

HFF Notes for Short Report Online Publications

General

- Articles should be a **maximum of 5000 words**. This number includes captions, footnotes, reference list, acknowledgements, and tables.
- The corresponding author should upload one text file (.doc, .docx, etc. NOT .pdf), containing the minimum of formatting, set out in the following order without embedded figures:
 - Title
 - Author name(s), address(es)/affiliation, email contact
 - 100-word abstract
 - 6 key words
 - Main text
 - Acknowledgements
 - Footnote
 - Reference list
 - Captions
 - Tables
 - The figures should be submitted be sent each as a separate file following the resolution requirements below.

Title

The title should be straightforward, unambiguous, and accurately reflect the content of the article and should, where appropriate, include clear indications of the location(s) and period(s) discussed.

Authors should refer to the latest SEO advice:

<https://authorservices.wiley.com/asset/photos/promote.html/SEOforAuthorsLINKS.pdf>

Author names

Multiple authors who all made an equal contribution should be listed in alphabetical order. Any other order implies that the first-named author made the greatest contribution, the last- 17 named the least. It is unethical to include, for any reason, the name(s) of anyone who did not make a serious contribution: the Acknowledgements can be used to list indirect contributions.

Author addresses

Each author should provide his/her address or affiliation and email address.

Summary/abstract

This is limited to 100 words, and should provide a clear summary of all parts of the article. It should not be used as an introduction. (See SEO guidelines:

<https://authorservices.wiley.com/asset/photos/promote.html/SEOforAuthorsLINKS.pdf>)

Key words

See SEO guidelines:

<https://authorservices.wiley.com/asset/photos/promote.html/SEOforAuthorsLINKS.pdf>

Main text

Formatting

- **Font must be 11 pt, Times New Roman, and single spaced.**

- First-level sub-headings should be in **bold**, second level in ***bold italic***. If necessary, a third level can be created using *italics*. Limit sub-headings to a maximum of 40 characters.
- 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 Oxford English Dictionary (<https://www.oxfordlearnersdictionaries.com/>).

Citations

The Harvard system of citation and referencing should be used, with the following as examples:

- Bass (1967) or (Bass, 1967), where the whole work is being referred to, or (Bass, 1967: 24, fig. 7) for a specific point or quotation.
- For two authors use (Trott and Tomalin, 2003: 23); for more than two authors use (Bass et al., 1967).
- If you refer to several works, list them chronologically, separated by a semi-colon. Works of the same date should be listed alphabetically (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, use 1998a, 1998b, etc.

Acknowledgements

Limited to 100 words.

Footnotes

Use footnotes sparingly and not for referencing.

Reference List

The references should be in alphabetical order of authors' surnames and set out in the following formats:

Monographs

18 Ellis, R.H. and Doe, J., 1997 (1st edn 1924), *A Short Account of the Lacadive Islands and Minicoy. Madras*. Always refer to the actual edition you have consulted, unless it is a true facsimile, otherwise page numbers may be different.

Collections of essays, or conference proceedings

Haldane, C., 1991, Recovery and analysis of plant remains from some Mediterranean shipwreck sites, in J.M. Renfrew (ed.), *New Light on Early Farming. Recent Developments in Palaeobotany*, 213–233. Edinburgh.

Articles in journals

Haldane, C., 1993, Direct evidence for organic cargoes in the Late Bronze Age. *World Archaeology* 24, 348–360.

Tables

Tables should be numbered in sequence and made using a minimum of formatting. Each Table should have a caption, including a reference to sources if necessary. The table should fit on a page 169 x 210mm in size.

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.* Captions should include a short description of the image or illustration. 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.

Illustrations

Authors should engage a professional archaeological illustrator or conform to standard conventions. Illustrations, including maps, should be numbered in a single 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 (Fig. 1).

Although Short Reports are online publications, some readers may choose to download and print so keep your illustrations to a maximum 169mm wide and 226mm high at 800ppi. Copies of all figures should be printed out by the author at this size to check all the text is legible and lines are sufficiently wide and not breaking up, before they are submitted.

Photographs

Photographs should be at least 300 dpi at 'print size'. They should be sent as .jpg or .tif files. 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.

Line images

Line images should be provided at least 800 dpi/ppi at print size. Computer-generated drawings may be supplied in .eps format, otherwise .jpg or .tif, but please check the line width at print size prior to sending them. Please scan any hand drawings as greyscale. All drawings must include a drawn and numbered scale.

Maps and plans

Maps and plans should have clean, sharp lines and must include co-ordinates, a metric scale, and a north pointer. All text must be legible at page width (169mm).

Small finds and ceramics

Archaeological drawings, or measurable 3D models, of important finds discussed in the text should be included that should conform to archaeological conventions (face views, sections, and details) to

provide the reader with complete information about the object, wherever possible. Photographs can be added where they provide additional information about colour or texture. Finds drawings should be sent as far as possible at an easily read scale (1: 20, 1:10, 1:5 etc) within the limits of the page sizes and should always include a drawn scale.

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 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 either in headings or illustrations. Any information that duplicates the caption may be removed from a drawing.