

East Anglia Archaeology — notes for authors and contributors

by Jenny Gazebrook, Sue Anderson, and Alice Lyons (updated 2026)

1. Introduction

- a. East Anglian Archaeology (EAA) publishes monographs on regionally significant archaeological sites based within the six counties of East Anglia (Norfolk, Suffolk, Cambridgeshire, Essex, Bedfordshire, and Hertfordshire, also the Lincolnshire Fen). Monographs do not have to be limited to a single county or chronological period and often feature several important regional research themes ([East of England Regional Research Framework - East of England Research Framework](#)). Moreover, monographs can vary in length between 75 and 1000 pages; it is not the size of the book but the new evidence it presents that is important.
- b. EAA is unique within British archaeological publishing as not only does it publish on a regional level, but it is also supported by an editorial board of senior archaeologists from across East Anglia (including commercial, academic, curatorial, Historic England and ALGAO members), who approve the synopsis of each book, which once written is independently peer reviewed by two anonymous readers.

2. How to publish with East Anglian Archaeology

- a. If you would like to explore publishing with EAA the first step is to contact the Managing Editor for a discussion: alice.lyons@norfolk.gov.uk. It would be helpful to have a summary of the excavation results (such as a PXA report) ready to aid discussion at this stage. Once the post-excavation processes are well-advanced it will be time to prepare a full publication proposal or synopsis, which will need to be accepted by the editorial board for the book to progress.

3. What should a synopsis include and when should it be submitted?

- a. Details of the publisher (e.g. Cotswold Archaeology, Headland Archaeology).
- b. Source of funding (e.g. Historic England, Oxford Archaeology).
- c. Proposal author(s) and date.
- d. Date of the EAA Board meeting to which the synopsis is to be given.
- e. Publication author(s).
- f. Table of report contents.
- g. A concise summary explaining the archaeological significance of the project.
- h. Site location map and phase plan.
- i. A chapter-by-chapter breakdown of the report, giving a quantified summary of the contents of each chapter and showing how the information will be presented (e.g. published text (word count and page number), tables, type of illustration (line drawing, plate – include black and white or colour).
- j. If you intend to supply added material in digital form for release online an outline of the amount and format of the material involved should be provided.
- k. Proposal length (should be no more than 10–15 text pages).
- l. A synopsis should reach the Managing Editor, who also acts as secretary to the editorial board, at least ten days before the next editorial meeting (see <https://eaareports.org.uk/#boardmtgs>).

4. Next steps

- a. After the EAA editorial board meeting the Managing Editor will contact the author(s) to let

them know if their synopsis has been accepted; a request for minor revisions at this time is normal. Acceptance will be followed by a first estimate of publication costs. The authors can then prepare a draft monograph that should be produced with reference to the guidance notes below. This process can be very quick or sometimes, unfortunately, much slower; if a period of three years passes between the acceptance of the synopsis and the draft book submission the Managing Editor will review both the synopsis and associated costs. Monographs written using the house style will progress through the editorial stages more speedily, while the editorial board reserves the right to reject papers which do not adhere to these guidelines.

5. Main Text

- a. At the beginning of each monograph is a succinct summary of 150–300 words, which should be brief but sufficiently comprehensive to provide a clear idea of the contents and highlights of the book.
- b. Ensure that your monograph and subsequent chapters include a title and author(s) at the top of the first page. Please be particularly aware of attributing the contribution of specialists within interpretative chapters. The title should be specific, concise, accurate and informative. Consistency of spelling, punctuation, abbreviations, and referencing is important (see below). A Word template can be supplied on request. Headings should also be kept consistent throughout the book:

Chapter 4 (24pt)

XII. The Human Bone (12pt bold)

Cremations (10pt bold)

Female (10pt italic)

Female Pathology (10pt regular)

Catalogue (8pt bold)

Catalogue sub-heading (8pt italic)

- c. A section written by a contributor other than the main author(s) should include the contributor's name below the heading. It is preferable for sub-sections such as finds reports to have authors attributed, rather than to include specialists' names in the acknowledgements.
- d. Ensure that pages are numbered consecutively. Please do not use headers or footers for anything other than pagination.

