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Transport Infrastructure Ireland

TII Publications

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

GE-ARC-01034

February 2023

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).

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.

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TII Publications



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**Updates to TII Publications resulting in changes to
Notes for Authors, Illustrators and Editors in the TII Heritage Series GE-ARC-01034**

Date: February 2023

Page No:

Section No:

Amendment Details:

This is the first substantive revision of GE-ARC-01034 Notes for Authors, Illustrators and Editors in the TII Heritage Series since 2016 and has been prepared to reflect changes in practice and requirements e.g. publishing technical reports to the TII Digital Heritage Collections rather than an accompanying CD-ROM.

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1. Notes for Authors, Illustrators and Editors in the TII Heritage Series

1.1 Aims

Transport Infrastructure Ireland (TII) publishes books in the TII Heritage series dedicated to the archaeology, architectural heritage and cultural heritage of national road, light rail and greenway projects. Our publications aim to communicate discoveries, analyses and interpretations from these projects to as wide an audience as possible.

1.2 Style

The treatment of the published information may be more technical or more detailed in some publications than in others, but the writing should always be clear and succinct. Consider the aim of each sentence and paragraph. Keep sentences short. Avoid technical terms, jargon and obscure language wherever possible. Ultimately, everything we publish is an encounter between you and our readers.

1.3 Quality Control

Work submitted for publication by TII should be based on a Publication Plan that was agreed with the relevant TII Project Archaeologist and with all of the contributors to the work.

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 a TII editor or Project Archaeologist, or consultant editor, but substantive changes will not be introduced without prior consultation with the author(s).

1.4 Page Proofs (Design Stage)

Prior to publication one set of page proofs (full design stage) will be sent to the principal author(s) for review. It will be the duty of the principal author(s) to ensure that contributing authors also have an opportunity to review page proofs. TII will seek written confirmation from the principal author(s) that all contributing authors are a) happy to be identified as authors in the work and b) have had an opportunity to review their work at page-proofs stage.

1.5 Copyright

Copyright in our publications will be jointly owned by TII and the author(s).

It is the responsibility of the author(s) 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.

Permissions obtained by the author(s) should cover printed and digital versions of the work, including online publication.

1.6 Document Submission

Works supplied for publication by TII (i.e. the final versions agreed with the relevant TII Project Archaeologist) should be accompanied by a completed Document Record Form including a concordance of all the related digital files (Appendix A).

The text must be submitted as a digital file with accompanying printed hard copy, formatted in 12 pt font, double spaced, with wide margins and page numbers throughout.

The text should be accompanied by a full set of illustrations in both digital and hard copy, with a separate list of numbered captions that includes instructions for sizing and page layout.

All digital files should be in common industry formats and clearly labelled with short, self-explanatory filenames using a maximum of 20 characters (e.g. '1.1 Location map.ai').

1.7 TII Digital Heritage Collections

Technical reports (e.g. final excavation reports and digital datasets) relating to books in the TII Heritage series will be presented on the Internet in the TII Digital Heritage Collections in the Digital Repository of Ireland (DRI) (www.dri.ie) and must be available for upload before the date of publication of the books.

These reports and datasets, with associated metadata, should be submitted to TII with the text and illustrations of the book to be published in the TII Heritage series, if they have not already been received.

Final excavation reports should be in *.pdf format with filenames in the following format: 'E4580 Ballyquirke East 1'.

1.8 Authors' Names

The principal authors' names should be given in full in title credits (i.e. book cover, title page or chapter title) but names of contributing authors may be given as initials and surname.

by Michael Stanley and Jerry O'Sullivan
with contributions by K Hanley, M Jones, L McCormack, R O'Brien, P O'Keeffe and 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.

1.9 Acknowledgements

The Acknowledgements section is usually compiled by the principal author(s). In terms of style, a clear and restrained statement of facts is better than effusive thanks. Thus 'James O'Donnell commented on an early draft' and not 'thanks to James O'Donnell for taking the time from his busy schedule to comment on an early draft'. Avoid mere lists.

