

Medieval Ceramics

NOTES FOR CONTRIBUTORS

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1. PUBLICATIONS BY THE MEDIEVAL AND LATER POTTERY RESEARCH GROUP

- *Medieval Ceramics* is the journal of the Medieval and Later Pottery Research Group. The MLPRG brings together people with an interest in the ceramics made, traded, and used in Europe and both sides of the Atlantic and beyond, between the end of the Roman period and the 19th century.
- *Medieval Ceramics* welcomes contributions presenting original studies and reviews relating to the study of medieval and post-medieval ceramics from anywhere in the world. Papers submitted to the journal should not be published in English elsewhere, or be under consideration for publication in another journal. Papers are typically 4,000–6,000 words in length, although shorter notes and articles are also welcome. Longer articles will only be accepted at the discretion of the editors.

- The MLPRG also publish longer studies as Occasional Papers. These are usually expected to be externally funded and are usually monothematic. Proposals for Occasional Papers may be sent to the editors.
- Articles published in *Medieval Ceramics* may be uploaded to institutional repositories and websites such as Academia.edu two years after publication to allow authors to comply with funders' Open Access requirements. Papers will be made available through the MLPRG website three years after publication.

2. BEFORE SUBMISSION

- Prospective authors should contact the editors to propose a submission, at editorial@medandlaterpottery.org.uk.
- Contributions arising from commercial excavations or grant-aided research projects are expected to come with funding of at least £50 a page (to calculate length: c.750 words = 1 page; total no. of tables/figures can be divided by 1.5 to give approx. no. of pages in *Medieval Ceramics*).

3. SUBMISSION OF PAPERS

- *Medieval Ceramics* is usually published once a year.
- Papers can be submitted at any time, however specific deadlines may be set for particular issues, such as themed publications or those arising from MLPRG conferences.
- Papers should be submitted by email to the editors (editorial@medandlaterpottery.org.uk). Files should be compatible with Microsoft Word. At submission stage, figures with their captions can be sent as part of the Word document or as a PDF document. Only complete submissions will be accepted for consideration, that is, those that contained the final text and all accompanying notes, tables, figures and bibliography.

4. PEER REVIEW

- All papers, with the exception of the Gerald Dunning Memorial Lecture, will be subject to peer review. The role of the peer reviewer is to consider the academic merit of the paper and fit with the journal, recommend or reject its publication in *Medieval Ceramics* and, if accepted, to make suggestions for its improvement if necessary. Both author and reviewer will be anonymous, although in the case of papers presented at the MLPRG conference, it may not be possible to retain the anonymity of the author.

- If the paper is recommended for publication, then it will be read by the editors and further corrections may be suggested. The editor will then send comments from the reviewer and from the editor to the author. After amending the text in view of such comments, the author will then be able to submit a revised final version of the paper.

5. PROOFS, CORRECTIONS AND PUBLICATION

- Authors will be sent page proofs of their article for checking in PDF format. Only essential corrections should be made at the page proof stage since printers will charge for corrections. If substantial changes are required then the author may be charged for proof corrections (in particular, changes made to figures) at the editors' discretion. Failure to return proofs by the required date may lead to the editors returning their own proofs without further reference to the author(s).
- Before producing proofs, the authors will need to sign an agreement with the MLPRG regarding publication and rights.
- Upon publication, authors will receive a pdf of their published article.

6. COPYRIGHT

- It is the author's responsibility to seek written permission to reproduce third-party material, including any text, line art or photographs they wish to use in their article. Permission should be for print and subsequent electronic publication.
- Publication will only progress when all the permissions have been obtained and copies have been supplied to the editors.

7. PREPARING YOUR TEXT

- Please submit your paper in Times New Roman, font size 12.
- The list of authors should follow the title and take the following format:
- Author One,* Author Two,** and Author Three***, where the asterisks will be used to indicate the affiliation and contact details of each author.
- In cases where an author is deceased their name should be followed by the cross symbol †.
- The text should be submitted without any other unnecessary or strenuous formatting.