6. Running order of an EAA report

- a. The suggested arrangement for an EAA report is outlined below. Reports may be divided into Parts as well as Chapters, depending on the scale of the text. However, it is recommended that for clarity, chapters should structure the report and contain sections defined by Roman numerals.

Title page

Imprint page

Contents

List of Plates/Figures /Tables

Contents of Additional Material (digital/web-based if any)

List of Contributors (with affiliations)

Acknowledgements

Preface (if used)

Summary (plus foreign language translations)

Introduction and background

Main text (for a site report, this will be the site narrative followed by specialist reports – artefactual/environmental/documentary)

Discussion and conclusions

Appendices

Endnotes

Bibliography

Index

Additional material (such as a webpage link)

- b. The authorship of specialist contributions should be given, especially when they are the work of the main author. Finds may be catalogued according to use and function, following Margeson (1993) and the London Museum Medieval Catalogue (1940); or by material, in which case the suggested running order for publication is:

Coins

Jettons and tokens

Gold

Silver

Copper alloys

Lead/pewter

Iron

Metalworking (crucibles, slag, etc.)

Non-building stone (flints, jet, shale, amber, etc.)

Glass

Pottery

Terracotta

Building stone

Bricks

Tiles

Burnt clay

Mortar

Plaster

Paint and pigment

Bone (artefacts)

Wood (worked)

Leather

Textile

Sediment/soil studies/chemical analysis

Zoological and botanical evidence

Human bone

Mammal bone

Bird bone

Fish bone

Other bone

Insects

Mollusca
Parasites
Other invertebrate groups
Plants (wood remains inc. charcoal, other macroscopic remains)
Seeds
Pollen
Diatoms

- c. Catalogues may be approached in several ways but should be standardised as far as possible within each report. Only illustrated material should be catalogued in the main text unless there are only a few examples in a raw material. Full catalogues may be released digitally. The usual practice is to order catalogues according to illustration numbers; numbering may be consecutive or a new series of numbers may begin with each raw material or category.
- d. The description of each object should be followed by its context in the order:
 - Excavation context no./Excavation no. of object (if different)/Period/Phase and this order of information should be consistent between different specialist reports.
 - Check descriptions against illustrations and remove any superfluous description (*i.e.* that which is obvious from the published drawing. Dimensions will not normally be given as these can be obtained from the illustrations.
- e. Appendices should be treated as separate chapters. Large supporting datasets (too large to be a printed appendix) can be hosted on a secure webpage – preferably the ADS site, where the book will eventually be deposited.
- f. Endnotes should preferably be avoided altogether but may be used sparingly. Indicate them by superscript numbers in the draft text and group together at the end of the book rather than after individual chapters. Footnotes are rarely used due to the two column layout of EAA but can be used sparingly if necessary.

7. What happens next: submission procedure?

- a. Submit the draft book to the EAA Managing Editor. Papers must be submitted digitally, either in a Word document (preferably based on our template) or in rtf format. Tables and illustration captions should be submitted in separate documents. Please supply digital copies of all illustrations as separate files (they must NOT be embedded in the text). Low resolution copies of photographs and illustrations – preferably in a single pdf – should be submitted initially, but high-res images will be required once the paper has been accepted. Our preferred digital file formats are as follows:
 - text: doc, docx, rtf
 - line art: tif or eps (preferably 600 dpi or higher res)
 - photographs: tif (300 dpi or higher)
- b. Authors must retain their own copies of all material submitted, including computer files, and are responsible for ensuring that all digital material is free from virus contamination.
- c. If there is more than one author, we will only correspond with a single representative for each submission. All communication relating to the peer review and proofs will be sent to that person. It is the corresponding author's responsibility to share information with the other named authors and contributors.
- d. Contributors will receive copy-edited text for approval. Once agreed, digital page proofs will be typeset. Any alterations to the proof will be confined to the correction of errors. At this point, the cost of corrections to the text or illustrations may be charged to the author.

8. Language policy

- a. East Anglian Archaeology will observe a policy of non-sexist and non-stereotypical

presentation of information, which embraces both language and graphics such as reconstruction drawings. Contributors are expected to avoid exclusionary language, and the editor may recommend changes where inappropriate language is identified. Parallel treatment of both sexes should always be possible, in reference to professional status, the relevance or not of marital status, physical and personal characteristics *etc.* For example, the terms 'Man' and 'mankind' can be unhelpful, since they are not genuinely inclusive. 'Neolithic communities...' is preferable to 'Neolithic man' and 'people', 'the human race', 'we' or 'us' are preferable to 'mankind'.

