Itinera

The Journal of the Roman Roads Research Association
NOTES FOR CONTRIBUTORS

Purpose

Itinera is intended for the publication of materials of academic value reflecting the focus of the RRRA, i.e. the study and understanding of Roman Roads in the UK and internationally – both directly and within the wider context of Roman studies. No fixed length applies to acceptable contributions, which may range from brief notes to longer studies or full excavation reports, but considerations of space and style may occasionally require the editing of pieces, with the agreement of authors.

Itinera is published annually. Prospective contributors may wish to approach the editor at an early stage and certainly before submitting a text. For longer papers, a summary publication proposal should be provided.

Most contributions will be sent for external review, with the Editor making a final decision on publication.

Style Guide

The basic rule is to imagine the reader as someone with a general interest in the subject but who may or may not be a professional archaeologist. The style and level of language used in a quality newspaper is a good guide.

Try to use 'plain English'. Be as brief as possible, as superfluous words obscure the meaning and lose the reader's interest. Avoid the excessive use of jargon and technical vocabulary; if specialist words are essential, they should be explained in the text or endnotes, or possibly in an appendix. Avoid using the first person singular ('I') and avoid spoken contractions such as 'isn't' 'don't' etc.

Avoid the inclusion of information which will later become out of date; for example, rather than saying 'five years ago', state the year.

Contributors should ensure that grammar, spelling and punctuation are in order before submission. The editorial team is happy to give advice but expects authors to take responsibility for their submissions being comprehensible and in sound English.

Specifics

An **abstract** of up to 150 words must precede all articles, reports and notes.

There is **no minimum or maximum length** specified, however for papers likely to exceed 10,000 words consult with the Editor.

Contributors will be expected to submit text and illustrations in digital form. The text should be sent as an email attachment; the illustrations may be sent via WeTransfer, or Dropbox, though a pdf may be sent for initial assessment. The text should be in Word or any compatible word processor package (.doc, .docx, .rtf or .otd). **Please do not use Word's 'Track Changes' facility** (or similar) in initial submissions as this can cause confusion.

Contributors should indicate a hierarchy of headings and sub-headings, using CAPS, **emboldening** and *italics;* **do not** use <u>underlining</u>. A maximum of three hierarchies of headings is acceptable below the title: Section Headings, Subject Headings and Sub-headings

Acknowledgments should appear at the end of the text. Where other work has been referred to in the text, a bibliography must be included (see references below).

Spelling should be British rather than American, e.g. 'colour' **not** 'color'. If using a spell checker ensure it is set to UK English, not American.

Where 'ise' and 'ize' are acceptable variants in English spelling, the form 'ise' should always be used: e.g. authorise, organise, realise.

Measurements should be given in Standard International metric units – mm (*not* cm), m, km, ha. Where imperial measurements are quoted, the metric equivalent must be given. Roman measurements (*actus, pes* etc.) should be accompanied by the metric equivalent.

Numbers in the text should follow the British Standard: words for numbers between one and ten, numerals for numbers 11 and over. However when a number is the first word in a sentence, it should always be spelled out, e.g. 'Eighty men later constituted a century'. When using measurements or percentages, numerals should be used throughout (25%). Ranges of numbers should be abbreviated to the following format: 16–19; 104–05; 114–25. 256–59 etc.

Dates. 4th century (please **do not** use superscript ʳᵗʰ'); 15 May 1995 (without 'th'). Note that BC follows the year, AD precedes it thus: 55 BC, AD 43. **Approximate** dates are indicated by 'c' with no space before the date, e.g. c1980. **Decades** have no internal inverted comma, thus 1980s, **not** 1980's.

Place-names should be accompanied by their present county name unless this is clear from the context. Latin place names should be in *Italics* with the modern name accompanying it for clarity. *Londinium* is an exception, not requiring clarification.

Italics. Words which are to appear in the text as italics should be *italicised* using your word processor. Do not use underlining. Titles of published books (but not unpublished books, theses, 'grey' literature and manuscripts) should be *italicised*, as should Latin and foreign words (for example *c, et al., sic)* except those which are in common English usage (cf., e.g., etc., i.e., op. cit.). **'Agger'** is acceptable in this journal without italics.

