

Society of Antiquaries of Newcastle upon Tyne Publications Committee

Notes for Contributors (2011)

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. *Archaeologia Aeliana* will, in future, be made available on the Internet, subsequent to its publication in hard copy. The Editor will assume that, by submitting a paper for publication, the author is willing for it to appear in electronic form in due course. Authors must therefore ensure that joint and contributing authors are also willing for the paper to be published in this way, and *must* obtain the formal consent of any supplier of illustrations to Internet publication.
- 1.3. Papers may be submitted at any time to the Editor at the Society of Antiquaries of Newcastle upon Tyne, Great North Museum: Hancock, Barras Bridge, Newcastle upon Tyne, NE2 4PT. They must, however, be received before 15th January if they are to be considered for publication in that year.
- 1.4. Papers must be submitted on disk, clearly marked with the title, filename, date, contributor's name and type of software (Microsoft Word or plain text preferred). The disk must be accompanied by two hard copies, typed on one side of A4 paper in 12 pt type 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. End-notes should be prepared as straightforward text at the end of the paper. Automatic end-note or footnote-numbering facilities/functionality in your word-processing software should not be used.
- 1.5. Typescripts must be complete in every particular; additions in proof and author's corrections (other than printer's errors) will be charged to the author.
- 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 Guide* which may be downloaded from the Modern Humanities Research Association website at: www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml
- 1.8. Authors receive 25 free copies of their papers. More copies can be obtained at cost price if ordered at proof stage.

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 within 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'), which is preferred, the reference is given in the main text thus: (Wilson 1960a, 16), with a list of references at the end of the paper in which the books and articles cited are arranged alphabetically and listed in order of publication under each author's name, thus:

JOBEY, G. 1966 'A field survey in Northumberland', in Rivet, A. L. F. (ed.) *The Iron Age in Northern Britain*, Edinburgh, 89–109.

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^s*, 27 (1999), 25–27, at 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 referencing guide*, Basingstoke (2010).

4. Illustrations

- 4.1. Before preparing drawings, or 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 but they should discuss this with the Editor when they submit the paper, or (if at all possible) before preparing the illustrations. Further instructions on the submission of illustrations in electronic form are embedded at this point within the version of these Notes that is published on the Society's website.
- 4.3. All illustrations should be submitted with the text and should be numbered in a **single sequence** which includes both drawings and photographs; reference to them in the text should be as: (fig. 6) etc. Those illustrations that are prepared in hard copy should carry the author's name and the fig. number, in pencil, 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, for paying any appropriate fee and for indicating the correct phrase by which the copyright should be acknowledged. The Editor may require written evidence of copyright clearance. Please note the requirements about copyright for the internet (1.2, above).
- 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: 193 x 143 mm (up to 193 x 150 mm is possible). If the drawing is to be in 'portrait' format, 5 mm should be allowed along the bottom for the caption; if it is to be 'landscape', 5 mm should be allowed up the right-hand edge for the caption. Final reduction to a round and accessible scale of 1:50, 1:100 etc. is preferred. All elements of original artwork, and especially any text contained within an illustration, should be of sufficient quality and size as to remain clear and legible when reduced for publication.
- 4.8. Original line drawings are preferred; photocopies are not acceptable.
- 4.9. For half-tones, original prints on glossy paper are required, and should be of a larger size than the final version.
- 4.10. All maps and plans should carry a metric scale and a north point.

5. Headings

- 5.1. There are six styles for headings within the text. These are:
 - A CAPITALS, centred
 - B SMALL CAPITALS, centred
 - C *Italics*, centred
 - D SMALL CAPITALS, ranged left
 - E *Italics*, ranged left
 - F *Italics*, ranged left, followed by an em space and then the text running on on the same line.
- 5.2. If only one level of heading is needed, use style A. For two levels, use A and E; for three, use A, D and E; for four, use A, C, D and E; for five, use A, B, C, D and E; for six, use A, B, C, D, E and F. Do not use more than six levels of heading without first discussing the matter with the Editor.

6. Abbreviations

AA ¹⁻⁵	<i>Archaeologia Aeliana</i> , first to fifth series.
AJ	<i>Archaeological Journal</i> .
BAR	<i>British Archaeological Reports</i> .
CW ¹⁻³	<i>Transactions of the Cumberland & Westmorland Antiquarian & Archaeological Society</i> , first to third series.
DN ¹⁻²	<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 ¹⁻⁵	<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	<i>RIB Roman Inscriptions in Britain</i> , vols. I-III (1965-2009). The number of the entry (and not that of the page) should be cited.
SS	<i>Surtees Society publications</i> .
TWAM	<i>Tyne and Wear Archives and Museums</i> .