



## Honor Frost Foundation Publication Series

### *Author Guidelines (September 2022)*

The Honor Frost Foundation Publication Series works with [Sidestone Press](#) to ensure high-quality production of books in our Research Series and General Series. All books will be published in an Open Access model. Upon publication, author(s) receive a free PDF for unlimited distribution, and the entire volume can be read for free online via the publisher website. Hard copies may be ordered by way of a print-on-demand model. Four years after publication, a PDF of the volume will be free to download. For more information and examples of previously published books in our series, refer to our [Research Series](#) and [General Series](#) on the publisher's website.

Close adherence to the following guidelines will ensure timely production of the volume and that production costs are kept to a minimum.

#### *Contributors*

Multiple authors (or editors) who made an equal contribution should be listed in alphabetical order. Any other order implies that the first-named author made the greatest contribution and the last-named the least. It is unethical to include, for any reason, the name(s) of anyone who did not make a significant contribution to the text. Acknowledgements can be used to list indirect contributions.

#### *Translators*

The Honor Frost Foundation acknowledges the unique work of translation. Translators of book-length manuscripts should be listed on the cover and title page whenever possible. Translators of individual chapters should be acknowledged beneath the author name: e.g., *Translated by Translator Name Here*. Translators of passages within a chapter should be acknowledged in a footnote at the end of the passage.

#### *Abstract*

In edited volumes, abstracts of 300 words should precede each chapter.

#### *Key words*

In edited volumes, 5-7 key words should follow the abstract and precede the main text.

#### *Main Text*

Individual authors are responsible for producing correct text and ensuring that the language of production (in most cases, English) is rendered correctly. Barring special arrangement, it is incumbent upon individual authors to arrange for correction of text in the language of publication.

#### *Formatting*

- Do not use any formatting styles.

- Do not bold or italicize subheadings.
- Do not use TAB.
- Only use spaces to separate words and sentences. Only use one space between sentences.
- Do not embed figures in the manuscript; submit as separate files (see below, Figures).
- Set font to 11 pt, Times New Roman, and single spaced.
- Spelling and Punctuation
- Avoid the use of bold unless absolutely necessary for emphasis or clarity.
- Avoid the use of italics, with exceptions for emphasis or foreign words and phrases. Even then, only italicize uncommon Latin phrases and abbreviations. Keep in roman – i.e., do not italicize – commonly used abbreviations, words, and phrases, such as the following:
  - cf.
  - ibid.
  - vs. or versus
  - et al.
  - e.g. (but do follow with a comma: e.g., ...)
  - i.e. (but do follow with a comma: i.e., ...)
  - ca. (for ‘circa’, rather than ‘c.’, which is the abbreviation for ‘century’)
  - ex voto
  - etc.
  - in situ (hyphenate only when used as an adjective: e.g., *The in-situ artefacts were labeled.*)
- Uncommon words, phrases, and passages in foreign languages should be translated, and if the language does not use the Latin alphabet (e.g., Greek or Arabic), the text should be transliterated and translated.
- For radiocarbon dates, use ‘cal BC’ and for calendar dates, use ‘BC’ and ‘AD’, or ‘BCE’ and ‘CE’, consistently.
- When following an ordinal number, the word ‘century’ is abbreviated to ‘c.’ and hyphenated when used as an adjective: e.g., *16th-c. vessel.*
- For time periods, use ordinal numbers except when starting a sentence, as such:
  - *These 16th-c. wrecks*
  - *Sixteenth-century wrecks*
- Units of measurement should follow standard abbreviations as such, and only hyphenated when used as an adjective:
  - 1 cm, 1 m, 1 km, 1 mL, 1 L, etc.
  - 1-cm length, 1-m length, 1-km length, 1-mL volume, 1-L volume, etc.
- Use the Oxford comma in lists to ensure clarity of meaning: e.g., *ships, wrecks, and harbours.*
- Spellings should consistently use British English; refer to the Cambridge English Dictionary (<https://dictionary.cambridge.org/>) or the Oxford English Dictionary (<https://www.oxfordlearnersdictionaries.com/>).