1.10 Title Headings and Sub-Headings

The hierarchy and style of headings and sub-headings should aim to achieve greatest clarity and economy, and a ‘best fit’ for the particular publication in hand.

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

Text section	Title	Style
Chapter title	Landscape	Large, initial caps
Text section 1	Early medieval period	Over text, single line space, large
Text section 2	Ringforts and cashels	Over text, single line space, bold
Text section 3	Curtaun ringfort	Over text, single line space, italic

1.11 Site Location and Status

Full details should be given for the location and status of any site or monument that is central to the work, including townland, county, civil parish, barony, ITM co-ordinates, height OD, excavation licence or registration number, ministerial directions number (if any) and excavation director’s name (if not the author). Any relevant statutory reference numbers (i.e. RMP, SMR, RPS, NIAH) should also be cited. This information may 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, or in a table in books describing multiple sites. In footnotes the information should be presented in the following format:

2 Ranelagh 2, Co. Roscommon; civil parish, Roscommon; barony, Ballintober South; ITM 587193 766390; height 60 m OD; Excavation Licence No. 15E0265; Excavation Director, Aidan O’Connell.

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

1.12 Radiocarbon Dates

All radiocarbon dates should be given with full details in a table, identifying the lab code, the sample material, the radiometric age (i.e. years BP), the $\delta^{13}\text{C}$ measurement (i.e. $^{13}\text{C}/^{12}\text{C}$ ratio) as available, and the one- and two-sigma (σ) calibrated date ranges. The years BP should be cited as the Calibrated Radiocarbon Age and not the Measured Radiocarbon Age. The sampled context/feature and the sample material that was dated should always be identified. The table should conform to the following format.

Table 1.1 Radiocarbon dates

Lab Code	Site	Sample/Context	Years BP	$\delta^{13}\text{C}$ ‰	Calibrated date ranges
UBA-12058	Grange 3 Bronze Age Structure 2	Ash (<i>Fraxinus</i> sp.) brushwood charcoal from the upper fill C10 of pit C90	3065±24	-30.5	1388–1313 BC (1σ) 1408–1269 BC (2σ)
UBA-12059	Grange 3 pit	Oak (<i>Quercus</i> sp.) charcoal from the upper fill C245 of cereal-drying kiln C491	3858±24	-27.9	2451–2236 BC (1σ) 2460–2210 BC (2σ)

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 the IntCal13 calibration dataset (Reimer et al. 2013) and the CALIB 7.1 calibration programme (Stuiver et al. 2019).

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)’.

The abbreviation ‘cal.’, to indicate a calibrated date, is not used in TII books. Instead, it should be specified in an introductory note that all of the cited dates are calibrated - unless otherwise indicated - and that a full table of the calibrated dates appears in the appendices or elsewhere in the book.

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

1.13 Numbers

Numbers that are not units of measurement should be given as text where less than 10 (i.e. one to nine), but as numerals for any greater numbers: ‘five samples from each pit’, but ‘14 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 be described in millimetres. 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. In general, it will not be appropriate to give feature, sample and finds numbers in a less technical publication. On the other hand, it may be essential to give some of these numbers in more technical work, to facilitate cross-referencing between different parts of the text, or between the text and tables or illustrations.

Context/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'). Common abbreviations may be used provided that their meaning is self-evident from the context (e.g. 'a layer of redeposited peat C124').

1.14 Calendrical Dates

Dates should be given as 20 January 2023 (not, for instance, January 20th 2023).

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 should be given as text, but all others should be given as numerals. Thus, 'finds from the ninth to the 19th century' (and note hyphens in adjectival 'ninth-century iron slag and 19th-century pottery').

Avoid superscript: thus 18th century, not 18th century.

Avoid multiple hyphens as: mid 18th-century pottery, not mid-18th-century pottery.

In historical writing the convention AD 413 x 427 describes the dates between which an 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.

1.15 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 should not appear in quotation marks.

A translation should always accompany quotations in languages other than English. Quotations in Latin, Greek or other archaic 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').

1.16 Non-English Terms

Words and phrases in languages other than English, including the Irish language, should generally be given in italics, except for placenames and names of persons, which should be given in plain roman typeface.

