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NOTES FOR CONTRIBUTORS

The Society's Publications

Records of Buckinghamshire is produced annually as a single volume about May. The normal cut-off date for submissions is the end of the preceding October. If there is sufficient material the Society will consider preparing additional volumes in the course of a year. These will be numbered within the series, and may be devoted to a particular site or sites, or a theme. The Society also publishes an occasional series, *Buckinghamshire Papers*.

The Editors are prepared to consider for publication contributions relating to the archaeology, history, buildings or natural history of Buckinghamshire. These will normally be either in the form of short notes (up to *c.*3500 words) or articles (*c.*2500-20,000 words). Longer contributions will be considered, but it is advisable to contact the Editors before submission.

Producing an article or note for print is not as difficult as it may seem, but it does require some thought, tenacity and patience. Read these notes first, and if you want further advice, contact the Editors at an early stage: they are always willing to discuss proposed submissions.

The Editing Process

Submissions should be made in the first instance to the Associate Editor, who will be your main point of contact during the editing process. It is advisable to contact the Associate Editor before submitting, to check whether space is available in the next volume, and to ensure that the submission is in an acceptable format. Contact details appear at the end of these notes.

1. On receipt, details of each submission are recorded on a spreadsheet by the Associate Editor. The submission is checked to ensure it conforms to the requirements set out in this document.
2. The Editors read through each submission, which is then returned to the author with their comments. If necessary, the article may also be passed to a referee for comment.
3. When the necessary amendments have been made, the Associate Editor passes the article to the typesetter, who produces the initial page proofs.
4. The page proofs are checked by the Associate Editor and sent to the author for a final check. They are then returned to the typesetter, for any amendments.
5. When all the page proofs have been completed, the typesetter compiles the volume. Following a final check by the Editors, the volume is sent to the printers.

During this process, any major changes necessary will be made to the submission in the editing stage. While it is occasionally possible to make significant changes at page-proof stage, this incurs additional expense for the Society, and it may be necessary for the contributor to fund any such changes.

Format

Submissions to *Records* should be made in digital format. The following file types are acceptable:

- Text and tables: *MS Word*.
- Line drawings: *tif, bmp or pdf files*, produced to a resolution of 300dpi or greater
- Photographs: *jpeg, tif, bmp or pdf files*, produced to a resolution of 300dpi or greater

Text Files: Text, tables and figure captions should be provided as separate files, clearly labelled (e.g. [article name] text/tables/captions). The text itself should contain minimal formatting (e.g. single line spacing, no paragraph indents or justification).

Line Drawings and Photographs: These should be at their intended publication size, in separate files, clearly labelled (e.g. [article name] fig 1, fig 2).

Do not submit text with detailed formatting or embedded illustrations: it will be returned to you.

Files not exceeding 10Mb in total can be emailed direct to the Associate Editor. Larger submissions should be split into several emails, or copied onto a CD and sent by post. In the latter case it is advisable to email or phone the Associate Editor to let him know that your submission is on its way.

Articles submitted in typescript can be considered, as they can be scanned and converted to *Word* using OCR (optical character recognition) software, but it is safer to produce your own digital version. Bear in mind that articles submitted on paper will require additional work to bring them to a state suitable for editing, and it may be necessary to pass on any costs incurred to the author. If the article is intended to contain illustrations, contact the Associate Editor with regard to their format.

Text

The title of the submission should be in bold capitals, centred. For articles, this should be followed by the author's name and any other contributors, in capitals and centred. For short notes, the author's name should be in italics, located at the end of the text. Qualifications (if any) should be supplied separately for inclusion in the list of contents. We are happy to include a contact address for yourself or your organisation at the end of the article if you wish.

For articles (but not notes) the text should be preceded by an **abstract**, briefly summarising the content and conclusions. For example, in an archaeological article tell the reader what you think you have found and draw some conclusions, for example in what way the discoveries may alter or reinforce previous conceptions of the archaeology of the area. **Do not include in the abstract any points or information which cannot be found in the article itself.**

Any headings used in the text should follow a logical, consistent sequence. Heading levels can be indicated by preceding the heading with its desired level (e.g. <1>, <2>), or by using basic formatting, for example:

Level 1: ***Introduction*** (Bold & Italic)

Level 2: **Phase 1** (Bold)

Level 3: *Ditch 123* (Italic)

Level 4: Context 456 (normal text)

It is possible to set *Word* to provide consistent heading levels like this. A maximum of four heading levels should be sufficient for most articles.

