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Transport Infrastructure Ireland

TII Publications

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Notes for Authors, Editors and Contributors in the TII Heritage Series

GE-ARC-01034

June 2016

Withdrawn

GE General

Technical

About TII

Transport Infrastructure Ireland (TII) is responsible for managing and improving the country's national road and light rail networks.

About TII Publications

TII maintains an online suite of technical publications, which is managed through the TII Publications website. The contents of TII Publications is clearly split into 'Standards' and 'Technical' documentation. All documentation for implementation on TII schemes is collectively referred to as TII Publications (Standards), and all other documentation within the system is collectively referred to as TII Publications (Technical). This system replaces the NRA Design Manual for Roads and Bridges (NRA DMRB) and the NRA Manual of Contract Documents for Road Works (NRA MCDRW).

Document Attributes

Each document within TII Publications has a range of attributes associated with it, which allows for efficient access and retrieval of the document from the website. These attributes are also contained on the inside cover of each current document, for reference. For migration of documents from the NRA and RPA to the new system, each current document was assigned with new outer front and rear covers. Apart from the covers, and inside cover pages, the documents contain the same information as previously within the NRA or RPA systems, including historical references such as those contained within NRA DMRB and NRA MCDRW.

Document Attributes

TII Publication Title	<i>Notes for Authors, Editors and Contributors in the TII Heritage Series</i>
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NRA DMRB and MCDRW References

For all documents that existed within the NRA DMRB or the NRA MCDRW prior to the launch of TII Publications, the NRA document reference used previously is listed above under 'historical reference'. The TII Publication Number also shown above now supersedes this historical reference. All historical references within this document are deemed to be replaced by the TII Publication Number. For the equivalent TII Publication Number for all other historical references contained within this document, please refer to the TII Publications website.

Notes for Authors, Editors and Contributors in the TII Heritage Series

Transport Infrastructure Ireland (TII) publishes archaeology and heritage books in the TII Heritage Series which includes the proceedings of our annual Heritage Week events and monographs dedicated to the excavation results from individual road and light rail schemes. The aim of all of our archaeological publications is to communicate your discoveries, analyses and interpretations to as wide an audience as possible. The treatment of this information may be more technical or more detailed in some publications than in others, but the writing should always be as clear and succinct as possible. Consider the aim of each sentence and paragraph. Keep sentences short. Avoid technical language, jargon and other obscure terms wherever possible. Ultimately, everything you write is an encounter between you and our many readers.

QUALITY CONTROL

Any draft typescript submitted for publication may be offered to a competent referee. The referee's report will be passed to the principal author but it will be the referee's prerogative to remain anonymous.

Our editors aim to assist you in making the journey into print. All documents accepted for publication by TII may be subject to editorial amendments by the TII Editor(s) or Project Archaeologist, or consultant editor, but substantive changes will not be introduced without prior consultation with the authors. Prior to publication one set of page proofs will be sent to the principal authors for review. It will be the principal author's duty to ensure that contributing authors also have an opportunity to review page proofs.

COPYRIGHT

Following publication of any archaeological work by TII, joint copyright will be owned by the authors and TII.

It is the author's responsibility to obtain written permission for the use of all copyright material other than Ordnance Survey Ireland (OSi) maps, map extracts or plans based on OSi material. TII will seek permits to reproduce any OSi material reproduced in its publications.

DOCUMENT SUBMISSION

Documents supplied for publication by TII should be accompanied by a completed Document Record Form (attached below).

The text should be typed on one side of A4 paper in 12 pt font, double spaced, with wide margins and page numbers throughout.

The text should be accompanied by a full set of illustrations (hard copy) with a separate list of numbered captions.

Two sets of the work are required, including text and illustrations, printed in hard copy, and accompanied by a full set of digital files, clearly labelled.

CD-ROM

Books published in the TII Heritage series that relate to a single road/light rail scheme are usually accompanied by a CD-ROM containing the full excavation Final Reports and other relevant information. A list of the contents of the CD-ROM should appear in the contents list of the printed book.

