

Standardisation of publication styles for Heritage Council reports

Consultants are requested to read and adhere to the following style guidelines, drawn up for reports commissioned by the Heritage Council

All reports must be submitted to the Heritage Council in the following format

1. Two hard copies: one bound, one loose-leaf for photocopying.
2. One copy supplied on electronically (not in pdf format)
3. Prints/negatives of photographs used in the document

Format for Text

Text should be supplied in **MS Word** or saved as **Text only**.

Format for Tables and Figures and Graphs

Tables and figures, if not drawn up in Word 7, must be supplied on disc, separate from the body of the text, saved in their original programme. Graphs should also be provided on disc in their original programmes, separate from the body of the text.

Photographs

Photographs must be supplied as original digital files negatives or prints. Scans of photographs on disc are normally not acceptable. Copyright for use of photographs must be supplied and/or photo credit where relevant.

Maps

Maps should be supplied as either high quality graphic format - PAINT, PICT, EPS, TIFF, RIFF, or high quality paper copy (inked) suitable for scanning. Poor quality reproductions, or scans are not acceptable. Copyright for use of maps must be supplied.

Other graphics

Graphic files should be supplied in the following formats:
PAINT, PICT, EPS, TIFF, RIFF

Sequence for all reports:

1. Title page
2. Contents page
3. List of tables and figures
4. List of Abbreviations – if applicable
5. Acknowledgments
6. Summary
7. (Introduction)
8. Chapter 1
9. Appendix
10. Bibliography

DETAIL

1 Title page

Centred text

Council logo at bottom of page

title text - caps/small caps

author - Caps/lower case

Heritage Council logo – will be supplied on demand and is available on the website- <http://www.heritagecouncil.ie/about-us/logo-branding>

2 Contents Page

Aligned to L

Break down - Chapter headings and subheadings only , *i.e.*, to level two breakdown.

3 Lists of Tables, Figures, Plates

Aligned to L

Page numbers

4 Abbreviations used in text

These should either be listed here, or else written in full with abbreviation in parenthesis at the first entry in each chapter. Abbreviations should be kept to a minimum.

5 Acknowledgments

To be written in full rather than listed.

6 Executive summary

7 Chapters

The start of chapters is not fixed to a particular page; they should fall naturally in the text, but be placed on a new page.

8 Running heads - if used

These should be decided by the author but in general:

Title on l. page

Chapter title on r. page

Text in italics, Caps lower case

9 Page numbers

To be in the bottom outer corners

10 Numbering of sections, subsections paragraphs

Number paragraphs when necessary, not as a given. Keep simple and to a minimum to avoid multiple numbering *i.e.*, limit to third level numbering - for example para.3.2.1

11 Paragraph Headings

These should be in Caps small caps

12 Indexes

Indexes to be included on any large-scale report

Indexes should be done by

- person/organisation
- place
- terms
- keywords

13 Table style

not boxed; no verticals

if data not entered, please indicate with a hyphen.

Table 1 *Data on publications*

Header	Header 1	Header 2
Data	1	4
Data	3	-
Data	-	9

14 Referencing

Harvard style, *e.g.*, Smith, 1999

Footnotes - to go at the bottom of the relevant page and should be kept to a minimum.

15 Bibliography

All references to be included

Style: See following example:

- Halpin, A. and Buckley, L.A. (1995) "Archaeological excavations at the Dominican Priory, Drogheda, Co. Louth" *Proceedings of the Royal Irish Academy* **95C**, 175-253.
- Julkonen, H., Heinoven, O. P. and Pyorala, K. (1971) "Hyperostosis of the spine in an adult population. Its relation to hyperglycaemia and obesity." *Annals of Rheumatic Disease*. **30**, 605.
- McKinley, J. (1989) "Cremations—possibilities and limitations." In C. Roberts, F. Lee and J. Bintliff 'Burial Archaeology Current Research, Methods and Developments' *BAR British series* **211**.

16 Use of Italics

- words not in English for example latin words, plant names
- Table and plate title
- running headers

17 Latin Terms

To be punctuated as follows:

e.g.,

i.e.,

etc.,

ibid.,

op.cit.,

et al.,

18 Name Titles

Titles consisting of the first and last letter should not be punctuated:

e.g. Mrs X, Dr Y

but longer title such as Professor should be written in full when in a sentence and the contraction punctuated when in a list - Prof. Z

19 Bullet points

Bullet points should not be punctuated, but should start with a capital letter. They should be short. Points that become full sentences should be changed from a bullet point to either a roman numeral or a dash.

e.g.,

• *bullet point*

- *dash point*

i roman numeral

20 Punctuation – commas

When referring to Acts of the Oireachtas, please use 2 commas rather than brackets when referring to the year of enactment:

e.g., The Heritage Act, 1995, contains many sections but the National Monuments Act, 1930, is even longer.

The use of the Oxford comma is encouraged:

Where more than two words or phrases or grouping occur together in a sequence, a comma should precede the *and*

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e.g., areas of natural beauty, architectural monuments, and sites of historical interest.

21 Numbers

Numbers up to ten should be written in full. Over ten, numerals should be used.

Percentages should be written as numerals in any situation – 3% not three percent