

# Society of Antiquaries of Newcastle upon Tyne Publications Committee

## *Notes for Contributors (2008)*

### 1. General

- 1.1. Authors should note that *Archaeologia Aeliana* is a refereed journal; all submissions will be sent to an external assessor whose comments may remain confidential.
- 1.2. Papers may be submitted at any time to the Editor at the Black Gate, Castle Garth, Newcastle upon Tyne, NE1 1RQ. They must, however, be received before 15th January if they are to be considered for publication in that year.
- 1.3. Papers should be submitted on disc if possible, clearly marked with the title, filename, date, contributor's name and type of software (Word, WordPerfect or plain text preferred). The disc must be accompanied by two hard copies, typed on one side of A4 paper in 12 pt. fount or larger, double-spaced (including the references) and with ample margins. The Society does not accept responsibility for the safety of typescripts, illustrations or computer disks; contributors are advised to retain a copy of each item.
- 1.4. Typescripts must be complete in every particular; author's corrections, which are not printer's errors, and additions in proof will be charged to the author.
- 1.5. Authors receive 25 free copies of their papers. More copies can be obtained at cost price if ordered at proof stage.
- 1.6. A 100–150 word abstract, printed in italics, should be included above the main text.
- 1.7. For guidance in presentation authors are referred to the *MHRA Style Book* which is available in libraries; copies may be bought from W. S. Maney & Son Ltd, Hudson Road, Leeds LS9 7DL.

### 2. Text

- 2.1. Grid references for the location of sites should be included where appropriate.
- 2.2. Spelling. Follow the *Concise Oxford Dictionary*.
- 2.3. Quotations should be enclosed in single-inverted commas; quotations within quotations should be placed in double-inverted commas. Omissions from quotations should be marked by three full points or stops; additions to a quotation should be enclosed in square brackets.
- 2.4. Numbers and dates. For precise measurements and quantities, numerals should be used. Other numbers below 10 should be denoted by words. Financial amounts should be written £100 10s 6d or £100 50p. Dates should appear thus: 22 March 1641.
- 2.5. Dimensions should be given thus: mm (millimetres), m (metres), km (kilometres), ha (hectares), g (grammes), kg (kilogrammes), separated from the preceding number by a single space. They should be followed if necessary by bracketed imperial equivalents.
- 2.6. Hyphens should be used where two words are used adjectivally, e.g. 'iron-smelting site', 'thirteenth-century pottery'.
- 2.7. Italics should be used for the titles of books and periodicals, and for all words in a foreign language. All words to appear in italics in the printed version should be in italics in the typescript, or, if this is not possible, underlined.

### 3. References and Notes

- 3.1. Footnotes are not used. There are two acceptable systems of reference:

In system 1 ('Harvard'), the reference is given in the main text thus: (Wilson 1960a, 16), with a bibliography at the end of the paper where books and articles are arranged alphabetically and listed in order of publication under each author's name, thus:

WILSON, D. M. 1960a *The Anglo-Saxons*, London.

WILSON, D. M. 1960b 'An Anglo-Saxon ivory comb', *British Museum Quarterly*, 23, 17–18.

In system 2, consecutive superscript numbers should be placed in the text, after the punctuation mark, and the notes or appropriate references presented in a block at the end of the article, each such endnote preceded by its relevant superscript number. Articles and books should be cited, on their first appearance in the notes, in the following formats:

For books: R. Higham and P. Barker, *Timber Castles* 2nd ed., London (1992), 68.

For articles: A. Breeze, 'Gaelic elements in early Northumberland', *AA*<sup>5</sup>, 27 (1999), 26.

An abbreviated form of reference should be used in subsequent notes.

Note: Whichever system is used, volume-numbers of periodicals should be given in Arabic numerals (e.g. 38), not Roman (e.g. XXXVIII).

MS sources should be identified by the name of the relevant repository and full archive number.

For additional guidance on references, see R. Pears and G. Shields, *Cite them right: the essential guide to referencing and plagiarism*, Whickham (2005).

#### 4. Illustrations

- 4.1. Before preparing drawings, and selecting and printing photographs and other illustrations, authors should take account of the following instructions. The Editor will be pleased to give advice, if needed.
- 4.2. Authors are welcome to submit illustrations in electronic format (e.g. disc or CD), but they should discuss this with the Editor when they submit the paper, or (if at all possible) before preparing the illustrations.
- 4.3. All illustrations should be submitted with the text and should be numbered in pencil on the back in a single sequence which includes both drawings and photographs; reference to them in the text should be as: (fig. 6) etc. Each illustration should carry the author's name on the back.
- 4.4. The illustrations should be accompanied by a caption list which should also indicate the desired reduction and the optimum position in the text.
- 4.5. Authors are responsible for obtaining permission to reproduce copyright illustrations, paying any appropriate fee and indicating the correct phrase by which the copyright should be acknowledged. The Editor may require written evidence of copyright clearance.
- 4.6. The highest quality is expected in all line drawings and photographs which are submitted. If the author is unable to enhance illustrations to the necessary standard, a charge may be made for improvement work by the Society.
- 4.7. Line drawings should be no larger than 600 x 850 mm, and should be of such proportion as will reduce to a finished size which will fit (including a caption) within the limits of the *Archaeologia Aeliana* page-size: 190 x 150 mm. If the drawing's alignment is to be 'portrait', 5 mm should be allowed along the bottom for the caption. If the drawing's alignment is to be 'landscape', 5 mm should be allowed up the right-hand edge for the caption. Final reduction to a natural scale of 1:50, 1:100 etc. is preferred. All elements of original artwork, and especially text, should be of sufficient quality and size as to remain clear and legible when reduced for publication.
- 4.8. Original line drawings are preferred; dyelines and photocopies are not normally acceptable.
- 4.9. For half-tones original prints on glossy paper are required, and should be of larger size than the final version.
- 4.10. All maps and plans should carry a metric scale and north point.