In addition to archaeological report files, the CD-ROM should contain a simple text file listing the contents of the CD-ROM, and giving the name of the parent monograph, authors' names, year and place of publication and the publisher (i.e. TII).

In preparing the CD-ROM for publication, avoid multiple folders and sub-folders, and digital interfaces that may not be suitable for all readers. Present individual reports as single files where possible (i.e. not multiple files consisting of text, tables and illustrations). Adobe PDF files are currently preferred.

Filenames should be short and self-explanatory. Ideally, filenames for Final Reports will include the site name, type of site and excavation registration number (e.g. Carnmore West cashel and souterrain E2436.pdf)

HEADINGS & AUTHOR CREDITS

The hierarchy and style of headings and subheadings is continually evolving to achieve greatest clarity and economy, and also a 'best fit' for the particular publication in hand. (For the latest example see TII Heritage 2 in the series, *The Science of a Lost Medieval Gaelic Graveyard*, published in December 2015.)

Authors need not aim to imitate existing publications closely but must indicate clearly to the copy-editor and typesetter the intended hierarchy of headings in the finished typescript that has been submitted for publication. As a general rule, use no more than four levels of heading within the body of the text (i.e. five levels including chapter headings), as in the following examples.

CHAPTER TITLE	ARCHAEOLOGICAL LANDSCAPE	
Text section 1	Early medieval period	Over text, single line space, large
Text section 2	Ringforts and cashels	Over text, single line space, bold
<i>Text section 3</i>	<i>Curtaun ringfort</i>	Over text, single line space, italic
Text section 4	Building 1 A roundhouse was ...	Embedded in first line of text, bold

The principal authors' names can be given in full in the title credits but names of contributing authors should be given as initials and surname.

by Michael Stanley & Jerry O'Sullivan
with contributions by M Deevy, N Dunne, K Hanley & R Swan

Names of contributing authors need not appear in the main contents list but should appear beneath the title of any section or chapter contributed by them in the text.

ACKNOWLEDGEMENTS

The Acknowledgements section in monographs dealing with a specific road/light rail scheme is usually compiled by the principal authors. For proceedings, each paper may include an Acknowledgements section, in addition to the general Acknowledgements compiled by the editors for the volume as a whole. In terms of style, a clear and restrained statement of facts is better than effusive thanks. Thus 'Henry Jones commented on an early draft' and not 'thanks to Henry Jones for taking the time from his busy schedule to comment on an early draft'. Avoid mere lists.

SITE LOCATION AND STATUS

Full details should be given for the location and status of the site or monument that is central to the report, including townland, county, ITM co-ordinates, height OD, excavation licence or registration number, Ministerial Directions number and excavation director's name (if not the author). If relevant, the RMP number should also be cited. This information should be given as a footnote to the title page for the relevant chapter or section, or at the first mention of the site in the text. The information should be presented in the following format:

¹ Camlin 4, Co. Tipperary: ITM co-ords 613746, 685763; height 140 m OD; Excavation Reg. No. E3580; Ministerial Directions No. A038; Record of Monuments and Places No. TN017-031.

In works that are concerned with more than one excavation site, this information must be included for each significant site that is described. Apart from this requirement, footnotes and endnotes should generally be avoided.

RADIOCARBON DATES

Within the text radiocarbon dates should be quoted as BC or AD dates, calibrated to the two-sigma (2σ) level of confidence, and followed by the lab code in parentheses—e.g. ‘2923–3329 BC (GU-9123)’. It is not necessary to specify in the text that these are calibrated dates by preceding them with the abbreviation ‘cal.’ if this has been specified elsewhere (e.g. introductory note) and if a full table of calibrated dates appears in the appendices or elsewhere in the text (as below).

BP dates are commonly used by natural scientists, especially in reference to dates that fall before the range of existing calibration curves, and may be used where appropriate—e.g. ‘62,500 \pm 150 BP (GU-9123)’ but calibrated dates should be preferred in archaeological writing.

