

# Journal of the Cork Historical and Archaeological Society

## Notes for contributors

Potential contributors should initially make contact with the Hon. Editor before submitting a paper. **Papers** up to a maximum of 8,000 words are welcome, as well as shorter **notes** up to a maximum of 1000 words (including references). Longer papers might be submitted if a case can be made for them. All papers are subject to academic peer review before acceptance. The final date for the submission of new material is 30 November each year. The *Journal* (ISSN 0010-8731) is published annually every summer. The format is single column of text and size B5 portrait (176 x 250mm).

**Books for review** should be sent: c/o Dr Kevin Murray, Department of Early and Medieval Irish, University College Cork. Publishers and authors are requested to note that only books of an historical or archaeological character will be reviewed; books are not returnable, and reviewers may not be found in every case.

## Submissions

Papers should be sent in electronic format (MS Word) by email. The author's name, institutional affiliation (if any), as well as email and postal addresses must be supplied. The text should be presented in double spacing, with wide margins and the right-hand margin left unjustified. Low-resolution images should accompany the paper at the initial submission stage.

## Editorial queries

Papers are edited digitally and are emailed to authors, along with the referee's report, before papers go to press.

## Proof correction

Authors are asked to check and return proofs without delay. Corrections and answers to editorial queries should be made clearly and legibly in red ink or should be listed in a Word document.

## PDFs

The author of each published paper will receive a copy of the journal, along with a PDF version of their paper. The authors of notes will receive a PDF version only. Offprints are no longer issued by the *Society*.

## Subventions

Subventions to assist with the cost of publication of papers are welcomed by the *Society* and should be sought by authors in a position to obtain them.

## **Illustrations**

When requested by the Editor, illustrations should be submitted as separate digital images saved as TIF, EPS, or Jpeg files at a minimum resolution of 300 dpi for photographs, or 600 dpi in the case of line art. Originals should be submitted at publication size or larger; care should be taken that any lettering or detail on the illustration will accept the necessary reduction. If scale is important, a scale bar that will accept the necessary reduction should be inserted. Tables must also be submitted as separate files. It is the author's responsibility to obtain written permission to use illustrations that are still in copyright. Even if an illustration is no longer in copyright, an acknowledgement of a source other than the author must be included in the caption.

The main text must contain references to all illustrations used (Pl. or Pls for plates (e.g. photos); Fig. or Figs for artwork (e.g. line drawings); separate sequences for plates and figures using Arabic numerals: Fig. 1; Pl. 1 etc.). Each image should be labelled with the author's name and plate/figure number. Captions should be sent in a separate MS Word document. Media (USB keys, CDs, etc) sent to the Hon. Editor are not returnable.

## **Abstracts**

All papers (notes excluded) should include an abstract (maximum 150 words). This should act as an independent summary of the paper and should not feature endnotes or references.

## **Headings and captions**

Papers should be divided into logical headed sections, including introduction and conclusion. In the body text no more than three levels of subheading should be used, e.g.

### INTRODUCTION

*The religious context*

Text runs on underneath.

*Spearheads.* Text runs on immediately after this level of heading.

Figure, plate and table captions should be styled as follows:

Fig. 1: Caption (*credit*)

Pl. 1: Caption (*credit*)

Table 1: Caption (*credit*)

## Units of measurement, numbers and dates

Use metric units of measurement throughout. No space should be inserted between the number and the unit: '12mm long', '2m high'.

Spell out numbers up to and including twenty, unless they refer to a unit of measurement: 'four cars', 'sixteen houses', 'an eleventh-century church', '3cm', '6ml'.

Elide page numbers and dates as far as possible, except in the 'teens'. Thus '172-182' becomes '172-82', '182-187' becomes '182-7' but '110-118' becomes '110-18' (this does not apply to measurements).

Dates should be given as '18 April 2013'.

## Abbreviations and other conventions

Spell out abbreviations on first mention, e.g. 'National Museum of Ireland (NMI)'. Treat the abstract and the main text of the paper as separate entities with regard to the spelling out of abbreviations, i.e. an abbreviation should be spelled out at first mention in both the abstract and main text.

Non-English terms that have not been assimilated into English should be given in italics, e.g. contractions such as '*et al.*' and '*c.*' (for *circa*).

## Hyphenation

As a general rule, hyphenate an adjectival compound of two or more words that precedes the noun: 'fine-grained sandstone', 'nineteenth-century sources', 'large-scale riot'. An exception to this rule is adjectival compounds with an adverb ending in 'ly', which should not be hyphenated: 'an ornately carved cross'.

## Referencing

**Two** forms of referencing are used in the *Journal*, the author-date style and the endnote style. Both forms are acceptable, but a paper must adhere to one system or the other, **no** mixing.

### Author-date system

In the author-date (Harvard) system, which is mainly used for archaeological papers, literature cited in the text should be given in a bibliography at the end of the paper, arranged in alphabetical order according to the authors' surnames. In the body of the text, the author's name and the year of publication should be cited, as well as the page number where appropriate, e.g. '(O'Kelly 1965, 162)', '(O'Kelly and Shee 1968, 40)'; where the author's name occurs in the sentence, only the year should be given in brackets, e.g. 'O'Kelly (1965, 162) compared'. If reference is made to a paper by three or more authors it should be shortened in the text as, e.g., '(Clarke *et al.* 2012)', but all authors' names should be given in the bibliography.

Citations of multiple author–date references in the body text should be arranged chronologically and separated by semicolons: ‘as demonstrated in earlier studies (Mahr 1932; Wilson and Klindt-Jensen 1966, 147-60; Fuglesang 1980; Ó Floinn 2001)’.