9. Spelling

- a. The Concise Oxford Dictionary should be followed. The basic rule is consistency — where there are alternative ways of spelling a word be sure to use the same variant throughout (see preferred spelling list at the end of this document).

10. Plurals

- a. Remember that 'data', 'media', 'strata' and 'criteria' are plural and take plural verbs. 'None' is usually singular. 'Number' can take a singular or plural verb — when preceded by 'a' it usually takes a plural verb but when preceded by 'the' it is usually singular.

11. Hyphens

- a. Hyphens should be used in adjectival compounds (*e.g.* green-glazed pottery, a 15th-century tile kiln). Note that red-brown denotes colour between red and brown, red/brown indicates patches of red and patches of brown.

12. Capitals

- a. Period names are usually capitalised: Iron Age, Roman, the Middle Ages, the First World War — except for medieval and post-medieval. If you are going to capitalise divisions within periods (Early Bronze Age, Late Saxon *etc.*), make sure that this is done consistently throughout the book. The Reformation, the Dissolution and the Crown should all be capitalised.
- b. Capitals are used when individuals are referred to by title — King Edward, the Archbishop of Canterbury — but 'the king abdicated', 'the bishops wore mitres'.
- c. North, south *etc.* are only capitalised when they form part of a place-name — South Africa, East Anglia. But not 'southern England', 'to the north of the site'. Longer ordinal directions may be abbreviated as SSE, NNW *etc.*
- d. If used within the text, capitals should distinguish between specific and generic instances of the following: period, phase, building, form, structure, plate, figure, table, site. County Site Numbers should be capitalised — *e.g.* NHER Site 204.

13. Foreign words

- a. Latin and other foreign words and abbreviations should only be used sparingly and they should be italicised. Translations of foreign quotes and inscriptions should be supplied in the text. The following Latin words and abbreviations are acceptable:

<i>ad hoc</i>	<i>e.g.</i>	<i>in situ</i>
<i>a priori</i>	<i>et al.</i>	<i>inter alia</i>
<i>cf.</i>	<i>etc.</i>	<i>NB</i>
<i>circa = c.</i>	<i>i.e.</i>	<i>per se</i>

sic

terminus

status quo

*sensu (lato /
stricto)*

*post/ante
quem*

14. Abbreviations

- a. These should only be used where they are well-known and obvious. Common abbreviations include Fig., Pl. and No. (but note that Figs, Pls and Nos do not require a full stop) and all units of measurement, both metric and imperial. Length, width, height and thickness all require full stops: L., W., Ht., T. Abbreviations for units of measurement, and indeed most abbreviations, do not need full stops.

Saint(s) – St or SS

Anno Domini – AD

circa – c.

Before Christ – BC

per cent – %

Before Current Era - BCE

9 degrees – 9°

Ordnance Datum – OD

- b. Where a specific reference is used repeatedly, a suitable abbreviation may be substituted. The reference should be quoted in full the first time it occurs, with the abbreviation in brackets, which can be used thereafter, *e.g.* Nene Valley Grey ware (NVGW). If there are many such abbreviations, a list should be provided at the end of the paper as an appendix. For abbreviated bibliographic references to journals etc. see below.

15. Punctuation

- a. Special attention should be paid to punctuation of catalogue entries and bibliographical references — every attempt should be made to keep them consistent. Individual catalogue entries should be followed by a full stop, but lists, captions and bibliographical entries need no final stop.
- b. En rules (—) rather than hyphens (-) should be used in number and date ranges (*e.g.* Figs 3–4, 1100–50). Em rules (—) can be used in place of parentheses but be sure to employ the pair unless the clause forms the end of a sentence.

16. Paragraphs

- a. One frequent problem is that paragraphs can be exceedingly long. This may not be noticeable in draft printout but when typeset it looks daunting for the reader. Please aim to keep your paragraphs short, with relevant information grouped together.

17. Quotes

- a. Quotations should be within single inverted commas, quotes within quotes in double inverted commas, omissions to be marked by three full stops '...', additions within square brackets. Original spellings in quotes should be retained. Quotations longer than five lines should be indented and the quotation marks omitted.