All radiocarbon dates should be given with full details in a table, identifying the lab code, the sample material, the radiometric age (i.e. yrs BP), the $\delta^{13}\text{C}$ measurement (i.e. $^{13}\text{C}/^{12}\text{C}$ ratio) and the one- and two-sigma (σ) calibrated date ranges. The table should conform to the following format. (Note: when citing the yrs BP of dates analysed by Beta Analytic be sure to cite the Calibrated Radiocarbon Age and not the Measured Radiocarbon Age.)

Table 1—Radiocarbon dates

<i>Lab Code</i>	<i>Site</i>	<i>Sample/context</i>	<i>Yrs BP</i>	$\delta^{13}\text{C}$ ‰	<i>Calibrated date ranges</i>
Beta-194432	Caltragh Bronze Age structures	Alder (<i>Alnus glutinosa</i>) charcoal from uppermost fill of post-pit	3220 \pm 80	-24.2	1540–1410 BC (1 σ) 1680–1320 BC (2 σ)
Beta-197650	Magheraboy medieval enclosure	Barley (<i>Hordeum</i> sp.) grains from basal fill of ditch	1170 \pm 40	-26.0	AD 790–900 (1 σ) AD 770–980 (2 σ)

It may be useful to give the feature and/or sample number in the table of radiocarbon dates, but a description of the sampled context/sample material should always appear, as above.

The calibration dataset(s) and the calibration programme(s) used must be identified with reference to a published source, as in the following example:

Dates obtained from Queen’s University, Belfast (UB and UBA lab codes), were calibrated using datasets from Stuiver & Reimer (1993) and Reimer et al. (2004) and the CALIB 5.0.2 calibration programme (Stuiver et al. 2005).

NUMBERS

Numbers that are not units of measurement can be given in full text where less than 10 (i.e. one to nine), but as numerals for any greater numbers: 'five samples from each pit', but '22 sherds'. Number ranges (e.g. 20–40 years, 1–3 cm) are denoted by an 'en dash' (–) not a hyphen (-).

Dimensions should generally be given in metric units: kilometres, metres, centimetres or millimetres may all be used but should not be mixed. Thus 'the pit was 1.1 m wide and 0.18 m deep' (not 18 cm deep) and please note spacing before the metric unit. Imperial units may be quoted from earlier sources but with the metric equivalent in brackets.

Artefacts should always be described in millimetres but it is usual to give the stature of animals and people in centimetres.

The style of TII publications varies and authors should vary their use of reference numbers accordingly. It may not be appropriate to give feature, sample and finds numbers in the less technical essays that appear in the annual Heritage Week proceedings. On the other hand, it may be essential to give some of these numbers in road/light rail scheme monographs to facilitate cross-referencing between different parts of the text, or between the text and tables or illustrations.

For clarity, feature numbers, sample numbers, finds numbers and so forth should be clearly identified as such in the text. Thus, 'The sherds from vessel 52 were recovered from sample 5002, representing the basal fill, context 124, of cist 7' (not 'sherds from 52 were recovered from 5002, representing the basal fill, 124, of 7').

CALENDARICAL DATES

Dates should be given as 20 September 1996 (not, for instance, September 20th 1996).

Date ranges or spans should be condensed where possible as 1936–8 (not 1936–1938), and note en dash, not hyphen, to express a span; however, 'from 1936 to 1938' is also acceptable.

The first to ninth centuries may be given as text, but all others should be given as numerals. Thus, 'finds from the ninth to the 19th century' (but note hyphens in adjectival 'ninth-century iron slag and 19th-century pottery'). Avoid superscript: thus 18th century, not 18th century.

The convention AD 413 x 427 describes the dates between which an historical event is thought to have occurred while the convention AD 413–27 describes the duration of an event.

Avoid the common error of the rogue apostrophe: thus 1660s and not 1660's.

Note the proper order of the following: AD 413, but 427 BC.

QUOTATIONS

Quotation marks should be ‘single’ for text and titles and “double” only for quotes-within-quotes or for direct speech. Indented text may be used for longer quotations (i.e. more than three lines of typescript) and need not appear in quotation marks.

A translation should always accompany quotations in languages other than English. Quotations in Latin, Greek or other dead languages should appear in italics.

