# Things to tell Ruth/Greg

## Chapters and case studies

- FYI, there’s a mix in here of Word bullets and bullets as special characters, which Ruth said was OK for the submission. The chapters generally use the Word bullets and the case studies generally use special-character bullets.

- We have C-level headings in most of the chapter files. Ruth says: “Greg will style them in Quire as un-annoyingly as possible (he could, for instance, not allow C heads to collapse).”

- Please ask your proofreader to keep an eye peeled for moments in the notes where height of a statue is phrased in some way other than “H. XX cm” (for instance “Height,” or “H:” or whatever). I realized the convention (cap “H” and period) after I’d proofed all the chapters, and there’s no good way to search for the wrong term. I think it only comes up 2 or maybe 3 times max.

- Note that Case Study 7 is idiosyncratic. I coded the numbered sections as Heading 2 and the questions within sections as Heading 3.

## Images

- see **XX new figure concordance.docx** for a renumbering key in order of old figure numbers, and **Figure captions.docx** for renumbering key in order of new figure numbers.

- I sent a message to the group about this on Sept 2, but reiterating here:

#### Figures that need mild Photoshopping to eliminate text that will be live in the caption:

- Old figs. 367, 368, 370, 371, 376, 527, 530, 550 (new #s 388, 387, 382, 384, 391, 173, 181, 192) need the bottom in-image text cropped.

- Old fig. 643 (new #371) needs the in-image text up top cropped.

- Old figs. 489, 579, 779, 780, 782, 784, 785, 795, 1062, 1105, 1108 (new #s 23, 13, 9, 11, 28, 25, 16, 26, 122, 558, 18) need the in-image text captions replaced with just 1, 2, 3, and so on, since the rest since will be live caption text.

#### Figures that ideally will contain links:

- Old fig. 323 (new #338): bibliographic short form: {Measday, Walker, and Pemberton 2017}; II.6 (two instances) and I.9; various figure references

- Old fig. 325 (new #305): II.6 (two instances)

- Old fig. 418 (new #304): I.8; II.6; table 10

- Old fig. 495 (new #233): various figure references

- Old fig. 515 (new #167): various figure references

- Old fig. 816 (new #150): various figure references

- Old figs. 113, 193, 343, 417, 468, 637, 640, 642, 643, 654, 811, 1046, 1069, 1087, 1110, 1111 (new #s 6, 340, 408, 303, 146, 433, 397, 402, 371, 131, 45, 489, 368, 435, 522, 372) contain text but looked fine to me, so I did not request any edits from the authors.

## Tables

- FYI, I renumbered the tables so they’re in ascending order of mention:

- 29 is now 1

- 28 is now 2

- 31 is now 3

- 6 is now 4

- 34 is now 5

- 30 is now 6

- 10 is now 7

- 9 is now 8

- 5 is now 9

- 33 is now 10

- 35 is now 11

- 8 is now 12

- 32 is now 13

- 2 is now 14

- 20 is now 15

- The tables were so complicated that I was hesitant to slam the titles and subtitles into the Excel spreadsheets, so, contra the QUIRE instructions, there’s a separate Word doc with the table titles in the batch here.

- Beware that some tables have hidden rows/columns. I did not proof these but wasn’t sure how to get rid of them. I assume they are not to be displayed in the final version.

- I couldn’t figure out how to make superscripts/subscripts in Excel, so please note that some of them have popped out of format and now appear as plain text “(8)” or whatever at the end of an entry. Also be alert for situations like table 10, cell E15, where I couldn’t figure out how to make the superscript in “<<1 mm2” (should be “<<1 mm2”). Also situations like in table 10, cell G17, where I suspect “SnO2” is supposed to be “SnO2”.

- I couldn’t figure out how (I’m actually not sure it’s possible) to hyperlink individual bits of text within a cell in Excel, so the internal cross-references in the **tables** are in red text. Figure references are **bold**.

## Figure captions

- There are still a few TKs in here. The authors filled in as much as they could by today and are working on the rest.

- Some of the captions are quite long, for instance fig. **23** is 280 words, 1564 characters with spaces. Fig. **9** is 495 words, 2786 characters with spaces.

- Jane says that they will add links to captions’ Vocab terms at first proofs. (I linked a couple of terms, just because they’re the only instances of those terms in the whole project, but otherwise this doc is link-less.)