- The text should be in Times New Roman, font size 12. The heading hierarchy should be as follows:

Article title: Sentence case, bold, font size 16pt

Author names: Sentence case, bold, font size 14pt

Main headings in text: Sentence case, bold, size 14pt

Sub-heading 1 in text: Sentence case, bold italics, size 12pt

Sub-heading 2 in text: Sentence case, bold italics, size 12pt

Sub-heading 3 in text: Sentence case, italics, size 12pt

SUB-HEADING 4 in text: CAPITALS, ITALICS, SIZE 11pt

- Example:

The medieval pottery from London [bold, 16pt]

L Blackmore [bold, 14pt]

Summary [bold, 14pt]

This paper considers an assemblage of...

Introduction [bold, 14pt]

The finds discussed here were recovered during excavations...

Fabrics and Forms [bold, 12pt]

Only three vessel forms were found...

The imported wares [bold italics, 12pt]

French wares [italics, 12pt]

French imports are by far the most common...

SAINTONGE WARE [CAPITALS, ITALICS, 11pt]

This fabric is typical of...

Layout

- Papers should have a logical structure, with a concise introduction and a conclusion. The order of frequent headings should be:
 - **Summary/abstract:** 200 words, detailing aims, main points and conclusions. This will be translated into other languages.
 - **Introduction:** it should describe the context of paper, for example if it arises from a conference paper, PhD thesis, commercial excavation *etc.*
 - **Notes:** endnotes may be used for references to unpublished documents and to provide extra information. If using endnotes, the superscript number should be placed after the comma or period. Do not use the auto-endnote system in Microsoft Word. Endnotes should be numbered with Arabic numbers (not letters nor Roman numerals).
 - **Appendices,**
 - **Acknowledgements,**
 - **Bibliography.**
- The list of captions for figures and tables should appear at the end of the document, after the bibliography, followed by the contact details of each author (email address and institutional address where appropriate).

Text conventions

The following conventions apply:

1	Punctuation	Use only one blank space after a full stop or other punctuation
2	&	Do not use the ampersand (&) for 'and' unless it is part of a proper name
3	Capitals	Capitals should normally be used for titles or offices (St Benedict, King Henry VIII, Lady Jane Grey), buildings (Greenwich Palace, Salisbury Cathedral) and all German nouns. When referring to the king or the bishop, use lower case. The term 'the Continent' may be used in reference to the continent which is the focus of the paper (typically Europe)
4	Compass points	Compass points must be given in full (<i>eg</i> south-east), in lower case
5	Contexts numbers	Context/feature numbers or accessioned or small finds do not need brackets

6	Periods	When referring to archaeological and historical periods, use upper case: Roman, Early Saxon, Merovingian, Carolingian, Norman, Middle Ages, Tudor etc, but use lower case for prehistoric, medieval and post-medieval. Ideally a date range should follow the first mention of a period, particularly where international readers may not be familiar with a particular term. All dates will be assumed to be AD and this need not be stated. Where required, BC should always follow the date (in the form 55 BC)
7	Radiocarbon dates	When referring to radiocarbon dates in the text cite calibrated date, <i>ie</i> cal AD 1283–1327, then in an endnote add the laboratory reference, the calibration curve or programme used and the uncalibrated date <i>eg</i> SUERC-61213, 641±27 BP
8	Abbreviations	<p>Abbreviations should be kept to a minimum. All abbreviations from Latin are in italics, with no full stops. For example: <i>c</i>, <i>cf/see</i>, <i>etc</i>, <i>eg</i>, <i>et al</i>. Abbreviations from English words are not in italics. Where an abbreviation might be confused with another word (<i>eg</i> No/no), a full stop should be used. The following contractions, or shortened forms are not followed by a full-stop:</p> <ul style="list-style-type: none"> • Contractions, for example: Mr, Dr, St • Personal initials (<i>eg</i> M J Hughes) • Fig (Figure), Nos (Numbers) • pers comm (personal comment), pers obsv (personal observation) • Use lower case for ‘fig’ (figure), pl (plate), nos (numbers) for references to other texts (<i>eg</i> Brown 2002, fig 21); the exception to this is when referring to German publications, when ‘Abb’ or ‘Taf’ (non-italic) should be quoted • Counties should be written in full and be added to all places or sites mentioned in the text. <p>Please insert a blank space after ‘no.’ for ‘number’: no. 6.</p>
9	British spelling	British spelling (-ise) is preferred to American (-ize): organise, specialise
10	Foreign words	Words in other languages (including capitalised German nouns) and historic place-names are italicised, <i>eg Hamwic, Bartmann</i>
11	Hyphens	Hyphens should be used as little as possible. Except for very unusual compounds, ‘re’ words are not hyphenated and take the form reused; reworked; reorganized <i>etc</i>
12	Compound adjectives	Where compound adjectives are grammatically correct a hyphen should not be used (<i>eg</i> wheelthrown; handbuilt). They should be used in instances such as green-glazed rim or lid-seated rim. Hyphens should also be used where they change the meaning (<i>eg</i> pre-date rather than predate)