- Use single quotes for emphasis or to quote verbatim; use double quotes inside single quotes as necessary; and place sentence punctuation outside quotation marks: e.g., *She wrote that 'the wreck was a virtual "Ship of Theseus" in its varying stages of repair'.*

### Footnotes

Only footnotes are allowed. Do not use endnotes. Use the standard MS Word footnoting function with automated numbering. Keep footnotes to a minimum as referencing should be according to Harvard style (see below, Citations), and a general rule of thumb is that if it's worthy of a footnote, it's worth being in the main text (but see above, Translators).

All footnotes should conclude with a period ('.').

VERY IMPORTANT: Footnotes in tables or captions are NOT allowed. Translator credits in tables or figure captions should be acknowledged at the end of the caption and within parentheses: i.e., (*Translated by Translator Name*).

### Citations

The Harvard system of citation and referencing should be used: e.g., *Bass (1967)* or (*Bass, 1967*), where the whole work is being referred to, or (*Bass, 1967, pp. 24-25, fig. 7*) for a specific point or quotation or following a direct quote. For two authors, name both; for more than two authors, name the first author and follow with et al.: e.g., (*Bass et al., 1967*).

If several works are cited, list them chronologically, separated by a semi-colon; works of the same date should be listed alphabetically: e.g., (*Bass, 1967; Jones, 1976; Brown, 1991; Green, 1991; Blue, 2002*).

Where more than one work published in a particular year by a particular author is cited, distinguish between them with a lowercase letter both in parenthetical citations and in the corresponding bibliographic entry: e.g., (*1998a, 1998b*).

### Reference List

- All Mendeley, EndNote, or other coding should be stripped from the manuscript prior to submission.
- References should be in alphabetical order of authors' surnames and follow Harvard referencing style; follow examples of publication types found here: <https://www.mendeley.com/guides/harvard-citation-guide/>. For exceptions to Harvard style, see the following:
  - Use complete numbers to indicate page ranges: i.e., *pp. 21-29* rather than *pp. 21-9*.
  - Use 'and' or '&' when listing multiple authors, but please be consistent throughout the reference list (or lists for edited volumes).
  - Place a space between author initials or remove spaces between author initials, but please be consistent throughout the reference list (or lists for edited volumes).
  - Format all DOIs with the full URL, including the <https://> prefix. These will be converted and restyled by the publisher as hyperlinks.
- Abbreviate words in bibliographic references as such:

- editors → eds.
- edition → edn.
- pages → pp.
- translated by → transl.
- number → no.

## *Figures*

Figures (.jpg, .tif, or .eps) should be **submitted separately from the manuscript** (.doc or .docx) and should be named according to their in-text callout(s): e.g., *Fig.9.4.jpg* or *Fig.10.1a.tif*.

**Archaeological drawings or measurable 3D models** of important finds discussed in the text should be included and should conform to archaeological conventions (face views, sections and details, scale) to provide the reader with complete information about the object, wherever possible. Authors should engage a professional archaeological illustrator or conform to standard conventions.

**Photographs** can be included where they provide additional information about environs or artefact colour or texture. If a photograph does not include a physical scale, an indication of scale must be included in the caption. If the physical scale does not have a clear indication of the unit of measurement, this should be stated in the caption (see below, Captions).

For **illustrating watercraft**, excavated or surveyed vessel remains should be illustrated with an in-situ site plan, at least one longitudinal and a series of transverse sections that show the shape of the remains as found. Features/timbers should be annotated.

**Vessel reconstruction or ethnographic survey drawings** should include plans, and a minimum of transverse sections at midships and the quarters, and a longitudinal section. Parts should be annotated. The bow is generally portrayed to the right. The limits of the known data should be clearly marked.

**Naval lines plans** should always have 10 stations minimum (additional half stations can be added at the fore and aft area if required) to facilitate further hydrostatic calculations. Logos will not be included in either headings or illustrations. Any information that duplicates the caption may be removed from a drawing.

Illustrations, including maps, should be **numbered in sequence** in the order in which they are referred to in the text, and always be referred to at the appropriate place in the text: e.g., (*Fig. 1*) or, for edited volumes or other manuscripts with multiple chapters and/or many figures, (*Fig. 9.4*).

Figures should be in **high resolution**. If you use a scanner to scan images, set scanner to 300 DPI minimum (600 if possible). Please scan hand-drawn images as greyscale. If you use existing images (from a camera), provide the original un-edited photographs. Do not manually change resolution of existing files. Figures should be .jpg or .tif files, or, for computer-generated files, .eps.