18. References to figures and tables

- a. Reference should be made to all figures (including photographs) and tables, in sequence,

within the text. Your own should be capitalised (Fig. 4) and where the reference appears as part of a sentence (rather than in parentheses) it should be in full, *e.g.* ‘Figure 4, Nos 2–7, shows that...’. References to material in other publications should be in lower case to avoid ambiguity, *e.g.* (Tylecote 1971, fig. 28, no. 10; pl. XI).

- b. It is helpful if the FIRST reference to a figure is in red text. Please do not include call-out text (*i.e.* a full figure or table caption) separately. The table or figure will be placed in relation to its first mention in the text.

19. Numbers

- a. Numbers below 100 should be written out, *e.g.* twenty-one potters made 209 pots in 246 days. Of these only ten pots had a diameter of less than 2.25cm. Where juxtaposition produces an awkward effect one system could be applied. This does not apply to dates: *e.g.* ‘2nd century’ is preferable to ‘Second century’. If a lower number is preferred, *e.g.* numbers below 20 should be written out, please ensure that this is used consistently throughout the book.

20. Measurements

- a. Units of measurement should be given in figures. Measurements should normally appear in metric form; however, in the case of early work using imperial measurements, metric equivalents may be added in brackets. Following British Standards, *etc.*, only metres and millimetres should be used. If vague sizes (or approximate metre equivalents) are to be represented, then figures can be expressed as *e.g.* 3m or 2.8m’ rather than ‘3.07/2.84m’. There is no need to add an extra zero to the end of a measurement to make all decimal places the same length. Do not use (metric) decimals and (imperial) fractions with units expressed in another system, *e.g.* 2.5m; 2½ft; not 2½m; 2.5ft.
- b. Heights above Ordnance Datum should be expressed as *e.g.* ‘9.7m AOD’.

21. Radiocarbon dates

- a. Following current AM Lab practice, three things should be quoted: the calibrated date range, at 95% confidence using the maximum intercept method of Stuiver and Pearson (1986)¹, the laboratory reference, and the radiocarbon age (BP) with error, *e.g.* 3776–3390 BC (HAR–4638; 4800±70BP).
- b. A list of any radiocarbon dates from the site quoted in the text should be given in a table with all relevant details about their context summarised.

22. Dates

- a. Use AD/CE and BC/BCE only where necessary. AD/CE should precede the date, BC/BCE succeed it: 323 BC/BCE, AD 63. Dates should always appear in the forms: ‘7 March 1654’, ‘7 March’, ‘March 1642’.
- b. Centuries should be written as numbers and only hyphenated when adjectival, not when used as nouns: some 10th-century pottery, this church was built in the 10th century.

23. Compass points and grid references

- a. Abbreviated compass points may be used but these are best left to non-narrative parts of the text. Do not use NW, SSE, *etc.*, at the beginning of sentences. Do not use ‘northern’, ‘northerly’ where ‘north’ will do. ‘North-to-south’ is preferable to ‘north–south’. Heights above Datum should be expressed in the form *e.g.* 2.4m AOD (no full stops). Grid references

¹ Stuiver, M. and Pearson, G., 1986, ‘High precision calibration of the radiocarbon time-scale AD 1950–500 BC’, *Radiocarbon* 28, 805–38

should normally be eight figures: TL 3456 7890.

24. Tables

- a. Please supply tables in a separate document (NOT a spreadsheet), numbered consecutively and with captions. Tables should use simple, clear formatting with no merged cells. Please also bear in mind the size of the page – exceptionally large tables which would fill several pages can be accommodated but consider if they would be better included in an appendix or a digital format if possible (or left in the archive).

25. Illustrations

- a. Illustrations should be suitable for publication and meet professional standards. The type area of a single EAA page measures 164mm x 252mm. All illustrations (including a small space for a caption) should be intended to occupy, or to lie within, this space. Small illustrations may be accommodated within the width of a single column of text (80mm).
- b. Make sure that the sequence and content of your illustrations relate clearly to the text and that plans and sections are clearly keyed to explaining their relationship. Each illustration should have a reference in the text. Photographs and line drawings should be numbered sequentially throughout the paper as figures (no plates) in Arabic numerals (1, 2, 3, 4).
- c. Drawings should appear at a recognised scale wherever possible, and they should show the appropriate grid points, north, and bar scales. Do not forget to provide a key to drawing conventions. Only use frames around maps or plans, section or artefact illustrations do not need them. The style of bar scale and north point should be consistent throughout.

