

NOTES TO CONTRIBUTORS

Manuscripts should not normally exceed 3,000 words in length. They should be typed on good quality quarto paper, using double spacing throughout. One copy of the manuscript should be submitted, the author retaining another. Manuscripts and other correspondence should be addressed to the Co-Editor—Dr. Richard Hodges, Department of Pre-History and Archaeology, The University, Sheffield, S10 2TN, England.

Referencing should follow the modern scientific convention. Footnotes, wherever possible should be avoided. Bibliographic references, to be included in the text, should list the author's last name, date of publication, and number of page, e.g. (Hurst, 1959, 27.). Where an author's name has been cited already in the text, reference need only be made to the date of publication and page. Extended references should be listed alphabetically at the end of the paper, e.g.

Dunning, G. C. 1949. Dating medieval pottery, Part 1. Late-Saxon Period. *Archaeol. News Letter*, 10: 1-3.

Hurst, J. G. 1959. III. Middle-Saxon pottery, in *Anglo-Saxon pottery: a symposium*. *Medieval Archaeol.* III: 13-31.

Myres, J. N. L. 1978. *A Corpus of Anglo-Saxon pottery*, University Press, Cambridge.

Text figures, site plans and distribution maps should be drawn on strong paper, white card or good quality tracing film. They should be submitted, wherever possible, at the intended final size (i.e. a published full-page illustration may not exceed 24.0 cm x 16.0 cm). Plates should be printed on glossy paper and should be mounted on thin card. Figures, maps and plates should be titled and numbered.

Each contribution should be accompanied by a brief abstract (100-150 words) summarizing its contents. A short note on individual contributors should also be supplied.

It is very important that authors should submit accurate, well-prepared copy ready for the printer. Re-drawing of maps or figures cannot be undertaken by the editors, who will return sub-standard work to contributors for re-presentation in an improved form. Proofs of all articles will be sent to authors, who are reminded that these are intended for checking, not re-writing. Failure to return proofs by the required date will lead to the editors sending their own corrected proofs to the printer without further reference to the author.

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