For **vector drawings** (maps) use (ADOBE Illustrator) ai/eps-format. Make sure to embed fonts and linked files (export options when saving files in Illustrator). Work in a CMYK colour workspace. Maps and plans should have clean, sharp lines and must include coordinates, a metric scale, and a north arrow. All text must be legible. Images should be 800 DPI at print size.

### **VECTOR FILES**

For graphs, maps and technical drawings, the use of vector-images, such as .eps, .pdf or .ai (Adobe Illustrator), is recommended. For each vector file, please make sure that:

- Unused layers are deleted (do not just hide them)
- No layers are locked
- Fonts are embedded
- Images should be embedded (click "include linked files" when saving an Illustrator file)

### **GRAPHS**

The use of graphs generated with MS Excel is common. Please make sure you export the graph to .pdf or .eps before submission. Extensive editing or re-creation of graphs by Sidestone Press is not standardly included in the publishing process but can be arranged on request.

### *Captions*

Captions should begin with the figure ID and include a short description of the image and credits: e.g., *Fig. 9.4. Caption text here. Credit text here.* Every caption should include a credit, even if it is to the author/project. Where appropriate, there should also be a statement about copyright and/or permission. Authors must provide the editor with evidence of permission to reproduce images which are not their own and which are still in copyright. If a copyright-holder requests a precise form of words, please use it (see below, Copyright).

### *Tables*

Tables should be numbered in sequence and made using a minimum of formatting. They should be placed in the manuscript following the end of the paragraph where first mentioned. Callouts and table captions should be formatted identically: i.e., *(Table 2)* for the callout for the second table in a volume, whose caption is *Table 2. Caption here.* Or, for edited volumes or books with many chapters and numerous tables, *(Table 9.4)*, whose caption is *Table 9.4. Caption here.* Each table should have a caption, including a reference to sources if necessary, and the caption should conclude with a period ('.').

### *Copyright*

Authors must have the right and/or permission to use all the figures and data submitted for publication in a print format and in Open Access digital format. It is the sole responsibility of the author(s) to arrange for permissions, but we encourage authors to use the HFF Image Reproduction Form to request permissions from the copyright holder.

Authors of articles that are accepted for publication will be asked to sign an Exclusive License allowing the Honor Frost Foundation to publish the article in a variety of formats.

## Coding

By request of the publisher, all manuscripts must be coded prior to submission. Refer to this guide excerpted from the publisher's author manual.

- If a quote contains multiple paragraphs: use the code for each new paragraph. If you would like the quote to be italic, please format it so yourself.
- Make sure that headings or sub-headings are not bold or italic (single words in italic or bold for extra emphasis are permitted).
- Please submit all chapters or articles together in a single .docx (MS Word) document.
- Tables should be kept in the .docx file as part of the text file, together with the caption.
- Please do not insert footnotes in captions or inside tables. These cannot be formatted and will be removed during the process.
- Please avoid captions with multiple paragraphs.
- You do not have to create or code a table of contents — we will generate one automatically.
- If you wish to include an index, this should be supplied as a .docx (MS word) file. docx after layout is finished and all content and pagenumbers are final. We cannot auto-generate this.

General codes	
<h1>	Chapter title (or article title)
<h2>	Paragraph heading
<h3>	Subparagraph
<h4>	Sub-sub-paragraph
Indicate figure placement as follows:	<<fig. 2>> <caption>Figure 2: map of the research area.
<caption>	Captions for figures and tables
<quote>	Quote (use only for quotes that are a separate paragraph; do not use this code for in-line citations)
For an edited volume	
<author>	Author(s) of a contribution
<keywords>	Keywords for a contribution

Additionally, when coding figures,

- Please indicate when a figure should be printed to an exact scale. <<just add a comment to the designer below the image caption, like this >>
- Add the figure cue code after a blank line immediately following the end of the paragraph with the figure's first callout, and before the caption, as here:

... Last sentence of paragraph where Fig. 3.2 is first mentioned.

<<fig. 3.2>>

<caption>Fig. 3.2. Map of the research area. Credit: Author, 2022.

Main text continues with next paragraph here...

For questions about the Style Guide, please contact the HFF Publications Manager – [publications@honorfrostfoundation.org](mailto:publications@honorfrostfoundation.org)