

Council for British Archaeology *North West*

Archaeology North West

Notes for contributors

Main text

Articles should not exceed 5000 words. They must be submitted in hard copy and on a digital file as a Microsoft Word document. The text should be clearly organised and observe the following structure: main text, acknowledgments and bibliography. In addition to the title, two levels of sub-headings are available. The text must be complete in every respect, including captions for illustrations, tables and bibliographical references.

Illustrations

All line diagrams and photographs will be termed 'Figures'. They will be placed and numbered in a single sequence. Every figure must have a caption and a definite reference in the text. They will normally be placed as near as possible to the first main reference. Line diagrams should be submitted as hard copy, each on a separate A4 sheet, and digitally as .tif files. Photographs should be submitted as clear, glossy, unmounted black and white prints, or digitally as .jpg files. All figures need to be reproducible to a final printed text area of 253mm x 168 mm.

Tables

Tables (and charts) will be numbered in a single sequence. They must have a caption and a definite reference in the text. They will normally be placed as near as possible to the first main reference. Tables should be submitted as hard copy, each on a separate A4 sheet, and digitally as .xls files.

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Bibliographical references

References should follow the Harvard convention. In text references will contain within parentheses the author's surname, date of publication, and page reference, such as (Nevell 2003, 28-30). Where there is no appropriate author's or editor's name, as for institutional publications, use some conventional shortening of the institutions name, such as UMAU for University of Manchester Archaeological Unit. Multiple references should be separated with a semi-colon, such as (Carrington 1994; Mason 2001). References should be listed alphabetically at the end of the paper with book or journal titles italicised, including place of publication and publisher, issue and page numbers.

Examples:

Higham N, 2004, *A Frontier Landscape: The North West in the Middle Ages*. Macclesfield, Windgather Press.
Morris M, 1994, 'Towards an archaeology of navy huts and settlements of the Industrial Revolution', *Antiquity* 68, 573-584.

Shotton D, 2002, 'Chester: early Roman occupation', in Carrington P, (ed), *Deva Victrix: Roman Chester Re-assessed*. Chester, Chester Archaeological Society, 25-31.

UMAU, 2005, *Hardman Street, Manchester. An Archaeological Excavation*. University of Manchester Archaeological Unit unpublished report.

Bibliographies also need to be submitted as a separate .xls file.

Style

Use British spellings as given in the Oxford English Dictionary, but always use '-ise' not '-ize' spellings. Capitalise archaeological and historical periods such as Neolithic, or the Middle Ages, but do not capitalise further refinements, such as early, late, upper or lower. Note, however, that medieval and prehistoric are lower case. Dates shall be given in the form 15 April 1965. Use 1960s (not sixties) without an apostrophe and use numerals to number centuries, such as 4th century AD (not fourth century AD). Precise numbers, eg in measurements, need also be expressed in numerals. All quotations should be in italics and use single quotation marks with double quotes inside single quotes. 'Open' punctuation will be used, ie abbreviations are not followed by a full stop, such as eg, AD, BC.

Complete manuscripts together with illustrations, tables and bibliographical references should be sent to the editor, Tom Saunders, 42 Cuthbert Avenue, Levenshulme, Manchester M19 3DG (email: tom.saunders3@ntlworld.com)