



Medieval Settlement Research (MSR)

MSR is an internationally recognised interdisciplinary journal that publishes peer-reviewed research papers, fieldwork reports, news, book reviews and an annual bibliography. Its core focus is on medieval settlement and landscape in the UK and Ireland from the 5th to the 16th centuries AD, but it also actively encourages wider chronological and pan-European perspectives. *Medieval Settlement Research* therefore welcomes papers on Britain, Ireland and Europe that help us to improve our understanding of medieval settlements and landscapes from the level of individual sites to the international scale.

The journal is published annually, in full colour, on A4 format to allow for large, detailed and high-quality illustrations.

All published articles © Medieval Settlement Research Group (MSRG). Articles are Open Access (via the Archaeology Data Service or ADS) from 2 years after their initial publication date.

Guidelines for contributors

Each journal includes peer-reviewed research articles together with reports on fieldwork, excavation and other work undertaken during the previous year. All submissions should be focused on topics relevant to the core interests of the Group, which is medieval settlement in Britain, Ireland and Europe.

Please submit all copy to the editor, Letty ten Harkel, using the journal's email address at Medieval.Settlement.Research@gmail.com by the **1st of April**.

Please note:

- a. Short items for **News and Reports** summarising fieldwork or projects should be kept

concise, generally no more than 1,000–2,000 words plus one or two illustrations (unless the work is of a scale that necessitates a longer article – for example reports on major projects).

b. **Research Articles** should be 3,000–6,000 words in length. All submissions to this section are fully peer-reviewed by *at least* one external reviewer and one member of the MSRГ committee.

General points

Please make sure all files are clearly labelled, with the name of the (lead) author included in the file name.

It is the responsibility of contributors to ensure that they have copyright of all material submitted and acknowledge appropriately.

References to principal sites should be accompanied by national grid references (in the UK Ordnance Survey NGR as 2 letters and 6 figures (min.)); for other countries use appropriate national grid systems or WGS84). Please also give the local government area/county name (with the pre-1974 county name if different in the UK).

Please do not hesitate to **contact the editor, Letty ten Harkel, at an early stage for advice on your submission (Medieval.Settlement.Research@gmail.com).**

Guidelines for text

Please submit the text, in British English, in Times New Roman, 12 point regular font. Text should be left aligned.

Headings should be in bold; sub-headings in italics.

Measurements should be in metric units.

Write all numbers up to 20 in words; numbers above that should be in Arabic numerals. Exceptions to this rule are dates and measurements.

Referencing

Use Harvard references, not footnotes.

In the reference list, bibliographical details should be quoted in full. **Please follow the formatting in the examples included below.**

In the case of books, their date, place of publication and publisher should be cited in addition to the author and title. Note that the main titles are capitalised, but subtitles are not.

For book chapters, the editors and inclusive page numbers are also required. Do *not* put the paper title in citation marks.

For articles in journals the title, date, volume number (in bold) and inclusive pages are required. Do *not* put the paper title in inverted commas.

For websites and on-line resources, the url and date at which the source was last accessed by the writer should also be included.

For non-English titles, please include a translation of the title in brackets following the title in the original language.

Examples:

Books:

Roberts, B. and Wrathmell, S. 2002. *Region and Place: a study of English rural settlement*. London: English Heritage.

Chapters in books:

Green, C. 2013. Archaeology in broad strokes: collating data for England from 1500 BC to AD 1086. In A. Chrysanthi, D. Wheatley, I. Romanowska, C. Papadopoulos, P. Murrieta-Flores, T. Sly, and G. Earl (eds.), *Archaeology in the Digital Era: papers from the 40th annual Conference of Computer Applications and Quantitative Methods in Archaeology (CAA), Southampton, 26-29 March 2012*. Amsterdam: Amsterdam University Press, 307-312.

Journal papers:

Donnelly, V., Green, C. and Ten Harkel, L. 2014. English landscapes and identities. The early medieval landscape: methods and approaches. *Medieval Settlement Research* **29**: 43-55.

Websites/on-line resources:

Medieval Settlement Research Group. Available at <https://medieval-settlement.com>. Last consulted 04/01/2017.

Archive material:

An address to the Farmer 1915. Unpublished manuscript. Holdbury Collection. 600. London: Holdbury Library. [Note, in the bibliography this would be listed alphabetically under ‘address’ – do *not* use ‘Anonymous’ if author name is unknown.]

Maps:

Ordnance Survey 2006. Chester and North Wales. *Landranger series*, Sheet 106, 1:50000. Southampton: Ordnance Survey.

EDINA:

1st edition OS map, Devon (1:2500 County Series 1st Edition [TIFF geospatial data], Scale 1:2500, Tiles: devo-06916-1 and devo-07009-1, Updated: 30 November 2010, Historic, Using: EDINA Historic Digimap Service, <<http://digimap.edina.ac.uk>>, Downloaded: 2016-07-25 14:39:39.932).

Illustrations

Images should be supplied initially by email as **separate** low-resolution digital files. Do

not embed images within the text.

High-resolution digital images will be required for printing (photos at least 300 dpi; line drawings 1200 dpi): submit these by email or on CD/downloadable link (i.e. dropbox, googledocs) if over 15MB. Acceptable formats include tiff, png, ai or eps; please do *not* submit jpgs.

We prefer to avoid handling hard copy illustrations. If submitted, however, they should be clean, clear originals that are capable of reproduction at either column or page width, but please note that we will not be able to return any original artwork. Please ensure that small details (hachuring, stipple and lettering) are capable of such small reproduction.

Graphs may be submitted as excel files.

Figure captions should be clearly labelled and submitted as text, either at the end of the article/report following the bibliography, or in a separate document.

If you are in doubt about any aspect of your illustrations, please do not hesitate to **contact the editor, Letty ten Harkel (Medieval.Settlement.Research@gmail.com)**.

MSRG Committee, February 2017