26. Captions

- a. Captions for illustrations should be brief but clear and should be submitted in a separate file. Please provide figure and table captions with the draft text. Copyright details (if different from the publisher), illustrator/photographer credits, and photo reference numbers should also appear in the captions. It is the author's responsibility to see that illustrations are correctly acknowledged and credited.
- b. Numbering illustrated artefacts: illustrated finds should be numbered either in a single consecutive sequence for all materials, or in separate sequences by category, *e.g.*, stone, iron. It would be helpful if the numbers appearing on the illustrations are the same as those of the catalogue.

27. Digital copy

- a. EAA can accept submissions with low resolution images for peer review.
- b. Final images must be supplied in digital format, at high resolution and have permissions for print and online distribution. Most images sourced on the internet cannot be used. If you find an image on the internet, you will need to locate its original source and request a high-resolution version from its owner. The author is responsible for supplying printable images with all permissions cleared; unfortunately, EAA does not have resources to research images or pay permission fees.
- c. To check an image resolution on a Windows PC, first right-click on the file and select 'Properties,' then navigate to the 'Details' tab to find the resolution value given in dpi (dots per inch). Check the dimensions of the image and ensure that it is at the correct size for the page (particularly if it is supposed to be reproduced at a certain scale).

28. Photographs

- a. A digital photograph should have a minimum resolution of at least 300 dpi at the final, printed size of the image and be saved as TIFF or JPEG.

- b. A photograph developed from film should be scanned to give a minimum resolution of 300 dpi at the final, printed size of the image and saved as TIFF or JPEG.
- c. A photograph that is printed in a book should be scanned at a minimum of 1200 dpi, which will give same size reproduction, and be saved as TIFF or JPEG.

29. Line drawings

- a. A digital line drawing should have a minimum resolution of 600 dpi at the final, printed size of the image and be saved as TIFF or JPEG.
- b. A printed line drawing should be scanned at a minimum of 600 dpi which will give same size reproduction and be saved as a TIFF or JPEG.
- c. A vector line drawing should be supplied as an EPS file or, if that is not possible, as a PDF or Adobe Illustrator (.ai) file. Please do not use a line weight of less than 1 point in drawings because the file may have to be reduced in size to fit comfortably on the page and the line weights will therefore be reduced correspondingly. Images or parts of images that are supplied as vectored images and are to be printed in black only must be supplied as black only and not made up of other colours. CMYK is preferable to RGB for colour images.
- d. A metric scale and north point must appear on every map or site plan. A metric scale must appear on every artefact drawing. Scales (when used) and styles in images should be consistent throughout the paper.

30. Bibliography

- a. EAA uses the Harvard system of referencing, so bibliographical references in the text appear as (Jones 1962, 223–235) or (Pryor *et al.* 1980, 140–7) for more than two authors, with full details given in the bibliography. Where more than one reference is cited in the same instance, present the authors in alphabetical order and separate with a semi-colon. Where reference is made to works by different authors of the same name their initials should be included in text references, *e.g.* (Green, H.S., 1980; Green, F., 1982). Where reference is made to authors with more than one publication in a year, use the form (Bloggs 1984a; Bloggs 1984b *etc.*). Sample (mostly adapted/fictional) bibliographical references follow; note the use of abbreviations, italics, punctuation.

