

ARCHAEOLOGY IN WALES: NOTES FOR CONTRIBUTORS

Please try to submit your material in line with the notes below. By following the guidelines set out here and the style you see elsewhere in the journal, you will save the hard-pressed (voluntary) Editors many hours of hard work!

Types of material

Archaeology in Wales is intended to provide an overview of current and recent archaeological work in Wales, and carries a number of categories of material, as follows:

- synthetic articles, providing an overview of a topic or period;
- short interim statements on specific sites;
- shorter final excavation reports;
- longer excavation reports, although the Editors need to be selective about these in order to preserve the balance of the volume;
- the gazetteer, which is central to the objectives of the publication;
- book reviews and a survey of recent literature.

Copy date and general notes

- All material for AW 44, 2004 should be sent as soon as possible to the Editor, **Frances Lynch**, Halfway House, Halfway Bridge, Bangor LL57 3DG.
- Contributors of **papers, definitive reports or long interims** requiring treatment as separate articles should contact the Editor in good time, since such material will normally be **externally refereed**.
- Contributors to the review section should contact the Reviews Editor, **Jeff Spencer**, CPAT, 7A Church Street, Welshpool SY21 7DL.
- Entries for the **gazetteer** should be kept reasonably brief, especially if a fuller report is available elsewhere, but an illustration often helps to clarify the sense.
- Please check with the regional Sites and Monuments Record that your site(s) is not already known before submitting 'new' discoveries. Material which embellishes the existing record or provides discussion is of course welcome, but raw lists of sites without a clear context would be better submitted direct to the relevant SMR.
- Contributors should note that negative results will not be published unless their context and significance is made clear.

Style

- All entries, whether on disk or typescript, should follow the style and punctuation used in this volume, based on the 3rd edition of CBA's *Signposts for Archaeological Publication* (1991). Contributors should check for consistency of presentation.
- References should follow the Harvard system, with a list at the end of the entry, following the style and punctuation used in this volume (no footnotes please). Note absence of full stops after initials.

- The site name should be presented with a view to making the entry easily found by readers. For sites in towns or villages the town or village should be placed first, in capital letters, followed by the street name etc in upper and lower case. Rural site names should be in capitals, followed by the parish or other locational description in upper and lower case.
- The site name should be followed on the first line by the NGR in brackets with spaces (eg SH 1234 5678). PRNs (if appropriate) should appear in the body text.
- Multi-period excavations should have separate entries for each period.
- The first paragraph should start without indentation, and subsequent paragraphs be indented using a tab character.
- Entries should be kept as brief as possible, consistent with clarity. Intricate tables should be avoided.
- Abbreviations such as OS, OD, BC, AD, NMGW, CPAT etc should be without full stops.
- Measurements should be in SI units, as 8m, 11.3m, 0.10m, 50mm, 1.5ha etc (*not* cm).
- Latin terms should be in italics or equivalent.
- Note certain conventions such as north-east (not northeast); post-hole, stake-hole (not posthole, stakehole); groundworks (not ground-works) which may be contrary to your normal practice. If it is right first time it is a great help to the editors!
- C14 dates should be quoted in full, giving the laboratory code and number, in years bp with one standard deviation, and giving the material used with its archaeological context. If calibrated dates are also given, the calibration curve or table must be quoted and the date quoted as cal BC or cal AD.
- Authors' names should be followed by an address or organisation, all in upper and lower case type, on the last line.
- Where the site has been included in an unpublished assessment or evaluation report, the author's name should be followed by the report reference number, and information on the place of deposition given.
- **Please avoid using numerical fraction characters.**
- Texts should be unjustified and any automatic Word formatting must be turned off (eg **no** superscripts).

Manuscripts and hard copy

- Entries should be presented either as typescripts or word-processed documents accompanied by a disk.
- Contributions for different sections (periods etc) and different unitary authorities (1996) should be presented on different sheets of paper.

Disks

- *Archaeology in Wales* is compiled on Macintosh machines using Adobe InDesign, Adobe Illustrator, Microsoft Word and Adobe Photoshop.
- Entries may be submitted on 3.5in floppy disk, ZIP disk,

CD or via e-mail (f.m.lynch@btopenworld.com).

- Entries in RTF are preferred, but most other types of word-processing files are acceptable. Texts should be unjustified and any automatic Word formatting must be turned off (eg **no** superscripts). The software used should be specified. All files should be spell-checked and cleared of soft hyphens.
- Separate files should be provided for each period section, but not for each unitary authority, though the authority should be specified for each site.
- The file names used should be unique to the sender, preferably identifying the contributor or organisation.
- A hard copy must be provided in order to check that no errors have occurred in transfer.

Illustrations

- *Archaeology in Wales* is now produced digitally. We can handle monochrome line drawings, clear photographs for monochrome reproduction and greyscale digital images. In many cases an illustration adds considerably to the clarity and impact of a contribution.
- Drawings should be at a size which will enable reproduction to a maximum of 250mm by 168mm. Single column illustrations are 80mm wide.
- Lettering, line thickness and shading should be at a size which will be legible when reduced. Tones or dotscreens seem to scan better than hatched conventions.
- Drawings should be provided with a north point and a metric scale (a simple toothed line, not black and white divisions) of appropriate length.
- Digital images in most major formats can be handled,

though TIFF, JPEG or BMP are probably easiest. We need **at least 300 dpi** and **preferably 600dpi**. Please provide a hard copy as well.

- **We cannot handle digital illustrations embedded in Word files, or output from MapInfo.**
- **In the first instance, please send *hard copy of all illustrations* to Frances Lynch for comment when you send your text.** If changes are then suggested please make these changes before sending any electronic versions to Tony Jackson. Tony can make changes to electronic drawings, but it is extremely difficult and time-consuming because of the variety of programmes and the complexity of layering known only to the originator.
- If you are sending drawings to us in hard copy only, we prefer good-quality photographic reproductions or photocopies at or near the intended scale of reproduction. We prefer A4 but can scan up to A3. Larger originals can be handled, but with some difficulty.
- Please do not embed illustrations in the text because they are dealt with separately by Tony Jackson (see above).
- Prints for plates should be of high quality with good contrast; black and white and colour are both acceptable. Digital photographs in TIFF or JPEG format are preferred.
- All illustrations should be clearly labelled with the site or project; if a typeset caption is required, it should be firmly affixed to the illustration in such a position as not to interfere with reproduction. All illustration captions should be listed at the end of the article