

Somerset Archaeology and Natural History Society

Notes for authors submitting for publication in Proceedings

THE PROCESS

Proposals

Proposals should be made in writing to Editor (contact details at the end of this document). The proposal and all subsequent correspondence should be clearly dated and marked with the author's name, address, telephone number and email address.

In making a proposal the author should bear in mind the charitable objects of the Society and that as a charity the Society has limited funds to support these objects. The current objects of the Society can be found on the website of the Charity Commission register number 201929. It is a condition of publication that the publication becomes the copyright of the Somerset Archaeological and Natural History Society as well as the author. Open access publication on the internet will be subject to a Creative Commons Attribution-Non Commercial CC BY-NC licence.

The author should indicate whether the paper is eligible for grant-aid.

The Editor will consider whether they wish to accept the proposed paper and explore the matter further with the author or their nominated agent subject to refereeing or to refuse the proposal. The Editor retains the right to do refuse without stating their reasons or subjecting its decision to appeal.

Typescripts or word-processed documents may be submitted for consideration as an initial proposal, but they must comply with the guidance for submissions for refereeing (see below). Please indicate the number of figures (plates and line drawings) and, of those, the number you would like to see reproduced in colour.

Submissions for refereeing

In order to maintain its standards of excellence all proposals for publication are submitted for refereeing.

Authors must submit:

- 1) Two complete clean printed copies of the text prepared in accordance with the style guidelines below together with paper prints of the illustrations (NB in 2020/2021 this may be waived due to the pandemic);
- 2) A Word document by email or a CD containing the text as a Word or Rich Text Format (RTF) document and digitised illustrations as individual files in accordance with the style guidelines below;
- 3) A declaration signed by the lead author confirming that the work is by the authors listed; that the other the authors have consented to publication in the form submitted; that permission for reproduction in the publication has been

granted by the copyright holders of any text or illustrations not by the authors; and whatever permissions required to publish the material have been granted.

Proofs

The lead author will be sent proofs by email in the form of a PDF file. The proofs are supplied for checking and correcting errors of layout or reproduction and typographical errors. It is expected that the lead author compiles all corrections on a single paper copy of the proofs which should be sent to the Editor within two weeks of receipt. Revisions or alterations to the text and illustrations cannot normally be accepted at this stage. If they are absolutely required, they must be agreed by the Editor and the author must be prepared to meet any additional costs incurred.

Publication

The author will be entitled to a PDF copy of the paper as published for their own use and distribution. Please note that a two-year embargo exists before published papers may be uploaded to web-based repositories; during this period access will exclusively be for members of the Society. In certain circumstances the Editor may agree to supply a printed copy of the paper.

STYLE GUIDELINES

Text

The cover page should state the title of the paper, the author's names and affiliations or addresses, their email addresses and the date of submission.

The complete text should be compiled, saved and submitted using Word or Rich Text Format using the minimum of formatting:

Font size should be 12 point and preferably Times New Roman or an accepted Unicode font;

Left-justified;

Double-line spaced;

Pages should be numbered;

End or foot notes should not be automatically entered;

Without a line space between paragraphs;

The first line of a new section without an indent but new paragraphs indented 3mm thereafter;

The different weight of headings should be shown by a separate 'Hierarchy of headings' and, on an accompanying single spaced hard copy, by a number 1-3 against each – where 1 is the main heading, 2 is subordinate to 1, 3 to 2 (three levels of headings should be sufficient excluding the title itself);

Do not centre headings;

Do not use bold or underline.

Hard copies should be printed single-sided and submitted as loose sheets, not stapled or bound.

Figures and tables

All should be separated from the text in a different file. Their position should be shown by highlighting the first reference to them.

Figures

For submissions for refereeing size illustrations to fit within the standard size for the *Proceedings* which is 137mm by 195mm. Please allow space for captions bearing in mind whether they are portrait or landscape figures.

For the final submission:

Compile a separate list of captions for illustrations i.e. figures including all photographs and line drawings and another separate list for tables.

Line drawings and photographs should be numbered consecutively as figures i.e. with no separate plates.

Figures should be digitised if possible and supplied as JPG or TIF files. Resolution for greyscale and colour pictures is 400 dpi; for line drawings at least 1200 dpi.

