

WEST MIDLANDS ARCHAEOLOGY *notes for contributors*

CBA West Midlands welcomes contributions from anyone working in the West Midlands region, whether in a professional or local society capacity. Our aim is to document work in the region but also to act as a forum where ideas can be freely floated as short discussion articles. Contributors should aim to make any piece they submit short, concise and readable. Professional organisations should note that technical reports will not be accepted and that negative results will only be published if their significance and context is made clear. Please avoid technical jargon and do not waffle -it will only be cut out. Please also note that *WMA* should not be seen as a substitute for full publication in a county, national or period journal, but as an opportunity for providing notice and update of work carried out within the region. Longer articles may be subject to a refereeing process. Wherever possible, summaries of seminars and open days will be included in *WMA*.

Would contributors please observe the following conventions when submitting articles:

- Submit articles by **30th June 2011** at the latest.
- All text should be submitted by disk, CD or by email - **typed manuscripts will no longer be accepted. NB: digital text files must be either 'born digital' or scanned using Optical Character recognition.**
- The article must include the site name, a six-figure national grid reference, and a sites & monuments record number (where applicable).
- If you are submitting more than one article, group them alphabetically and by county.
- Illustrations are positively encouraged. They should include scale and north arrow. Captions should be separate from the figure. *WMA* does not hold an Ordnance Survey licence therefore will not include Ordnance Survey derived mapping.
- Published references should be cited in Harvard style, i.e. Author surname, Date of publication, page number(s), e.g. Barker 1977, 56.
- Aerial photographs should be cited using the negative number, SMR number or other recognised reference.
- Any article or source cited must be listed at the end of the article, e.g. Barker, P A 1977 *Techniques of Archaeological Excavation* (1st edn.).
- Acknowledge **any** other person's work you have used in your article. This includes aerial photographs and geophysical reports, e.g.the site was discovered through an aerial photograph (Pickering, 1977).
- The article will be the copyright of the author.

The editor reserves the right to edit contributions as necessary. No offprints are supplied to authors. Authors are also invited to contribute to the national journals, some of which publish annual summaries of archaeological fieldwork. They can be contacted at:

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