For Irish names of places in Gaeltacht areas consult the national placenames database at www.logainm.ie, which should be preferred. English versions, where these are commonly in use, may be given in brackets at the first instance in the work of each placename.

1.17 References

A bibliography should be included at the end of the work listing publications and other sources (e.g. maps, unpublished archive material, radiocarbon calibration datasets) that were cited in the text. Some less technical publications may forego a bibliography in favour of a 'further reading' or 'recommended reading' list as advised by the TII editor(s) and Project Archaeologist.

TII uses Harvard style in referencing. References in the text should accompany the author's name directly. Thus, 'O'Kelly (1954, 122) observed that roasted limestone immersed in boiling 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 paragraph—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') except in relation to palaeobotany (as in *cf. Hordeum aestivum*).

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

Please check all references thoroughly before submitting finished work, in the text, captions of tables and illustrations, 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).

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.

Delaney, S 2010 'An early medieval landscape at Balriggeran, Co. Louth', in C Corlett & M Potterton (eds), *Death and Burial in Early Medieval Ireland in the Light of Recent Archaeological Excavations*, 91–102. Wordwell, Dublin.

Lyne, E 2010 *Archaeological Excavation Report E3128 Phoenixtown 1, County Meath*. Irish Archaeological Consultancy Ltd for Meath County Council. TII Digital Heritage Collections (<https://doi.org/10.7486/DRI.j673dj552>).

Samuel, D 1994 *An Archaeological Study of Baking and Bread in New Kingdom Egypt*. 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, G, Van der Plicht, J & Spurk, M 1998 'INTCAL98 Radiocarbon Age Calibration, 24,000–0 cal BP', *Radiocarbon*, Vol. 40, No. 3, 1041–83.

Titles of standard historical sources or standard reference works may be abbreviated in the text if there are frequent references to them. Thus, for the *Annals of Ulster*: AU, 197, and not Mac Airt & Mac Niocaill 1983, 197; similarly, AU 443.1 and not Corpus of Electronic Texts (CELT) 443.1.

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

AU Seán Mac Airt & Gearóid Mac Niocaill (ed. and trans.) 1983 *The Annals of Ulster (to AD 1131). Part 1, text and translation*. Dublin Institute for Advanced Studies, Dublin.

AU *The Annals of Ulster* (= electronic edition compiled by P Bambury & S Beechinor), Corpus of Electronic Texts (CELT), University College Cork.
(<https://celt.ucc.ie/published/T100001A>).

Information accessed on the Internet requires a full bibliographic entry in the style of the example below. References to online sources should include persistent links (i.e. stable, live interactive links that are not vulnerable to change).

Bergen, J 2009 'Richard Jones (1641–1712), First Earl of Ranelagh', *Dictionary of Irish Biography* (<https://doi.org/10.3318/dib.004337.v1>).

The gazetteer of licensed archaeological excavations in Ireland was formerly published annually, in printed volumes, but is now published online as the 'Database of Irish Excavation Reports'. References to the website (www.excavations.ie) are preferred to references to printed volumes, as in the following example:

O'Sullivan, J 2019 'Athlone town, Irish Rail site, Westmeath. RMP WH29-042, Excavation Licence 19E0032' = Excavation of Irish Excavation Reports 2019: 041 (<https://excavations.ie/report/2019/Westmeath/0027324/>).

For reports from TII-funded projects the bibliographic reference should be the version presented on the Internet in the Digital Repository of Ireland, as in the following example:

Cassidy, L, Jackson, I, Mattiangeli, V & Bradley, D 2022 'Appendix 4: Ancient DNA analysis of the Ranelagh population', in E Murphy, J Loyer & D Drain, *Osteoarchaeological Analysis of the Human Remains from Ranelagh, Co. Roscommon*. Archaeology and Palaeoecology, Queen's University Belfast, for Roscommon County Council. TII Digital Heritage Collections (<https://doi.org/10.7486/DRI.4m90tn41m>).

