent)

8. Avoid the use of the ampersand in text unless it is used in an official title.

H. Units of measurement

1. Units of measurement such as length, weight, temperature, etc. should always be given as numerals rather than written out, and in metric units (unless the reference is to historic units of measurement). If imperial measurement equivalents are given, these should follow in parentheses. Always abbreviate the units of measurement, with no following full stop, and a space between the figure and the unit:

18 mm, 5 cm, 14 m, 17 km, 59 g, 146 kg, 42 sq m, 93 m²

The exception is for temperature, where the degree symbol is closed up to the figure, and a space between that and the centigrade symbol:

36° C

2. Always give the measurement in the largest unit of measurement possible:

0.52 km rather than 520 m, 1.46 m rather than 146 cm, 35.30 cm rather than 353 mm

3. **Do not give measurements of artefacts in metres:**

32 cm rather than 0.32m

The exceptions are larger objects such as architectural elements, where a measurement given in metres is more appropriate.

4. For archaeological features and artefacts, always give the three dimensions: length, width/breadth and height/depth, apart from circular or spherical features or artefacts, where the dimensions are given in diameter and height/depth.

5. Be aware of the difference between m² and sq m; between km² and sq km, etc.

I. Use of hyphens

1. Hyphens are used in several ways, including to join attributive compounds:

well-kept gardens

a 2nd-century inscription

to avoid misunderstandings:

more-important discoveries as opposed to more important discoveries, deep-blue sea as opposed to deep blue sea

to separate similar letters in a word to aid comprehension and/or pronunciation:

co-operation, co-ordinate, Kinross-shire

2. For words prefixed with “re” to describe a repeated or renewed action, a hyphen is not used unless ambiguity is caused by their omission, or if the word after ‘re’ begins with an e:

redating, redraft, reorder, but note re-cover (a chair) and recover (a lost item), re-signs (a contract) and resigns (from a position); re-evaluate, re-excavate. Intercardinal points, when written in full, are hyphenated and not capitalized:

north-west, south-eastern

4. In these rare instances when numbers are written out in full, compound numbers are hyphenated:

seventy-two, three hundred and twenty-four

J. Common mistakes to be avoided

1. Fewer and less: a general rule of thumb is “if it can be enumerated, use ‘fewer’; if it can’t, use ‘less.’”

fewer coins, fewer years, fewer people, less influence, less poverty, less wear

“There are fewer jewels on the later brooches”, “There is less jewellery on the later brooches”.

2. “A number of vessels were” is preferred, rather than “A number of vessels was”, i.e. “A number + plural noun” governs a plural verb (but “The number of vessels was” i.e. “The number + plural noun” governs a singular verb).

3. Avoid Americanisms such as “outside of” and “inside of”: “outside” and “inside” are preferred.

K. Glossary of spellings of commonly-used words

abuts

acropoleis (plural of acropolis)

amphora, amphorae (pl)

artefact

backdate (verb)

bedrock	loom weight
black-figure	medieval
carnelian (not cornelian)	metalworking
coarse ware	millstone
Colosseum (not Coliseum)	mould-made
datable	mudbrick
dataset	notebook
disc (for all non-computing uses)	pantile
disk (for computing)	passageway
door-jamb	portico, porticos (pl. NB frescoes)
fieldwalking	post-colonial
fieldwork	post-cranial
figure-of-eight	post-depositional
find-spot	post-destruction
fine ware	postdate
fireplace	post hole
fresco, frecoes (pl. NB porticos)	potsherd
glass working	predate
Greco-Roman	program (for computing)
ground-plan	programme (for all other uses)
guide-book (NB notebook and textbook)	provenance
hammerstone	rebuilt
handmade	redate
horncore	redeposit
horseshoe	re-evaluation
inter-site	re-excavation
intra-site	reinvestigation
judgement	reoccupation
land use	reuse

roof tile

sea-shell

seal-stone

semicircular

sherd

sightline

socio-economic

socio-political

spindle whorl

storeroom

textbook

throne room

topsoil

vase-painting

vase-painter

wall painting

wheel-made

wheel-thrown

whetstone

workshop