13	en-dash	The en-dash (–) should be used for numerical ranges: 1990–1995. Where the date is uncertain, 13th/14th century or 13th–14th century can also be used. For Windows, en-dash: Alt+10501
14	Number ranges	To ease reading, please do not contract number ranges and write them in full: 20–25; 100–105; 311–319
15	Dates	Hyphenate dates when their use is as an adjective <i>ie</i> the 15th century, but 15th-century pottery
16	Units	Units of measurement never have full stops: m; mm; ha; g; kg (note plural =kg not kgs); so too OD (Ordnance Datum). All these follow their numbers without an intervening space. The metric system should normally be used for all measurements. Where appropriate, for example when discussing historical documents, pre-decimal sums of money and original land measurements may be used. Metric equivalents may be added in brackets if appropriate. Measurements of bricks, tile, clay pipes use Imperial units, with decimal in brackets
17	Numbers	The numbers one to ten in the text should be spelled in words, thereafter numerals should be used. The exception to this is where numbers are used with units of measurement (<i>eg</i> 6 ENV, 7 MNV). A comma should be used for numbers over 10,000. Where the number is not precise use words <i>eg</i> ‘over a hundred sherds’; ‘nearly twenty potters’. A sentence should not start with a number.
18	Ordinals	The same rules apply to ordinals as for numbers <i>ie</i> first, tenth, 11th, 20th, 175th. Note superscript should not be used. For centuries use numbers throughout: 1st century, 10th century, 19th century. For dates use cardinal numbers, expressed as 2 January 1762 (not 2nd January 1762). Periods of time should be written numerically: 1930s, not 1930’s
19	Decimals	When writing decimals, use the minimum number of decimal places: 1.2m (not 1.20); 5kg (not 5.0). More than 2 decimal places should only be used in exceptional circumstances
20	Dimensions	Use: H for height, Th for thickness, W for width, Diam for diameter

21	Currency	For prices, please use the format £1 4s 5d for pounds, shillings and pence
22	Percentages	Percentages should be indicated using the % symbol
23	Geology	Natural geology (drift or solid) should be described according to the British Geological Survey. Ordnance Datum (OD) heights must be provided for key strata
24	Abbreviations	Fabric codes, chemical elements and compounds <i>etc</i> , should be spelled out at first mention and then may be abbreviated if appropriate. A concordance table for fabric codes is also permissible. Terms such as MNV (Minimum Number of Vessels) or EVEs (Estimated Vessel Equivalent) should be spelled out at their first use.
25	Quotations	<p>– Short quotations should take the form: ‘this is a short quote’.</p> <p>– Longer quotations (in excess of two lines) should take the form:</p> <p style="padding-left: 40px;">This is a longer quotation, separated from the text by a line space above and below without inverted commas.</p> <p style="padding-left: 40px;">“This is a quote within a longer quote which is in double inverted commas”.</p> <p>– Commas and other punctuation at the end of a quotation and not part of the original should be placed <i>outside</i> the final inverted comma.</p> <p>– When quoting extracts from printed sources the term (<i>sic</i>) should be used at the end of the quote to indicate that the original has been followed for spelling, punctuation and capitals, where the original deviates from conventional usage.</p>

8. TABLES

- All the tables should be cross-referenced in the text and in numerical order (Table 1, Table 2, etc).
- The location of tables should be marked within the text in the form **[Table 1 goes here]**.
- Table captions should be included as a separate list at the end of the submission, after the bibliography. Table captions should be concise and should not have a full-stop at the end.
- Tables may be submitted in Word or Excel.
- Table column/row headers should be in bold.