Archaic letter forms, in quotations from documentary sources, should be represented by the phonetic or orthographic modern equivalents (e.g. archaic ‘long’ form of S—thus ‘house’, not ‘houfe’; and formerly interchangeable I and J; thus ‘item’, not jtem’).

REFERENCES

A bibliography should be included at the end of the work listing publications and other sources (e.g. maps, unpublished archive material) that were actually cited in the text. Some publications may forgo a bibliography in favour of a ‘further reading’ or ‘recommended reading’ list as advised by the TII Editor(s)/Project Archaeologist.

The Harvard style (see following example) should be preferred to endnotes or footnotes in referencing. References in the text should accompany the author’s name directly. Thus, ‘O’Kelly (1954, 122) observed that roasted limestone, on contact with water, turns to calcium hydroxide.’ Note the word order of the corresponding entry in the bibliography and the double spacing before and after the year of publication.

O’Kelly, M J 1954 ‘Excavations and experiments in ancient Irish cooking places’, *Journal of the Royal Society of Antiquaries of Ireland*, Vol. 84, 105–55.

For a second reference to the same author within a single section of text—and where no other reference occurs in the intervening passage of text—use *ibid.* (Latin *ibidem*: ‘in the same place’). Thus ‘Calcium hydroxide is dangerous to ingest (*ibid.*)’. Avoid *op. cit.* (Latin, *opere citato*: ‘the work already cited’) as this is becoming uncommon and may not be understood by all readers. Similarly, avoid the use of *cf.* (Latin, *conferre*: ‘compare’), unless it relates to palaeobotany (as in *cf. Hordeum aestivum*).

It is the author’s responsibility to check that any information or opinion quoted from another source is accompanied by an accurate citation in the text and a full corresponding entry in the bibliography.

Please check all references thoroughly before submitting finished work, in the text and bibliography, and ensure that all details are complete, including page and volume numbers and place of publication.

In general, bibliographic listings for books, periodicals and unpublished material should conform to the following examples. Titles of books and periodicals should appear in italics. Titles of periodicals should be given in full, not abbreviated. Note the use of an en dash in page ranges (e.g. 1–3, 11–19) and elided page ranges (e.g. 20–3, 55–6, 121–3 and 1078–85).

- Bradley, J & Halpin, A 1992 'The topographical development of Viking and Anglo-Norman Waterford City', in W Nolan & T P Power (eds), *Waterford History & Society*, 105–30. Geography Publications, Dublin.
- Clarke, L 2002 'An early medieval enclosure and burials, Johnstown, Co. Meath', *Archaeology Ireland*, Vol. 16, No. 4, 13–15.
- Colgan, E 2003 *For Want of Good Money: the story of Ireland's coinage*. Wordwell, Bray.
- Cotter, E 2005 *Report on the Archaeological Excavations at AR16, Ballinvinnny South, Co. Cork*. Unpublished report to Cork County Council on behalf of Sheila Lane and Associates.
- Ó Drisceoil, C 2003 'Archaeological excavation of a Neolithic settlement at Coolfore, Co. Louth', in I Armit, E Murphy, E Nelis & D Simpson (eds), *Neolithic Settlement in Ireland and Western Britain*, 176–81. Oxbow Books, Exeter.
- Samuel, D 1994 *An Archaeological Study of Baking and Bread in New Kingdom Egypt, Vol. 1*. Unpublished PhD thesis, Darwin College, University of Cambridge, Cambridge.
- Stuiver, M, Reimer, P J, Bard, E, Beck, J W, Burr, G S, Hughen, K A, Kromer, B, McCormac, F G, Plicht, J & Spurk, M 1998 'INTCAL98 Radiocarbon Age Calibration, 24,000–0 cal BP', *Radiocarbon*, Vol. 40, No. 3, 1041–83.

Titles of standard sources of historical material or standard reference works may be abbreviated in the text. Thus AU II, 397 and not Hennessy & MacCarthy 1893, 397.

A list of these standard abbreviations should be given with full bibliographic detail, preceding the bibliography proper, as in the following example.

Hennessy, W M & MacCarthy, B (eds) 1893 *Annals of Ulster*, Vol. 2. Dublin.