Quotation marks. Single quotation marks should be used, except for quotations within quotations, where they should be double. Quotations longer than four lines should be indented, with a line space above and below.

Footnotes should be avoided. If they are felt to be essential, notes should be used sparingly and kept brief, placed at the end of an article as endnotes. Each note should have an indexed number in superscript.

Compass points should be written in full: east, north-west, south-eastern. Abbreviations may be used in site gazetteers.

Abbreviations. Initials of well-known institutions should be abbreviated without punctuation: RRRA, NT, CWAAS, OS. Other abbreviations should follow the OED: e.g., i.e.

REFERENCES

Details of all material to which reference is made in the body of the text should be listed in a bibliography. Published sources should be listed separately from unpublished works, references to

original documents, air photographs etc. All references must follow the Harvard system. References should be made as follows:

... it has been claimed (Bloggs 1985, 23–35) ..., *or* ....Bloggs (1985, 23–35) claimed ...

In the **Bibliography** the following format should be used:

for articles

Bloggs, S.P. 1900: 'A Dartmoor route', *Proc. Devon Archaeol. Soc.* 8, 19–25.

for books

Sealey, P.T. 1998: *A Roman town,* Batsford, London. Please include the place of

publication and the publisher for the edition you are citing.

Multiple authors as follows:

Sealey, P.T., and Wade, R. 1998: *A Roman town*, Batsford, London.

Where there are 4 or more authors, 'et al' may be used after the first author.

Reference to an author who has more two or more works published in the same

year: add(a) or (b) after the year of publication.

for contributions to edited volumes

Bloggs, S.P. 2003: 'Classical use of mapping'. In J. Smith (ed.), *Envisaging the Roman world,* Batsford, London, 33–158.

For references to materials consulted on-line

Follow the publication reference with the web address within angle brackets, and the date on which it was consulted:

Dungworth, D. (ed.) 2015: Archaeometallurgy Guidelines for Best Practice. Historic England <www.HistoricEngland.org.uk/advice> accessed 10. 12. 2016.

When citing articles within a periodical or other edited volume, always include in the text the actual page number(s) relevant and in the bibliography the page numbers for the complete article.

In-text citations to books should include a reference to the page number(s) relevant to the point being made.

Abbreviations of British journal titles should follow the CBA guidelines. If you are unsure of any abbreviation please write the journal title out in full; in the case of foreign periodicals always write the title out in full.

ILLUSTRATIONS

General

The general rule is that all illustrations should be of a resolution and quality that will make them crisp, clear and readable on the printed page. Photographs need to be good resolution, taken with a good camera. No photograph or diagram should pixilate or blur when expanded to page size.

- Images **must** be supplied as individual image files, not combined with others or integrated into the text file of the article.
- Foldouts or images running across a two-page spread will not normally be considered.

- Figures (diagrams and photographs) should be numbered consecutively throughout the text in a single sequence. References within the text to illustrative material should be made in the form: (Fig. 00).
- **A list of Figure captions should accompany the text in a separate word-processed file**. Please do not include the figure number on the illustration itself.

File types

- We will accept illustrations in either **.tif**, **.jpg** or **.png** formats (although .tif or RAW files are preferred if at all possible, since there is no loss of image data).
- If you want to use a different format please contact our Editor first. When saving a file as a .jpg, or creating a .jpg to be included in an illustration e.g. a background map, always create the .jpg at highest quality.

For detailed guidance on production of illustrations, see the appendix. If in doubt, seek support or contact the team.

Copyright & Attribution of Photographs, Maps and Illustrations

You must ensure that you have permission to reproduce any material created by someone else, no matter how small it may be, or if it is incorporated in an illustration of your own design. You must also ensure that you include acknowledgments to copyright holders and any other relevant information the copyright holder may require. Because many contributors have had problems with copyright and with knowing what attribution to give, we have prepared a separate guide which must be read before reproducing someone else's work.

