|  |  |
| --- | --- |
| A picture containing outdoor, tree, ruins, limestone  Description automatically generated | **Strata**  Journal of the  Anglo-Israel Archaeological Society  **Style Guide** |

The following guidelines are designed to help you prepare your manuscript for submission to *Strata*.

**TEXT FORMATTING**

* **Body style:** Text should be written in 12 point Times New Roman font, non-justified, with single line spacing.
* **Heading style:**
  + First-level headings: **BOLD ALL CAPS.**
  + Second-level headings: **Bold Title Case.**
  + Third-level headings: *Italicised Title Case.*
  + Fourth-level headings: Plain Text Title Case.
* **Heading numbering:** Please number your headings as follows: First level - 1, 2, 3 etc; second level: 1.1, 1.2, 1.3 etc; third level: 1.1.1, 1.1.2, 1.1.3 etc.
* **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.

**Use of Title Case**

All headings should be in title case. The rules are:

* Capitalize the first word, and all nouns, pronouns, verbs, adjectives and adverbs.
* Do not capitalise articles, conjunctions, or prepositions (e.g., a, an, the, and, not, but, for, or, at, between).
* Capitalise words like 'near' and 'beneath' when acting as prepositions, but not when functioning as an adverb (generally, if the word is followed by a noun, it will be preposition).
* Capitalise both parts of hyphenated words (e.g., Self-Esteem).
* For scientific names, only the first word of the name is capitalised (e.g. ‘Papaver somniferum’).

**Spelling**

* Use British English spelling, e.g., artefacts (not *artifacts*), colour (not *color*), grey (not *gray*), jewellery (not *jewelry*), metre (not *meter*), programme (not *program*), traveller (not *traveler*).

**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' rather than '&'.
* When citing classical works, use the abbreviations provided by the Oxford Classical Dictionary (4th edition): <https://oxfordre.com/classics/page/3993>.

**Dates and Periods**

* Use lower case terms: 'period', e.g., 'Roman period', '5th millennium', '12th century'.
* Use ‘First’ not ‘1st’, e.g., ‘first half of the 13th century’.
* Do not use superscript for ‘th’, e.g., 6th (not *6 th*). You may need turn off autoformat in MS Word.
* We will accept BC or BCE as the authors prefer.
* Place 'BC' after periods and dates, e.g., 5th century BC, 490 BC.
* Place 'AC' after periods, but before dates, e.g., 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**

* All directions should be in lower case.
* Do not hyphenate: e.g. northwest (not *north-west*).

**Numbers**

* Use words for counts from one to ten, and at the start of a sentence.
* Use numerals for distance, measurements, and dates, e.g., 13 km, 51 cm, 1961, 10 minutes.
* Use leading zeros for fractional measurements, e.g., 0.51.
* For measurements: put the largest digit first: e.g., *90 x 50 m.*
* Units (m, cm, ha, sq m, ft, in) should be:
  + abbreviated.
  + lower case (cm, m), except for Litres, which should be in upper case (L).
  + not italicised.
  + not followed by fullstops.
  + not in plural form.
  + include a space before the unit, e.g., 50 m (*not 50m*).
* Feet and inches should be written in letter form, not abbreviated to ' or ", e.g., 22 ft, 8 ft 4 in.
* Numbers should be written in full when used as text: e.g., ‘First half of the 3rd millennium’ (not *1st half*).
* For time, use a colon to separate hours and minutes: e.g., 7:30 am, 8:00 pm.
* Use commas only when numerals have more than five digits:e.g., 5000, *but* 10,000.
* Give year number ranges in full, e.g., 1958–1959.
* For page number ranges, shorten the last part of the range 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 from this rule and should appear as originally published.

**Italics**

* Italicise words in 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 after these abbreviations.
* In figure captions, italicise 'after', e.g., ‘*after* Smith 2002, Fig. 3.’

**Foreign languages and scripts**

Authors should 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*)*.*

**Dashes and Hyphens**

**In editing, a distinction is made between a hyphen (-), en-dashes (–) and em-dashes (—).**

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

* hand-made
* semi-circular
* south-facing
* sub-adult
* Tell es-Sultan

You should also apply adjectival hyphenation, e.g., a 6th-century temple.

**An Em-dash** (Alt+0151, or shift-option-minus on a mac)is often used in place of a comma, colon, or semicolon, to draw attention to information.

* ‘The verdict was unanimous — the object was a forgery.’
* ‘A bronze figurine — identified by some as Isis-Aphrodite — was excavated in 1911.’
* ‘Questions have been raised — justifiably — on the reliability of the data.’

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 the years 1939–1945’
* ‘pages 3–32 may be relevant’

**REFERENCING**

**Citations**

Citation style should follow the Harvard system. Within the text, cite author, publication date and page numbers, e.g., ‘(Aharoni 1979: 44–52).’ Use semi colons to separate different cited works, e.g., ‘(Braun 2004; 2011; Moorey 1994),’ or several works by the same author, e.g., ‘(Mazar 1985; 1993; 2001).’

**Referencing tables and figures**

* When cross-referencing images used in the paper, put these in bold text, capitalise, and do not abbreviate: e.g., **Figure**/**Figures**, **Table**/**Tables**.
* When citing published figures or plates, use lower case with normal text, and abbreviate: e.g., fig./figs., pl./pls.
* Leave a space after 'fig.', e.g., fig. 5.
* If sub-figure numbering is used, add a colon without a following space, e.g., fig. 5:1, fig. 5:1–5.

**Endnotes**

All discussion that is essential to your argument should be in the body of your text. Endnotes may be used sparingly, and only where absolutely necessary.

**Bibliographic formatting**

Note that bibliographic entries are exempt from some of the style rules listed above., such as 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 and journal titles, but *not* the titles of upublished dissertations.
* 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 examples below.
* Where a title is translated from the original language, add the source language in square brackets at the end of the entry, e.g., Eshel, H. and Amit, D., 1998. *Refuge Caves of the Bar Kokhba Revolt. Volume I* (Jerusalem) [Hebrew].

**Archival sources:** Stutchbury, H., 2001. Letter to Judith Brown, 4 April 2001. Brown/Allegro Estate archive.

**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:** Garcia-Ventura, A. and López-Betran, M. 2022. ‘Soundscapes and Taskscapes in the Ancient Near East: Interactions and Perceptions.’ Pp. 62–76 in K. Neumann and A. Thomason (eds.), *The Routledge Handbook of the Senses in the Ancient Near East* (London).

**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, MI).

**Objects in Online Databases:** British Museum, 2023. ‘Collection Database’ [online]. Viewed 11 June 2023 <https://www.britishmuseum.org/collection>. *The matching citation should include the accession number of the item cited, e.g.,* ‘(British Museum 2021: 1908,0110.294).’

**Translated works:** Dio Cassius, 1914. *Roman History, Volume I: Books 1–11.* Transl. E. Cary and H. B. Foster (Loeb Classical Library 32) (Cambridge, MA).

**Websites:** Rollston, C., 2022. ‘The New “Jerusalem”Papyrus: Not so Fast …’ [Online]. Viewed 29 May 2023 <http://www.rollstonepigraphy.com/?cat=3>.

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

*Last updated: 29 May 2023*