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 wherin is showed the most part of O'Donnells contre, parte of Tirones, part of McGuyres, part of Orowercks: all of the Co. of Slego, part of McWillms and parte of the Co. of Roscomon truly collected & observed by Captain John Baxter. Finished by Baptista Boazio*. National Maritime Museum, Greenwich, Dartmouth Collection
(<https://collections.rmg.co.uk/collections/objects/541691>).

Ordnance Survey maps and other maps should also be identified by a full title in the list of references, as in the following example.

OS 1841 Ordnance Survey of County Galway, first edition (surveyed 1837), Sheet 104, scale 1:10,560 (<https://osi.maps.arcgis.com/apps/webappviewer>).

The survey and publication details of individual Ordnance Survey map sheets can be sourced from the 'attributes table' for the map in the OSI Irish Townland and Historical Map Viewer (<https://osi.maps.arcgis.com/apps/webappviewer/index.html>).

1.18 Periods, Titles and 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, Chalcolithic, 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: e.g. '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 government website (www.logainm.ie). In the absence of an authorised version in that source, a current edition of a relevant Ordnance Survey of Ireland map would be an appropriate alternative authority. Any significant placename changes or variants should be identified and discussed, as appropriate.

1.19 Compass Directions

Compass orientations should be written in full for simple orientations ('to the north', 'from 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 traditional in archaeological writing to give the position of the head first, as 'west–east', but it may be clearer to expand this as 'oriented with the head in the west'.

1.20 Hyphenated Terms

There are no fixed rules in English for the use of hyphens in the formation of compound terms. Usage changes over time and from one publisher to another. The following are examples of some commonly used terms that are hyphenated in TII publications:

iron-working	post-hole	north-east
metal-working	slot-trench	north-west
ring-ditch	stake-hole	south-east
round-house	mill-wheel	south-west

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.

1.21 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 and St. (for 'street').

1.22 Illustrations

Any illustrated work that is submitted must be accompanied by a separate list of captions identifying the relevant excavation site (if appropriate), describing the content of each image, and acknowledging the individual or organisation that originated it, as in the following examples. (This applies to all line drawings, maps and photographs, regardless of the source.) For the benefit of readers using the 'text-to-speech' function of digital versions of books in the TII Heritage series, the captions list should also include the 'voice text' identifying the type of each illustration. (This information should not duplicate the caption, which will also be voiced.)

TII Heritage 13 <i>Forgotten Cemetery</i> : Captions list		
Illus. No.	Voice text	Caption
Illus. 1.1	Map	Illus. 1.1 Location of the Ranelagh site on the N61 Coolteige Road Project, County Roscommon, based on the Ordnance Survey Ireland Discovery Series map (IAC Ltd).
N/A=Chapter 2 title page	Watercolour image of three cattle grazing	N/A [Nil caption for chapter title page.]
Illus. 2.4	Line drawings	Plan and sections of two cereal-drying kilns (IAC Ltd).
Illus. 2.5	Photograph	Figure-of-eight kiln (C134) viewed from east (IAC Ltd).
Illus. 5.10	Photograph	Strike-a-light and prickets, left to right: 15E0136:580:4, 15E0136:812:1 and 15E0136:321:1 (Muireann Ní Cheallacháin).

Instructions for the typesetter regarding the treatment of each illustration (e.g. sizing and positioning) should be presented in a separate table that includes the captions and filenames of the corresponding illustrations, as in the following examples.

TII Heritage 13 <i>Forgotten Cemetery</i> : Instructions for illustrations		
Illus. No.	Filename	Instructions
Illus. 1.1	1.1 Location map.ai	Full page, set portrait
N/A=Chapter 2 title page	Chap 2 title page.jpg	Full bleed (nil print margins) set over Chapter 2 titles
Illus. 2.4	3.1 Site plan.ai	Quarter page (column width)
Illus. 2.5	4.7 View to south.jpg	Half page, landscape; set opposite Illus. 2.4 if possible
Illus. 5.10	5.10 Strike-a-light.jpg	Set large quarter page 95 mm wide at scale 1:1 (i.e. with scale bar at 20 mm wide in print)

All illustrations should be supplied in digital format, including high-resolution scanned images for artwork, prints or maps from originals in hard format.

