Navigating Early Medieval Europe

The Rural Riches Database Manual

2. Recording literature

Publications

For log-in and first information see the manual 1. Recording sites and bead counts

The database includes a searchable list of publications on the first part of the early Middle Ages (450 – 725). This list includes the publications on the sites and attestations recorded in the database. The references in the site and attestation records refer to this list.

Moreover, it is not just a list of publications it is a library too, because it is possible to upload publications in PDF format. This is quite helpful in case of old or rare publications such as Dutch site reports.

You find the list of publications by clicking on the Publications tab button in the top grey bar (green marked area in the image below).

After clicking on 'Publications' the list of publications will appear (see figure below).

The first column contains an identification number, the second the name of the author(s), the third the year of publication, the fourth the title, the fifth the number of sites where a reference is to this publication, and in the sixth whether a PDF has been uploaded. If so, the PDF symbol appears.
The list also contains the names of journals (and their abbreviations), which are cited regularly.

You can find the publications by a certain author by typing his/her name in the search field, in this case Nieveler (then return or click 'Search'). The result as shown below will appear. You can see that the overview of sites by Nieveler (no 2) was referred to in 115 site records.

If you want the record of a specific publication, double click on the line and the result will turn up. See the example below for the top publication by Nieveler. You can also make changes to the record (correct mistakes) now. Do net forget to click the 'Save' button.

If you want to add a new publication you click 'Add a new publication' below the list (orange box in the figures above) or go to the last page of the list by using >> at the bottom of the page (red area in the figure above) where 'Add a new publication' will also appear. The empty form in the image below will appear. See the table below for information on how to supply information to it.

When using a new source, it is best to add it here before you continue providing information on a site.

Publication ID   Automatically generated number. Don't bother.

First author   Give the surname of the first author or if there are two authors their surnames separated by a /. If there are many
                              authors (like more than 3) give the surname of the first author and add: et al.
                              Examples: Agache, Alénus-Lecerf/Léotard,   Van Wersch/Van Geesbergen/Vrielynck , Van Wersch et al.

Year

Give the year of publication. If an author has two publications or more in the same year, you can add an alphabetical letter to the year but this is not necessary. For instance, 1980a and 1980b. This has not been done systematically because if you want to create a literature list out of this database the a's and b's might not be meaningful when one of both publications is not used.

Description

Give the literature source *according to the style sheet* provided at the end of this manual

PDF file

The database allows to upload a pdf of the publication. Drag the PDF file to the field 'Choose a PDF file or drag it here. Do NOT FORGET to save after the uploading has finished. When a pdf is uploaded it is marked in the last column of the general list. Click on the Icon and you get the publication (see for instance Arts 2005)

Do not forget to click the 'Save' button after you have finished filling in the fields!

Bibliographical style sheet

The references to publications in the database have been kept to their absolute minimum in terms of punctuation marks, so as to avoid mistakes.

General

* Where there are two authors, their names are separated by a slash.
example: Loveluck/Tys 2006.

* Where there are more than three authors, only the first author is listed followed by *et al.*
example: Slofstra *et al.* 1982.

* Normally italics are used in different places. In the database this is not possible, everything is 'normal'.
So don't bother about Italics in what follows when recording publications in the database.

* Where discontinuous pages of a publication are cited, commas are used to separate the groupings.
example: Verhaeghe 2005, 250-255, 265, 270-271.

* References of CD-roms contain the name, in italics, and year of publication.
example: Kwaliteitsnorm Nederlandse Archeologie 2001 (cd-Rom).

* A reference of a website contains the name of the website and the date of its consultation.
Example: www.archeologie-spa.nl (consulted 11 June 2016)

Bibliography

Examples for many types of publication are given below. If there is no example of a specific source you are citing, follow the example most closely in line with yours.
In the first line after the title the norm is given including the necessary punctuation marks.

* Book with one author.
Name of author, Initials., year of publication: *Title*, Place of publication.
Example: Blanchet, A., 1907: *Les enceintes romaines de la Gaule*, Paris.

> Note: after the year of publishing in all references is a :
> Note: in compliance with international rules on the alphabetical order of personal names, name elements such as 'van' and 'de' are considered part of the surname and listed as such. Thus W.A. van Es would be listed as Van Es, W.A. (in the Netherlands it is customary to list it as Es, W.A. van).

* Book with two or more authors.
Name of first author, Initials./Initials. Name of second author/Initials. Name of third author, year of publication: *Title*, Place of publication.
example: Slofstra, J./H.H. van Regteren Altena/N. Roymans/F. Theuws, 1982: *Het Kempenprojekt. Een regionaal-archeologisch onderzoeksprogramma*, Waalre.

> Note: if there are more than three authors only list the first author and the *et al.*

* Book in preparation.
Name of first author, Initials./Initials. Name of second author/Initials. Name of third author, in prep.: *Title*, Place of publication.
example: Slofstra, J./H.H. van Regteren Altena/N. Roymans/F. Theuws, in prep.: *Het Kempenprojekt. Een regionaal-archeologisch onderzoeksprogramma*, Waalre.

* Reprinted book.
Name of author, Initials., year of publication of reprint and number of reprint in superscript (year of first publication): *Title*, Place of publication.

example: Marx, K., 1890⁴ (1867): *Das Kapital. Kritik der politischen Ökonomie*, Hamburg.

* Book as part of a series.
Name of author, Initials., year of publication: *Title*, Place of publication (Name of series and number).
example: Derks, T., 1998: *Gods, temples and ritual practices. The transformation of religious ideas and values in Roman Gaul*, Amsterdam (Amsterdam Archaeological Studies 2).

