Northamptonshire Archaeological Society

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Notes for Contributors

The society journal has been A4 format with full colour printing since Volume 35, 2008, which makes it possible to include colour photographs and colour plans.

1   All contributions should be word processed (preferably Word for Windows) and sent either as an email attachment, on disk together with a hard copy (single spacing), or by WeTransfer or similar means. Please provide a plain text with line spacing and no special formatting. See notes below for bibliographic style.

2   All text should be in Times New Roman font. We are currently producing the text in Times New Roman, major headings and tables in Arial see 3 & 4 below, but this can be adjusted as part of the preparation for typesetting.

3   **Title of report** (Bold, 16 point, centred, line space

   Author (Bold, 12 point, centred, line space)

   List of major contributors (Unbold, 11 point, centred, line space)

3   Please check that your hierarchy of headings through the body of the text is clear and consistent throughout. The   preference is as follows:

   1) **Section title** (Bold, 11 point, centred, with line space);

   2) **Sub-section** (Bold, 11 point, left margin with line space);

   3) *Minor sub-section* (Bold. left margin, italics, no line space);

   4) *Fourth level* (try to avoid if possible: unbold, italics, left margin, no line space).

   Do not number sections and subsections.

4   All contributions (except notes and shorter contributions) should begin with a short summary of their contents (200-400 words) based on a key word approach to periods, site-types, major finds, radiocarbon dates etc to help potential readers locate significant material.

5   Please remember to provide full captions for all submitted illustrations and photographs, either at the end of the main text or as a separate file.

6   Referencing should be Harvard. See additional notes for the punctuation of bibliographic references, which follows the system favoured by English Heritage in its Archaeological Report Series, which at its most basic entails use of only commas, and no full-stops.

7   Measurements should be in standard SI units with the internationally recognised abbreviations. For linear measurements use the millimetre (mm), metre (m), and kilometre (km), NOT centimetre (cm), and units are never plural, eg gram is g, NOT gms and kilometre is km NOT kms.

8   All illustrations should be produced bearing in mind that, when reduced, they will be a maximum 235mm x 165mm for a portrait format. Use landscape format only if unavoidable and necessary.

9   Digital illustrations preferably as Adobe pdf (press quality). Please DO NOT submit Coreldraw (cdr) files in CMYK colour, convert these to pdf files. CAD drawings saved as EPS files should work provided the original is not left 'open'. If possible, save as pdf files to make the file size smaller.

10   Traditional ink on peramatrace/paper need to be no larger than A3 format. Any larger format originals should be reduced or scanned before submission.

11   Photographs should be provided in digital format, jpeg or tiff files at 300dpi at final reproduction size. Any jpeg or tiff line drawings should be at 600dpi.

12   Footnotes should be avoided. If, however, they have already been included within the text, they should be converted to endnotes (Microsoft Word will do this).

13   Smaller tables, no more than column width, can appear within the submitted text, but for ease of typesetting any page-width tables, eg environmental tables occupying a whole page, should be provided as separate files.

14   Please insert Figure and Table captions at the earliest preferred location within the text, but leave a double line space above and below so they are clearly evident to the typesetter. The typesetter will relocate them to nearest appropriate point at or after than indicated.

15   Please note that all journals are now created digitally and the intention is that they will be made available online, as well as hard copy, after a suitable time delay. If there is any reason why you do not wish your material to become available online please discuss this with the editors before submission. We are currently in the process of depositing our past journals with the Archaeology Data Service (ADS).

16   Commercial organisations are expected to provide a grant to meet the cost of publication. This will be a maximum of £40 per page, but the actual cost can only be calculated following printing. An approximate quote can be provided for submitted articles, which will be adjusted at the page proof stage. An invoice will be sent following publication.

16   In recent years the journal has been available to members at the end of year AGM, at around mid-November, which entails submission for type-setting at around the end of May or early June. It is therefore desirable to have contributions submitted from January onward, with a deadline at the end of April, to ensure inclusion. For further information, consult with the editor (NAS196674@gmail.com).