Digital files should have short, self-explanatory names in a coherent scheme, e.g. '1.1 Location map.ai' (= Illus. 1 of Chapter 1) and not 'CNV876D14.ai'.

Original digital files should be submitted in a transferable file format in CMYK colour mode.

For photographs, *.jpg files are preferred. For line drawings *.eps or *.ai files are preferred for production purposes. A duplicate set of photos and drawings in *.pdf format can also be very useful for quick reference by referees and may be requested by the TII Project Archaeologist.

Graphics/drawings should preferably be generated in Adobe Illustrator, Adobe Photoshop or equivalent graphics software, with a minimum line width of 0.3 pt (0.105 mm). All text (e.g. labels, radiocarbon dates, grid co-ordinates) should be editable (i.e. not outlined or imported as a scan).

Illustrations should be 'flattened' (i.e. to form a single digital layer) prior to submission. The original unflattened version should also be submitted to facilitate minor edits to the annotations, if necessary.

AutoCAD files (*.dwg files) will not be accepted. Such files should be converted and submitted as *.eps or *.ai files at high resolution. 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.

The resolution of digital images should be no less than 400 dpi for photographs and 1200 dpi for line drawings.

Illustrations should be 'sized' for reproduction in print 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). This applies especially to artefacts and to any drawings where comparison is likely (e.g. two round-houses from different sites).

In designing artwork for TII publications, illustrators must plan for the dimensions and proportions of the available print area. The page area in our standard book format is 246 mm by 189 mm and the standard print area, including space for captions, is 205 mm by 150 mm. The format (size, proportions) of books in the TII Heritage series may vary, however, and the TII editor(s) will advise illustrators on the available print area in such cases.

The key points in illustration design are simplicity, clarity and economy. Omit from excavation drawings any labels or annotations - especially context/feature numbers - that are not referenced in the text. Labels that merely repeat the caption should not appear (e.g. 'GENERAL PLAN OF SITE 4'). Use sans serif fonts only in labelling drawings (e.g. Arial but not Times).

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

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

For composite photographs or photo-mosaics, please supply the original component images separately to facilitate design editing at the production stage, if necessary.

Company logos should not appear in any illustrations (particularly site plans). Companies and individuals will be duly credited, instead, in captions and in the Acknowledgements.

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, or a key to any symbols used). The scale bar should be numbered but not labelled with a written scale (i.e. '0 — — 10 m' and not 'Scale 1:50) 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.

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

A reference to each illustration - e.g. an illustration number in brackets - should be included in the text at the most relevant instance(s). Ideally, these references will occur in the same sequence as the illustrations themselves, but repeated referencing (forward and backwards) of key illustrations cannot always be avoided.

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).

1.23 Personal Data Protection

All TII publications must comply with the General Data Protection Regulation (GDPR) 2018.


TII will require evidence of written consent from any persons who can be identified in photographs submitted for publication in the TII Heritage series. In the absence of a written consent, such photographs will not be used unless identifiable individuals are anonymised (e.g. by blurring their faces).

Appendix A:

TII Archaeological Publications
Document Record Form

Project name (road/rail/greenway)			
Site name(s)		Excavation No(s)	
Author(s)		Date	
Title		Version (e.g. final draft)	
Summary (< 30 words)			
Number of words	Number of drawings	Number of photos	Number of tables
Checklist <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 with instructions for illustrations <input type="checkbox"/> Bibliographic references checked and complete <input type="checkbox"/> Cross-referencing in text (e.g. tables, illustrations) checked and complete <input type="checkbox"/> Clearly labelled digital files for all text (including tables) and illustrations <input type="checkbox"/> Concordance of the digital files with filenames and brief description of contents for each file <input type="checkbox"/> Copy of the agreed Publication Plan on which the work is based <input type="checkbox"/> Copyright consents as required for illustrations <input type="checkbox"/> GDPR consents as required for photographs of people <input type="checkbox"/> Contributing author(s) agreement to final draft version for publication 			
Last amended by		Date	
Last checked by		Date	



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