



British Archaeology Style Guide

This guide outlines the conventions and standards for writing and formatting content in *British Archaeology*. Please adhere to the following rules to maintain consistency across the publication.

Centuries

- Write out centuries in words: *sixth century*, *nineteenth century*.

Dates

- Use "BC" for dates before the Common Era. Do not use "AD" unless there is a specific reason to do so.

Titles

- Generally, titles and headings should be decapitalised, except where specific exceptions apply (e.g., proper nouns).

Punctuation

- Avoid the use of exclamation marks entirely.
- After a colon, use a capital letter.
- Use semicolons, not commas, to separate items in lists introduced by a colon.

Paragraphs (when laid out in QuarkXPress columns)

- Avoid ending paragraphs with a single word (orphan).
- Prevent the same word from repeating on consecutive lines along the left column (e.g., "barrow" should not appear immediately below itself).
- Avoid widows and orphans wherever possible.

Percentages

- Use the symbol (%) rather than writing out the word "percent".

Compass Points

- Use lowercase for compass points: *southwest*, *northeast*, etc.

Word Usage

- Use "among", "amid", and "while" rather than "amongst", "amidst", or "whilst".

Numbers

- Write out numbers from zero to nine.
- Use numerals for 10 and above: *10, 11, 12*.
- For large numbers, use: *1 million, 2 billion*.
- Do not begin a sentence with numerals.

Quotations

- Use double quotes for direct quotes: *"This is a direct quote."*
- Use single quotes for indirect quotes or quotes within quotes: *'This is a quote within a quote.'*

Ellipsis

- Always insert a space after an ellipsis: *... continue the sentence.*

Serial Comma

- Use the Oxford comma: *apples, oranges, and bananas.*

En-dash

- Use a spaced en-dash: *word – word.*

Seasons

- Seasons should be decapitalised: *spring, summer, autumn, winter.*

Spelling

- Use UK spelling.
- Use *-ise* endings (e.g., *organise*), not *-ize*.
- Use *learnt*, not *learned*.

Common Words

- *Grade I, Grade II* (initial capitalisation)
- *hillfort, LiDAR, reenactors, well-being, Second World War, artefacts*