17   All contributors will receive one set of page proofs for checking and returning to the editor within a specified timetable. It cannot be guaranteed that any corrections submitted after this will be incorporated in the final publication, so please check the proofs carefully. All named principal authors will receive a full volume and a digital offprint.

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Email: NAS196674@gmail.com

Formatting the Bibliography

Authors Surname (comma), INITIALS (comma). NO FULL STOPS BETWEEN INITIALS

Eg. Blinkhorn, P W, or Blinkhorn, P W, (ed), if editor of volume

Multiple authors: Dudley, D, and Minter, E M,

Name is followed by YEAR OF PUBLICATION (NO FULL STOP, space).

Title of Article or Book, NO INVERTED COMMAS PLEASE.

The rule is:

Plain type for a Journal article, *with Journal title in italics*

For a book or monograph the title is in italics, and the monograph series is in plain type.

Volume numbers are in **bold** type to distinguish them from page numbers, separated from the Journal title and page numbers by commas.

A simple rule is: do not put in any full stops.

Journal article

Anderson, T, 1998 Two cases of Hypoplastic Hamulus from Iron Age and Roman Northamptonshire, *Journal of Palaeopathology*, **10** (1), 31-35
Chapman, A, 1998 Brackmills, Northampton: an early Iron Age torc, *Current Archaeol*, **159**, 92-95
Jackson, D, and Knight, D, 1985 An Early Iron Age and Beaker Site at Gretton, Northamptonshire, *Northamptonshire Archaeol*, **20**, 67-86

Abbreviations for major journals:

Northamptonshire Archaeol; Antiq J; Medieval Archaeol; Archaeologia; Proc Prehist Soc; Proc Cambridge Antiq Soc; Archaeol J; Bedfordshire Archaeol;
Trans Birmingham Warwickshire Archaeol Soc; Norfolk Archaeol; East Anglian Archaeol; Records of Buckinghamshire; Medieval Village Res Group Annu Rep.

Please note that county names are never abbreviated (unless abbreviated within a title).

Monograph or developer report

Evison, V I, 1987 *Dover: The Buckland Anglo-Saxon Cemetery*, English Heritage Archaeol Rep, **3**
Knight, D, 1984 *Late Bronze Age and Iron Age Settlement in the Nene and Great Ouse Basins*, British Archaeol Rep, British Series, **130**

Book

Baker, J, and Brothwell, D, 1980 *Animal Diseases in Archaeology*, London
Cunliffe, B, 1991 *Iron Age Communities in Britain*, 3rd edition Oxford

Specialist reports within other articles/volumes

Both the specialist report and the report from which it comes have their own reference, in the appropriate places alphabetically within the bibliography.

Note: in the reference to the parent report you omit initials or place them in front, no commas, if necessary to distinguish between authors with the same surname.

Eg.

Blinkhorn, P, and Jackson, D, 1998 The Pottery, *in* Thomas and Enright 1998, 54-61

Thomas, A, and Enright, D, 1998 *Excavation of an Iron Age Settlement at Wilby Way, Great Doddington,* Cotswold Archaeological Trust

Gordon, R, 2017 Animal bone from Iron Age features, *in* A Chapman and P Chapman, 2017, 81

Chapman, A, and Chapman, P, 2017 *Bronze Age Monuments and Bronze Age, Iron Age, Roman and Anglo-Saxon landscapes at Cambridge Road, Bedford*, Archaeopress Archaeology

These often arrive as:

Blinkhorn, P, and Jackson, D, 1998 The Pottery, *in* Thomas, A, and Enright, D, *Excavation of an Iron Age Settlement at Wilby Way, Great Doddington,* Cotswold Archaeological Trust

This is acceptable only if all similar references are consistently in the same style.

However, if there are multiple references to contributions within a single volume, the double entry approach should be used to save repetition.