
Northamptonshire Archaeology

Northamptonshire Archaeological Society

Notes for Contributors

From Volume 35, 2008, the society journal has moved to A4 format and full colour printing, making possible the direct insertion of colour photographs and colour plans.

- 1 All contributions should be word processed (preferably Word for Windows) and sent either as an email attachment or on disk together with a hard copy (single spacing).
- 2 All text should be in Times New Roman font, including all Tables. We are currently producing the text in Times New Roman and the major headings in Arial, but this can be adjusted as part of the typesetting.
- 3 Please check that your hierarchy of headings is clear and consistent throughout. The preference is as follows: 1) **CAPITALS** (centred, with line space); 2) **SMALL CAPITALS** (centred, with line space); 3) **SMALL CAPITALS** (left margin with line space; 4) *Lower case* (italics, left margin, no line space). Do not use numbered sections and sub-sections.
- 4 All contributions (except notes and shorter contributions) should begin with a short summary of their contents (200-400 words) based on a key word approach to periods, site-types, major finds, radiocarbon dates etc to help potential readers locate significant material.
- 5 Please remember to provide full captions for all submitted illustrations and photographs, either at the end of the main text or as a separate file.
- 6 Referencing should be Harvard. See additional notes for the punctuation of bibliographic references, which follows the system favoured by English Heritage in its Archaeological Report Series, which at its most basic entails use of only commas, and no full-stops.
- 7 Measurements should be in standard SI units with the internationally recognised abbreviations. For linear measurements use the millimetre (mm), metre (m), and kilometre (km), NOT centimetre (cm), and units are never plural, eg gram is g, NOT gms.
- 8 All illustrations should be produced bearing in mind that, when reduced, they will be a maximum 230mm x 172mm for a portrait format. Fold-outs of greater dimensions are available only if the extra cost is met by the contributor.

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- 9 Digital illustrations are welcome, preferably as Adobe pdf (press quality). Please DO NOT submit Coreldraw (cdr) files in CMYK colour, convert these to pdf files. CAD drawings saved as EPS files should work provided the original is not left 'open'. If possible, save as pdf files to make the file size smaller.
 - 10 Traditional ink on peramatrace/paper need to be no larger than A3 format. Any larger format originals should be reduced or scanned before submission.
 - 11 Photographs can be provided as high-quality prints or in digital format, jpeg or tiff files at 300dpi at final reproduction size.
 - 12 Footnotes should be avoided. If, however, they have already been included within the text, they should be converted to endnotes (Microsoft Word will do this).
 - 13 Smaller tables can appear within the submitted text, but for ease of typesetting any large tables, eg environmental tables occupying a whole page, should be provided as separate files. The approximate position at which tables should appear within the text should be marked in the left hand margin [TABLE 1 HERE, TABLE 2 HERE etc].
 - 14 Please note that all journals are now created digitally and the intention is that they will be made available online, as well as hard copy, after a suitable time delay. If there is any reason why you do not wish your material to become available online please discuss this with the editors before submission.
 - 15 Commercial organisations are expected to provide a grant to meet the cost of publication. This will be a maximum of £45 per page, but the actual cost can only be calculated following printing. An approximate quote can be provided for submitted articles, which will be adjusted at the page proof stage. An invoice will be sent with the offprints following publication. We are looking at available options to reduce the cost of colour printing, in the hope of reducing the page cost.
 - 16 In recent years the journal has been available to members at the end of year AGM, at around mid-November, which entails submission for type-setting at around the end of May or early June. It is therefore desirable to have contributions submitted from January onward, with a deadline at the end of April, to ensure inclusion. For further information, consult with the editor.
 - 17 All contributors will receive one set of page proofs in July or August for checking, and returning to the editor within a specified timetable. It cannot be guaranteed that any corrections submitted after this will be incorporated in the final publication, so please check the proofs carefully.
 - 18 All contributors will receive a full volume and five offprints. If required, they can also have a pdf copy so they can make further offprints themselves.

Editor:

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BIBLIOGRAPHY

Our style for setting out Bibliographies in *Northamptonshire Archaeology* follows current English Heritage practice in their monograph series, as detailed in the *English Heritage Academic and Specialist Publications Notes*.

Authors Surname (comma) followed by INITIALS (comma). NO FULL STOPS BETWEEN INITIALS

Eg. Blinkhorn, P W, or Blinkhorn, P W (ed), for editor of volume

Multiple authors: Dudley, D, and Minter, E M,

Name is followed by YEAR OF PUBLICATION (NO FULL STOP, double space).

Title of Article or Book, NO INVERTED COMMAS PLEASE.

The rule is:

Plain type for a Journal article, *with Journal title in italics*

For a book or monograph the title is in italics, and the monograph series is in plain type.

Volume numbers are in **bold** type to distinguish them from page numbers, separated from Journal title and page numbers by commas.

A simple rule is: do not put in any full stops.

Journal article

Anderson, T, 1998 Two cases of Hypoplastic Hamulus from Iron Age and Roman Northamptonshire, *Journal of Palaeopathology*, **10** (1), 31-35

Chapman, A, 1998 Brackmills, Northampton: an early Iron Age torc, *Current Archaeol*, **159**, 92-95

Jackson, D, and Knight, D, 1985 An Early Iron Age and Beaker Site at Gretton, Northamptonshire, *Northamptonshire Archaeol*, **20**, 67-86

Abbreviations for major journals:

Northamptonshire Archaeol *Antiq J* *Medieval Archaeol* *Archaeologia*
Proc Prehist Soc *Proc Cambridge Antiq Soc* *Archaeol J*
Bedfordshire Archaeol J *Trans Birmingham Warwickshire Archaeol Soc*
Norfolk Archaeol *East Anglian Archaeol* *Records of Buckinghamshire*
Medieval Village Res Group Annu Rep

Please note that county names are not abbreviated.

Monograph or developer report

Evison, V I, 1987 *Dover: The Buckland Anglo-Saxon Cemetery*, English Heritage Archaeol Rep, **3**

Knight, D, 1984 *Late Bronze Age and Iron Age Settlement in the Nene and Great Ouse Basins*, British Archaeol Rep, British Series, **130**

Book

Baker, J, and Brothwell, D, 1980 *Animal Diseases in Archaeology*, London

Cunliffe, B, 1991 *Iron Age Communities in Britain*, 3rd edition Oxford

Specialist reports within other articles/volumes

This is a tricky one; the EH method is shown below. Both the specialist report and the report from which it comes have their own reference.

Note: in the reference to the parent report you omit initials.

Blinkhorn, P, and Jackson, D, 1998 The Pottery, in Thomas and Enright 1998, 54-61

Thomas, A, and Enright, D, 1998 *Excavation of an Iron Age Settlement at Wilby Way, Great Doddington*, Cotswold Archaeological Trust

Of course these often arrive as:

Blinkhorn, P, and Jackson, D, 1998 The Pottery, in Thomas, A, and Enright, D, *Excavation of an Iron Age Settlement at Wilby Way, Great Doddington*, Cotswold Archaeological Trust

This is acceptable, but only if all similar references are consistently in the same style.