Information sourced on the Internet requires a full bibliographic entry in the style of the following example.

Tournen, A 2008 'Animals in an Urban Context. A zooarchaeological study of the medieval and post-medieval town of Turku', *Annales Universitatis Turkuensis Ser B, Humaniora* 308 (<https://oa.doria.fi/handle/10024/36630>, accessed May 2010).

Unpublished sources should be identified by the full archive number and relevant repository:

Baxter, J 1603 *A True Description of the North-West Partes of Ireland*. Admiralty Library, Greenwich: Dartmouth Collection, negative no. 9656–4.

Maps should also be identified by a full title in the list of references:

OS 1837 Ordnance Survey of County Sligo, first edition (surveyed 1836), Sheet 28, scale 1:10,560.

PERIODS, TITLES & PLACENAMES

Preferences vary widely in capitalising archaeological periods. Period names in TII publications are given as follows: Early and Late Mesolithic, Early, Middle and Late Neolithic, Early, Middle and Late Bronze Age, Early and Late Iron Age, Early Christian, early medieval, Middle Ages, late medieval, post-medieval, early modern and modern. At the first mention of any particular period please provide your preferred date range in parentheses for the benefit of the general reader; for example ‘During the Middle Neolithic period (3500–2800 BC)’.

Titles of persons and offices should be given with an initial capital, as the Earl of Thomond or the Chairman of Cork City Council (not the earl of Thomond or chairman of Cork City Council).

It is not usual to give academic titles in title credits or within the text (thus ‘John Smith, pers. comm.’ and not ‘Dr John Smith, pers. comm.’).

If in doubt, placenames should follow the versions listed in the official website www.logainm.ie. In the absence of an authorised version in that source, a current edition of the relevant OSi maps would be an appropriate authority. Any significant placename changes or variants should be identified and discussed, as appropriate.

COMPASS DIRECTIONS

Compass orientations should be written in full for simple orientations (‘to the north’, ‘from the south-east’) but longer compounds should be abbreviated (‘towards NNE’, ‘in a WSW direction’). And note the use of hyphens.

An en dash indicates alignment or orientation, as ‘the road lay along an east–west ridge’.

In describing extended inhumation burials it is usual to give the position of the head first as ‘west–east’ for Christian burials. (Avoid the common tautology ‘oriented west–east’.)

ABBREVIATIONS

Omit points from personal titles (these are contractions not abbreviations), thus Dr Martin, St Molaise, Mr O’Sullivan and so forth. But retain points for standard abbreviations, thus c., e.g., ed. (but note eds and edn), i.e., No. 6, pers. comm., Vol. 129, Illus. 12.

HYPHENATED TERMS

The following lists a number of commonly used terms that are hyphenated in TII publications:

iron-working	north-west	quern-stone
metal-working	post-hole	ring-ditch
mill-house	slot-trench	tail-race
mill-race	south-east	wheel-pit.
mill-wheel	south-west	
north-east	stake-hole	

Note the hyphen in ‘charcoal-rich soil’ where a compound adjective is formed before the noun, but none in ‘soil that is charcoal rich’, where the compound adjective is formed after it.

ILLUSTRATIONS

In the text and captions, ‘Illus.’ (= illustration) should be preferred to ‘Fig.’ or ‘Pl.’ (= figure and plate) for simplicity and because some items can be hard to categorise (e.g. a colour reproduction of a 16th-century map may be considered both a figure and a plate).

Any illustrated typescript that is submitted must be accompanied by a separate list of captions describing the content of each image and, where appropriate, acknowledging the individual or organisation that originated it.

Illustration numbers should always be included in the text to indicate where illustrations should be placed in the page-layouts for the work, at production stage.

Company logos or panels should not accompany any of the illustrations (particularly site plans). Companies and individuals will be duly credited, instead, in captions and the acknowledgements.

The key points in illustration design are simplicity, clarity and economy. For instance, omit from excavation drawings any details—especially context numbers—that are not referred to in the text. Labels that merely repeat the caption should not appear (e.g. ‘GENERAL PLAN OF SITE 4’). Use plain fonts only in labelling drawings (e.g. Arial but not Times).

