Guidelines for contributors

Text:
- Dates: use full years with an En-dash in between [c. 1900–1920 AD]
  [Insert > Symbol> Special Characters].
- Indicate calibrated \(^{14}\)C dates always as cal BC (without dots) calendar dates as BC
- Quotations: In Italic, use single quotation marks, leave blank line before and after
- Abbreviations (note the punctuation):
  - The following should be in roman: [cf., ff., ed., eds.]
  - The following should be in italic: [e.g., c., \textit{et al.}, \textit{i.e.}, vs., \textit{etc.}, \textit{ibid.}]

References:
Use the Harvard system of referencing: \url{https://ilrb.cf.ac.uk/citingreferences/tutorial/faq.html}
References in the text must correspond exactly to the references in the bibliography
(\textit{Note} spelling of author name and year)
- Use [in press] when an article is forthcoming or has not been published yet
  (Blake in press, 11-20)
- When more publications of an author were published in the same year use italic lowercase
  after the year [yyyya] (2000a)
- If authors have the same surname, add a distinguishing initial (Blake, P. 2000)

In the text
- Format: (Author and Second author yyyy, pages). (Blake and Smith 2000a, 11)
- DO NOT use p. or pp. for the pages. (Blake and Smith 2000b, 7)
- In lists of authors separate with a semi colon: (Blake 2000, 18; Smith 2003; 2007, 12)
- More than two authors, use [first author et al. year] (Blake et al. 2001)
- When author is mentioned in the sentence, only add the year in parentheses
  e.g. Blake (2000) states that….

In the bibliography
Chronology:
- Single authors, earliest first, more authors: sort alphabetically on name, earliest first
- No spacing between initials, initials after surname, use full stop after initials (Smith, B.F.)
- Title of journal or book in italics.
- Semicolon between City: Publisher.
- Book section, use [in:] before the title of the book. (see examples of references)

Examples of references
(see also: \url{https://ilrb.cf.ac.uk/citingreferences/tutorial/faq.html}):

Book:
[Author, X.Y. and Secondauthor, X.Y. year. Title. City: Publisher.]

Edited book:


Book section


Journal article:


Series:
