

Bibliography

Careful adherence to the conventions set out in the examples below will save much editorial time. Please check that every reference matches an entry in the bibliography, and *vice versa*.

Always bear in mind that referencing has two purposes. One is to indicate the sources from which you got your information. The other, equally important, is to allow scholars with related interests to follow up some aspect, perhaps 20 or even 100 years hence. This is why you need to say where unpublished materials are lodged, and should not cite anything which is not lodged in a major and long-term repository. If in doubt, do what is most user-friendly for this hypothetical future researcher. This is the reason for giving page/figure numbers where applicable, and for using 'pers. comm.' as little as possible.

Monographs

Dunand, M., 1954, *Fouilles de Byblos II 1933-1938*. Paris.

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*, 213-33. Edinburgh.

Articles in journals

Haldane, C., 1993, Direct evidence for organic cargoes in the Late Bronze Age, *World Archaeology* **24**, 348-60.

Online articles

The nature of online articles means that they do not yet have volume, issue or page numbers, so cannot be cited in the traditional way. They are therefore given a Digital Object Identifier (DOI), which allows the article to be cited and tracked before it is allocated to an issue. After print publication, the DOI remains valid and can continue to be used to cite and access the article.

Websites

Web references, because of their ephemeral nature, should only be used as a last resort. Normally published references are preferable. List author/organisation, short title (or descriptive explanation, treated like a journal article title), full URL, date last updated, and date accessed.

Unpublished material

Only give references to and list in your bibliography works which could be consulted by the reader (published, or unpublished but accessible, as for example a thesis lodged in a university library, or an archaeological report lodged with the relevant public archive).

Forthcoming

'Forthcoming' means that a contract has been signed with a publisher (who should be named), or an article has been formally accepted by a journal. Anything less definite, such as a thesis still being

written, should not be cited, as it may never appear, or may end up with a different title. Everything else, from a conference paper heard to an informal discussion, and including inaccessible unpublished written material, should be referred to as 'pers. comm.'.

Pers. comm.

The guiding rule of referencing is to ensure that readers, possibly years in the future, will be able to access the reference themselves using the information you have provided. This means that 'pers. comm.' should be used sparingly, and should not be listed in the bibliography. You may wish to add a date, or the occupation or status of the individual named, if they are not clearly explained in the Acknowledgements or authors cited in the bibliography.

Multiple dates of publication

A book cannot physically be published in more than one year. A set of volumes may be, but check the publication date of the specific volume you refer to. Similarly journals should be published regularly. If several issues or volumes are bound together in a library, try to ascertain the year of publication of the article you refer to. If publication has lagged behind the official date, you would still refer to a volume by the date it should have appeared, provided that is what is printed on it. If there is really no indication of exact date, then use the latest date in the range given. Try to do what is most accurate, and what would be most useful to a potential future researcher.