

ARCHAEOLOGY IN THE SEVERN ESTUARY: NOTES FOR CONTRIBUTORS

The annual report of the Severn Estuary Levels Research Committee aims to provide a review of current archaeological and palaeoenvironmental work around the Severn Estuary. Contributions, in the form of substantial papers or shorter notes, are welcome from professional or amateur bodies/individuals. Authors are urged to consult with the Submissions Editor at the earliest possible stage with regards to the subject of potential papers.

Deadline: 30th November- each year.

Text: All contributions should be supplied on a CDR/CDRW or 3.5 inch floppy disc in a Windows based programme (preferably Word for Windows). The name of the author, title of article and programme it is written in, should be marked on the disc. In addition, please supply two paginated A4 paper copies, with double spaced text and 1.5 inch wide margins, and photocopies of the illustrations.

Conventions:

- one space should be included between a figure and mm, km etc. (eg 8 km not 8km)
- there should be two spaces after a full-stop
- please use 1940s, *et al.*, eg, ie and OD not 1940's, *et al.*, e.g., eg. i.e., ie. and O.D.

Headings: please use no more than two levels of heading (excl. Title), as follows:

INTRODUCTION

(1st order)

Setting

(2nd order)

Paragraphs: First paragraph after any heading not indented, all others indented.

Abstract: A brief abstract, in italic, should be included at the start of the paper amounting to not more than 5% of the length of the paper.

Spelling: Should follow the Concise Oxford Dictionary of Current English.

Quotations: Should be enclosed with a single inverted comma ('...'). Double inverted commas ("...") should be used for quotes within quotations.

Dates: All radiocarbon dates should be quoted in full, in their uncalibrated form (conventional radiocarbon years), and with their laboratory number: eg 3451±70 BP (HAR-455). Calibrated dates can be given as well, though the calibration programme should be quoted. Calibrated dates should be given at two standard deviations (95% confidence level) and cited as Cal BC/AD: eg 2300-1740 Cal BC (3630±100 BP, HAR-647)

Ordnance Datum: Use m OD not mOD. OD should be given as OD, Newlyn, Cornwall. Any exceptions to this should be specified.

Figures: All illustrations in a digital media should be supplied as separate files on CD in pdf or Adobe Illustrator 10 format. Figures must not be sent to the Editors already imbedded in the text.

Line drawings: The total print area is 158 mm by 240 mm, though adequate space must be left for a caption on the same page. In exceptional circumstances a caption can be placed on a facing page. Single column width illustrations should be 78 mm wide. If possible, illustrations should be portrait rather than landscape. Preferably please supply publication-quality reproductions of the figures at the same scale that they will appear in the final publication (ie camera ready copy), marked on the back in soft pencil with the figure number and your name.

Photographs: Please supply good quality reproductions of the photographs at the scale that they will appear in the final publication, marked in soft pencil on the back with the figure number and your name.

Notes for contributors

There should be a single numbering sequence for all the illustrations, whether line drawings or photographs. Tables will have their own number sequence.

Tables: Each Table should be supplied as a separate file and should be prepared as a Table in the Word-processing package used rather than created by using Tabs or spaces. Tables must not be sent to the Editors already imbedded in the text.

Bibliography: Please use the Harvard system of referencing as used in past volumes of *Archaeology in the Severn Estuary*.

For example: 'A critical question was the condition of the Levels in the Roman period, and in particular, whether they were open saltmarshes or reclaimed (Bloggs 1992; 1994a). Smith and Jones (1997, 23) have recently argued that ...'

Bloggs, J. (1993) The Exploitation of the Avonmouth Levels in the Medieval Period, in *Annual Report of the Severn Estuary Levels Research Committee 1992* 35-8.

Other, A.N. (1997a) The Iron Age Settlement at Splott Moor: Interim Report on Survey and Excavation in 1995/6. *Archaeology in the Severn Estuary* 7, 21-34.

Other, A.N. (1994b) Medieval Wetland Reclamation in Midshire. In: Smith, M. and Jones, C. (eds.) *The Medieval Landscape of Midshire* 39-73. Oxford: Oxbow.

Smith, A. and Jones, A. (1997) *The Wye Estuary: Coastal trade on a tidal river*. Chepstow University Press.

Publication Grants: The Committee's funds are very limited and grant aid for the publication of many reports is essential, particularly if the project is developer-funded. Contributors are urged to consult the Production Editor at the earliest possible stage about the funding of papers.

Copyright: It is the sole responsibility of the author to obtain all copyright permissions for text and illustrations. In particular, individual authors must obtain written permission to reproduce Ordnance Survey Maps and meet the copyright charge.

Introduction to the Annual Report: The Secretary's Introduction to each Annual Report aims to provide an integrated overview of work around the Estuary, as well as identifying the major threats (both natural, for example erosion,

and developments). Any suggestions for material or brief notes to be included in the introduction will be gratefully received.