It is advised that drawings should not exceed A3 before reduction. If possible, the submitted undigitised drawings should be reduced to A4 size or less. Digital lettering is much preferred to hand lettering. Foldouts should be avoided if at all possible – one way to present large images is to cut the figure and show it across two facing pages.

Permission should be sought by the author from the OS for using their maps as base material or from other sources for reproducing copyright material and acknowledged in the caption.

Authors should ensure that they have secured reproduction rights to all images whose copyright they do not own and that these are fully acknowledged in the list of figure captions.

Tables

If elaborate tables with complex layout are absolutely necessary then they should be supplied as JPG or TIF files in the same way as figures.

Text should preferably be in Times New Roman. Please avoid bold and envisage a point size of 10 or less when finally on the page.

Bar and pie charts should be prepared with the frame size and typeface in mind e.g. the point size of lettering should not be larger than the text's 10 point. Use a method clear in monochrome to distinguish categories and check how colour figures appear in monochrome.

Textual style

Consistency within the text is preferred to imposing a universal style. However some points may be noted:

- Measurements: Metres or millimetres rather than centimetres – as 3.7m; 6.5mm
- Numbers: written one to twelve and numerals thereafter; 12th century rather than twelfth century etc (or 12th-century when used adjectively)
- Headings do not end in points, capitalise first letter in headings but not thereafter
- Figures referring to illustrations in the text shown as Fig., those referring elsewhere as fig.
- Hyphenation of compound adjectives, but sparing hyphenation generally. Usually unhyphenated uses are preferred eg handmade, posthole etc
- Cross references – please minimise ‘see p. 00’ references and try to replace with ‘see section x’.

The detailed ‘Preparing your text for publication’ by English Heritage is recommended for text minutiae.

References

The Society recognises that academic disciplines are accustomed to different referencing systems. A choice of two is offered: a modified Harvard system or the Oxford system (endnotes).

The following layout is preferred for *Harvard references*:

- Applebaum, S., 1975. ‘Observations on the economy of the villa at Bignor’, *Britannia* 6, 118-32.
- Bevan, L., 1998. ‘Bracelets; pins’, in P. Leach, *Great Witcombe Roman Villa, Gloucestershire. A Report on Excavations by Ernest Greenfield 1960-1973*, Oxford: B.A.R. Brit. Ser. 266, 86-90.
- , 2001a. ‘The flint’, in Leach 2001, 100-7.
- , 2001b. ‘Fired clay, brick and tile’, in Leach 2001, 225.
- Henig, M., 1984. *Religion in Roman Britain*, London: Batsford.
- Leach, P. J., 2001. *Excavation of a Romano-British Roadside Settlement in Somerset: Fosse Lane, Shepton Mallet, 1990*, London: Britannia Monograph 18.
- Leech, R. H., 1976. ‘Larger agricultural establishments in the West Country’, in K. Branigan and P. Fowler (eds), *The Roman West Country*, Newton Abbot: David and Charles, 142-61.

Note therefore caps for books and lower case and inverted commas for articles. Please use the CBA list of journal abbreviations (in *Signposts for Publication* (Boulton 1991)). The exception is the Proceedings of this Society which should be abbreviated *SANH*.

In the text, reference should be (Frere 1969, 45).

There are various on-line guides for forms of referencing other materials such as e-publications see <http://www.library.dmu.ac.uk/Images/Selfstudy/Harvard.pdf>

The layout for the *Oxford or Standard (numeric) system of endnotes* should follow *SANH* 136, 156-9 which covers all possible eventualities. There a reference back to previous notes takes the form of the author and a shortened title. However, reference to the endnote number is preferred i.e.: Frere, *op. cit.* note 5, 15 – where 5 is the first endnote appearance and 15 is the page number.

Endnotes should only be used for history and other texts and not for archaeology articles. Harvard references and footnotes should not be combined. Please note that word processing embedded endnote facilities do not transfer to the typesetting software so superscript numbers should be applied manually in the text and the notes prepared separately.

Financial contributions

A publication grant is expected with all archaeological papers resulting from commercially funded work or with public research funding attached.

If in doubt, please contact the Editor with any specific queries.

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