Plates and line illustrations must be numbered as 'figures' in a single sequence. Proposed locations for figures should be indicated in the text by inserting [INSERT FIG #], ideally in the paragraph break following the first mention of the figure in text. A list of figure captions should be provided as a separate *Word* file.

When referring to figures in text, use the abbreviation 'Fig. #'.

Illustrations

'A picture is worth a thousand words'. When compiling an article, it is often best to sort out your illustrations *before* launching into text production, as it is normally easier to make text relate to drawings than vice versa. Ensure your illustrations are relevant to what you are trying to say: don't include them if you don't refer to them.

The print area of *Records* is 148 × 196mm: a single column is 72mm in width. Illustrations should be prepared with these dimensions in mind, and provided at the intended finished size. For a full-page illustration, remember the above print area *includes* space for the caption, which must be allowed for.

Portrait format figures are much easier for the reader than landscape ones, as the volume does not have to be turned to look at them. Try and avoid full-page landscape format figures if at all possible. Fold-outs add to the expense of production. Avoid if them possible, although we recognise that they are occasionally necessary for archaeological site plans.

Labelling on drawings should be in a sans-serif script (e.g. Arial, Century Gothic, Helvetica), at a size legible to the naked eye. Main captions should not appear on drawings. Plans should include a north point and scale bar.

A general location map is always needed for archaeological fieldwork, e.g. an area showing mid-Bucks, but at village or town level the site should be defined by at least one map showing clearly identifiable streets. The inclusion of National Grid reference points is helpful.

Use of colour in line drawings and photos is very expensive. We like to include colour but generally expect you to pay for it or to find a grant source. Occasionally, costs for one author can be reduced if adjacent articles with colour can be located within the same bound 16-page section of the journal. If you are considering using colour, please contact the Editors to discuss before submitting your contribution.

Good-quality photographs are very welcome. Try to include at least one for archaeological articles, but consider how they will fit on the page shape. Photographs should be supplied in greyscale format, at or larger than the intended reproduction size. See the note above relating to colour illustrations.

If your submission requires an illustration you are not able to produce yourself, the editors may be able to advise you. It is likely that this may incur additional costs for the author.

Tables

Tables can be boring: please only include them if they are really necessary. Tables can be set up using *Word* or *Excel*. Avoid large, complicated tables: give some thought to how the table will fit on the page. Make sure that any numeric data adds up correctly: we will check! If your table includes a key or explanatory notes, it is safer to include them in a cell at the bottom of the table or in a separate caption: separate blocks of text can get misplaced.

Points for Archaeological Contributors

In the introductory text, include an eight-figure NGR for the centre of the site, a note of the civil parish in which the site is located, and the date the work was carried out.

A drawn scale should be included on pottery and finds drawings. Please also state the reproduction scale in the caption, e.g. (*scale 1:4*).

Ensure that the location of any detailed plans can be *clearly* related to the next plan up in scale, and conversely.

Use Harvard-style references (author/date/etc) for archaeological contributions (see below).

The editors will consider for publication any archaeological contribution either as a main article or as a note. However, contributors, particularly those based with contracting archaeological organisations, should be aware that sometimes *South Midlands Archaeology* may be a more suitable vehicle for publication than *Records*. It is expected that summary notes on all archaeological fieldwork will already have appeared in the annual 'Archaeological Notes' section of *Records*. Contact details for the Summaries Editor appear at the end of these notes.

Style & Conventions

Few of those who read *Records* are professional archaeologists, historians, geographers, etc, so please make your text and illustrations intelligible to the general reader. Where possible, avoid technical jargon (this applies particularly to professional archaeologists!). If you cannot avoid jargon, please include a brief explanation following its initial appearance, e.g. 'tumulus (burial mound)'. Give the text to someone else to read for clarity before you send it in. Don't be offended if your text is 'improved' or reduced in length by an editor.

We do not expect all submissions to *Records* to conform to a particular style of writing, as long as they follow the basic conventions set out below, and are consistent in the use of punctuation, abbreviations, capital letters, etc. The following sections provide a basic guide to grammatical conventions preferred for *Records*.

Abbreviations and Contractions

Do not use full stops after *contractions*, e.g. Mr, St, Dr, MSS

Remember to use full stops after *abbreviations*, e.g. Fig.

Stops should normally be used after initials, but should be omitted in bibliographical references (see below), and in abbreviations comprised of two or more initial letters, e.g. BBC, not B. B. C.