Book	Smith, A.B., 2026	<i>The Prehistoric Settlement of Britain</i> (London, Routledge and Kegan-Paul)
Edition	Brown, B., (ed.) 2024	Mary, <i>Life of a Saint</i> (London)
	White, A.B., 2005	<i>Bronze Age Settlement in Ireland</i> , 5th edn (London)
Collected papers	Jones, A.B., 2015	'The last hunters in Britain', in Williams, S.J. and Taylor-Brown R.T. (eds), <i>The Archaeology of Hampshire</i> (Southampton, Hampshire Field Club)
Monograph	Davies, A.B., (ed.) 2022	<i>Roman Coins: Britain and Beyond. Eleventh Oxford Symposium on Coinage and Monetary History</i> , Brit. Archaeol. Rep. Brit. Ser. 999 (Oxford)
	Evans, A.B.C., 1968	<i>The Moated Sites of Suffolk</i> , Soc. Medieval. Archaeol. Monogr. Ser. 7(London)
Note in serial publication	Margeson, S., 1982	'The artefacts', in Atkin, M.W., '29–31 St Benedict's street', in Carter, A. (ed.), <i>Excavations in Norwich 1971–78, Part I</i> , E. Anglian Archaeol. 15, 8–9
	Hall, R.A., 1988	'-York 700–1050' in Hodges, R.A. and Hobley, B. (eds), <i>The Rebirth of Towns in the West AD 700–1050</i> , Counc. Brit. Archaeol. Res. Rep. 68, 69–82
Catalogue	Reineking-von-	<i>Steinzeug</i> , Katalogue des Kunstgewerbemuseums 4 (Koln)

	Bock, G., 1973	
Thesis	Johnson, A.B., 2025	<i>Climatic Effects on Prehistoric Trees</i> (unpubl. DPhil thesis Univ. Bristol)
Article in journal	Stewart, A.B., 1999	'Graffiti on pottery', <i>Medieval Archaeol.</i> 2, 16–21
	Roberts, A.B., Wright, C.D. and Walker, E.F., 2017	'The excavation of a ring-ditch at Brampton, Norfolk', <i>Archaeol. J.</i> 250, 177–201
Electronic source	Green, G., 2013	'Shorelines: the coastal Mesolithic of Eastern Ireland, <i>assemblage</i> 2. Available: http://www.sheg.ac.uk/~assem/2/2war1.html Accessed: 29 December 2013
Grey literature	Lewis, H., 2019	<i>The Old Orchard, Church Hill, Binham, Norfolk ENF145032. Programme of Archaeological Mitigatory Work – Trial Trenching</i> , SACIC Rep. No. 2019-015 (unpubl.)
	Anderson, S., 2012	'Pottery', in Crawley, P.E., <i>Archaeological Evaluation at 9–11 Town Green, Wymondham, Norfolk</i> , NPS Archaeology Rep. No. xx, 24–26 (unpubl.)

- b. Journals and monograph series should be abbreviated along the lines recommended in British Standard BS 4148: 1985/ISO 4-1984 and the CBA publication *Signposts for Archaeological Publication* (3rd edition, 1991, pp. 59–70). Titles of foreign journals are not normally abbreviated as readers may not be familiar with them.
- c. Use alphabetical suffixes to distinguish publications by the same author in the same year (Bloggs 1984a; Bloggs 1984b). The use of *et al.* should be confined to references in the text, with all authors cited in the bibliography.
- d. Pagination of the entire article should be given, not just the page(s) referred to.
- e. Titles of books should normally be capitalised but those of papers, *etc.*, can be reduced throughout (except for proper nouns) to lower case. Author's initials should be standardised. Volume numbers should be cited in Arabic numerals. Put *e.g.* Kay de Brisay under 'D' not 'B', von den Dreisch under 'V'.

31. Copyright

- a. Permission may be needed for photographs, aerial photographs and Ordnance Survey maps and it is the responsibility of the author to check that copyright regulations are not infringed. Copyright information must be supplied, and you will be required to confirm that permission has been sought and granted, and any necessary fees paid, prior to final acceptance of your paper. Please provide a copy of the correspondence granting permission to use the material at this point. Usually, short quotations from published academic works do not require copyright permission, provided that the source is correctly cited. Extracts from more commercial publications like novels do need permission.
- b. Please contact the EAA Managing Editor who will put you in touch with the copyright holder if you would like to reproduce images within an already published EAA.

32. Once the draft has been handed into the Managing Editor

- a. The draft report will be peer reviewed, usually by two anonymous academics – the author(s) will amend the text in line with their recommendations.
- b. Once the content is agreed the report will be copy edited. After which the report is returned to the author(s) to update the book in line with the copy editor's recommendations.