- Passing along a note to Kelly that the image credit for fig. **212** should credit the radiograph to “Tulsa Gamma Ray” in some manner.

- I tried to cross-check the captions against the images they describe, and we resolved a lot of discrepancies, but some images, namely the dynamic ones with layers are only going to look right when on the final website as opposed to in Box. Can your proofreader confirm in these cases that the captions as phrased definitely correspond to the pics in terms of colored patches, colored dotted lines, colored arrows, etc. etc.?

## Video captions

- I renumbered the videos so they’re in ascending order of mention:

- 3 is now 1 [first occurs in GI]

- 27 is now 2 [first occurs in GI]

- 26 is now 3 [first occurs in GI]

- 17 is now 4 [first occurs in GI]

- 16 is now 5 [first occurs in GI]

- 22 is now 6 [first occurs in GI]

- 11 is now 7 [first occurs in GI]

- 18 is now 8 [first occurs in GI]

- 4 is now 9 [first occurs in GI]

- 25 is now 10 [first occurs in GI]

- 28 is now 11 [first occurs in GI]

- 7 is now 12 [first occurs in I.5]

- 13 is now 13 [first occurs in I.6]

- 8 is now 14 [first occurs in I.8]

- 30 is now 15 [first occurs in II.8]

- 29 is now 16 [first occurs in CS7]

- 23 is now 17 [first occurs in table 1]

- 24 is now 18 [first occurs in table 1]

*- 14 was cut*

*- 1 was cut*

*- 10 was cut*

*- 15 was cut*

## Vocabulary

- In the “Languages” table for which Greg provided a sample, I was able to cram in all the info for all the languages except French. I made a separate French Vocab doc with just French. This means, though, that all the authors and additional contributors are currently appearing on the Vocab as a whole, rather than being sifted into the various specific languages they contributed to. Does this not really matter given how the pages will display, or is it important to be granular about who worked on what?

- On a somewhat related note, is it fine or problematic that right now, the field labels (e.g., “term:” “language:” “images:” “definition:”) across all Vocab docs are in English?

- Since “cast” has two entries in the Vocabulary, one for the verb and one for the noun, I differentiated the first instance of each in the various docs by making %%cast%% the **verb** red, and %%cast%% the **noun** green.

- Some marked-up Vocab terms deviate a little from the official Vocab terms; for instance a few instances of “defect” are marked when “casting defect” was clearly meant.

## Bibliography

- There is still one TK in here; I’ve asked multiple times now and no one is chiming in. Perhaps an intern can track it down in the library? Search for “Kirby et al. 2011”.

# General style info

- Sentence case for heads/subheads, for readability.

- Contra Chicago, to avoid ruffling feathers, cap people’s titles in the bios when they directly follow their names in parentheses.

- Subheads should spell out acronyms if they include them; but regardless of whether an acronym has already been spelled out in a subhead, spell it out upon first mention in the running text of a particular chapter.

- No note refs attached to heads/subheads, and no vocab coding in heads/subheads.

- Stick to Chicago general avoidance of “etc.” “i.e.” “e.g.” [except in Vocab, where “etc.” is fine]

- Bulleted lists: Use sentence case and a period at the end for normal complete sentences. Lowercase the first word and semicolon at the end (period at the end-end) when items are fragments.

- Provide nationality and birth/death dates for individuals mentioned.

- OK to use abbreviations in a sentence if one would conceivably say them out loud while conversing, as in, “ICP techniques can detect even a few **ppm** depending...” or “Data can be obtained with sensitivity at the low- and even sub-**ppm** level.”

- Say “US” before US dollar amounts, e.g., “costs per analysis range from about US $300 to $1,000.”

- Indicate height of an artwork with “H.” and a space following.

- In captions for ancient objects, no need to say “Unknown artist” or “Artist unknown.”

# Internal references to images, other chapters, biblio, etc.

- Vocabulary terms are called out only upon first mention in a chapter; Ruth/Greg to determine whether this is not enough.

- Spell out “figure” if it’s part of a sentence; abbreviate as “fig.” if it’s in a parenthetical [EXCEPT in captions, where “fig.” is preferred even in running text to save space]

- Comma-separate references in parentheticals even if they’re a mixed bag, so: (fig. 892, see §1.2) or (see I.9§3 below, also II.6).

- Semicolon-separate lists of short-form biblio refs.