Spell out abbreviations the first time you use them, e.g. 'Early Bronze Age (EBA)', 'Centre for Buckinghamshire Studies (CBS)'.

Write 'and' in full, rather than using an ampersand.

Write county names in full, e.g. Buckinghamshire, not Bucks.

Quotations and Inverted Commas

Use single inverted commas whenever inverted commas are needed: doubles should only be used only for quotations within a set of single inverted commas.

Extended quotations should be indented with a line space above and below to distinguish them from the main text. They do not require inverted commas.

Square brackets should be used for editorial insertions or comments within quotations.

An omission from quotations should be represented by an ellipsis of 3 dots, regardless of the length of text omitted.

Capital Letters and Titles

Avoid excessive use of capitalisation. Capital letters within sentences should be used for proper nouns, personal or place names, not for compass points (e.g. North-West) or types of archaeological work (e.g. Evaluation).

Give a capital initial to titles prefixed to names, e.g. King Charles, Bishop Odo, Earl Godwin, but lower-case otherwise, e.g. the king, the archbishop of Canterbury, the duke of Buckingham, William, duke of

Normandy. Similarly, ‘the river Ouzel’, not ‘the River Ouzel’.

If referring to members of the clergy by use of the title ‘the Reverend ...’, avoid the solecism ‘the Reverend Harding’. It should be ‘the Reverend Septimus Harding’, ‘the Reverend S. Harding’ or ‘the Reverend Mr/Dr/etc Harding’.

Dates and Hyphens

Express elements of dates in this order – day of week/date/month/year – without commas and without th/st/rd/nd suffixes in ordinals, e.g. Saturday 4 March 2000.

There should be no apostrophe in decades, e.g. 1340s, not 1340’s.

Do not use full stops in BC or AD: e.g. 55 BC but AD 1066

Hyphens should be used as little as possible, and then mainly to avoid ambiguity. For example, *six year-old children* does not mean the same as *six-year-old children*. Compound adjectives (*reddish-brown fabric*) are usually hyphenated. Dates are only hyphenated when used adjectivally (*16th-century cup*, but *in the late 16th century*: NEVER *late-16th century*). Words beginning with *-co* or *-re* should only be hyphenated when there is a possibility of ambiguity. Preferred examples of the use (or not) of hyphens are as follows:

posthole	earring	hillfort	hilltop	hollow-way
ploughsoil	slingstone	trackway	layout	right-angles
stonework	potsherd	drainpipe	coexist	type-site

Commas should be used with care to separate phrases within sentences. Too many commas and the text will appear distinctly Germanic: too few, and the meaning may be difficult to follow. If in doubt, read the sentence: the ‘natural’ breaks where commas go should be apparent.

References and Footnotes

As previously noted, archaeological articles will normally use the Harvard system for referencing. Authors of historical articles prefer to use footnotes: in some instances a combination of both systems may be appropriate.

In either case, references and/or footnotes should be listed at the end of your submission, in the same font size. Avoid the use of the footnote option in *Word*.

Abbreviate *Records of Buckinghamshire* to *Recs Bucks* without stops.

The place of publication should appear in references and footnotes where a volume is not published in London.

Footnotes

Indicate footnotes within the text by superscript numbers. The superscript number in the text should be placed after any punctuation marks, e.g. ‘The paths of glory lead but to the grave.’¹⁵

Each entry in the table of footnotes should end with a full stop.

For the footnotes, follow the examples below, as appropriate.

(i) *Books*:

John Beckett, *The Rise and Fall of the Grenvilles* (Manchester 1994).

G Lipscomb, *History and Antiquities of the County of Buckingham*, vol. 3 (1847).

F Haverfield, *The Romanization of Roman Britain*, 4th ed. (Oxford 1923).

Michael Reed (ed.), *Buckinghamshire Glebe Terriers, 1578-1640* (Bucks Record Society, vol. 30, 1997).

(ii) *Articles in Journals:*

KA Bailey, 'Mills in Domesday Buckinghamshire', *Recs Bucks* **39** (1997), 67-72.

(iii) *Articles in Books:*

IMW Harvey, 'Bernwood in the Middle Ages', in John Broad and Richard Hoyle (eds), *Bernwood: The Life and Afterlife of a Forest* (University of Central Lancashire 1997), 1-18.

(iv) *Victoria County Histories:*

VCH Bucks, vol. 2 (1908), 4-10.

Subsequent references to a book or article can be referred to by author's surname only (or with forenames/initial if the references contain more than one author of the same surname), and with a short version of the title if more than one item by the same author is referred to.

