



**Strata:**  
**Bulletin of the Anglo-Israel**  
**Archaeological Society**

# Style Guide

## Document style

- **Body style:** Text should be written in 12 point Times New Roman font, non-justified, with single line spacing.
- **Heading style:** use title case, with main headings in bold, and subheadings in bold italics.
- **Quotation style:** use single inverted commas for quotations that are less than 40 words long. Quotations that are more than 40 words long should be in a separate paragraph, indented and 1 point size lower; these do not use quotation marks.
- Double inverted commas are only used for quotations within quotations.

## Title case

All headings should be in title case. Rules are:

- Capitalize the first word, and all nouns, pronouns, verbs, adjectives and adverbs.
- Articles, conjunctions, prepositions are not capitalised (e.g.: a, an, the, and, not, but, for, or, at, against, between, during, until, versus).
- Words like 'near' and 'beneath' are capitalised if acting as prepositions, but not if functioning as an adverb (generally, if the word is followed by a noun, it will be preposition).
- Capitalise both parts of hyphenated words.
- For scientific names, only the first word of the name is capitalised (e.g. "Papaver somniferum").

## Spelling

- Use British English spellings, e.g.: artefacts (not *artifacts*), metre (not *meter*), colour (not *colour*), programme (not *program*), jewellery (not *jewelry*).

## Abbreviations

- Authors may use either BC/AD or BCE/CE, providing they are consistent in their usage.
- Full stops should be used after all abbreviations, e.g. Mr., fig./figs., pl./pls., ed./eds., Prof., ca. *except* in the case of am/pm, BC/AD, BCE/CE, and measurement units (m, km, cm, ha, sq m).
- Use 'and' not '&'.

## Citations

We require all articles to be presented in line with our typographical conventions, which follow the basic form of the Harvard reference system. Within the text, references are made in brackets in the form of the author and date of publication, followed by page numbers, e.g., (Aharoni 1979: 44–52). Use semi colons to separate different cited works (e.g.: Braun 2004; 2011; Moorey 1994). **Endnotes** may be used sparingly.

## Tables and Figures

- For reference to author's images in this paper, put in bold text, capitalise, and do not abbreviate, e.g.: **Figure/Figures, Table/Tables, Plate/Plates**.
- For reference to figures or plates in internal citations to the work of others, use lower case with normal text, and abbreviate, e.g.: fig./figs., pl./pls.
- Leave a space after 'fig.', or 'pl.' and the following number, e.g.: fig. 5.
- If sub-figure numbering is used, add a colon and no space, e.g.: fig. 5:1, fig. 5:1-5.

## Dates and Periods

- Use lower case terms: e.g. 'Roman period', '5th millennium', '12th century'
- For period reference, place the defining term in title case, and the second word in lower case, e.g.: 'Roman period'.
- First not 1st e.g.: first half of the 13th century
- Do not use superscript for 'th', e.g.: 6th - turn off autofomat.
- We will accept BC or BCE as the authors prefer.
- Place 'BC' after periods and dates: 5th century BC, 490 BC.
- Place 'AC' after periods, but before dates: 6th century AD, *but* AD 310.
- Hyphenate adjectival dates, e.g. 'A 6th-century church'.
- Decades should be indicated as follows, e.g.: 1960s.
- Full dates as follows: Thursday, 12 November 1966.
- 'century' and 'millennium' should be rendered in lower case, unless part of a title, e.g.: 3rd millennium BC, 13th century BC.

## Directions

- Use lower case: north, south, east, west
- Do not hyphenate: northwest, southwest etc.

## Numbers

- Use words for counts (e.g.: one) 1-10, and for numbers at the start of sentences.
- Numerals for distance, measurements and dates e.g. 13 km, 51 cm, 1961, 10 minutes.
- Leading zeros for fractional measurements, e.g.: 0.51.
- Measurements: put largest digit first, space after number: *90 x 50 m*
- Units (m, cm, ha, sq m)
  - abbreviated
  - Units all lower case (cm, m), except upper case Litres (L)
  - not italicised
  - no full stops
  - no plurals
  - leave a space before the unit, e.g.: 50 m, *not 50m*.