- c. At this stage the text, tables, illustrations, and plates will be typeset in EAA house style. This ‘proof’ (in pdf form) will be returned to the author/client for a final chance to make changes before publication.
- d. The Managing Editor will review costs, also the final ‘soft proof’ and send to print.
- e. A proportion of the printed books will be sent to Script books to sell ([East Anglian Archaeology | Script Books Archaeology](#)), the client will hold the majority of the remaining books, while the Managing Editor will keep enough books to distribute to the EAA Board, reviewers, and six UK copyright libraries.
- f. The Managing Editor will invoice the publisher to recoup the costs of publication.
- g. After one year, or earlier if the book is out of print, the monograph will be uploaded to the Archaeological Data Service, where it will be permanently archived and free to download (<https://doi.org/10.5284/1042744>)

33.Feedback and support

- a. If you have any queries or comments on these notes or need any support with your synopsis or monograph please contact the managing editor: alice.lyons@norfolk.gov.uk

EAA Preferred Spelling

General Advice

- EAA prefers 'British' English ('ise') rather than 'American' ('ize') English spellings, most clearly explained most clearly here: <https://jeremybutterfield.wordpress.com/2016/11/28/ise-or-ize-is-ize-american-1/>
 - Be consistent throughout your report, if in doubt consult the Concise Oxford Dictionary.
 - If a report is submitted that is internally consistent and written in suitably 'academic' style, there's no need to make it fit the EAA spelling model exactly. However, it is helpful to the copy editor if you can provide details of any deviations.
-

<i>a priori</i>	boat building
acknowledgement	bog iron ore
AD (no stops between)	Boudica (Boudican)
<i>ad hoc</i>	branchwood
adviser	breastplate
afterlife	brickearth
alluvium (alluvial)	brick-lined
am (morning, no stops between)	British Geological Survey (BGS)
amphora (plural amphorae)	Bronze Age
ampulla (plural ampullae)	Bronzeware
Anglo-Saxon	bucket urn
appendices	
arrowhead	candlestick
artefact	carcass
AutoCAD	carriageway
autumn	carstone
axe	
axe head	Celtic
	Celts
BC (no stops between)	cesspit
backfill	<i>cf.</i>
bath house	charcoal production pit
battlefield	chattermark
baulk	churchyard
beam slot	<i>circa = c.</i>
bearbaiting	coarseware
bedding trench	cropmark
bioturbation	class: working, middle, upper (hyphenate if used
bird's-eye view	adjectivally, <i>e.g.</i> middle-class home)
blackout	clawhammer
bloom-smith	coal-pit
boat: skin boat, planked boat	coaxial

colluvium
 corn dryer
 courtyard
 cremation burial
 criteria (is plural)
 cross-reference
 cross-section
 cursus (plural cursuses)

 data (is plural)
 datable
 Digital Elevation Model (DEM)
 Digital Surface Model (DSM)
 Digital Terrain Model (DTM)
 Digital Recording System (DRS)
 discrete (separate)
 discreet (careful and prudent)
 ditch
 doorway
 drainpipe
 drove road
 droveway
 dwarf wall

 early Bronze Age
 early Iron Age
 early medieval
 early Neolithic
 early post-medieval
 early Saxon
 earring
 earthenware
 earth-fast
 earthwork
 east (E)
 east-north-east (ENE)
 east-to-west
 East End
 edge-retouched (adj)
e.g.
 eggshell
 encyclopaedia
 entrance *not* entranceway
et al.
etc.

 farmhouse
 farmland
 farmyard

feature type
 fence line
 fieldwalk
 fieldwork
 fineware
 fingertip-impressed (adj)
 firearm(s)
 fireplace
 fired-clay (adj)
 First World War (World War 1)
 flintwork
 floodplain
 flue
 foundation trench
 furnace
 furrow
 free-standing
 freshwater

 gaslight
 gasworks
 gatehouse
 geopackage
 geophysics
 GIS
 glassware
 glassworker
 glass working
 GNSS
 grave
 grave goods
 gravestone
 Great Fire
 gramme (not gram)
 grey (not gray)
 grog-tempered (adj)
 ground level or ground-level (adj)
 gully (not gulley)

 hammerscale
 hand axe
 hand-formed (adj)
 hand-made
 high-rounded shoulder
 hillfort
 hilltop
 hobnail
 holloway
 home counties

homemade, home-grown
horncore
hunter-gatherers

in situ (italics)
in-situ (adj)
indexes (of a book)
indices (mathematical)
i.e.
infill
inhumation burial
in situ
insula (not italic; plural insulae)
inter alia
Iron Age
ironworking