Note: there is NO comma behind the place name.

* Internal reports, unpublished PhD dissertations and MA theses, etc.
Name of author, Initials., year of publication: *Title*, Place of publication (internal report name institution, company etc.).
examples: Theuws, F., 2005: *The Merovingian building plans of Geldrop,* Amsterdam (internal report University of Amsterdam, Amsterdam Archaeological Institute).
Theuws, F., 2005: *The Merovingian building plans of Geldrop,* Amsterdam (unpublished PhD dissertation University of Amsterdam).
Theuws, F., 2005: *The Merovingian building plans of Geldrop,* Amsterdam (unpublished MA thesis University of Amsterdam).

* Collection of papers with one editor (for instance of a conference).
Name of editor, Initials. (ed.), year of publication: *Title*, Place of publication.
example: Mckitterick, R. (ed.), 1995: *The new Cambridge medieval history. Volume II c. 700-900*, Cambridge.

Note after ed a full stop, so: ed.

* Collection of papers with more than one editor (for instance of a conference).
Name of first editor, Initials./Initials. Name of second editor (eds.), year of publication: *Title*, Place of publication.
example: Ripoll, G./J.M. Gurt (eds), 2000: *Sedes Regiae (ann. 400-800)*, Barcelona.

Note: there is NO full stop behind eds
Note: there is NO comma after the last name and before (eds)

* Collection of papers with more than one editor in a series.
Name of first editor, Initials./Initials. Name of second editor (eds.), year of publication: *Title*, Place of publication (Title of series, specification, serial number).

example: Jahnkuhn, H./D. Timpe (eds), 1989: *Beiträge zum Verständnis der Germania des Tacitus. 1. Bericht über die Kolloquien der Kommission für die Altertumskunde Nord- und Mitteleuropas im Jahr 1986*, Göttingen (Abhandlungen der Akademie der Wissenschaften in Göttingen, Philologisch-Historische Klasse, Dritte folge 175).

Note: if there are more than three authors only list the first author and the et al.

* Contribution in a collection with one editor.

Name of author, Initials., year of publication: *Title*, in Initials. Name of editor (ed.), year of publication: *Title*, Place of publication, page numbers.
example: De Jong, M., 1995: *Carolingian monasticism: The power of prayer*, in R. McKitterick (ed.), 1995: *The new Cambridge medieval history. Volume II c. 700-900*, Cambridge, 622-653.

Note: For two or more authors or editors, follow guidelines as given above. Mind the order of initials, names and slashes.
The volume is not listed separately in the bibliography unless it is referred to as a separate publication.
Note: after in there are NO punctuation marks such as : or , (it is clear what is meant without punctuation marks.)

* Article in a print journal.

Name of author, Initials., year of publication: Title, *Title of Journal* serial number, page numbers of article.
example: Le Boulanger, F., 2004: Évolution d'un îlot urbain du XIIIe au XVIIe siècle, Quimper, Collège de la Tour d'Auvergne (Finistère), *Archéologie Médiévale* 34, 1-42.

Note: there is NO in , in: or whatever before the title of the journal, the italics make it clear that it is the journal title.
Note: the serial number follows the title of the journal without a separation comma, it is NOT in italics and it is always in Arabic numerals, change to Arabic numbers if the journal gives Roman numerical so XI is 11.
If a journal is published in a later year than the year indication proper, the year of publication is given in square brackets: 1988 [1990].

* Article in an on-line journal

Name of author, Initials., year of publication: Title, *Publication Series* serial number (URL on date of retrieval).
example: Peacey, A., 1996: The introduction of tobacco and tobacco pipes to the British Isles, *Internet Archaeology* 1 (http://intarch.ac.uk/journal/issue1/peacey/intro.html on 16 March 2007).

* CD-rom

Title, year of publication, author, editor, etc. (cd-rom)
example: *Cultuurhistorische waardenkaart Noord-Brabant,* 2001, Provincie Noord-Brabant (cd-rom).

* Newspaper article

Name of author, Initials., year of publication: Title, *Title of the Newspaper*, Name of section, date, page(s).
example: Buijtendorp, T., 1990: Een Nederlands Pompeï, *NRC Handelsblad*, Bijlage wetenschap en onderwijs, 16 March 2016, 1.

* Review

Name of reviewer, Initials., year of publication: rev. of Name of author, Initials., year of publication: Title, City of publication, *Title of journal* serial number, page number(s).
Example: Fichet De Clairfontaine, F., 2004: rev. of Sapin, C. (ed.): 2002: Avant-nefs et espaces d'accueil dans l'église, entre le IVe et le XIIe siècle. Actes du colloque international du CNRS (Auxerre, 17 au 20 juin 1999), Paris, *Archéologie Médiévale* 34, 315-318.

If there is no evidence

* No author:

Put NN in place of the name of the author

* No year of publishing:

Put s.a. in place of the year

* No place of publishing

Put s.l. in place of the place of publishing

Abbreviations

c.	caput
(ed.)	editor
(eds)	editors
et al.	*et alii*
N.F.	Neue Folge
no.	number
N.R.	Nieuwe Reeks/Neue Reihe
N.S.	New Series
rev. of	review of
s.a.	*sine anno*
s.l.	*sine loco*
s.v.	*sub voce* (under that word, used in footnotes in reference to an encyclopedia entry)
trans.	translator
vol.	volume
vols.	volumes