- Feet and inches to be written in full, not abbreviated.
- Numbers in full when used as text: e.g.: First half of the 3rd millennium (not 1st half).
- Time: 7:30 am, 8:00 pm
- Use commas when numerals have more than five digits: *5000*, but *10,000*
- Year number ranges are given in full, e.g.: 1958–1959.
- Page number ranges are given as follows, with the last part of the range shortened to two digits, except where more are needed, e.g.: 858–96, but 502–508 and 863–902. Bibliographic titles and direct quotations are exempted; they appear as published.

### Italics

- Italicise foreign languages, e.g.: *in situ*, *tesserae*, *miqveh*.
- Italicise transliterations.
- Italicise *et al.* and *c.* Use full stops after these abbreviations.
- Do not italicise e.g., i.e., cf., etc. (but use full stops).
- In figure captions, italicise 'after', e.g.: *after* Smith 2002, fig. 3.

### Dashes and hyphens

**Em-dashes** (Alt+0151, or shift-option-minus on a mac) are used to separate out phrases in a sentence, e.g.:

- School is based on the three R's — reading, writing, and 'rithmetic.
- Against all odds, Pete — the unluckiest man alive — won the lottery.
- I sense something; a presence I've not felt since —

An **en-dash** (Alt+0150 or Option-Minus on a mac) is used to connect values in a range or that are related. A good rule is to use it when you're expressing a 'to' relationship. Examples where an en-dash should be used:

- East–west
- in years 1939–1945
- pages 3–32 may be relevant
- New York beat Los Angeles 98–95

A **hyphen** is used to join words in a compound construction, or separate syllables of a word, like during a line break, or (self-evidently) a hyphenated name.

- pro-American
  - hand-made, wheel-made
  - cruelty-free eggs
  - it's pronounced hos-pi-tal-it-tee
  - Olivia Newton-John
  - south-facing
  - semi-circular
  - Tell es-Sultan
  - sub-adult
- Hyphenate adjectivally: in the 6th century, a 6th-century temple.

## Foreign languages and scripts

It is expected that authors will provide transliterations of non-Roman scripts, following the usual conventions; non-Roman scripts will only be printed in exceptional circumstances.

Where quoting passages of foreign text, authors should also provide an English translation. However individual foreign words and short phrases may be accepted without translation if their use is accepted English practice (e.g. *miqveh*, *zeitgeist*, *nom de plume*, *in situ*). Foreign words should be italicised.

## Bibliographic formatting

Note that bibliographic entries are exempt from some of the rules listed above (e.g. use of double inverted commas). Titles of articles and books generally take the form in which they were published. Note the following exceptions:

- Use title case
- Italicise book titles
- Leave a space between author initials, e.g.: Smith, R. S.
- List entries in alphabetic order.
- Follow the appropriate formatting for different types of publication, as outlined in the table below.

## Examples

- Articles: Sapir-Hen, L., and Ben-Yosef, E., 2013. ‘The Introduction of Domestic Camels to the Southern Levant: Evidence from the Aravah Valley’, *Tel Aviv* 40: 277–85.
- Chapters: Magee, P., 2011. ‘Shifts in Ceramic Production and Exchange in Late Prehistoric Southeastern Arabia and the Introduction of Domesticated *Camelus Dromedarius*’. Pp. 213–26 in M. J. Conrad, P. Drechsler and A. Morales (eds.), *Between Sand and Sea: The Archaeology of Human Ecology of Southwestern Asia* (Tübingen).
- Books: Morris, E. F., 2018. *Ancient Egyptian Imperialism* (Oxford).
- Dissertations: Stillinger, M. D., 2018. Archaeomagnetism as a Geochronological Tool: Dating a Levantine Iron Age Conflagration. Unpublished Ph.D. dissertation, University of Minnesota (Minneapolis).
- Websites: British Museum, 2021. *Collection Database* [online]. Viewed 13 September 2021, <[https://www.britishmuseum.org/collection/object/H\\_OA-9999](https://www.britishmuseum.org/collection/object/H_OA-9999)>.