#### 5. Proofs

- 5.1. Corrections should be marked clearly on the proof copy. Authors who are familiar with them may use the proof-correction symbols of the British Standards Institution (BS 5261C:1976). These are summarised in the *MHRA Style Book* (see above), *Whitaker's Almanack*, F. H. Collins, *Authors' and Printers' Dictionary* (OUP), *Writer's and Artists' Year Book*, R. A. Hewitt, *Style for Print* (Blandford Press), etc.
- 5.2. Only one set of proofs will be sent to the principal author, who is responsible for ensuring that the text is acceptable to co-authors and authors of sub-sections, reports, etc. Proofs should be corrected and returned by the date stated.

#### 6. Abbreviations

AA <sup>1-5</sup>	<i>Archaeologia Aeliana</i> , first to fifth series.
AJ	<i>Archaeological Journal</i> .
BAR	<i>British Archaeological Reports</i> .
CW <sup>1-3</sup>	<i>Transactions of the Cumberland &amp; Westmorland Antiquarian &amp; Archaeological Society</i> , first to third series.
DN <sup>1-2</sup>	<i>Transactions of the Architectural and Archaeological Society of Durham and Northumberland</i> , first and second series.
JBAA	<i>Journal of the British Archaeological Association</i> .
JRS	<i>Journal of Roman Studies</i> .
NCH 1-15	<i>A History of Northumberland (the 'Northumberland County History')</i> , vols. 1-15.
NRO	<i>Northumberland County Record Office</i> .
PSAN <sup>1-5</sup>	<i>Proceedings of the Society of Antiquaries of Newcastle</i> , first to fifth series.
PSAS	<i>Proceedings of the Society of Antiquaries of Scotland</i> .
RIB	R. G. Collingwood and R. P. Wright, <i>The Roman Inscriptions of Britain, vol. 1, Inscriptions on stone</i> (Oxford, 1965).
SS	<i>Surtees Society publications</i> .
TWAS	<i>Tyne and Wear Archive Service</i> .

## Publications of the Society (available, November, 2008)

*J. Collingwood Bruce's Handbook to the Roman Wall*, 14th edition (2006) by D. J. Breeze. The cost of £22 each includes postage and packing. All orders for the *Handbook* should be sent with a cheque made out to Oblong Creative Ltd to: Oblong Creative Ltd, 416B Thorp Arch Estate, Wetherby, LS23 7BJ.

Other publications of the Society (see following list) may be obtained by writing to: The Publication Section, The Society of Antiquaries of Newcastle upon Tyne, The Black Gate, Castle Garth, Newcastle upon Tyne NE1 1RQ.

Note: The prices shown below *do not* include postage and packing, which will be added to the invoice sent with the publication(s).

### RECORD SERIES:

1. *The Northumberland Lay Subsidy Roll of 1296*, editor C. M. Fraser (1968), at £6.00 each.
3. *The Accounts of the Chamberlains of Newcastle upon Tyne 1508–1511*, editor C. M. Fraser (1987), at £5.00 each.

### REPRINTS FROM *ARCHAEOLOGIA AELIANA*:

1. *Aspects of the Anglo-Norman Design of Durham Cathedral*, by Ian Curry (1988), at £2.95 each
3. *Whisky Smuggling on the Border*, by John Philipson (1991), at £1.50 each.
4. *Chillingham Church the South Chapel and the Grey Tomb*, by David Heslop and Barbara Harbottle (2000), at £3.00 each.

### BUILDINGS OF NEWCASTLE:

2. *Bessie Surtees House: Two Merchant Houses in Sandhill, Newcastle upon Tyne*, by D. Heslop, G. McCombie and C. Thomson (1995), at £2.95 each.
3. *Alderman Fenwick's House*, by D. Heslop, B. Jobling and G. McCombie (2001), at £4.00 each.

### BUILDINGS OF NORTHUMBERLAND:

1. *The Two Towers of Hexham*, by Peter Ryder (1995), at £2.95 each.

### *ARCHAEOLOGIA AELIANA*:

Some earlier volumes are available, as follows:

*5th series*: 6–7 (1978–79), 10–13 (1982–85), 15 (1987) and 18 onwards (1990 to present). The price for the four volumes immediately before the current year's volume is £10.40 hardback and £7.65 paperback. The price for earlier volumes is £5 hardback and £3.50 paperback. Not all are available in both types of binding. Please note especially volume 31 (2002) *The Roman Fort at Newcastle upon Tyne*, extra copies of which were printed and are available to members. All prices in the above list are subject to revision from time to time.

