

NOTES FOR CONTRIBUTORS TO TRANSACTIONS.

Contributions to these *Transactions* may be either full papers, which should not normally exceed 5,000 words in length, or shorter notes and comments.

Typescript

Papers should be typed, and double-spaced, on one side only of A4 paper. References and notes should wherever possible be inserted at the foot of each page and numbered consecutively. Words to be put into italics should be underlined in the typescript. Italics will normally be used for the titles of books and periodicals. The full title as well as the place and date of publication should be indicated except in the case of periodicals, where the date of publication alone is sufficient. Page references should be given in the following form:

J. D. Marshall (ed), *The Autobiography of William Stout* (Manchester, 1967), 68-72.

Dates should be given in the form 26 May 1697 except in footnotes, where months may be abbreviated to Jan., Feb., etc. The abbreviations CWI, 2 will be used for these *Transactions*, Old and New Series respectively.

Illustrations

The maximum size of single-page illustrations in *Transactions* is approximately 15 cm by 10 cm. Folding plans are not normally acceptable, and drawings should, where necessary, be prepared with a suitable reduction of scale in mind. It is often helpful to indicate clearly the size at which the author wishes illustrations to appear. Line drawings should be prepared with a dense black ink and on good quality paper. Smooth cartridge paper will often yield the best results. Original drawings only should be submitted. Photographs intended for reproduction should be sharply focused and of high quality. Captions for all illustrations should be typed on separate sheets and submitted with the drawings or photographs to which they refer.

Tables

These should be set out using as few lines as possible. Each table should be clearly numbered.

Measurements

Authors may find it necessary to refer to obsolete measures. Wherever possible, however, the metric system should be used. On a map, for example, there should be a scale for both miles and kilometres.

Proofs

Galley proofs will normally be sent to authors. Corrections in proof must be confined to essentials. The cost of any unreasonable alterations will be charged to the author. Contributors will receive 20 offprints free of charge: additional offprints may be ordered when returning proofs.

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