

Mosaic: The Journal of ASPROM - Notes for Contributors

Please address all initial enquiries to editor@asprom.org.

Guidelines for preparation of the text

- Texts should be submitted electronically in Microsoft Word.
- Word count is usually around 7,000, including references and bibliography, but this is flexible. Discuss with editor.
- For upper case abbreviations/acronyms do not use punctuation (BC, AD, UK, USA, etc.).
- No full stops after abbreviations such as m (metre), cm (centimetre) and other abbreviations of measurements. No spaces between a number and its unit of measurement, i.e. 98cm.
- Use single quotation marks throughout and for quotations within quotations use double quotation marks. Longer quotations should appear as an indented block without quotation marks.
- Keep foreign words in roman as much as possible (*œuvre*, *fin-de-siècle*, *trompe l'œil*); italicise only if unfamiliar. Do not italicise foreign words in quotations of text in a foreign language. For foreign quotations give an English translation in the text and the original in a note.
- Be consistent with capitalisation.
- Use UK rather than US spelling, i.e. ...ise not ...ize.
- Use ‘en’ dash (–) for hyphenated words or ‘em’ dash (—) to create a break in the structure of the sentence.
- Referencing should be in automatic endnotes. Use author/date/page, i.e. Smith 2010, 5.
- Bibliographies should be alphabetical at the end of the document.
- For joint authorship give both names. For multiple authorship, Smith *et al.* is acceptable
- To distinguish works of the same year, a, b, c, etc. should be used, i.e. Smith 1990a, 32.
- If journal titles are abbreviated a list of abbreviations should be included.
- If a distinction is made between primary and secondary texts, primary texts come first.
- Examples for Bibliography:
 - o Articles: Smith, D. J. 1980: ‘The Later Mosaics of Fishbourne’, *Mosaic* 2, 13–16.
 - o Books: Rule, M. 1974: *Floor Mosaics in Roman Britain. Fishbourne and other sites*. London.

- Edited Books: Black, E. W. 1986: ‘Christian and Pagan Hopes of Salvation in Romano-British Mosaics’, in M. Henig and A. King (eds), *Pagan Gods and Shrines of the Roman Empire*, Oxford, 147–158.
 - Website: URL, date accessed, organisation, short title if appropriate, i.e. <https://blogs.ncl.uk/luftonarchaeology> accessed 12 December 2020 *Current Archaeology*, ‘Multiplying Lufton Fishes’.
- Illustrations should be referred to in the text as (Fig. 1), etc.
 - Figures should be supplied as separate files.
 - Captions to be supplied separately and should include attributions.
 - Images should be high-quality originals in a format that does not require proprietary software to read. TIFF, EPS and JPEG files of printable quality are acceptable.
 - The resolution at the final print size should be at least 300 dpi for photographs (colour or greyscale) and 1200 dpi for line art. The maximum printable page size is 256 mm deep by 184 mm wide.
 - Authors must ensure they have all necessary permissions for any third-party materials and for all images and for digital and print publications.

Authors will be offered two copies of *Mosaic* and a pdf of their article.