The abbreviation *ibid.* may be used for consecutive references from the same title.

References to manuscript sources should give the repository holding the manuscript and the reference number. An abbreviated form of the repository may be used in the second and subsequent references to it, but the full name should be given at the first reference,

e.g. First reference: Centre for Buckinghamshire Studies (CBS), D/A/We 6/56. Subsequent references: CBS, PR4/1/1

Harvard-Style References

In the body of the text cite by author surname, date, and page if reference is being made to a specific point, e.g. The remains of a Roman villa were discovered here in 1840 (Sheahan 1862, 275)

For citation in the list of references at the end of an article, follow the examples below:

(i) *Books:*

Beckett J 1994 *The Rise and Fall of the Grenvilles* (Manchester).

Lipscomb G 1847 *History and Antiquities of the County of Buckingham*, vol. 3.

Haverfield F 1923 *The Romanization of Roman Britain*, 4th ed. (Oxford).

Reed M (ed.) 1997 *Buckinghamshire Glebe Terriers, 1578-1640* (Bucks Record Society **30**).

Sheahan JJ 1862 *History and Topography of Buckinghamshire*.

(ii) *Articles in Journals:*

Bailey KA 1997 'Mills in Domesday Buckinghamshire', *Recs Bucks* **39**, 67-72.

(iii) *Articles in Books:*

Harvey IMW 1997 'Bernwood in the Middle Ages', in Broad J & Hoyle R (eds), *Bernwood: The Life and Afterlife of a Forest*. University of Central Lancashire, 1-18

References to manuscript sources are normally best placed within the text, citing repository and reference number.

References to internet sources should include the full internet address of the web page, and the date it was accessed, e.g. <http://en.wikipedia.org/wiki/Cliveden>, accessed 30/10/11

Biographical Notes

Authors are invited to submit a brief biographical note (up to 100 words) to accompany their article, concerned particularly with their work and their current archaeological/historical interests, for example:

Bob Zeepvat read archaeology at Leicester University, and worked for many years for the former Milton Keynes Archaeology Unit, where he directed excavations at Bancroft Roman villa and Great Linford medieval village and manor. For the last ten years he has been manager and historic building consultant for ASC, and has undertaken many assessments and surveys of historic buildings and industrial sites in southern and midland Britain. Current interests are the archaeology of transport, quarrying and mining.

Offprints

Authors will normally receive ten offprints of their article. If more are needed please inform the Associate Editor as soon as you have seen the first proofs. We have to charge for additional offprints and it still may not always be possible to supply as many as you want.

Offprints can also be provided digitally, in pdf format.

Funding

If you are submitting on behalf of an archaeological contractor, you will be expected to pay a page-rate for publication. Contact the Editors in advance if you want an estimate of page cost, but remember this may change from year to year. Professional archaeologists submitting articles and notes based on their own unfunded research, rather than paid work undertaken as part of the planning process, are advised to make this clear from the outset, to avoid any misunderstanding.

Grants may be available from funding bodies for publishing local history articles etc. We welcome suggestions as to who might grant-aid publication of your article (*please think hard!*), but the Society does of course publish without such aid.

If you are a contracting body or are otherwise able to offer a publication grant, provide two lines of acknowledgement at the end of the article, saying something like:

‘... [organisation] is grateful to [client] for funding this project and contributing to the cost of publication.’

Copyright

a) Material used in an article

Contributors must provide a written copy of permission from the owners of any copyright material they are proposing to use, together with any conditions the copyright owner has imposed (e.g. a specific acknowledgement in a figure caption). This includes material reproduced from organisations such as The Bodleian Library, British Museum, National Monuments Record, etc.

Location maps, plans and other illustrations are essential in archaeological submissions, and may often enhance historical articles as well, but authors should be aware of Ordnance Survey copyright issues. Broadly speaking, OS maps over 50 years old can be used freely, as long as their source is acknowledged. Newer maps, and digital mapping typically used by archaeological contractors, should include a reference to the copyright licence under which they are reproduced. Obtain OS permission for maps in copyright: if you are not a commercial organisation they will often not charge.

b) Material Published by the Society

Buckinghamshire Archaeological Society is a charity. Copyright in all material published by the Society rests with the Society. However, the Society will freely permit the authors of materials which it has pub-

lished to reproduce their work elsewhere.

The Society reserves the right to reproduce elsewhere, e.g. on a web site, in a display, or in a volume of thematic papers, any matter which has appeared in its publications.

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