For multi-volume works, specify the volume being cited in each case, e.g. ‘(Hunt 1974, vol. 1, 129)’.

References should be listed at the end of the main body of the paper, in alphabetical order according to author. Each appendix should have its own reference list. See sample references below, and note especially the following points:

- In the titles of articles, chapters and books, capitalise proper nouns only.
- In the titles of journals and series, capitalise significant words.
- Give the full page span of articles and chapters.
- Give the total number of volumes in multi-volume works, and the date span if the volumes appeared over a number of years.
- In the case of a book in a series, give the series title and number.
- If in doubt, give more information rather than less.
- For books, give the place of publication, but not the publisher.

### Sample references

#### *Book:*

Forde-Johnson, J. 1977. *Castles and fortifications of Great Britain and Ireland*. London.

#### *Multi-volume Book:*

Grove-White, J. 1906-15. *Historical and topographical notes on Buttevant, Castletownroche, Doneraile, Mallow and vicinity* (4 vols). Cork.

#### *Chapter in book:*

Ryan, M. 2009. ‘A long 1923’, in G. Cooney, K. Becker, J. Coles, M. Ryan and S. Sievers (eds), *Relics of old decency: archaeological studies in later prehistory. Festschrift for Barry Raftery*. Dublin, 543-48.

#### *Paper in journal:*

Coulson, C. 1982. ‘Hierarchism in conventual crenellation: an essay in the sociology and metaphysics of medieval fortification’, *Medieval Archaeology* 26, 69-100.

*Section in paper:*

Mullarkey, P. 2010. 'XRF analysis of the Tullahennel brooch', in G. Murray, 'A zoomorphic penannular brooch from Tullahennel North, Co. Kerry', *North Munster Antiquarian Journal* 50, 15-27: 25-6.

*Book in series:*

Manning, C. 2009. *The history and archaeology of Glanworth Castle, Co. Cork: excavations 1982-4*. Department of the Environment, Heritage and Local Government Archaeological Monograph Series 4. Dublin.

*Thesis:*

Anderson, E. 1994. 'Flint technology in the Irish later Mesolithic', Unpublished MA thesis, University College Cork.

*Website:*

Olden, M. 2012. <http://www.waterfordcoco.ie/en/services/archives/canonpowerexhibition/> [accessed 21/11/2012].

**Endnote system**

In the endnote system, which is mainly used for historical papers, bibliographical references should be indicated by superscript endnote indicators and given in full detail in the endnotes. In second and subsequent references to a given work, author surname, short title and page number(s) should be used. Do not use *ibid.*, *op. cit.* etc.

See sample endnotes below, and note especially the following points:

- In the titles of articles, chapters and books, capitalise proper nouns only.
- In the titles of journals and series, capitalise significant words.
- Give the full page span of articles and chapters (and the specific page reference, if appropriate, following that).
- Give the total number of volumes in multi-volume works, and the date span if the volumes appeared over a number of years.
- In the case of a book in a series, give the series title and number.
- If in doubt, give more information rather than less.

## Sample endnotes

### Book:

Ó Riain, P., *Feastdays of the saints: a history of Irish martyrologies* (Bruxelles, 2006), pp. 281-313. [Subsequent citations: Ó Riain, *Feastdays of the saints*, p. 312.]

### Chapter in book:

O'Brien, A.F., 'The impact of the Anglo-Normans on Munster', in Ludlow, J. and Jameson, N. (eds), *Medieval Ireland: the Barryscourt lectures I-X* (Cork, 2004), pp. 33-63, at p. 51. [Subsequent citations: O'Brien, 'Impact of the Anglo-Normans on Munster', p. 51.]

### Journal article:

### Paper in journal:

Ó Murchadha, D., 'Kinnatalloon: its original Irish name', *Journal of the Cork Historical and Archaeological Society* 116 (2011), pp. 81-5, at p. 83. [Subsequent citations: Ó Murchadha, 'Kinnatalloon', pp. 81-2.]

### Book in series:

O'Connor, K.D., *The archaeology of medieval rural settlement in Ireland*. Discovery Programme Monograph 3 (Dublin, 1998). [Subsequent citations: O'Connor, *Archaeology of medieval rural settlement in Ireland*, p. 53.]

### Thesis:

Tait, C.J., 'Harnessing corpses: death, burial, disinterment and commemoration in Ireland, c. 1550–1655', Unpublished PhD thesis, University College Cork, 1999. [Subsequent citations: Tait, 'Harnessing corpses', chap. 6.]

### Edition:

Edmund Spenser, *A view of the present state of Ireland*, ed. W.L. Renwick (Oxford, 1970). [Subsequent citations: Spenser, *Present state of Ireland*, p. 23.]

### Archive citation:

National Archives of Ireland (NAI), S9302 B, N.S. Ó Nualláin to Máire Ní Cheallaigh, 1 February 1962. [Subsequent citations: NAI S9302 B, N.S. Ó Nualláin to Máire Ní Cheallaigh, 1 February 1962.]

### Website:

Blackburn M. and Pagan, H., 'Checklist of coin hoards from the British Isles, c. 450-1180', <http://www.fitzmuseum.cam.ac.uk/dept/coins/projects/hoards/> [accessed 21/02/2013]. [Subsequent citations: Blackburn and Pagan, 'Coin hoards from the British Isles'.]

### **Additional notes**

If one wishes to add additional information to a paper in the form of a note or notes to supplement the main text it can be done through the use of endnotes. In the case of those using the author-date system of referencing, an endnote can be added to the text to accommodate the supplementary information. In the case of those using the endnote system of referencing, the additional information can be incorporated into the bibliographical endnotes. However, authors are reminded that all notes are included in the overall word count of a paper.

Hon. Editor

16 April 2014