jetton
jewellery
judgement

kiln
kilometre

land-use
late Bronze Age
late Iron Age
late medieval
late Neolithic
late post-medieval
late Saxon
layout
left-hand (adj)
LiDAR
lifeboat
London-wide (Norwich-wide)
long barrow
long distance
longhouse
loom weight
low-born or low status (adj)
low-lying
low-quality (adj)

make-up
manor
marketplace
mass-produce(d)

mass-producer
mass production
media (is plural)
medieval
Mediterranean
Mesolithic
metal detecting
metal detector
metalware
metalwork
metalworking
microclimate
midday
Middle Ages
middle Bronze Age
middle Iron Age
middle Saxon
millennium (plural millennia)
millstone
monumental-type (adj)
mortarium (plural mortaria)
mortise (not mortize)
mud brick
multi-period

NB
Neolithic
newborn
New Stone Age
none (usually singular)
north (N)
north-east (NE)
north-north-east (NNE)
north-north-west (NNW)
north-to-south
north-west (NW)
noticeable

offset
offcut
oil lamp
online
openwork
OpenStreetMap (OSM)
opus signinum (italic)
Ordnance Survey (OS)
orthophoto
overlaid
packhorse

palaeochannel
 palaeoenvironmental
 Palaeolithic
 palaeosol
 parallel
 paralleled
 part-time
 partly fused (and other cases of partly)
per se
 photogrammetry
 pipeclay
 pipeline
 pit alignment
 pit cluster
 pit fill
 placed deposit
 place name
 Plainware
 plasterwork
 pm (afternoon)
 Point Cloud
 pond
 post-and-plank (adj)
 post-glacial
 post-date
 post-hole
 post-medieval
 post-pad
 post-pipe
 potsherd
 pre-date (occur at an earlier date than)
 predate (preying of one animal on others)
 prefabricate
 prehistory
 present-day (adj)
 pyre

 QGIS
 quarry
 quern
 quernstone

 raster
 radiocarbon
 ragstone
 reassessed
 rearrange
 rebuild
 reuse(d)

rework
 ring-gully
 ring-ditch
 right-angle(s)
 right-hand (adj)
 riverbank
 riverbed
 riverfront
 riverside
 river terrace
 River Thames (or River Wensum etc.)
 Roman
 roof tile
 roof truss
 round barrow
 roundhouse
 roundwood
 rubbish pit

 samian (not Samian unless starting a sentence)
 Saxon
 sea level
 seawater
 second-hand
 Second World War (World War 2)
 semicircular
sensu (lato / stricto)
 shapefile
 shellfish
 shard (glass fragment)
 sherd (pottery fragment)
 shield-boss
 shipbuilder
 ship-building
sic
 sill (not cill)
 Siraf-type (adj)
 sizeable
 slack-shouldered (adj)
 skeleton
 smelting furnace
 south (S)
 south-south-west (SSW)
 south-west (SW)
 spearhead
 spindle whorl
 St Peter's Church
 staircase

stake-hole	unurned
stoke-hole	upriver
<i>status quo</i>	
stock-keeping	Viking
stone-lined	
stoneware	wall painting
stonework	wall plaster
strata (is plural)	ware [for pottery use the specialist spelling]
stylus (plural styli)	watercourse
sub-basement	waterfront
sub-circular	waterhole
sub-heading	watermill
sub-rectangular	waterpipe
sunken-featured building (SFB)	water source
survey	water supply
	water table
tap slag	waterworks
terminus ante quem	wattle and daub (wattle-and-daub (adj))
terminus post quem	weatherboard
terra sigillata (not italic)	weatherboarding
tessellated	website
tessera (plural tesserae)	west (W)
testpit, but Testpit 1	west-north-west (WNW)
Thames Valley (Any Valley)	West End
thin section (thin-section analysis (adj))	well known (it is well known that...)
threshold	well-known (adj – a well-known person)
tie beam	wheel-made
timber-frame(d)	whetstone
timber-lined	wide-ranging
timescale	wildlife
timetable	windmill
topographic profile	window-frame
total station	windowpane
trackway	wineglass
tree-ring (tree-ring dating)	wine shop
tree throw	woodland
	woodwork, woodworking
undiagnostic	
unstratified	X-ray