

3. REFERENCING

REFERENCES WITHIN THE TEXT

Footnotes and Harvard style referencing are both acceptable.

For Harvard style (author and date: page number) followed by end-of-chapter bibliographies see the following: 'according to Bloggs (1966: 31) it seems ...' or 'it has been stated (Bloggs 1966: 31) that ...'. Note the use of a colon between the date and page number/s.

Multiple citations should be in alphabetical order and separated by a semi-colon, e.g., (Affleck *et al.* 1988; Bahn and Pettitt 2003; Wymer 1982).

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

Where footnotes are used, they should be numbered sequentially in Arabic superscript numerals, single spaced.

When writing in English and using footnotes, please note that footnote reference numbers should be placed after punctuation and not before (i.e., word.¹ and not word¹).

Do not use endnotes.

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

BIBLIOGRAPHIES

Examples of the required reference format are given below. Please ensure that all references are complete. Use a colon between volume and page numbers. Do not use bold for volume numbers. For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&'.

Use full stops after initials in authors' names. Thus for example, use M.S.F. Hood and not MSF Hood.

Note that for an international audience all journal and series titles must be written out in full, e.g., 'International Journal of Osteoarchaeology', not 'Int. J Osteo.', and 'Roman and Late Antique Mediterranean Pottery', not 'RLAMP'. In multinational volumes even the most familiar archaeological abbreviations may be confusing to other people.

THESIS

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen.

NOTE: (No italics because the work is unpublished; not thesis but dissertation).

JOURNAL ARTICLE

Cruise, G.M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63: 299–313.

BOOK

Lamb, H.H. and L. Tessier 1987. *Weather, Climate and Human Affairs*. London: Routledge.

EDITED BOOK

Bintliff, J.L. (ed.) 2015. *Recent Developments in the Archaeology of Greece* (Pharos Supplement). Leuven: Peeters

SECTION IN BOOK

Bintliff, J.L. 2010. The Annales, events, and the fate of cities, in D.J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117–131. Albany (NY): Suny Press.

SECTION IN BOOK WITH MULTIPLE EDITORS

Fraye, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D.L. Martin and D.W. Frayer (eds) *Troubled Times: Violence and Warfare in the Past*: 181–216. Amsterdam: Gordon and Breach.

SECTION IN BOOK IF EDITOR UNKNOWN

Serre-Bachet, F., J. Guiot and L. Tessier 1992a. La dendroclimatologie: pour une histoire du climat, in *Les veines du temps* (Catalogue d'exposition): 93–119. Paris: Musée du Monde.

SECTION IN A NUMBERED MONOGRAPH

Reynolds, P. 2014. The Homs Survey (Syria): Contrasting Levantine trends in the regional supply of fine wares, amphorae and kitchen wares (Hellenistic to early Arab periods) in B. Fischer-Genz, Y. Gerber and H. Hamel (eds) *Roman Pottery in the Near East. Local Production and Regional Trade* (Roman and Late Antique Mediterranean Pottery 3): 53–66. Oxford: Archaeopress.

WEBSITE

Department of Parks and Wildlife, 2001, Department of Parks and Wildlife, Canberra, Shipwreck inspection, viewed 10 August 2012, <<http://www.dpaw.org>>.

NOTE: You must include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title or descriptive explanation, date accessed, and full URL.