Contributors **must** refer to our guide "Image Copyright, Attribution & Resources" when creating or using images which utilise other people's work. The guide not only explains the process of ensuring there are no copyright issues for those less familiar with writing papers for publication, but also provides a list of the many freely available digital resources which may be used when creating images, and most importantly how the attribution statements must be worded to comply with copyright law.

COPYRIGHT OF SUBMITTED MATERIALS

Authors grant the RRRA a full licence to edit, publish, disseminate, copy and re-use their work in any format, but authors will retain copyright of their materials after publication.

DEADLINES

The **deadline for papers** to be considered for publication in the year's volume is **15 November,** by which date the full text and illustrations must be received by the editor. We aim to publish early in the Spring following.

Submissions should be sent to the Editor by email attachment. If too large for email they may be sent by 'Wetransfer' or similar.

The Hon Editor of *Itinera* is Robert Entwistle who can be contacted at:

4 Tarragon Close, Warfield, Bracknell, Berks RG12 2BZ
email: rob.i.entwistle@gmail.com

APPENDIX

Diagrams and drawings

Image size

- All illustrations should ideally be 146mm wide (the available width on our page), with a maximum height of 188mm (this leaves us at least 12mm for the caption), and should be produced at 600 dpi if possible, and **never less than 300dpi**.
- We strongly discourage the use of small images with the body text wrapping around, although we accept that on occasion this may be necessary.
- Before submitting images, please view them on screen or printed at the actual size they will appear in Itinera and ensure that they are clear, crisp, and readable; if you want to use smaller images than specified please contact our Editor in advance supplying the files you want to use.

Layout & Content

- Under no circumstances should an image of a lower resolution than be re-sampled to a higher number of pixels – this usually results in blurry or pixelated images that present badly on the page. Such images may be rejected.
- When illustrating **Roman road features on LiDAR** or aerial photographs, always use **two parallel lines to mark the features** – a single line will obscure what you are trying to demonstrate
- Take care to choose background maps of sufficiently high resolution, otherwise they may appear blurred or pixelated. Avoid using a screen-grab to obtain a background map (unless you have a 4K screen or stitch several screen-grabs together), since it will result in a low resolution image, unless it is for a small image.
- All maps and plans must contain a scale bar and north point, and finds drawings must have a scale bar and/or an indication of scale in the caption. Where a scale is included in an excavation photo, the length of the scale should be specified at the end of the caption, unless 1m or 2m ranging poles are being used.
- Always view your image at its actual size, to ensure that all text is clear and neither so large that it overpowers the image nor too small to be read
- A good illustration should be balanced, and not contain lots of different bold colours or different fonts, and should not be too busy with fine detail.

Photographs

Image size

- Images taken on most mobile phones may look good on a screen but will be inadequate on the printed page. We would prefer a quality camera to be used, however if you must use a phone:
    I.   The phone needs, as a minimum spec, an 8MP camera (eg an iPhone 6).
    II.   Frame your subject carefully - if you zoom digitally the image quality will be reduced
    III. always save images in the highest possible quality and export them at actual size.
- Photographs may be either colour or black and white, and wherever possible should fill the full width of our printable page, ie 146mm wide, with a maximum height of 188mm (which allows 12mm for a caption).

- For those unfamiliar with this aspect a general guide is to review the image file once taken: a file size >3 or 4Mb, usually indicates a useable image. The properties of the

image file also advise on the image size and dots per inch (dpi) where 300dpi is an adequate clarity. Images of only150dpi are liable to look blurred and pixilated once printed.

- Be aware that images are very likely to REDUCE in quality and resolution (without warning) if you use a software package to add captions or embed them in a document. Always pass on the ORIGINAL file for publication, with text and images transmitted to us as separate files.
- Photographs will have a minimum width of 3456 pixels, which under no circumstances should be upscaled from lower resolution photographs.
- We strongly discourage the use of small images with text wrapping around (although on occasion this may be necessary).
- **If in doubt, please ask and send a sample image.**

Approved by the RRRA Editorial Committee, October 2021