

Wiltshire Archaeological and Natural History Magazine

NOTES FOR CONTRIBUTORS

The Honorary Editor welcomes original submissions to *Wiltshire Archaeological and Natural History Magazine*. Contributions should be on subjects related to the archaeology, history or natural history of Wiltshire. While there is no fixed length, papers should ideally be under 7,000 words, though longer papers will be considered if of sufficient importance. Shorter, note length, contributions are also welcome.

Prospective authors should, in the first instance, read the following Notes for Contributors. They should then contact the Honorary Editor, Dr Stuart Brookes (s.brookes@ucl.ac.uk), who may then invite them to submit a paper. The editor will be pleased to advise and discuss with intending contributors at any stage during the preparation of their work.

Articles and Shorter Contributions. Our editorial cycle

Submissions are considered by the Editor as soon as they are submitted. The next steps are normally:

- After a preliminary check for suitability, submissions are then sent to the relevant subject editor for editing.
 - Honorary Archaeology Editor: Dr Stuart Brookes
 - Honorary Local History Editor: Dr James Thomas
 - Honorary Natural History Editor: Dr Michael Darby
- Assuming provisional acceptance of your paper, we ask you to return your revised text within 3 months.
- We will confirm whether we have accepted your revised paper for publication the following year and which issue we intend to place the paper in. At this stage, the Editor will undertake any required editing of submissions; only where changes are substantial or for discussion will reviewers receive edited texts for comment.
- You will receive proofs for checking by January of the year of publication, and have 3 weeks to make amendments.
- Your paper will be published in May.

Stage 1: contacting us about your proposal

We positively encourage you to contact the Editor to discuss possible contributions or drafts before submitting a finished typescript. In your email you should address the following questions:

- outline the proposed paper's content and a working title
- indicate the paper's likely word length, including notes and bibliography, and number of tables and figures
- identify when you plan to submit
- tell us whether or not its publication would be grant-aided (note: such funding is not a prerequisite for publication, but there is an expectation that papers resulting from commercial work undertaken by units and by major public bodies will normally bring funding). Contributors are encouraged to seek funding from grant-making bodies towards the Society's publication costs wherever possible.

Stage 2: Preparing your paper for submission

Remember, all submissions must follow our house style. Please submit a single electronic file. Language should be clear and comprehensible. Please include the following:

- Preliminary page: giving the title of paper, name of author(s), address of each author, including email address, abbreviated title (for running headlines within each article), word count of the article
- Contributions of article length should be accompanied by a summary of about 100 words.
- Text
- List of references
- Acknowledgements
- Appendices
- Grant acknowledgement: This paper is published with financial assistance from [name of sponsoring body]
- List of figure captions
- List of table captions

Text must:

- have margins of at least 1 inch (2.5 cm) on all sides.
- be fully 1.5 in spacing.
- 12 pt font throughout (10 characters to the inch)
- indent beginning of all paragraphs one tab stop.
- have numbered pages.
- have no running headers or footers.
- be submitted electronically as either MS Word (by preference) or Rich Text Format.
- be justified to the left-hand margin only.
- Distinguish headings and subheadings as:
 - subhead A, bold, underline, upper and lower case, range left,
 - subhead B, bold, upper and lower case, range left;
 - subhead C, italic, upper and lower case range left
 - subhead D, italic underlined, upper and lower case, range left

NOTE: Do not embed figures within the Word file; send them separately as individual files.

Referencing: The Harvard System of referencing (author, date and page, in parentheses within the text) is preferred: e.g. '... one sheep and one dog lay close together (Clay 1925, 69)'. References in footnotes should be avoided if at all possible. Only give references which are directly applicable, repeating as little as possible. All references cited in the paper should be listed in the bibliography using the following style, with the journal name spelled in full, and the place and publisher of books/ monographs given:

For a paper:

PITTS, M. W. and WHITTLE, A. 1992. The development and date of Avebury. *Proceedings of the Prehistoric Society* 58, 203-12

(Note that in citations *Wiltshire Archaeological and Natural History Magazine* is abbreviated to *WANHM*)

For a book or monograph:

MITH, I.F., 1965, *Windmill Hill and Avebury: Excavations by Alexander Keiller, 1925-39*. Oxford: Clarendon Press

For a paper in a book or monograph:

FITZPATRICK, A., 1984, 'The deposition of La Tène metalwork in watery contexts in Southern England', in B. Cunliffe and D. Miles (eds), *Aspects of the Iron Age in Central Southern Britain*, 178-90. Oxford: University Committee for Archaeology

Endnotes can be used for specific information that cannot otherwise be comfortably incorporated in the main body of the text.