- Where necessary tables should include a key in a smaller font (11pt) to explain abbreviations in headings/columns or other necessary information.

9. ILLUSTRATIONS

- All the figures should be cross-referenced in the text and appear in numerical order (Fig 1, Fig 2, etc).
- References to drawings in a figure can be referred to as Fig 1.1 or (Fig 1.1–1.4).
Note, if citing an image published elsewhere use lower case (*eg* Brown 2002, fig 1).
- Figure positions should be noted in the text in the form **[Fig 1 goes here]**.
- Figure captions should be included as a separate list at the end of the submission, after the bibliography. Figure captions should be concise and should not have a full-stop at the end.
- Image credits should be provided in figure captions. This should take the form Image: Author.
For example:

‘Drawing by the author’ or
‘Photograph by John Smith’ or

- Where an image is from another publication/source:

‘Drawing from Allan 2016, fig 8.68’
‘... after Jones 1999, fig 12’ or
‘reproduced by permission of the Trustees of the British Museum’

- Where copyright needs to be acknowledged:

‘Plan of the site in 1788 © Bristol Archaeological Society, by kind permission [or whatever wording is required by the third party]’

Page size

- The maximum page size is 17.2cm wide by 25cm long; the caption will be included in the length and a 1-line caption is about 1cm.
- The size of one column of text is 8.3cm wide.
- Figures should be supplied already mounted and properly labelled (a, b, c...) if necessary, to fit the page or the column size.

Format

- All illustrations should be supplied in a suitable electronic format, via a file transfer website (please consult the editors before sending). The cost of amending, montaging or replacing illustrations during production (that is, at proof stage) will be charged at £75 per image.

- Files should be provided as Tiffs (preferred) or Jpgs (only secondarily). EPS and PDF files are also acceptable, but content (including fonts used) should be encapsulated; if black and white they should be saved in greyscales or if colour in CMYK not RGB.
- All image files submitted should be edited and checked for contrast etc. PDF versions of figures and photographs are acceptable as part of a preliminary submission only.

Photographs

- All the photographs need to be provided as jpg or tiff files, they should be supplied as individual files at a **minimum of 1,500 pixels wide** and at their original resolution (the higher the resolution the better). The files should be clearly labelled with each figure number.
- Captions for site photographs should include the direction of view (unless it is vertical) and size of any scale: *Fig 12. Pottery kiln [24], view looking south (1m scale)*. Do not include descriptive qualifiers in captions *eg 'plan of', 'photograph of', 'drawing of'*.
- All finds photographs should have a scale bar unless the dimension(s) of the object(s) is cited in the caption (*eg length 35mm*).
- If more than one or two objects are illustrated, then these items need to be identified by a number and listed in the caption.

Drawings

- Drawings need to be supplied as individual files at a **minimum of 1,500 pixels wide** and at their original resolution (the higher the resolution the better). The files should be clearly labelled with each figure number.
- For illustrations of pottery the caption should include the context as appropriate, the fabric/ware and vessel form.
- Drawings must include a scale bar.
- Pottery drawings should be supplied in a suitable scale, which will usually be 1:2 or 1:4, depending on size and detail.
- All drawings on a page are usually expected to be at the same scale, unless a specific detail needs to be larger (in which case it will require its own scale bar).
- All plans and maps should include a scale bar in metres and a north point (unless they are historical maps of uncertain scale). All sections should show an OD level and their orientation.
- Conventions used in phase plans (for conjecture *etc*) need to be explained in the first relevant caption or a separate figure.

10. PAGE SIZE

- The Medieval Ceramics full page image area is 138mm wide by 208mm long, or two columns each measuring 67mm wide by 208mm long. Figures can occupy:
 - a full page (leaving space for the caption; a two-line caption is about 10mm high)
 - or a page width (138mm)
 - or a single column (67mm).
- All images should be designed to be reduced to fit the available space and include a clear instruction of the final reduction size or scale, if any is required.