- References to Case Study 1, etc. are capped, so as to treat the Case Studies like chapter titles. BUT: but “case studies” in generalis lowercase

- References to the Vocabulary are capped since that’s the chapter title.

- References to volume I and volume II should be like so.

- References to the *Guidelines* are italicized when referring to the present volume.

- References to video 1, video 2, etc. are lowercased to be more like figure references.

# Specifics on captions

- Dimensions: in general, give H only except when a work is horizontal in format (unusual). In that instance go with L or, in the very rare case, all three dims phrased as H x W x D cm.

- If a foundry and city are listed together, it's OK to keep the city. But never list only the city in which the object was made, because that’s confusing.

- Contra usual style (since a lot of these captions are super long), OK to omit city/country for museums that are well known. Lindsey used her judgment here. :)

# Specifics on treatment of measurements

Put a space before cm, µm, kV, and the like

In the following situations, the en-dash is fine in running text:

Reliable results require about 50–100 mg of sample material

250–400°C

magnifications in the 40–400X range

BUT:

from 1 × 1 mm to 5 × 5 mm

costs per analysis range from about US $300 to $1,000

OK to use % sign, contra Chicago, as in “0.5 wt%”

OK to use ≈ sign, as in “≈100 µm” [note no space before the numeral]

OK to use ≤ sign, as in “≤50 µm” [note no space before the numeral]

In running text, say “at least a few square millimeters” [NOT: “at least a few square mm” or “at least a few mm2”] or “one cubic centimeter” [NOT: “1 cm3” or “1 cubic centimeter”]. Tables are an exception to this.

Treatment of measurements in tables:

- abbreviate “min.” “sec.”

- use ~ rather than “ca.” or “approx.” for brevity

- phrase times as “5:04 min.” rather than “five minutes, four seconds” for brevity

- phrase times as “1.5 hours” rather than “1 1/2 hours” for easier parsing

# Misc samples of constructions with numbers

0.5 wt%

52 pixels/cm

5200 × 3500 pixel [camera]

1:1 [fine not to spell out]

64 GB

3D, 3D printing

100 megapixels [always spell out “megapixels”]

carbon-14 [use a hyphen per Chicago (Webster omits the hyphen)]

40–400X range

OK to use numerals for centuries in the figure captions (e.g., “9th century CE”) to save space.

Use “ca.” to indicate approximate dates, but “~” for approximate measurements.

# Misc terms

after-work

archaeometallurgist, archaeometallurgy

backfill, backfilled

carbon-14

chef-modèle [never italicized on this project]

cold work, cold working [two words]

copper alloy [sculptures]

Copper Alloy Sculpture Techniques and history: an International iNterdisciplinary Group (CAST:ING)

crosshatch

cross section

data set

de-gassing

de-mold, de-molding

de-wax, de-waxing

dynasty [lowercase, except in the Egyptian context where it appears to conventionally be capped]

end-to-end joint [hyphenate “end-to-end”]

flowchart [one word]

foam core

founder [never foundryman]

f-stop

hand-built

in-paint, in-painted

in situ [never hyphenated per Webster]

join [v.], joint [n.]

know-how

Late Bronze Age

LED [no need to spell out]

life-cast, life-casting [always hyphenated in this project]

life cycle

lost wax; lost-wax cast [hyphenate when preceding a noun]

micro-chemical

micro-destructive

micro-inhomogeneities

micro-invasive

microstructure

mis-cast

multicollectors

multi-element

multistep

nano-scale

neat’s-foot oil

non-clay

non-conformal, non-conformality

noncontact

nondestructive

noninvasive

nonmetal, nonmetallic

non-penetrating

non-rectilinear

nonspecialist

nonstandard, nonstandardized

on-site [always hyphenated]

photomicrograph

piece mold; piece-mold process [hyphenate when preceding a noun]

post-processing

precast

pre-fired

preform, preformed

pre-polish, pre-polishing

print-on-demand [always hyphenated for clarity, even when standing alone]

protohistoric

regild, regilding

remelt

remelt, remelted

remount, remounting

repolish, repolishing [BUT: pre-polishing is hyphenated for easier parsing]

resculpt, resculpting

reverse engineer [two words, no hyphen]

safelight

seam line

semiliquid

semi-quantitative

sprueing, sprued

submicrometric

*surmoulage* [always italicized]

tab-like

un-corroded

under-plating