Some common conventions are outlined below:

Numbers	Up to ten in full; over ten in numerals
Initials	B.N. Eagles (no space between initials)
Paragraph starts	One tab
Between sentences	One space
Measurements	2mm; 2cm; 1m; 3ft 5in; 5km (no full stops or spaces)
Percentages	50 per cent
Dates AD/BC	AD 450/ 450 BC
Dates	450–550 (en-dash; no spaces)
circa	c.450 AD (itals; no space)
'Number/s'	No. 5 but Nos 5-6 (full stop after singular; none after plural)
Editors	Ed. but Eds (full stop after singular; none after plural)
et al	<i>et al.</i>
in situ	<i>in situ</i>
pages	p.55 but pp 55-65 (full stop singular; none plural. No spaces.)
Cf.	<i>cf.</i>
Personal communication	pers. comm. (no itals)
passim	<i>passim</i>
ibid	<i>ibid.</i>
Figures	Fig. but Figs (full stop after singular; none after plural. Space between Fig. and number)
graves	In caps when referring to specific, e.g. Grave 21
Brackets	Never in itals. Usually (); use [] when indicating editor's comments

Illustrations

Illustrations need to be clear and easily reproducible and presented in a form suitable for immediate reproduction (i.e. not requiring any redrawing) in a format following that of the *Magazine*. All line diagrams and photographs are termed 'Figures' and should be referred to as such in the manuscript. They should be numbered consecutively.

Captions should be printed on a separate sheet of paper, not written on the drawings or photographs. A copy of the text on disk is required for publication. Copies of illustrations provided should also be numbered in pencil on the back to correspond with the caption numbers.

Line drawings: Original artwork should not exceed A3 before reduction, and should be reproducible to a maximum final printed area of 144 mm x 206 mm. Drawings should be produced on drafting film or high quality white paper using black ink. Detail and lettering should not be so small that it will become lost in reduction. Mechanical lettering (dry transfer or computer generated) is preferred over hand lettering.

Contributors are expected to supply each illustration on a separate A4 sheet and preferably also electronically on CD or via email/Dropbox/etc as TIFF, PDF or EPS files (all fonts embedded), with a *minimum* resolution of 600 dpi for line drawings and 350-400 dpi for half-tones and colour images. Colour images must be supplied as CYMK not RGB. All figures should have short descriptive captions typed on a separate sheet.

Scales should be provided on or with all figures and, where appropriate, on plates. These should use the metric system. Imperial measures for the illustrations of features or smaller objects should only be given if there are special historical reasons for doing so. A North point should always be provided on maps and plans.

Photographs:

Photographs should preferably be submitted as clear, glossy, unmounted black and white prints with a good range of contrast; alternatively and preferably as TIFF or EPS files, scanned from the original at at least 600 dpi. The copyright of all photographs and/or names of photographers must be indicated.

Tables: Tables must be supplied separately from the main text even if they contain text and figures only and can be provided in word-processed form.

Authors are strongly advised to retain copies of all illustrative material. Original drawings must be supplied to the editor: photocopies etc. are inadequate.

Illustrations can only be emailed to the editor after prior consultation, to tcnrsjb@ucl.ac.uk - In no case send email attachments in excess of 8mb.

Colour printing:

WANHM published greyscale images for free, however in some cases authors may opt for colour printing which come with a fee. Currently, costs for colour printing are set at £200 for any number of colour pages in a 16 page section. If the article, or more specifically its colour illustrations, extend over more than one section (and even short articles can of course do this) then its £200 for each section involved. It is also possible that there could be two articles with colour pages falling in the same section, in which case the £200 can be divided between them. This is on top of the £40 per page for funded articles.

Illustrations can only be emailed to the editor after prior consultation, to s.brookes@ucl.ac.uk - In no case send email attachments in excess of 10mb.

Postal Address:

Dr Stuart Brookes

UCL Institute of Archaeology

31-4 Gordon Square

London WC1H 0PY

Stage 3: submitting your revised paper for publication

After the Editor has notified you that your paper has been provisionally accepted, and once you and the Editor have mutually agreed the changes required, you submit a revised version of the article, as Stage 2, plus final (electronic) versions of figures (should important: double-check images on disk are in correct format - see above).

Stage 4: checking your proofs

We email you proofs as pdf files (to the nominated lead author, if there is more than one of you). We supply these for checking and making essential typographical corrections. You must normally post corrected paper copies of proofs to the Editor within three weeks of receipt, or return them electronically as marked up pdfs. We do not normally accept revisions, alterations or changes to text or illustrations at this stage. If you require any extra changes, you must agree them with the Editor.

Stage 5: publication of your paper

You receive a free pdf file of your paper.

Reviews - submissions and procedures

The Honorary Reviews Editor is: Bob Clarke, rc330@exeter.ac.uk

WANHM annually offers reviews of a full selection of books, editions, excavation monographs and reports, on Wiltshire related studies. We receive books for review throughout the year from publishers; the Reviews Editor also directly requests them from publishers.

Reviews are generally short (300 words) or medium length (600) reviews. Normally the Reviews Editor seeks reviewers; however, we welcome requests by potential reviewers. Requests by the Reviews Editor will be for the submission of a review by email within three months of the receipt of the book. It is essential that reviewers follow the Society's house style because this saves time in preparation for publication.

The Reviews Editor will undertake any required editing of submissions; only where changes are substantial or for discussion will reviewers receive edited texts for comment.