11. BIBLIOGRAPHY AND REFERENCES

- *Medieval Ceramics* uses Harvard-style in the form (Jones 1999, 42; Spoerry 2016; 2018).
- In the text, the references should be ordered chronologically (Vince 1988; Smith 1994).
- A page reference must be given where reference is made to a specific point. Page ranges should be stated (Jones 1999, 1–12), and see Text conventions, nos 13 and 14 above).
- For the same author and same year, please use ‘a’, ‘b’ etc: (Vince 1979a; 1979b).
- For three or more authors, use ‘*et al*’ in the text, but list all authors fully in the bibliography.
- For different authors with the same surname and year, include the initial in the text: (D Hurst 1989; J G Hurst 1989).
- Where neither author nor organisation producing a document are known, Anon may be used in lieu of an author.
- Where the date of a publication is not known, the term ‘nd’ should be used (Blackmore nd).
- Where the text referred to has not yet been published, please use ‘in prep’, ‘forthcoming’ or ‘in press’ as appropriate.
- The bibliography should include all works cited. Do not include any works not cited in the text.
- The conventions for including different types of publication in the bibliography are as follows:

Books

Please include the place of publication and publisher. Examples:

Jervis, B, 2014 *Pottery and Social Life in Medieval England. Towards a Relational Approach*, Oxford: Oxbow Books

McCarthy, M, and Brooks, C, 1988 *Medieval Pottery in Britain AD 900–1600*, Leicester: Leicester University Press

Spoerry, P (ed), 2016 *The Production and Distribution of Medieval Pottery in Cambridgeshire*, East Anglian Archaeology 159, Cambridge: Oxford Archaeology East

Chapters in books

Vroom, J, 2016 Pots and pies: Adventures into the archaeology of eating habits in Byzantium, in E Sibbesson, B Jervis and S Coxon (eds), *Insights from Innovation. New Light on Archaeological Ceramics*, 221–244, Southampton: Highfield Press

Gascoigne, A L, 2013 Cooking pots and choices in the medieval Middle East, in J Bintliff and M Caroscio (eds), *Pottery and Social Dynamics in the Mediterranean and Beyond in Medieval and Post-Medieval Times*, BAR International Series 2557, 1–10, Oxford: Archaeopress

Hughes, M J, 2010 Inductively coupled plasma atomic emission spectrometry analysis of south Hertfordshire-type greywares, in L Blackmore and J Pearce, *Shelly-Sandy Ware and the Greyware Industries*, MoLA Monograph 49, 273–277, London: Museum of London Archaeology

Journal articles

Blinkhorn, P, and Chapman, P, 2013 A medieval bird shaped lamp or 'salt' from Norwich, *Medieval Ceramics* 35, 53–54

Hall, D, 2012 The pottery, in Greig, M, 'Excavation of an unnamed castle at Cullykhan, Castle Point, Troup', *Proceedings of the Societies of Antiquaries of Scotland* 142, 315–317

Tuohy, T, 2004 Weaving as a domestic craft at the Iron Age site of Glastonbury Lake Village in Somerset, Britain, *Journal of Wetland Archaeology* 4.1, 97–109

Conference proceedings

These should use the same format as a journal article.

Grey literature and unpublished theses

Grey literature should be cited as a published work. Where available the DOI (Digital Object Identifier) should follow the reference.

Hammond, S, and Preston, S, 2005 *Canon Court, 126 High Street, Lymington Hampshire. An Archaeological Watching Brief*, Thames Valley Archaeological Services Report 05/44

Green, K, 2015 *Constructing Masculinity Through the Material Culture of Dining and Drinking in Later Medieval England: A Study of the Production and Consumption of Anthropomorphic Pottery in Selected Sites from Eastern England, the Midlands, and the South West, c.1250–1450*. Unpublished PhD Thesis, University of Sheffield

Websites

Worcestershire Archive and Archaeology Service n.d. *Worcestershire On-line Ceramic Database*, [http://www.worcestershireceramics.org/#cms/view/worcestershire_on-line ceramic database](http://www.worcestershireceramics.org/#cms/view/worcestershire_on-line_ceramic_database) [accessed 30 July 2016]

Maps and primary sources

Documentary sources should be given their full archive number and repository.
Maps should be identified by their full title in the reference list.