A metric scale and north-point must appear in every map or site plan and, where necessary, a key (e.g. a colour key in a figure where specific features are colour coded). The scale bar should be numbered but not labelled with a written scale (i.e. ‘0  3 m’ but not ‘Scale 1:300’), because the illustration may not be published at the illustrator’s intended

scale, whereas a scale bar, reduced or increased, will always remain true to the accompanying drawing.

SUBMISSION OF ILLUSTRATIONS

Illustrations may be supplied via email or a FTP website or on CD as scanned images or in their primary digital format, as appropriate.

Preferably, graphics/drawings should be generated in Adobe Illustrator, Adobe Photoshop or equivalent software, with a minimum line width of 0.3 pt (0.105 mm), and all text should be editable (i.e. not outlined or imported as a scan).

Please note that no illustrations can be accepted as AutoCAD files (*.dwg files). Such files should be converted and submitted as *.eps, *.ai or *.pdf files at high resolution. (Of these options, *.ai is preferred.) When converting *.dwg files please ensure that the minimum line width is 0.3 pt (0.105 mm) and, again, that all text is editable.

Any rules or gridlines should be removed from digital files for drawings prior to submission.

Annotated photographs can be of great benefit in explaining the significance and interpretation of excavated archaeological features to general readers. The annotation text should be a minimum size of 7 pt or larger and the image should be flattened' (i.e. to form a single digital 'layer') prior to submission. A second 'unflattened' version should be submitted to facilitate minor edits to the annotations, if necessary.

For composite photographs or photo-mosaics, remember to also supply the original images separately to facilitate the repositioning of the images at the typesetting stage, if necessary.

The resolution of digital images should be no less than 350 dpi for photographs and 1200 dpi for line drawings.

Images should be scanned at 350 dpi at 190 mm wide or 2900+ pixels wide. (Setting and checking the resolution is important as some scanners or software default to 72 dpi, which would make the image 1055 mm wide.)

Original digital files should be submitted in a transferable file format in CMYK colour mode, preferably as uncompressed *.tif files for photographs and scans (as this is the best format for maintaining quality) and as *.eps files for line drawings.

In designing artwork for TII publications, illustrators should note that the available print area (including space for captions) in our standard book format is 150 mm by 205 mm. The format (size, proportions) of books in the TII Heritage series may vary, however, and the TII Editor(s)/or Project Archaeologist will advise illustrators on the available print area in cases.

Illustrations should be 'sized' for reproduction on the relevant printable area at a single whole scale (e.g. 1:2 or 1:500 but not 1:2.37 or 1:513 or some such irregular amount).

Similarly, the scale of reduction for artefacts should be a single whole scale (e.g. 1:2 or 1:4 but not 1:2173 or some such irregular amount).

It is important that all elements of original artwork—and especially text (e.g. labels, feature numbers or place-names)—should be of a sufficient quality and size to remain clear and legible after reduction for publication.

Digital images files should be named with self-explanatory names in a coherent scheme—e.g. ‘1.1 Location map.jpg’ (= Illus. 1 of Chapter 1) and not ‘CNV876D14.jpg’.

Instructions for the typesetter (e.g. regarding sizing or positioning) should be presented in a separate table that includes the captions and filenames of corresponding illustrations.

Withdrawn

TII Archaeological Publications *Document Record Form*

Road/light rail scheme(s)			
Site name(s)			Excavation No.
Author(s)			Date
Title			Version (e.g. draft #2)
Summary (< 30 words)			
Number of words	Number of drawings	Number of photos	Number of tables
<p>Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> Typescript on single-sided A4, in 12 pt font, with double line-spacing and wide margins <input type="checkbox"/> Text and illustrations, two hard (printed) copies <input type="checkbox"/> Illustrations in digital format <input type="checkbox"/> Separate full list of numbered captions <input type="checkbox"/> Clearly labelled digital files, text and illustrations <input type="checkbox"/> Bibliographic references checked and complete <input type="checkbox"/> Cross-referencing in text (e.g. tables, illustrations) checked and complete 			
Last amended by			Date
Last checked by			Date
Notes & queries			

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